Simple fire door checks

As well as dramatically reducing damage from fire spread, fire doors are critically important for life safety – especially for staff with special duties during fire evacuations, such as Fire Marshals and Security Officers, and for people with impairments who may take longer to escape or who require assistance.

1. Make sure the door leaf isn’t damaged, and that any glass panels are intact and held firmly.
2. Make sure that the fire door isn’t wedged, tied or propped open (if so, speak to local staff to ensure this is prevented).
3. If fitted, make sure that automatic devices release properly. For magnetic holdbacks, press a button on the unit to release the door; for Dorgard units, push the foot control towards the face of the door and it will spring up.
4. Check that the fire door doesn’t bind on the floor, and that the self-closer shuts it fully from any position and engages the latch where fitted (suggest releasing the door from fully open and from about 75mm/3” open).
5. Check that the seals along the opening edge and top of the door are present and undamaged. *
6. Check that each fire door leaf has the correct signs.

![Fire door signs]

7. Report any defects to the Estates Helpdesk – ext. 3209, EstatesHelpdesk@kent.ac.uk or if in doubt check with a Fire Safety Adviser – ext. 7630, a.c briggs@kent.ac.uk or ext. 16163, m.m.dawson@kent.ac.uk

* older fire doors may not have seals fitted – this is usually acceptable so long as the fire door shuts properly into its rebate and the gap is no more than about 4mm (a £1 coin is useful as a gauge, about 3mm thick). Gaps under fire doors can be up to 8mm.

The above is simplified advice intended for e.g. Fire Marshals, Security and FM staff making basic local checks. Estates Maintenance inspect fire doors more comprehensively at regular intervals.