

Fire Door Maintenance Guide

As a helpful guide to some of the most important points to be considered, we have listed the key areas you should include in your periodic maintenance checks, which we have referred to as 'GAI HAS CALLED'

Glazing and vision panels - If the glass is cracked or broken, then it must be replaced immediately. If it is not replaced then in the event of a fire, the smoke and gases will travel through the glass, which means that the fire door will no longer fulfil its proper function. For further detail on glass in fire doors please refer to Glass and Glazing Federation (GGF) Best Practice Guide at www.ggf.org.uk/publications/fire-resistant-glazing-publications/guide-best-practice-specification-use-fire-resistant-glazed-systems/

Apertures - Ensure there are no apertures, holes or breaks in the surface of the door or frame

Intumescent fire and smoke seals - If seals have been badly fitted or are damaged, then they must be replaced with the same type that was originally fitted. If the smoke seals have to be replaced, then they should be fitted in one continuous length if possible. For all essential hardware items (hinges, concealed closing devices, latch or locking devices and their striking plates including electric models), have the correct intumescent protection installed to suit the door set. Remember, only intumescent materials that have been third party tested by a hardware supplier or door manufacturer should be used.

Hinges - Check that there is no visible wear. Any dark marks or stains around the hinge knuckle could indicate wear and impending failure, meaning the hinges should be replaced as soon as possible with a product with correct fire door test evidence.

All operating furniture - such as lever handles, pull handles and push plates. For lever handles check that the levers fully return to the horizontal after use and that the latchbolt is engaging smoothly and completely into the strike. Adjust, lubricate or replace as required. For lever handles, pull handles and push plates make sure that all fixings are as secure as possible.

Signage - Mandatory safety signs - BS 5499 lays down standards for the size and siting of Fire Door Safety Signs. Signs should be fitted on all non-domestic fire doors and be visible at eye level. If these have been tampered with or removed, they must be replaced.

Closing devices - With a self-closing device, open the door and check it closes into its frame from any angle of opening, overcoming any latch or seal. Ensure that doors are not being wedged open. Make sure that door hold-open devices are not straining the doors against their self-closing devices. Check that mechanical hold-open devices have not been fitted. Hold-open devices on fire doors should be electro-magnetic, and connected directly to the fire detection and alarm system, so that they can be released automatically if there is a fire. If fitted, make sure that any electro-magnetic hold-open device is operating correctly and releases immediately when power is removed.

Air transfer grilles - Ensure these are correctly fitted, you should also visually inspect the air transfer grille's internal components for signs of corrosion, dirt or dust.

Locking devices - Wipe any metal dust deposits off the latchbolt and strikeplate. Adjust, lubricate or replace as required.

Labels - You must ensure that the appropriate third party certification label such as BWF-CERTIFIRE is in place. You will find it either on top of the door, or just below the bottom hinge. This must never be tampered with in any way, including painting over it, as doing so will invalidate the certification. In this situation, contact the manufacturer directly and inform them so they can act accordingly. The building managers should have their details on record.

Excess gaps - The gaps must not be greater than those specified in the manufacturer's installation instructions. This is also true for the meeting stiles of double doors.

Door leaf and frame condition - The door and frame must remain square and should not be able to distort between the stiles, top and frame. If the door leaves have minor surface damage, then these can be repaired. However, if there are any major defects in either the door leaves or the frame, they must be replaced.

