

FREE FACILITIES & PROPERTY FIRE DOOR TEMPLATE

Fire Door Inspection Checklist

Use this 60-point checklist to inspect fire-door labels, door and frame integrity, glazing, clearances, hardware, self-closing operation, latching, egress hardware, seals, field modifications, inspection records, corrective actions, retesting, and final verification.

Property / building

Inspection date

Door location / ID

Inspector / life-safety owner

Internal Facilities & Property template. Apply the adopted fire and building code, NFPA 80 or equivalent requirements, manufacturer instructions, listing limitations, insurer rules, and authority requirements. Where U.S. OSHA general-industry exit-route rules apply, relevant 29 CFR 1910.36 and 1910.37 requirements should be included.

1. Inspection scope, fire-door inventory, door type, location, responsibilities, and previous findings

1

Confirm the property, building, floor or zone, inspection date, inspection frequency, and fire-door inspection scope are clearly identified.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

2

Identify each inspected fire-door assembly by location, door ID or asset number, opening type, door leaf arrangement, frame, and operating method.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

3

Confirm whether each door is self-closing, automatic-closing, power-operated, equipped with fire-exit hardware, connected to hold-open devices, or part of an access-control system.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

4

Compare the fire-door register or opening schedule with actual field locations and record missing, replaced, altered, relocated, or unlisted assemblies.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

5

Review previous fire-door deficiencies, failed repairs, repeated wedging or propping, latch failures, damaged labels, access-control issues, and overdue corrective actions.

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

6

Record property, door location or ID, inspection date, inspector, life-safety owner, facilities owner, service contractor where applicable, and next inspection date.

FIRE DOOR

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start from the current fire-door register and approved opening-protective schedule. Record door type, location, rating or label information, operating type, and any...

2. Door and frame labels, rating identification, listing marks, legibility, and assembly traceability

7 Confirm the fire-door label on each door leaf is present, visible, legible, and not painted over, removed, or intentionally obscured. **CRITICAL** FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

8 Confirm the fire-door frame label or other required frame identification is present, visible, legible, and corresponds to the opening where applicable. **CRITICAL** FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

9 Check glazing, hardware, louvers, transoms, sidelights, or other listed components for required labels or markings where applicable to the assembly. **CRITICAL** FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

10 Verify door ID, asset number, barcode, QR code, or inspection tag matches the property fire-door register where used. FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

11 Record labels that are damaged, unreadable, missing, painted over, or inconsistent with the opening schedule for qualified review. **CRITICAL** FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

12 Escalate any assembly whose rating, listing, or identity cannot be verified when that information is required for the site's fire-door programme. **CRITICAL** FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: NFPA's fire-door inspection guidance includes checking that door and frame labels are present, clearly visible, and legible. Do not paint over, remove, or obscure...

3. Door leaves, frame surfaces, open holes, breaks, glazing, vision panels, and physical integrity

13

Inspect door leaves and frames for open holes, breaks, cracks, splits, punctures, severe dents, corrosion, delamination, or other visible physical damage.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

14

Confirm unused hardware preparations, removed locks, old closers, wires, or field changes have not left unprotected holes in the door or frame.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

15

Inspect vision panels, fire-rated glazing, glazing beads, frames, sidelights, and transoms for cracking, looseness, missing parts, or insecure fastening.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

16

Check door edges, top and bottom edges, frame corners, welds, seams, reinforcement areas, and strike locations for damage or distortion.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

17

Inspect kick plates, armor plates, protection plates, signs, hooks, surface-mounted items, or decorations for unauthorized attachment or damage to the assembly.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

18

Escalate open holes, broken glazing, major corrosion, severe door or frame damage, or missing assembly components for qualified repair or replacement.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: NFPA fire-door inspection guidance calls for no open holes or breaks in door or frame surfaces and intact, securely fastened glazing where fitted.

4. Alignment, clearances, threshold, floor condition, binding, warping, and secure installation

19

Confirm the door, frame, threshold, and hardware are securely installed and visibly aligned without loose anchors, displaced components, or obvious movement.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

20

Check the door leaf for sagging, twisting, warping, rubbing, dragging, or binding that prevents smooth closing and latching.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

21

Inspect perimeter and meeting-stile clearances for obvious excessive gaps, interference, or conditions inconsistent with the approved door assembly.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

22

Check floor surfaces, thresholds, saddles, weather strips, mats, carpet, flooring transitions, and debris for conditions that prevent full closing.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

23

Verify no wedges, blocks, doorstops, cables, hooks, magnetic objects, furniture, storage, or other items are holding the door open unless part of an approved release system.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

24

Escalate misalignment, excessive clearances, failed thresholds, binding, floor interference, or other conditions preventing reliable closing and latching.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: A fire door should be secured, aligned, and able to move through its full operating cycle without binding on the frame, floor, threshold, seals, or adjacent construction.

5. Hinges, pivots, closers, tracks, guides, bearings, coordinators, and operating hardware

25

Inspect hinges, continuous hinges, pivots, hinge fasteners, bearings, straps, or other door-support hardware for looseness, wear, missing screws, damage, or unauthorized substitution.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

26

Inspect door closers, closer arms, tracks, floor closers, concealed closers, springs, and related operating hardware for leakage, damage, looseness, or incorrect adjustment.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

27

Check coordinators on pairs of doors for correct sequencing so the inactive leaf closes before the active leaf when required.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
-----------	--------------------	-------	----------	-----------------

Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

28

Inspect astragals, meeting-stile hardware, flush bolts, automatic flush bolts, surface bolts where permitted, and related pair-door hardware for secure condition and correct operation.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

29

Verify required hardware is present and no component on the door or frame is missing, broken, disconnected, or replaced with an unapproved item.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

30

Escalate worn or failed support, closer, coordinator, track, or operating hardware that could prevent the door from closing and latching reliably.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: All parts of the door assembly must be secure and functional. Loose hinges, worn pivots, failed closers, damaged tracks, or missing hardware can prevent proper...

6. Self-closing, automatic-closing, hold-open release, closing speed, and full-cycle operation

31

From the fully open position, verify a self-closing fire door closes completely without manual assistance and reaches the frame or stop as intended.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

32

Confirm an automatic-closing fire door releases from the approved hold-open device and closes when the associated alarm or release function is tested under an authorized procedure.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

33

Check magnetic hold-open devices, electromagnetic releases, fusible or detector-actuated releases, and related interfaces for secure condition and correct release behavior.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

34

Verify the door does not stop short, bounce back, stall, drag, or remain partially open after the closing cycle.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

35

For pairs of doors, verify the closing sequence allows both leaves to close and latch in the intended order.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

36

Escalate doors that fail to self-close, fail to release, do not complete the closing cycle, or depend on manual pushing to reach the latched position.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: OSHA 1910.36 requires fire doors protecting openings into exits to be self-closing and remain closed or automatically close in an emergency. Test the full cycle under...

7. Latching, locks, panic hardware, fire-exit hardware, access control, and egress operation

37

Confirm the door positively latches in the closed position without manual assistance where latching is required for the assembly.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

38

Inspect latch bolts, strikes, mortise locks, cylindrical locks, rim devices, vertical-rod devices, flush bolts, and related hardware for secure, reliable engagement.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

39

Inspect panic hardware or fire-exit hardware for secure mounting, complete components, smooth operation, and return to the latched condition after use.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
-----------	--------------------	-------	----------	-----------------

Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

40

Confirm locks, access-control devices, electric strikes, magnetic locks, card readers, delayed-egress or special locking arrangements do not prevent required emergency egress.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

41

Check that auxiliary deadbolts, chains, surface bolts, padlocks, or improvised security devices have not been added where they would compromise approved fire-door or egress operation.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

42

Escalate doors that do not latch, have failed fire-exit hardware, or have access-control/security changes that compromise required closing or egress.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: A fire door must latch when required, while egress hardware must still allow emergency use. Changes to access control, electrified locks, or panic hardware need...

8. Seals, gasketing, edge protection, smoke seals, astragals, thresholds, and field modifications

43

Inspect smoke seals, intumescent seals, edge seals, gasketing, door sweeps, astragals, and perimeter products for damage, detachment, missing sections, or interference with operation.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

44

Confirm seals and gasketing do not prevent the door from closing fully and latching under normal operation.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

45

Inspect thresholds, bottom seals, meeting edges, frame stops, and other perimeter interfaces for damage or conditions affecting the opening protective.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

46

Check for unapproved drilling, cutting, trimming, planing, field-installed louvers, oversized viewers, hardware changes, or other visible field modifications.

CRITICAL

FIRE DOOR

Pass

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

47

Verify surface-mounted signs, plates, hooks, guards, protection devices, access-control components, or decorations are installed only where permitted by the approved assembly and local requirements.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

48

Escalate missing or damaged seals, unauthorized modifications, incompatible components, or changes that require manufacturer, listing agency, or authority review.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspect seals and edge conditions against the approved assembly. Unauthorized field modifications, incompatible gasketing, or added hardware can affect the door's...

9. Inspection frequency, functional testing, records, qualified repairs, impairments, and return to service

49

Verify the required inspection and functional-testing interval for each fire-door type is identified from the site's adopted code, NFPA programme, insurer requirement, or authority direction.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

50

Confirm the latest inspection and test date, inspector identity, deficiencies, repairs, retest result, and final status are documented for each applicable door assembly.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

51

Verify repairs and replacements are completed by qualified personnel using components and methods compatible with the listed or approved assembly.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

52

Confirm doors removed from normal service or made temporarily nonfunctional are controlled under an approved impairment process with interim life-safety measures where required.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

53

Verify repaired or adjusted doors are reinspected and functionally tested through the full closing and latching cycle before return to service.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

54

Escalate overdue inspections, incomplete records, repeated failed repairs, uncontrolled impairments, or doors returned to service without verification.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Inspection intervals are governed by the adopted fire/life-safety code and authority requirements. NFPA 80 includes inspection, testing, and maintenance provisions,...

10. Inspection findings, corrective actions, reinspection, recurring deficiencies, and final sign-off

55

Classify findings by label or identification, door or frame damage, glazing, clearance or alignment, hardware, closing, latching, egress, seals, field modification, impairment, or other approved category.

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...

56

Prioritize findings using loss of fire or smoke protection, impact on required egress, door location, occupancy exposure, repeated failure, and urgency.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...

57

Create or link fire-door service, frame repair, closer or hardware adjustment, glazing work, seal replacement, access-control correction, signage removal, or specialist review with named owners and due dates.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...

58

Apply immediate controls such as removing wedges, restoring the closed position, restricting unsafe access, assigning patrol or fire watch, or implementing another approved compensatory measure where required.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...

59

Verify corrective action through reinspection, full-cycle testing, live photos, service reports, updated inspection records, access-control testing, or qualified sign-off before closure.

CRITICAL

FIRE DOOR

Door item	Condition / status	Owner	Evidence	Repair / action
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Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...

60

Record final fire-door status, critical open deficiencies, impaired doors, temporary controls, overdue actions, next inspection date, inspector, life-safety owner, facilities owner, and management approval.

CRITICAL

FIRE DOOR

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Do not close a fire-door deficiency because a work order was created. Close only after the full assembly is physically rechecked and closing, latching, egress, and...