

Another tool for your Fire Door Promotional Efforts:

Fire Inspector's Checklist

The Fire Inspectors Checklist, below, was created to aid your fire door installation and maintenance service program. This card can be printed and given to owners of existing or new fire doors to keep with their records as a reminder of annual testing and maintenance requirements.

The Checklist includes a space below the NFPA Excerpts for Distributor logo and contact information. The document is 8.5" x 5.5" and is recommended to be printed on 100 lb. gloss white paper for durability.

A copy of this document is saved on the Service Center section of the Dealer Resource Center under "Fire Door Drop Testing Documents."

12 NFPA – 80 Standards for Conducting a Fire Door Inspection



1. The owner or property manager understands that it is their responsibility to have all fire doors and shutters inspected and drop tested annually by qualified personnel.
2. Fusible links, if so equipped, are in the correct location; chain/cable, s-hooks, eyes, and so forth, are in good condition; the cable or chain is not kinked, pinched, twisted, or painted; fusible links are not painted or coated with dust or grease.
3. Fusible links or other release devices are actually connected as intended by design to activate door to self close.
4. Interior fire doors have fusible links or smoke detectors, with one on each side of the door near the ceiling.
5. Fusible links and/or detection devices are installed within 12" of the ceiling height, but no closer than 4" of the corner.
6. Door or shutter does not have damage that could prevent it from self-closing (example: dented hood, damaged or missing guides, damaged slats, bottom bar, etc.).
7. Doors are not blocked, propped open or wedged in any manner that would prevent them from fully closing.
8. Egress actuating devices for horizontal egress fire doors are functional during alarm conditions.
9. Testing agency and manufacturer information is visible and permanently secured to the door by means of a label(s).
10. Annual inspection records are up to date and available for inspection by the authority having jurisdiction.
11. Repairs are, and have been, made using original manufacturer's parts.
12. Repairs are made without delay.

NFPA - 80 EXCERPTS, CHAPTER 5

- Operability. Doors, shutters and windows shall be operable at all times. They shall be kept closed and latched or arranged or automatic closing.
- Maintenance. If repairs cannot be made with labeled components or parts obtained from the original manufacturer or retrofitted in accordance with Section 5.3, the fire door frame, fire door assembly, or appurtenances shall be replaced.
- Repairs and Field Modifications. Repairs shall be made and defects that could interfere with operation shall be corrected without delay.
- Prevention of Door Blockage. Door openings and the surrounding areas shall be kept clear of anything that could obstruct or interfere with the free operation of the door. Blocking or wedging of doors in the open position shall be prohibited.
- Maintenance of Closing Mechanisms. All horizontal or vertical sliding and rolling fire doors shall be inspected and tested annually to check for proper operation and full closure. Resetting of the automatic closing device shall be done in accordance with the manufacturer's instructions. A written record shall be maintained and shall be made available to the AHJ. When the annual test for proper operation and full closure is conducted, rolling steel fire doors shall be drop tested twice. The first test shall be to check for proper operation and full closure. A second test shall be done to verify that the automatic closing device has been reset correctly.

For Service and Repair, Contact Your Cookson Authorized Distributor: