**Annual Inspection of Swinging Fire Door Assemblies**

Name of Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Door Assembly Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Locking Arrangement?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Leafs: \_\_\_\_\_\_\_\_\_ Fire Rating of Each Leaf: \_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Rating of Frame: \_\_\_\_\_\_\_\_

Rating of Barrier: \_\_\_\_\_\_\_\_\_\_\_ Purpose of Rated Barrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automatic or Manual Operator?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hold-open Device?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Activity:** | **Yes** | **No** | **N/A** | **Comments** |
| 1. Is the door and frame free from holes and breaks in all surfaces?
 |  |  |  |  |
| 1. Are all the glazing, vision light frames and glazing beads intact and securely fastened?
 |  |  |  |  |
| 1. Are the doors, hinges, frame, hardware and threshold secure, aligned and in working order with no visible signs of damage?
 |  |  |  |  |
| 1. Are there any missing or broken parts?
 |  |  |  |  |
| 1. Is the clearance from the door edge to the frame no more than 1/8 inch?
 |  |  |  |  |
| 1. Is the door undercut no more than ¾ inch?
 |  |  |  |  |
| 1. Does the active door leaf completely closes when operated from the full open position?
 |  |  |  |  |
| 1. Does the inactive leaf close before the active leaf when a coordinator is used?
 |  |  |  |  |
| 1. Does the latching hardware operate and secure the door in the closed position?
 |  |  |  |  |
| 1. Is the door assembly free from any auxiliary hardware items which could interfere with its operation?
 |  |  |  |  |
| 1. Has the door been modified since it was originally installed?
 |  |  |  |  |
| 1. If gasketing and edge seals are installed, have they been verified for integrity and operation?
 |  |  |  |  |

All “No” answers must be fully explained. *Source: NFPA 80, 2010 edition*

Supervisor’s Initial: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_