



Fire Door Inspection Checklist

14 Apr 2023 / Ian Scofield

Complete

Score	98.06%	Flagged items	2	Actions	2
Location	Philadelphia, PA, USA (39.9525839, -75.1652215)				
Conducted on	14.04.2023 15:30 PST				
Prepared by	Ian Scofield				

Flagged items & Actions

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Fire Door Inspection Checklist / Operational Test

Door does not close completely

Yes

This is due to the found issue on the latch (next item). Assigning this action as well for immediate resolution.

Fire Door Inspection Checklist / Operational Test

Door does not securely latch

Yes

The latch needs to be replaced. Also, the wall where it's attached needs to be repaired and repainted as it obstructs the supposedly flat surface.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 16:11 PST | Created by SafetyCulture Staff

Repair and repaint the wall where the latch is attached.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 16:11 PST | Created by SafetyCulture Staff

Replace the door latch.

Other actions

0 actions

Tolerances

100%

Incorrect clearance (top of door to frame)	No
Incorrect clearance (hinge edge to frame)	No
Incorrect clearance (lock edge to frame)	No
Incorrect clearance (door bottom to floor)	No
Incorrect clearance (between pairs of doors)	No

Door Frame

100%

Loose frame	No
Damaged frame	No
Rust-through on frame	No
Missing label on edge of frame	No
Door frame is out of alignment	No
Incorrect glass in the sidelight or in the transom light	No
Broken glass in sidelight or in the transom light	No
Missing glazing bead seam at light(s)	No
Missing glazing bead seam at screw(s)	No
Improper field modifications made to door frame	No
Incorrect hardware preparation on frame	No
Unused fastener hole(s) on door frame	No

Door

100%

Missing door(s)	No
Missing label on edge of the door	No
Damaged door(s)	No

Rust-through on door(s)	No
Delamination of door skin or door face	No
Incorrect glass in light(s)	No
Broken glass in light(s)	No
Light(s) are too large for the door	No
Loose light kit	No
Missing light kit screw(s)	No
Improper field modification	No
Incorrect hardware preparation	No
Unused fastener hole(s) in door(s)	No
Improper plant-ons	No

Operational Test

2 flagged, 2 actions, 75%

Door does not swing freely

No

Door does not close completely

Yes

This is due to the found issue on the latch (next item). Assigning this action as well for immediate resolution.

Door does not securely latch

Yes

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Replace the door latch.	
Electric door release does not allow door to close	No
Door bottom drags against floor material	No
Door rubs against frame	No
Edges of paired doors not functioning properly	No
Coordinator does not function properly	No

Hinges/Pivots

100%

Missing hinge(s)	No
Incorrect hinge(s)	No
Loose hinge(s)	No
Missing screw(s)	No
Replace hinge(s)	No

Door Bolts

100%

Missing top flush bolt	No
Missing bottom flush bolt	No
Missing strike (top bolt)	No
Missing strike (bottom bolt)	No
Bottom bolt does not engage strike	No
Missing bolt head (top)	No
Missing bolt head (bottom)	No
Missing rub plate(s)	No
Incorrect type of flush bolt(s)	No

Locks

100%

Missing lock	No
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Incorrect latch bolt throw	No
Non fire-rated latch bolt	No
Latch bolt binds	No
Latch bolt missing	No
Loose lever(s) or knob(s)	No
Latch bolt does not engage strike	No
Missing strike plates	No
Missing screw(s)	No
Missing flush bolt(s)	No
Missing flush bolt strike(s)	No

Fire Exit Hardware

100%

Missing fire rated exit devices	No
Missing latch bolt assembly (top)	No
Missing latch bolt assembly (bottom)	No
Missing strike(s)	No
Missing vertical rod (top)	No
Missing vertical rod (bottom)	No
Push bar does not extend halfway across door width	No
Non fire-rated panic hardware (dogging)	No

Door Closers

100%

Missing door closer(s)	No
Leaking door closer(s)	No
Missing arm(s)	No
Bent arm(s)	No

Missing closer(s)	No
Does not close door completely	No
Missing screw(s)	No
Missing drop and/or adaptor plate	No
Hold open arm(s)	No
Missing coordinator	No
Missing carry bar	No
Broken coordinator	No
Broken carry bar	No
Overhead hold open (surface or concealed)	No
Miscellaneous	100%
Missing threshold saddle	No
Missing astragal	No
Missing or damaged gasketing/smoke seal	No
Kick down door holder	No
Door wedge	No
Door stop with hold open feature (manual)	No
Protection plate is too large	No
Protection plate installed incorrectly	No
Protection plate missing screw(s)	No
Signage too large	No
Signage installed incorrectly to door	No
Other Checks	100%
Is a master or spare key available?	Yes

Does the lock and or mag-lock function correctly?	Yes
Is the vision panel, if any, free from damage?	Yes
Does the door leaf sit against the door stop and is it free from distortion?	Yes
If a planted door stop is present, is it firmly attached?	Yes
Is the frame to door leaf gap consistently 3mm?	Yes

Completion

Corrective Actions and Other Recommendations

Summary of the actions assigned from this report:

- Replace the door latch.
- Repair and repaint the wall where the latch is attached.

Other recommendations:

- We have to update our inspection schedule to bi-weekly, given our recently installed fire doors due to a major renovation last quarter.
- Coordinate with our trusted NRTL to update our fire door certifications.

Full Name and Signature of Inspector



Ian Scofield
14.04.2023 16:12 PST

Media summary



Photo 1