

# A fire door is for life, look after yours



## GIVING YOU THE FACTS ABOUT MAINTENANCE OF FIRE DOORS

### Why is it important to maintain a fire door?

- Just like any passive or active fire protection system, it is essential for a fire door to perform its vital task in the event of a fire.
- As with any similar life-saving product, a fire door should be regularly checked to ensure it functions properly and is ready to use. It is exactly the same as testing the battery of a smoke alarm or having the pressure of a fire extinguisher checked regularly.
- Most of the time, a fire door is used like any other door, and is subject to the day-to-day wear and tear of opening and closing as people pass through. The building and the surrounding environment can also change and affect the door. It is important to check if regular use or changes to the surroundings affect it in any way.
- Any slight alteration to the door or its surroundings can affect the performance of the door. This can result in a half-hour fire door lasting a lot less.
- So, once a fire door has been installed correctly, it needs to be maintained regularly to ensure that everything is in working order.
- Periodic checks should be carried out at least once every six months. Newly occupied buildings may require more frequent checks in the first year of use. Where a door is heavily used, it should be checked every three months.

Fire door inspections should be undertaken by competent personnel who are trained to carry out such tasks. For more information visit the Fire Door Inspection Scheme: [www.fdis.co.uk](http://www.fdis.co.uk)

### Follow the instructions

- Every fire door produced by a BWF-CERTIFIRE Fire Door and Doorset Scheme Manufacturer is supplied with the Installation, Care & Maintenance Instructions. These instructions will tell you how and when to maintain that particular door.
- As a helpful guide to some of the most important points to be considered, we have listed overleaf the key areas you should include in your periodic maintenance checks.
- Where there is a high occupancy use in buildings, the BWF recommends the setting up of a team to carry out regular inspections on the issues raised by this Fact Card.

ONCE THEY'RE FITTED...  
DON'T JUST FORGET  
ABOUT THEM!

*Including:*

- Why is it important to maintain a fire door?
- Follow the instructions
- Maintenance Checklist



Qualifying Fire Door Professionals

BWF-CERTIFIRE Fact Card  
Maintenance  
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# Maintenance Checklist

## Door leaf and frame

The door and frame must remain square and should not be able to distort between the stiles, top and frame. 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. Contact the BWF for our handy bwfgaptester to help you check the gap and find the BWF-CERTIFIRE label.

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.

## Glazed apertures

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 not last its fire rating.

## 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 specified. If the smoke seals have to be replaced, then they should be fitted in one continuous length if possible. If fixed piecemeal, they could potentially leak at the joints. You must remember that loose smoke seals left flapping can damage a fire door beyond repair.

## Closing and opening devices

With a self-closing device, open the door fully and check it closes without binding on the floor. Open the door to approximately 5 degrees and again check that it closes fully, overcoming any latch or seal. Check door closing speed to be approximately 10 seconds from 90 degrees and ensure that the door does not slam. Adjust speeds as necessary. 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. A closer fitted at the top of the door should have the hold-open device fitted at the top of the door. A floor spring at the foot of the door should have the hold-open device fitted at the bottom.

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.

## All ironmongery

Make sure that all fixings are secure. Some hinges, closer arms and locks might require lubrication. REMEMBER, where required YOU MUST REPLACE COMPONENTS LIKE-FOR-LIKE, ACCORDING TO THE ORIGINAL SPECIFICATION.

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

## 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.

## Cleaning

Fire doors are finished with a variety of facings which require different methods of cleaning. The manufacturer's instructions will give full details.

You must ensure that the BWF-CERTIFIRE label is in place. You will find it either on top of the door, or just below the bottom hinge if it is a doorset. 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.

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