



<h2 style="color: red;">1</h2> <p>continued</p>	<p>Check the position and security of associated screens and barriers.</p> <p>Check that all doors activated by the fire system in 'Fire' mode, operate in accordance with current regulations.</p> <p>Record all inspections, maintenance and repairs.</p> <p><b>Notes:</b></p>
<h2 style="color: orange;">2</h2>	<p><b>Door leaf</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Building Trade</p> <p><b>Action:</b> Visually inspect the door leaf and report any damage. Repair or replace the door, depending on findings. Minor repairs shall be done during the inspection.</p> <p>Check that the door leaf sits against the door stop, flush with the frame and is free of distortion.</p> <p>If the door is veneered or lipped, check that the glue is still holding these firmly in place.</p> <p>Check that the door is free from damage including dents, chips and holes.</p> <p><b>Notes:</b></p>
<h2 style="color: orange;">3</h2>	<p><b>Door frame</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Building Trade</p> <p><b>Action:</b> Visually inspect the door frame and report any damage.</p> <p>Minor repairs shall be done during the inspection.</p> <p>Check the condition of the flexible sealant between the door frame and the masonry.</p> <p>This may also need maintaining to ensure the integrity of the watertight joint.</p> <p>Check that the door frame is firmly attached to the wall with the appropriate approved fixings.</p> <p>Check that the architrave in the door frame is in good condition and securely fixed.</p> <p>If a planted door stop is present, check that it is firmly attached.</p> <p>Check that the frame to door leaf gap is consistently 3mm.</p> <p><b>Notes:</b></p>
<h2 style="color: orange;">4</h2>	<p><b>Door operability</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Building Trade</p> <p><b>Action:</b> Check that doors open and close correctly.</p> <p>Visually inspect doors and associated ironmongery to ensure operability.</p> <p>Lubricate hinges and ironmongery as required.</p> <p>Adjust closing devices if required.</p> <p>Check locks and bolts for correct operation.</p> <p>Minor repairs shall be done during the inspection.</p> <p>Check that the hinges are free from metal fragments and oil leakage, which are signs of wear.</p>

<h2 style="color: orange;">4</h2> <p>continued</p>	<p>Check that all the screws are the correct size.</p> <p><b>Threshold gap</b> Check that there is a consistent gap under the door that allows it to swing without touching the floor covering.</p> <p>Check that the door to floor-covering gap is consistently 10mm or less when the door is closed.</p> <p><b>Lock and Latch</b> Check that the latch holds the door firmly in place without rattling.</p> <p>Check that the door locks in the closed position when required.</p> <p><b>Notes:</b></p>
<h2 style="color: orange;">5</h2>	<p><b>Door glass/glazing</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Building Trade</p> <p><b>Action:</b> Visually inspect the glass/glazing and report any damage. Repair or replace as required. Check that the glazing beads are well attached to the frame and are free from damage.</p> <p>Check that the glass is free from damage and cracking.</p> <p>If glazing panels are below 1500mm from the bottom of door, check that safety glass is used.</p> <p><b>Notes:</b> Minor repairs should be done during the inspection.</p>
<h2 style="color: orange;">6</h2>	<p><b>Steel doors</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Specialist</p> <p><b>Action:</b> Check all hinges for loose attaching screws, hinge-pin wear or other notable defects.</p> <p>Service the hinges or remove defective parts and replace according to the manufacturer's recommendations.</p> <p>Ensure the door swings freely and smoothly without obstruction from the opened to latched position.</p> <p>Check all locksets, panic devices and fire exit hardware for loose attaching screws, latch wear or other notable defects.</p> <p>Service the lockset or remove defective parts.</p> <p>Replace defective parts according to the manufacturer's recommendations.</p> <p>Check that the door latches freely and smoothly without obstruction.</p> <p>Self-latching devices should always function freely and smoothly as the door swings into the closed position.</p> <p>Additional force should not be needed to achieve latching.</p> <p>Ensure the strike plate is firmly attached to the frame or inactive leaf of a pair of doors.</p> <p>Check all closing devices for loose attaching screws, linkage arm and pin wear, fluid leakage or other notable defects.</p> <p>Service the device or remove defective parts and replace following the manufacturer's recommendations.</p> <p>The primary and secondary closing speed adjustments should be set in accordance with the manufacturer's recommendations.</p>

<h2 style="color: orange;">6</h2> <p>continued</p>	<p>The device should allow the door to operate freely and smoothly throughout its entire swing range and positively latch or remain in the closed position.</p> <p>Check all flush bolts for loose attaching screws, rod bolt adjustment and strike plate attachment (on both door and frame if so equipped).</p> <p>Service the devices or remove defective parts and replace following the manufacturer's recommendations.</p> <p>The rod bolts should retract, extend and engage the strike or keeper hole freely and smoothly for both manual and/or automatic flush bolts.</p> <p>Check all glazing material for cracks and/or missing pieces.</p> <p>The glazing mounting frame should be checked to assure all attaching screws (if used) are tight and the unit is securely attached to the door.</p> <p>Service the glass light or remove defective parts and replace by following the manufacturer's recommendations.</p> <p>Use approved safety glass, or fire-rated glass in fire doors, windows or lights, as appropriate.</p> <p>Visually inspect the door and frame finish.</p> <p>Any defects should be repaired and repainted.</p> <p>Adequate protection is needed to help prevent the product from rusting prematurely and shortening its service life.</p> <p>Visually inspect gasketed or weatherstripped areas such as perimeter seals, threshold seals, and door bottoms.</p> <p>Check for signs of deterioration such as splitting, cracking or deforming of flexible components.</p> <p>Install replacement components as needed.</p> <p><b>Notes:</b> All items should be periodically checked.</p> <p>The frequency with which these checks are performed must be established at the discretion of the building owner, insurance company and maintenance service.</p> <p>Doors in different areas of a building have different usage patterns, so the frequency of inspections should be periodically reviewed.</p>
<h2 style="color: orange;">7</h2>	<p><b>Metal guide rails</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Building Trade</p> <p><b>Action:</b> Check metal guide rails for loose attaching screws.</p> <p>Visually inspect metal guide rails for signs of deterioration, corrosion or damage.</p> <p>Install replacement components as needed.</p> <p><b>Notes:</b></p>

Legislation, Regulations and Guidance
<p><a href="http://www.legislation.gov.uk/nisi/1978/1039">http://www.legislation.gov.uk/nisi/1978/1039</a> Health and Safety at Work (Northern Ireland) Order 1978</p>

<http://www.legislation.gov.uk/ukpga/1974/37/contents>  
Health and Safety at Work Act 1974 (HASAWA)

<http://www.legislation.gov.uk/nisr/1999/305/contents/made>  
Provision and Use of Work Equipment Regulations (Northern Ireland) 1999

<http://www.legislation.gov.uk/uksi/1998/2306/contents/made>  
Provision and Use of Work Equipment Regulations 1998 (PUWER)

<http://www.legislation.gov.uk/nisr/1993/37/contents/made>  
Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993

<http://www.legislation.gov.uk/uksi/1992/3004/contents/made>  
Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)