



## FESHM 6012: PERIODIC INSPECTION OF FIRE DOORS

## Revision History

Author	Description of Change	Revision Date
J. Niehoff & J. Priest	<ul style="list-style-type: none"><li>• Applied FESHM Template,</li><li>• Removed references to Business Services</li><li>• Added Center</li><li>• Changed ESHTRK to iTrack</li><li>• Added checklist Form</li></ul>	November 2014
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## 1.0 INTRODUCTION

The inspection of fire doors for mechanical soundness and non-obstruction is necessary to preserve the integrity of fire barriers designed to prevent the spread of fire.

## 2.0 REFERENCES

- FESHM 2050, Building Manager Program
- FESHM 6010, Fire Protection Program
- NFPA 80, Standard for Fire Doors and Other Opening Protectives, 2013 Edition
- NFPA 101, Life Safety Code, 2012 Edition
- NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives, 2013 Edition
- NFPA 252, Standard Methods of Fire Tests of Door Assemblies, 2012 Edition

## 3.0 RESPONSIBILITIES

- 3.1 Divisions/Sections/Center** - are responsible for assuring that an inventory of fire doors (in buildings for which they have landlord responsibilities) is up-to date. This includes conducting annual inspections of fire doors.
- 3.2 Fermilab Fire Department** - shall perform an annual visual inspection of those fire doors that are identified and labeled as such by the divisions/sections/centers.
- 3.3 ESH&Q Fire Protection Engineer** - shall provide guidance to divisions/sections/centers regarding fire doors design and use upon request.

## 4.0 PROCEDURES

The following sections include the requirements that shall be met in annual testing of fire doors.

- 4.1 Inventory** - Each division/section/center shall compile, for their areas of responsibility, an inventory of fire doors in fire barriers and submit a copy to the ESH&Q Fire Protection Engineer and the Fermilab Fire Department. The inventory shall be reviewed and resubmitted every two years.
- 4.2 Inspections** - Each fire door shall be inspected annually for the following factors:
- Damage, e.g., rust through, open screw holes, dents causing metal fractures etc.;
  - No Obstructions preventing the door to close
  - No open holes or breaks exist in surfaces of either the door or frame
  - If equipped, view window, glazing vision light frames, and glazing beads are intact and securely fastened in place



- Door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage
- No parts missing or broken
- Door clearance at the door edge to the frame, on the pull side of the door do not exceed clearances listed in NFPA 80
- Self-closing device is operational, that is, the active door completely closes when operated from the full open position
- Latching hardware items that interfere with or prohibit operation are not installed on the door or frame
- Gaskets and edge seals, where required, are required, are inspected to verify their presence and integrity
- Condition of fusible link on sliding doors or overhead roll up type fire doors (e.g., damaged, painted, or removed); and
- Attachment of ignitable material on door (e.g., affixing of posters, memos, or other material)
- Alteration, e.g., addition of a dead bolt or removal of a knob

**4.3 Deficiencies** - Any deficiencies identified during these inspections shall be repaired. If the fire door cannot be repaired in a timely manner, the deficiency shall be entered into iTrack to assure follow-up. Technical Appendix A provides a checklist that can be used for inspections.

**4.4 Documentation** - Each division/section/center shall keep the fire door inventory list in a central location. A separate, written record shall serve to show each year the passing or failing of each door. The record shall contain the following information:

- The date of inspection
- The name(s) of the inspector(s)
- *Pass or Fail*
- Any reason(s) for failure

The Fire Department shall record any deficiencies that are identified during their inspections on the facility fire inspection form and report findings to the Senior Safety Officer for correction. All records shall be kept for a minimum of three years after use. Divisions/Sections will submit copies of all reports/findings to the ESH&Q Fire Protection Engineer.



### TECHINCAL APPENDIX A: INSPECTION OF FIRE DOOR CHECKLIST

#### Operation

- Door does not swing freely:
- Door does not close properly:
- Door does not latch reliably:
- Coordinator does not work properly:
- Electronic holder does not release:
- Door rubs on:  floor  frame  other door

#### Frame

- Not securely anchored to wall:
- Open holes / unused fastener holes:
- Rust-through:
- Frame is misaligned:
- Label missing:
- Label illegible:
- Non-compliant field modification:
- Incorrect / broken / missing glass:
- Broken / missing glazing bead:
- Glazing bead incorrectly fastened:
- Non-compliant glass light configuration:

#### Door

- Incorrect Clearance:
- Open holes / unused fastener holes:
- Damaged / delaminated door:
- Rust-through:
- Label missing:
- Label illegible:
- Non-compliant field modification:
- Incorrect / broken / missing glass:
- Broken / missing glazing bead:
- Glazing bead incorrectly fastened:
- Non-compliant glass light configuration:
- Non-compliant plant-ons:
- Door not installed:

#### Hinges / Pivots

- Incorrect type:
- Missing hinge / pivot:
- Missing / incorrect fasteners:
- Not securely fastened:

#### Flush Bolts / Coordinator

- Incorrect type:
- Missing / damaged bolt(s):
- Missing / damaged strike(s):
- Coordinator not functioning properly:
- Bolt does not engage strike:
- Missing / incorrect fasteners:
- Not securely fastened:

#### Lockset / Latchset

- Missing / damaged lock/latchset:
- Missing / damaged strike:
- Non-compliant latch throw:
- Non-listed latch:
- Latch does not engage strike:
- Missing / incorrect fasteners:
- Not securely fastened:

#### Fire Exit Hardware

- Missing / damaged exit device:
- Missing / damaged strike:
- Missing / damaged latch(es):
- Non-listed device (dogging present):
- Actuating portion less than half of door width:
- Latch does not engage strike:
- Missing / incorrect fasteners:
- Not securely fastened:
- Non-compliant mullion:

#### Door Closer

- Missing / damaged closer:
- Missing / damaged arm:
- Missing / incorrect fasteners:
- Not securely fastened:
- Closer leaking:
- Hold-open arm:

#### Other

- Seals damaged, missing, or incorrect type:
- Non-compliant protection plate:
- Non-compliant signage:

#### NOTES

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