

Fire Doors: Quarterly Walk

PAGE 1: PER-DOOR LOG



COMPLIANCE CHECKLIST

Page 1 of 2

Catch the everyday failures (propped, not latching, damaged) between the required annual inspection.

CODE NFPA 80, Standard for Fire Doors and Other Opening Protectives, chapter 5: every fire door assembly is inspected and tested at least once a year by a qualified person, with a written, signed record. This quarterly walk is FixGrid's standard for the time in between; it doesn't replace the annual inspection. Your local fire code decides which edition applies.

PROPERTY	BUILDING	DATE	PERFORMED BY	NEXT DUE
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Per-door log

#	DOOR / LOCATION	CLOSES AND LATCHES FROM FULLY OPEN	NOT PROPPED OR WEDGED	HOLD-OPEN RELEASES (IF ANY)	LABEL PRESENT	NO HOLES, DAMAGE, ADDED HARDWARE	GLASS AND FRAME INTACT	ACTION?
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INITIALS	SUPERVISOR REVIEW	DATE
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Fire Doors: Quarterly Walk (continued)

PAGE 2: CHECKS



COMPLIANCE CHECKLIST

Page 2 of 2

PROPERTY	BUILDING	DATE	PERFORMED BY	NEXT DUE				
#	Checks	FREQUENCY	OK	ACTION	DONE	DUE	N/A	NOTES
1	Every fire door on the list walked this quarter	Quarterly			☐			
2	Pairs of doors: inactive leaf closes first, then the active leaf latches	Quarterly	☐	☐			☐	
3	Gap under the door looks normal; no light showing around a closed door	Quarterly	☐	☐				
4	Gaskets and edge seals in place where fitted	Quarterly	☐	☐			☐	
5	Annual inspection by a qualified person done (date: _____)	Yearly			☐	☐		

If Action:

WHAT TO DO

- A door that won't close and latch: fix the closer or latch the same week; it's the most common failure.
- Propped or wedged: remove the wedge, tell the team why. Repeat spots need a listed hold-open device on the alarm.

CALL A LICENSED VENDOR WHEN

Holes, added hardware, a missing label, or a damaged frame: don't patch it with ordinary materials. Repairs must keep the door's rating; call a fire door contractor.

INITIALS	SUPERVISOR REVIEW	DATE

