



Owners Inspection Record Sheet SS 3.3 Automatic Fire Doors or Windows

Monthly check must ensure that:

- a) Hold open devices work correctly and are in good order
- b) Doors are free from obstruction and able to close
- c) Doors have no damage to them
- d) Doors close and seal correctly to the latch position
- e) Priority closing devices operate to allow doors to close in correct order
- f) Doors do not bind on carpet or floor coverings
- g) Intumescent and smoke seals are not damaged or painted
- h) All door hardware is secure
- i) Fire Door or Smoke Control Door signs are in place and legible
- j) Note any faults or repairs below

Months	Inspected by	Date	Comments

Notes: