



**OFFICE OF THE STATE FIRE MARSHAL**  
 800 SW JACKSON, STE 104, TOPEKA, KS 66612  
 (785) 296-3401; FAX (785) 296-0151  
 Fire Door Checklist (Use Separate Form for Each Fire Door)

Facility \_\_\_\_\_

Door Location/ID \_\_\_\_\_

Building \_\_\_\_\_

**These are the requirements for the individual performing the fire door inspection:**

**3.3.95 Qualified Person.** A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with the subject matter, the work, or the project.

**5.2.3 Functional Testing. 5.2.3.1 Functional testing of fire door and window assemblies shall be performed by individuals with knowledge and understanding of the operating components of the type of door being subject to testing.**

Requirements: NFPA 80 2010 5.2.1 Fire door assemblies shall be inspected and tested not less than annually, and a written record of the inspection shall be signed and kept for inspection by the Authority Having Jurisdiction

Requirements for Swinging Doors with  
Builders Hardware or Fire Door Hardware

Pass

Fail

No open holes or breaks exist in surfaces of either the door or frame

Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped

The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage

No parts are missing or broken

Door clearances do not exceed the following: 4.8.4.1 The clearance under the bottom of a door shall be a maximum of 3/4 in. (19 mm). 4.8.4.2 Where the bottom of the door is more than 38 in. (965 mm) above the finished floor, the maximum clearance shall not exceed 3/8 in. (9.5 mm) or as specified by the manufacturer's label service procedure. 6.3.1.7.1 The clearances between the top and vertical edges of the door and the frame, and the meeting edges of doors swinging in pairs, shall be 1/8 in. ± 1/16 in. (3.18 mm ± 1.59 mm) for steel doors and shall not exceed 1/8 in. (3.18 mm) for wood doors. 6.3.1.7.2 Clearances shall be measured from the pull face of the door(s).

4.8.4.1

4.8.4.2

6.3.1.7.1

6.3.1.7.2

The self-closing device is operational; that is, the active door completely closes when operated from the full open position

 

If a coordinator is installed, the inactive leaf closes before the active leaf

 

Latching hardware operates and secures the door when it is in the closed position

 

Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame

 

No field modifications to the door assemble have been performed that void the label

 

Gasketing and edge seals, where required, are inspected to verify their presence and integrity

 

Inspected By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: