

# Fire Doorset Maintenance Sheet

For KCFD/KCFD1 external steel fire doorsets. Use this sheet at installation and during routine checks. Keep completed records with the building fire-safety file / handover pack.

All doors	Installation	Daily	Weekly	Monthly
Visual check of overall condition	✓		✓	
Check door opens and closes smoothly	✓		✓	
Check that the door self-closes and latches	✓	✓		
Check for foreign objects in the door jambs and threshold	✓	✓		
Check free operation of cylinder	✓		✓	
Check full protrusion of locking bolts	✓		✓	
Check hinges are not restricted	✓		✓	
Check smooth operation of handle	✓		✓	
When closed, check that the door locks and unlocks	✓		✓	
Check handle fixing screws are tight	✓			✓
Check mortice lock fixing screws are tight	✓			✓
Check cylinder fixing screw is tight	✓			✓
Ensure hinge screws are tight	✓			✓
Ensure fixing bolts are tight	✓			✓
Check Fire Door ID Plate is fitted, legible and not painted over	✓			✓
Check Traceability Ref is present and legible	✓			✓
Check intumescent seals are present, continuous and undamaged	✓			✓
Check frame, leaf edges and threshold for damage, distortion or corrosion	✓			✓
Check door gaps/clearances remain even and within the approved installation instructions	✓			✓
Check closer and latch operate correctly	✓			✓
Check no unauthorised holes, site modifications, added ironmongery or removed components	✓			✓
Record inspection, defects, remedial action and person responsible	✓			✓

Important: Any defect affecting self-closing, latching, intumescent seals, frame/leaf damage, locking, hinges, or the identification plate should be corrected before the door is relied upon as a fire doorset.

Do not modify: Do not drill, cut, alter, remove components, paint over seals, or transfer the Fire Door ID Plate unless authorised by Kirncroft Engineering Ltd.

Documents: Current fitting instructions, DoP, CoCoP, classification evidence and handover notice are available at [kirmsecuredoors.com/kcfd](http://kirmsecuredoors.com/kcfd).

