



Site Name: Building XYZ

Address: 123 Sample St

Item No.	Item	Action required & pass/fail requirement	Quarterly	Comments	Pass/Fail
3	Hardware-General	(c) CHECK the door leaf is free from non-approved fittings, fixings or attachments and free from damage caused from relocation of hardware items.	✓	Please refer to inspection report 5264 for full details.	Failed: FD3
4	Frictional forces and self-closing and self-latching function	(a) CHECK the opening and closing forces comply with the requirements AS/NSZ 1905.1. NOTE: This may require adjustment of hinges, latchbolt, door seals and door closer operating force (see below). (b) CHECK the doorset is self-closing and self latching in accordance with AS/NZS 1905.1	✓ ✓	Please refer to inspection report 5264 for full details.	Failed: FD12 PASS
5	Doors held in the open position	TEST for the fire doors, held in the open position, that require activation of detection system to close, ensuring that the fire doors close satisfactorily upon power failure or detector activation.	✓		PASS
6	Locksets and latchsets	(a) Operate latchset and VERIFY the latchbolt engages into the striker plate sufficiently to hold the door in the closed position. (b) CHECK latch handle(s) and latchbolt(s) are clean and operate freely and smoothly. (c) Where passage sets or knobs are incorporated, CHECK that the minimum clearance of 35mm to the door stop is present.	✓ ✓	Please refer to inspection report 5264 for full details.	Failed: FD14 Failed: FD6
7	Door closers and pivots	CHECK: (a) The closer arm and any pivots operate freely and smoothly. (b) The doorset is free from any closer oil leakages. (c) The screw fixing and mounting arrangements for door closer are secure to the door leaf and door frame. (d) The door closer body is free from obstructions by walls, fixtures and/or fittings at any point throughout its swing. (e) The door closes fully and latches. (f) Cushioned back-checking action takes place as per the requirements of AS/NZS 1905.1.	✓ ✓ ✓ ✓ ✓	Please refer to inspection report 5264 for full details.	Failed: FD12 PASS PASS PASS Failed: FD2 PASS

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7	Door closers and pivots	(g) For doors with magnetic hold-open devices, the door leaf comes to the fully closed and latched position upon release of the hold-open device.	✓		PASS
8	Hinges	CHECK: (a) Hinges are free from any undue wear and tear and are correctly aligned and operating smoothly and freely. (b) Hinges are securely fixed to the door leaf and frame. (c) Hinge pins are home.	✓ ✓ ✓		PASS PASS PASS
9	Door seals	CHECK any installed door seals are approved for use on the fire-rated doorset and are functioning as intended and the gaskets are not damaged.	✓		PASS
10	Door leaves	CHECK: (a) Doors are free from any visible delamination, buckling, warping, bowing, twisting or significant damage. (b) Door edges are in good condition and free from any splitting or damage on all sides.	✓ ✓		PASS PASS
11	Door frames	CHECK (a) Door frames are adequately anchored to the walling and restrained against rotational movement about their longitudinal axes. (b) Steel door frames are back-filled if required for the proprietary door type and FRL. (c) Doorstop dimension is 25 mm or ensure that other stop dimension are approved for the proprietary door type and FRL, or that an approved intumescent perimeter seal is not incorporated. (d) Doorframe is free from excessive distortion at any point along frame sections. (e) To ensure doorframe incorporates a door striker plate.	✓ ✓ ✓ ✓		PASS PASS PASS PASS

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11	Door frames	(f) Rubber buffers are not present, thus creating an additional gap for smoke to spread.	✓		PASS
12	Vision panels	CHECK: (a) Proprietary door type is approved for use of a vision panel. (b) Vision panel frame type, glass type and size are consistent with fire-tested approvals. (c) Opening size does not exceed 65 000 sq mm without incorporation of a fully insulating intumescent type glass. (d) To ensure glass is in a sound condition and free from cracks. (e) To ensure perimeter trim and framing are secure and in sound condition and that all fixing screws are in place.	✓ ✓ ✓ ✓ ✓		PASS PASS PASS PASS PASS
13	Fire-rated air transfer grilles or fire dampers	CHECK: (a) Proprietary door type is approved for use of a fire-resistant air transfer grille or fire damper. (b) For drop shutter type doors, the fusible link is present and is of the correct temperature rating and ensure correct operation of drop shutter mechanism. (c) Intumescent type fire dampers and ensure intumescent fire damper is installed behind the cover grilles and that perimeter clearance is not excessive and is filled with intumescent type mastic. (d) Cover grilles are not damaged and are securely fixed to door leaf.	✓ ✓ ✓ ✓		PASS PASS PASS PASS
14	Kickplates	CHECK to ensure kickplates are securely fixed.	✓		PASS
15	Selective sequence for pairs of doors	CHECK to ensure: (a) For 'T-Bar type' meeting stiles, or for rebated meeting stiles, that the sequence of door closure is correct. (b) The condition of the selective sequence devices is satisfactory.	✓ ✓		PASS PASS

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15	Selective sequence for pairs of doors	(c) The fixings provided are secure.	✓		PASS
16	Meeting stiles for pairs of doors	CHECK to ensure any essential meeting stile astragals are installed and in good working order and incorporate the necessary smoke seal.	✓		PASS

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