

Fire Door Maintenance Checklist

Applies to all RCD fire-rated door assemblies installed in NZ.

Prepared in accordance with **NZ Building Code (Clauses C3, D1, B2)** and aligned with **NZS 4520:2010 Fire-Resistant Doorsets**.

Inspection & Maintenance Schedule

The following schedule must be followed for all fire door assemblies:

Inspection Item	Frequency	Requirement
Visual inspection – damage/obstruction	6-Monthly	Check for physical damage, warping, impact marks, or objects preventing closure.
Door closes and latches automatically	6-Monthly	Door must fully close and latch from any open position without manual assistance.
Door closer operation	6-Monthly	Door closer must achieve controlled closing. Must meet NZBC D1.3.4(f) force requirements.
Hardware security	6-Monthly	Hinges, closers, latches, locks, seals, and fixings must be secure and free of modifications.
Door/frame clearances	6-Monthly	Gaps must comply with NZS 4520 tolerances. Excessive gaps must be corrected.
Intumescent seal condition	6-Monthly	Seals must be continuous, clean, firmly fixed, and free of paint, damage, or cracking.
Smoke seal condition (if fitted)	6-Monthly	Seals must be intact, flexible, and unpainted. Replace if worn or detached.
Fire door tags present & legible	6-Monthly	Tags must be mechanically fixed and be visible on the leaf and/or frame. Must not be removed or painted over.

Inspection Item	Frequency	Requirement
Exit way operation (if applicable)	6-Monthly	Door must open without a key in exit direction. Lever/escape hardware must function correctly.
Hold-open devices (if fitted)	6-Monthly	Electro-magnetic or mechanical devices must release on fire signal and operate correctly.
Comprehensive inspection report	Annual	Full documentation of door condition, defects, and remedial work completed.

Maintenance Records

All inspections and maintenance must be documented for compliance. Records should include:

- Date of inspection
- Inspector name, company, and qualifications
- Findings for each inspection item
- Any defects identified
- Corrective actions taken
- Parts replaced (if any)
- Date next inspection is due

Defects Must Be Rectified Immediately

Any defect that affects fire performance must be repaired immediately by a **qualified installer or fire door professional**.

Do not continue using a fire door that fails any inspection item.

Common Issues to Watch For

- Door held open by wedges or objects
- Missing, painted, damaged, or loose intumescent seals
- Worn, leaking, or broken door closers
- Excessive clearances between door and frame
- Warped door leaf or damage exposing core material
- Loose hinges, fixings, latches, or closers
- Paint, filler, or sealant blocking intumescent seals
- Fire door tags missing or covered
- Unauthorised modifications (vents, trimming, drilling, hardware changes)

Qualified Personnel

Fire doors must only be maintained and repaired by individuals competent with:

- NZS 4520 requirements
- Fire-rated installation systems
- Smoke and intumescent sealing systems
- Hardware and door closer compliance

Notes

- This checklist is specific to New Zealand and complies with NZ Building Code requirements.
 - Building owners remain responsible for ensuring ongoing inspection and maintenance throughout the life of the building.
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