


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	General Maintenance	Procedure Number:	GM-16
Subject:	Operational Checks and Preventive Maintenance on Fire and Smoke Doors	Effective Date:	January 1980
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Visual and functional checks of all stairways, corridors, patient room fire and smoke doors will be performed on a routine basis.

Purpose

To ensure the doors are operating properly and set within proper limits.

Procedure

Annual:

1. All fire and smoke doors will be checked at the same time the fire sprinkler tests are performed.
2. Check that fire doors close tightly against jamb or that double doors seat tightly against each other.
3. Check that smoke doors have not more than 1/8" gap.
4. Remove any obstructions that prevent full swing of door.
5. Test operation of panic bar release and that doors latch when closed.
6. Inspect doors for holes and or damage.
7. Check that hinge pins are properly seated and lubricate if needed.
8. Non-electric doors: check operation of closer to ensure door closes and latches properly.
9. Electric doors: Check to ensure "holds-opens" are functioning properly.
10. If doors have a coordinator arm at top, check operation of coordinator arm to ensure proper operation.
11. Check for loose screws and bolts.
12. Document any needed door repairs through the computerized work order system.