

INSPECTION CHECKLIST 2008

Date _____, 2008

Pg. _____ of _____

BUILDING NAME _____

Door Number	Fire-Rating	Door Location	Compliant
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Remarks:			

FRAME

- Loose Frame
- Damaged Frame
- Rust-through on Frame
- Missing Label
- Frame is Out of Alignment
- Incorrect Glass in Sidelight or Transom-light
- Broken Glass in Sidelight or Transom-light
- Missing Glazing Bead at Light(s)
- Missing Glazing Bead Screw(s)
- Improper Field Modification (Explain Modification)
- Incorrect Hardware Preparation (Explain)
- Unused Fastener Hole(s) in Frame
- Other _____

DOOR

- Missing Door(s)
- Missing Label
- Damaged Door(s) (e.g., Dented, Bent)
- Rust-through on Door(s)
- Delamination of Door Skin or Face
- Incorrect Glass in Light(s)
- Broken Glass in Light(s)
- Light(s) is/are Too Large

DOOR (cont.)

- Loose Light Kits
- Missing Light Kit Screw(s)
- Improper Field Modification (Explain Modification)
- Incorrect Hardware Preparation (Explain)
- Unused Fastener Hole(s) in Door(s)
- Improper Plant-ons
- Replace Door
- Other _____

OPERATIONAL TEST

- Door Does NOT Swing Freely
- Door Does NOT Close Completely
- Door Does NOT Securely Latch
- Electric Door Release Does NOT Allow Door to Close
- Door Bottom Drags Against Floor Material
- Door Rubs Against Frame
- Edges of Paired Doors Overlap
- Coordinator Does NOT Function Properly
- Other _____

HINGES/PIVOTS

- Missing Hinge(s)
- Incorrect Hinge(s)
- Loose Hinge(s)
- Missing Screw(s)
- Replace Hinge(s)
- Other _____

DOOR BOLTS

- Missing Top Flush Bolt
- Missing Bottom Flush Bolt
- Missing Strike (Top Bolt)
- Missing Strike (Bottom Bolt)
- Bottom Bolt does NOT Engage Strike
- Missing Bolt Head (Top)
- Missing Bolt Head (Bottom)
- Missing Rub Plate(s)
- Incorrect Type of Flush Bolt(s)
- Other _____

LOCKS

- Missing Lock
- Incorrect Latch Bolt Throw
- Non-fire Rated Latch Bolt
- Latch Bolt Binds
- Latch Bolt Missing
- Loose Lever(s) or Knob(s)
- Latch Bolt Does NOT Engage Strike
- Missing Strike Plate
- Missing Screw(s)
- Missing Flush Bolt
- Missing Flush Bolt Strike
- Other _____

FIRE EXIT HARDWARE

- Missing Fire Exit Device
- Missing Latch Bolt Assembly (Top)
- Missing Latch Bolt Assembly (Bottom)
- Missing Strike(s)
- Missing Vertical Rod (Top)
- Missing Vertical Rod (Bottom)
- Push Bar Does NOT Extend Halfway Across Door Width
- Non-fire Rated Panic Hardware (Dogging)
- Missing Lever or Knob

FIRE EXIT HARDWARE (cont.)

- Other _____
- Missing Door Closer(s)
- Leaking Door Closer(s)
- Missing Arm(s)
- Broken Arm(s)
- Missing Closer(s)
- Does NOT Close Door Completely
- Missing Screw(s)
- Missing Drop and/or Adapter Plate(s)
- Hold-open Arm(s)
- Missing Coordinator
- Missing Carry Bar
- Broken Coordinator
- Broken Carry Bar
- Overhead Hold-open (Surface or Concealed)
- Other _____

MISCELLANEOUS

- Missing Threshold/ Saddle
- Incorrect Clearance (Top of Door to Frame)
- Incorrect Clearance (Hinge Edge to Frame)
- Incorrect Clearance (Lock Edge to Frame)
- Incorrect Clearance (Door Bottom to Floor)
- Incorrect Clearance (Between Doors)
- Missing Astragal
- Missing or Damaged Gasketing/Smoke Seal
- Kick-down Door Holder
- Door Wedge
- Door Stop with Hold Open (Manual)
- Protection Plate(s) too Large
- Protection Plate(s) Missing screw(s)
- Signage Too Large
- Signage, Screwed/Nailed to Door
- Other _____



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