

4. Steel Door – Service Checklist

Routine maintenance checklist for manual and fire-rated steel commercial doors.

General Inspection

- ☐ Door leaf correctly aligned with frame and floor threshold
- ☐ Top and bottom hinges or pivot hardware inspected and lubricated
- ☐ Frame integrity checked for distortion, corrosion or mechanical damage
- ☐ Check for signs of impact damage or warping
- ☐ Inspect intumescent seals (if fire-rated) for continuity and adhesion

Hardware & Ironmongery

- ☐ Lever handles or pull bars securely fixed and operational
- ☐ Locks, latches and panic hardware tested for correct function
- ☐ Door closer inspected, adjusted and tested for smooth operation
- ☐ Fixings and cover plates secure with no missing components

Fire Door Compliance (if applicable)

- ☐ Check fire door label or compliance markings are present and legible
- ☐ Gap measurements between door and frame within tolerance (typically $\leq 4\text{mm}$)
- ☐ Ensure seals, vision panels and fixings are fire-rated and intact
- ☐ Test self-closing mechanism – door must close and latch from any open angle

Threshold & Seals

- ☐ Threshold plates and weather bars fixed and free from obstruction
- ☐ Brushes, drop seals or smoke seals checked and operational
- ☐ Door sweep or gasket seals continuous and undamaged
- ☐ Check for debris or floor level obstruction preventing closure

Functional Test

- ☐ Open/close cycle tested manually 5x – smooth operation and no binding
- ☐ Locking mechanism engages securely
- ☐ Check for any door dragging, rebound or misalignment

- ☐ Confirm manual override is working (if access control present)

Final Checks & Documentation

- ☐ Service log completed and signed
- ☐ Any required adjustments or replacements noted
- ☐ End-user informed of compliance status and observations
- ☐ If fire-rated, confirm fire integrity maintained post service