



FIRE DOORS HAVE TWO MAIN FUNCTIONS, PROTECTING PEOPLE, AND PROTECTING PROPERTY!

Know the **DO'S** and **DON'TS** of maintaining your fire doors.

DON'T prop open fire doors with wedges, kickdown stops or other mechanical hold open devices. Fire doors must be closed, or be able to close on their own, in the event of a fire.

DON'T hold back latches or cover strike plates with things like magnets or tape to keep fire doors from latching. Fire doors must be able to securely latch into the strike plate in the frame or adjacent door, to allow the door to act as a barrier to fire, smoke, and dangerous gases during a fire.

DON'T decorate your fire doors. Signs that are hung on fire doors are limited to just 5-percent of the face of the door, and must be attached without mechanical fasteners. Adding signs, wreaths, decorations or even coat hooks, adds fuel to a fire door which can cause flaming, fire spread and failure of your fire doors so that they cannot provide the fire protection they were designed for.

DON'T hang signs, paper, curtains or blinds directly on or over fire protection rated glass in fire doors. Fire protection rated glass does not protect from the transfer of dangerous radiant heat. During a fire, items attached to glass and glazing could ignite, allowing fire to spread to other parts of the building.

DON'T cut in to or otherwise modify a fire door, door frame or the hardware attached to a fire door without consulting a professional. Cutouts in fire doors are limited in size to 1-inch diameter round holes. Changes made, or modifications done, to a fire door at your facility, are likely to void your fire door rating and make the door unable to provide the necessary protection.

DON'T shim hinges or other hardware installed on fire doors with wooden, plastic or nylon materials. Fire doors can only be shimmed with steel shims so that doors and hardware stay aligned when exposed to heat and fire conditions.

DON'T paint over, conceal, remove or damage fire labels on fire doors, door frames or door hardware while doing maintenance work or cleaning. Labels must be readily visible at all times for the Authority Having Jurisdiction (AHJ) to identify and inspect your fire doors.

DON'T install barricade devices, that prevent escape or access, on fire doors. A fire doors main function is to protect people. Free and immediate egress must be allowed for all building occupants to be able to escape from the heat, flames and deadly gases that result from a fire, and first responders need to be able to access building occupants who may need assistance.

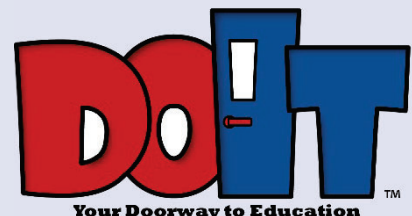
To understand your facilities doors better, including your fire doors,
check out our Door Opening Industry Training Group programs at www.Educate-doit.com

FIRE DOORS ARE AN IMPORTANT PART OF YOUR BUILDINGS SAFETY AND SECURITY FEATURES.



Maintaining them correctly may just be a matter of life and death one day.

- DO** **keep your fire doors in working order.** Fire doors are required to be operational at all times in order to provide the protection they are designed for.
- DO** **test your fire doors on a regular basis.** Testing your fire doors regularly helps to make sure that the door and door hardware is functioning properly and can be counted on when needed to slow the spread of fire and smoke, and to provide the time and protection for occupants to escape.
- DO** **make sure your fire doors stay closed, or can close without manual assistance.** Fire doors are one of your buildings main defenses against fire spread. They must be closed, or should close quickly when the fire alarm signals if they are held open by electronic means, like a wall magnet.
- DO** **keep your fire doors latched.** Make sure your fire doors are positively latching or that they will close and latch if they are being held open electronically.
- DO** **confirm that your fire doors equipped with gasketing have a continuous seal around the top and edges of the door and at the meeting edges of doors hung in pairs.** Gasketing that is installed properly helps protect building occupants from smoke and toxic fumes that occur during a fire.
- DO** **repair or replace a damaged or defective fire door, door frame or hardware component installed on a fire door immediately.** Fire doors need to be reliable and any repairs or corrections must be completed without delay.
- DO** **keep your fire doors free of obstructions.** The space in front of and behind a fire door should be kept clear of any items that would prevent the door from closing and that might keep occupants from passing through the door.
- DO** **inspect your doors on an annual basis.** Inspecting your doors annually will help to ensure that they will be able to perform their two main functions in the event of a fire, protecting people and protecting property.



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