

# Fire door checklist for strata managers

What to keep, book and check for a NSW building's fire doors through the year.

Building \_\_\_\_\_ Last inspection \_\_\_\_\_ AFSS due \_\_\_\_\_

## Have on file

- ☐ **Fire safety schedule:** lists the fire doors and the standard each must meet
- ☐ **Last annual fire safety statement,** and the next due date
- ☐ **Fire door manual and door schedule,** with a paper copy on site
- ☐ **AS 1851 service records:** on site, at least seven years
- ☐ **Latest yearly condition report**

## Every six months

- ☐ Book the AS 1851-2012 fire door inspection. Apartment front doors (SOU's) can be yearly; sliding fire doors are three-monthly
- ☐ Send residents the access notice early, so every door is reached
- ☐ Check the report lists each door, what was found and what's recommended
- ☐ Critical defects: told before the technician leaves, in writing within 24 hours. Act straight away
- ☐ Get defects quoted. Ask which are a repair and which need a new door
- ☐ Book the repairs, and file the records on site

## Once a year: the AFSS

- ☐ Diarise the due date to council
- ☐ Book the assessment early: it must fall within the three months before signing
- ☐ Allow weeks, not days, for any door that has to be replaced
- ☐ Lodge with council and Fire and Rescue NSW, and display a copy

## Walk-round between inspections

- ☐ Doors are **shut:** no wedges, hooks or props
- ☐ Let go from open: the door **closes and latches** by itself
- ☐ The **closer** is connected; the door doesn't slam or stick
- ☐ **Seals** aren't painted over or torn
- ☐ **Tags** on the door edge and frame are there and readable
- ☐ No **new hardware:** extra locks, deadbolts, chains, different handles
- ☐ No new **holes:** peepholes, letterbox slots, cabling

## When something changes

- ☐ **Work near a fire door** (flooring, painting, access control, renovations): check it won't affect the door
- ☐ **A resident wants to change a front door,** lock or handle: check it belongs to the door's tested system first
- ☐ **A door is replaced:** file the new tag details, certificate and updated door schedule
- ☐ **New service provider:** make sure the records and door schedule are handed over

## Notes

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