1.0 PURPOSE

The purpose of this procedure is to ensure a uniform approach to all fire doors within any of the University campus buildings, to ensure that they all operate as originally designed.

2.0 DEFINITIONS (as per BS8214:2016)

2.1 Door

A building component for closing an opening in a wall that allows access and might or might not admit light when closed.

2.2 Door assembly

Complete assembly as installed, including door frame and one or more leaves, together with its essential building hardware as supplied from separate sources.

2.3 Door frame

Fixed surround into which are fitted one or more door leaves

2.4 Door leaf

Hinged or pivoted construction intended to allow or prevent access.

2.5 Doorset

Door frame with its door leaf or leaves pre-hung on hinges or pivots supplied as an assembled unit from a single source.

2.6 Fire door

Door provided for the passage of persons, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to restrict the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance to those ends designed to comply with the fire strategy for that particular area.

2.7 Building hardware

Small components, usually metal, used mainly for the operation or support of doors.

2.8 Essential building hardware

Items vital to achieve the fire-resisting performance of a fire door assembly when incorporated into a building, such as the hinges, latch or lock assembly, door closer and handles or push bar/pad.

2.9 Fire resistance

The ability of a component or construction of a building to meet a stated period of time. The fire resistance is expressed in terms of the number of minutes for which the assembly meets the relevant criteria; the criteria would be one or all of the following: stability, integrity, insulation.

2.10 Intumescent seal

Seal used to impede the flow of heat, flame or gases, which only become active when subjected to elevated temperature.

2.11 Latch

Self-engaging fastener which secures a moveable component (e.g. door) in a closed position and which can be released by hand.

2.12 Lock

A fastener which secures a moveable component in a closed position within an opening and which is operated by a key or other device.

2.13 Seal

Fitting provided to close a gap for the purpose of controlling the passage of air, smoke water, fire, sound etc.

2.14 Smoke seal

Seal fitted to the leaf edge or frame reveal for the purpose of restricting the flow of smoke or hot gases.

3.0 GENERAL

The Regulatory Reform (Fire Safety) Order 2005 Part 2 paragraph 17 places a direct and legal obligation on the University to undertake regular maintenance of all items incorporated into a buildings fire protection including:

- Fire doors and shutters/curtains annual check to BS8214 all repairs P1 category

3.1 Aims of Procedure

The aims of this procedure are to identify and provide guidance on how best the University can ensure the correct specification of fire door is inspected and maintained within University controlled infrastructure.

4.0 SPECIFYING FIRE DOORS

The specification of fire doors should only be undertaken by persons with appropriate expertise.

Under no circumstances should a fire door rating be less than the surrounding compartment wall it is attached to.

ALL FIRE DOOR TYPES, DESIGNS SHOULD BE DELIVERED AND INSTALLED AS PER THE FIRE DESIGN TEST CERTIFICATE, WHICH SHOULD BE AVAILABLE FOR EACH DOOR TYPE INSTALLED.

THESE TEST CERTIFICATES SHOULD BE RECORDED IN THE HEALTH AND SAFETY MANUAL FOR EACH BUILDING and on PLANON

4.1 It is important when specifying a fire door assembly to provide a full description of the element in addition to the level of fire resistance required. The description should include all of the following, as any of these can affect the potential fire resistance of the fire assembly:

a) Overall size;
b) Size and number of leaves;
c) Mode of operation;
d) Size and number of any glazed openings;
e) Details of the building hardware;
f) Details of the frame;
g) Presence of any over panels, fanlights, side panels etc;
h) Presence of any performance seals i.e. acoustic or insulation

As the constituent parts of a fire door often interact in quite subtle ways, any changes from the original tested specification can significantly alter the performance of the assembly installed. Therefor in order to maintain the performance of doors subsequently, the quality of materials, components and workmanship should be carefully monitored and controlled.

5.0 MARKING

All fire doors should be clearly and permanently marked with their declared fire resistance period either immediately after manufacture or inspection, or before dispatch. A convenient way of providing this information is by means of a colour-coded permanent label or plug.

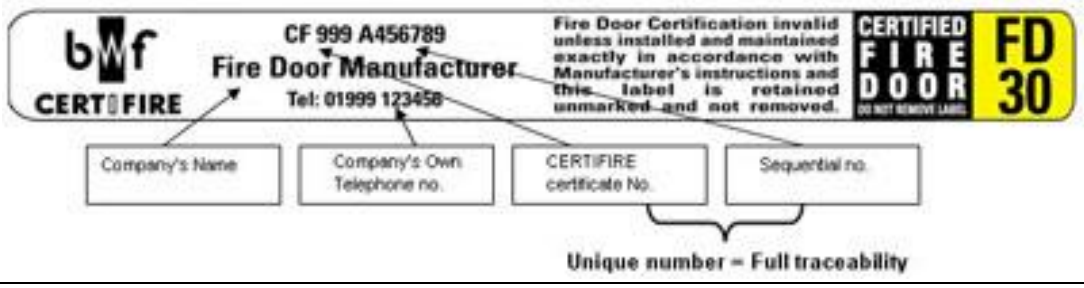
BWF SCHEME

B.W.F. Scheme for identification of fire resisting door leaves in accordance with BS 476 Part 8: 1972.

Fire Resistant Ratings	Intumescent Necessary	Intumescent Not Necessary Green Core
30/20 (White background)		
30/30 (Yellow background)		
60/60 (Blue background)		
With specified Intumescent In frames or doors 30/30	White Background Blue Core 	

Remember – Red Core or Blue Core means Intumescent must be fitted in accordance with manufacturers instructions either in the door or frame.
Green Core means you can carry on fixing as Intumescent has been fitted under lipping.
TRADA having similar coding system with a tree shape as centre core.

CERTIFIRE SCHEME



University of Lincoln

Here at the University it is the plan that every official fire door will be marked with a QR code (see left) on a silver tamperproof label located on the door face in the top hinge corner.
This is to enable staff, students or contractors to ensure that all are referring to the same door when reporting or working on a door.

At present the University of Lincoln follow similar Higher education establishment standards and fit a minimum of 30 minute fire doors to all door spaces as standard,

Not all doors within a building should not be considered as true fire doors; these specifically protect either a fire compartment or a fire escape route and will generally have intumescent seals fitted to either the door leaf or into the frame.

6.0 INSPECTIONS

All fire doors will be subject to a twice a year recorded inspection the items listed in the attached **"fire door check list"** are the very minimum items to be checked twice per year.

7.0 RECORDING INSPECTIONS

Planon will automatically generate a blank inspection sheet for each door as an inspection becomes due as per the PPM schedule.

It will be sent direct to the relevant FDIS inspector 1 month before the due date.

Each door should ideally be inspected twice a year, each time by a different FDIS inspector where it is practicable.

1 week before the inspection is due a reminder will be sent to both FDIS certified inspectors; it will be up to the E&CF Compliance officer to ensure they are carried out.

Any inspection that is not carried out within the allocated time will be automatically reported to the E&CF Maintenance manager for action.

8.0 MONITORING AND REVEIWING

This procedure should be reviewed and if proven necessary amended on an annual basis.

FIRE DOOR CHECK LIST

Building Number		**Floor**		**Room or Asset number**	

Check	**Acceptable**		**Comment**
	Yes	**No**	
Door leaf			
Does the door leaf sit against the door stop, and is it free from distortion?			
If the door is veneered or lipped, is the glue still holding these products firmly in place?			
Is the door free from damage including dents and holes?			
Door Frame			
Is the door frame firmly attached to the wall?			
Is the frame to door gap consistently 3mm? (tolerance of +/- 1mm)			
Intumescent/Smoke/Acoustic seals			
Are intumescent seals in place?			
Are the seals well attached inside the grove in the frame or door leaf?			
Are the seals continuous around the frame?			
Are the seals free from damage?			
If it is a brush or fin type seal, is it free from damage?			
Hinges			
Are there a minimum of 3 hinges with all the screws fitted?			
Are all the screws the correct gauge?			
Are all the hinges free from metal fragments and oil leakage?			
Door closers			
Open the door approx. 75mm and release, does it close fully and engage the latch?			
Is the door closer correctly attached to the door and frame?			
Is the closer free from damage and not leaking?			
If hung in pairs, do they close in line if both opened and released together?			
Hold Open devices (Only electronically powered allowed)			
Does the device release the door and allow the door to close fully?			
Lock or Latch			
Does the device hold the door firmly in place without rattling?			
Glazing			
Is the glass free from damage or cracking?			
Threshold gap			
Does the door clear the floor when closing with a consistent maximum 10mm gap?			