



Department of Facilities

POLICY AND PROCEDURE

POLICY NUMBER: 459
VERSION: 1

SUBJECT: ROLL-DOWN FIRE DOORS

POLICY:

The roll-down fire doors are to be inspected and tested on a regular basis, as per Regulatory compliance, The Joint Commission, NFPA standards and the Preventative Maintenance Program.

PURPOSE:

To require inspection and testing of all roll-down fire doors in the facility, as to ensure their safe and reliable operation.

PROCEDURE:

All service and maintenance will be done as per the manufactures specifications.

Note: Door is connected to the fire alarm system.

1. Conduct smoke detector test. Door should smoothly drop and fully close.
2. Remove inspection cover. Inspect all moving surfaces, chains, gears and motors.
3. Lube door guide and main gear assembly.
4. Visually inspect unit for loose fasteners, missing parts, or worn edges.
5. Check for any visible damage to the track or guides and perform operational check for full up and down movement. Adjust tension as needed.
6. Visually inspect integrity of firefly assembly.
7. Alert other shops of deficiencies upon discovery.
8. Replace inspection cover.

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