

Kirncroft Steel Door Scheduled Maintenance Program

	Daily	Weekly	Monthly	3 Monthly
All Doors				
Visual check of overall condition		✓		
Check door opens and closes smoothly		✓		
Check hinges are not restricted	✓			
Check for forigen objects in the door jambs and threshold	✓			
Ensure fixing bolts are tight (where used)				✓
Ensure hinge screws are tight				✓
Multi-point doors				
Check free operation of cylinder		✓		
Check full protrusion of locking bolts		✓		
Check smooth operation of handle		✓		
Check smooth operation of the privacy latch (where fitted)		✓		
Check the door locks and unlocks smoothly with door closed.		✓		
Check handle fixing screws				✓
Check cylinder fixing screws				✓
Fire Exit Doors				
Ensure the bar/paddle operates the latch		✓		
Ensure the latches are fully engaaged/disengage when operated		✓		
Ensure furnture fixings are tight			✓	
Check position of latch plate			✓	
Vision Panel Doors				
Check seal around the external vision panel frame			✓	
Check glass for scratches and cracks		✓		