CHECKLIST

# Fire Door Adjustment Checklist

- [ ] Mark the exact spot where the door sticks with a pencil.
- [ ] Tighten every hinge screw at both the door and the frame.
- [ ] Close the door slowly to check whether sticking has improved.
- [ ] Loosen the strike plate screws and move the plate to align the latch bolt opening.
- [ ] Retest the door closure and make fine adjustments.
- [ ] If settlement is the issue, insert and screw wooden shims between the frame and wall on the hinge side.
- [ ] Check monthly that the latch engages with a clear click and the door swings freely.
- [ ] Do not oil the door – use dry lubricant on squeaky hinges instead.