**Community Name:**      **Inspection Date:**

**Address:**

**Administrator/Executive Director:**

**Maintenance Director:**

**Door Location:**       **Door ID Number:**

**Type of Inspection:**  Installation  Annual  Completion of Maintenance Work

If any areas below are checked, the door is out of compliance. Please add work order number assigned next to area needing repair, citing that action has been initiated to address the problem.

**Door**

Incorrect clearance

Open holes/unused fastener holes

Damaged/delaminated door

Rust-through

Label missing

Label illegible

Non-compliant field modification

Incorrect/broken/missing glass

Broken/missing glazing bead

Glazing bead incorrectly fastened

Non-compliant glass light configuration

Non-compliant plant-ons

Door not installed

**Frame**

Not securely anchored to wall

Open holes/unused fastener holes

Rust-through

Frame is misaligned

Label missing

Label illegible

Non-compliant field modification

Incorrect/broken/missing glass

Broken/missing glazing bead

Glazing bead incorrectly fastened

Non-compliant glass light configuration

**Operation**

Door does not swing freely

Door does not close properly

Door does not latch reliably

Coordinator does not work properly

Electronic holder does not release

Door rubs on:  floor  frame  other door

**Hinges/Pivots**

Incorrect type

Missing hinge/pivot

Missing/incorrect fasteners

Not securely fastened

**Flush Bolts/Coordinator**

Incorrect type

Missing/damaged bolt(s)

Missing/damaged strike(s)

Coordinator not functioning properly

Bolt does not engage strike

Missing/incorrect fasteners

Not securely fastened

**Lockset/Latchset**

Missing/damaged lock/latchset

Missing/damaged strike

Non-compliant latch throw

Non-listed latch

Latch does not engage strike

Missing/incorrect fasteners

Not securely fastened

**Fire Exit Hardware**

Missing/damaged exit device

Missing/damaged strike

Missing/damaged latch(es)

Non-listed device (dogging present)

Actuating portion less than half of door width

Latch does not engage strike

Missing/incorrect fasteners

Not securely fastened

Non-compliant mullion

**Door Closer**

Missing/damaged closer

Missing/damaged arm

Missing/incorrect fasteners

Not securely fastened

Closer leaking

Hold-open arm

**Other**

Seals damaged, missing, or incorrect type

Non-compliant protection plate

Non-compliant signage

**Notes:**