**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:**