

Monthly exit door check

One printable page for walking every exit and accessible door in your building once a month and writing down what you find.

Log columns, one row per door

- ☐ Door (location or number)
- ☐ Date of walk
- ☐ Result: pass or fail
- ☐ Action: what is needed and who was told

Free exit from the push side

- ☐ Push once, flat-handed, at walking pace
- ☐ Door opens in a single motion, with no second push or change of grip
- ☐ Panic bar moves freely and returns fully
- ☐ Door still releases when pressed against the frame
- ☐ Latch retracts and the touchbar is not stiff or corroded
- ☐ Dogging is off when the building is closed and absent on a rated door

Closer and latching

- ☐ Let the door go from a wide angle
- ☐ Door closes and latches under its own power every time
- ☐ Door does not slam
- ☐ No oil on the closer, door or frame
- ☐ Arm and bracket are straight and tight

Opening force on accessible routes

- ☐ Door is not hard to open
- ☐ Gauge reading taken through the swing, more than once
- ☐ Door tested as the building normally runs
- ☐ Hard door: note it, do not wind the closer up

Hinges, threshold and seals

- ☐ Hinges tight, with no wear or sag
- ☐ Even gap around the door leaf
- ☐ Door does not rub the frame or threshold
- ☐ Weatherstripping not crushed or hardened
- ☐ Latch lines up with the strike

Propping, chaining and obstruction

- ☐ No chain, padlock, barrel bolt, slide bolt or bar on the door
- ☐ No wedge or hold-open that is not a release device
- ☐ Nothing stacked or parked in front of the exit, inside or out
- ☐ Exit sign in place and lit