

### Exterior Doors Inspection Checklist

Name of Inspector:

Date of inspection:  
*(Should be twice a year)*

Number of school:

Address of school:


#### First Door Type: Entrance/Exit

SWINGING (HINGED)

OTHER:

STEEL

ALUMINUM

WOOD

OTHER:


Repairs/modifications since last inspection:


Any leaks reported?                      Y   N

(describe locations at right)

Leaks occur:

Every time it rains?                      Y   N

Locations:

Items/Defects

Locations/Observations

During wind-driven rain? Y N

During ice/snow buildup? Y N


**A. Frame**

1. Not anchored to wall? Y N

2. Rust/peeling paint? Y N

3. Gaps in caulk? Y N

4. Threshold damaged/loose? Y N

5. Transom frame damaged? Y N

6. Sidelite frame damaged? Y N

7. Other problems? Y N


IR	NI	OK
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Condition:

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**B. Door**

1. Racked/warped/bent? Y N

2. Loose fitting? Y N

3. Rust/peeling paint? Y N

4. Impact damage? Y N

5. Kickplate damaged? Y N

6. Other problems? Y N


IR	NI	OK
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Condition:

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**C. Glass/plastic glazing**

1. Broken/cracked? Y N

2. Loose stops/beads? Y N

3. Gasket/caulk/putty defects? Y N


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

4. Other problems? Y N

IR	NI	OK
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Condition:

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**D. Hardware**

1. Unable to close? Y N  
(describe locations at right)

2. Hinges broken/bent? Y N

3. Latch/lock/bolt damaged? Y N

4. Closer/holdopen damaged? Y N

5. Panic bar damaged? Y N

6. Loose action of panic bar? Y N

7. Weatherstripping damaged? Y N

8. Astragal damaged? Y N

9. Door not weathertight? Y N

10. Handicapped entrance power units/controls damaged? Y N

11. Other problems? Y N

IR	NI	OK
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Condition:

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**Second Door Type: Bulkhead**

NOT PRESENT

SWINGING (HINGED)

OTHER:

STEEL


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

- ALUMINUM
- WOOD
- OTHER:


Repairs/modifications since last inspection:


Any leaks reported? Y N  
 (describe locations at right)

Locations:

Leaks occur:

- Every time it rains? Y N
- During wind-driven rain? Y N
- During ice/snow buildup? Y N

**E. Frame**

- 1. Not anchored to wall? Y N
- 2. Rust/peeling paint? Y N
- 3. Gaps in caulk? Y N
- 4. Threshold damaged/loose? Y N
- 5. Other problems? Y N


IR	NI	OK

Condition:

**F. Door**

- 1. Racked/warped/bent? Y N


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

- 2. Loose fitting? Y N
- 3. Rust/peeling paint? Y N
- 4. Impact damage? Y N
- 6. Other problems? Y N

IR	NI	OK

Condition:


**G. Glass/plastic glazing**

- 1. Broken/cracked? Y N
- 2. Loose stops/beads? Y N
- 3. Gasket/caulk/putty defects? Y N
- 4. Other problems? Y N

IR	NI	OK

Condition:


**H. Hardware**

- 1. Unable to close? Y N  
(describe locations at right)
- 2. Hinges broken/bent? Y N
- 3. Latch/lock/bolt damaged? Y N
- 4. Closer/holdopen damaged? Y N
- 5. Weatherstripping damaged? Y N
- 6. Door not weathertight? Y N
- 7. Other problems? Y N

IR	NI	OK

Condition:


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

**Third Door Type: Service, Swinging**

NOT PRESENT

SWINGING (HINGED)

OTHER:

STEEL

ALUMINUM

WOOD

OTHER:


Repairs/modifications since last inspection:


Any leaks reported?                      Y   N  
(describe locations at right)

Locations:

Leaks occur:

Every time it rains?                      Y   N

During wind-driven rain?                Y   N

During ice/snow buildup?                Y   N

**I. Frame**

1. Not anchored to wall?                Y   N

2. Rust/peeling paint?                    Y   N

3. Gaps in caulk?                         Y   N

4. Threshold damaged/loose?            Y   N


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

- 5. Transom frame damaged? Y N
- 6. Sidelite frame damaged? Y N
- 7. Other problems? Y N

IR	NI	OK

Condition:


**J. Door**

- 1. Racked/warped/bent? Y N
- 2. Loose fitting? Y N
- 3. Rust/peeling paint? Y N
- 4. Impact damage? Y N
- 5. Kickplate damaged? Y N
- 6. Other problems? Y N

IR	NI	OK

Condition:


**K. Glass/plastic glazing**

- 1. Broken/cracked? Y N
- 2. Loose stops/beads? Y N
- 3. Gasket/caulk/putty defects? Y N
- 4. Other problems? Y N

IR	NI	OK

Condition:


**L. Hardware**

- 1. Unable to close? Y N  
(Describe locations at right)
- 2. Hinges broken/bent? Y N


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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Items/Defects

Locations/Observations

- 3. Latch/lock/bolt damaged? Y N
- 4. Closer/holdopen damaged? Y N
- 5. Panic bar damaged? Y N
- 6. Loose action of panic bar? Y N
- 7. Weatherstripping damaged? Y N
- 8. Astragal damaged? Y N
- 9. Door not weathertight? Y N
- 10. Other problems? Y N


IR	NI	OK

*Condition:*

**Fourth Door Type: Service, Rolling**

NOT PRESENT

OVERHEAD ROLLING

SECURITY BARRIER, ROLLING


**M. Guides/tracks**

- 1. Out of line? Y N
- 2. Clogged with dirt? Y N
- 3. Rust? Y N
- 4. Loose from structure? Y N
- 5. Other problems? Y N


IR	NI	OK

*Condition:*

**N. Door/Rollers**

- 1. Damaged? Y N


IR = Immediate Repair	NI = check at Next Inspection	OK = no problems noted
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## Exterior Door Summary/Inspection Log

**School**

Number: .....

Address: .....

**Exterior Doors**

Door type number (1,2,3 - see Checklist): .....

Door type description: .....

Material: .....

**History**

Date installed: .....

Contractor: .....

Manufacturer: .....

Warranty: .....

**Inspection Log** (*add additional pages as needed*)

	<u>Date</u>	<u>Name</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____