


IDM Doors Ltd - Q-Mark Fire Door Completion / Handover Form

Important: You are signing this document to confirm the Composite Fire Door which has been fitted are sealed, trimmed and the works complete.

Customer:	Date:	 IDM Doors Ltd Mill Parade, Newport NP20 2JR Tel: 01633 843098
Property Address:		

To Be Completed by Installer Prior To Start of Works

Risk Assessment	TICK		TICK
Fire escapes identified and clear?		Pets under supervision?	
Smoke alarms working?		Working areas clear to undertake installation?	
Children under supervision?		Customer advised of works and hazards: noise/dust/falling items?	
Record here and take photos of any damage to areas of work (inc sanitary ware) prior to installation. Write NONE if there isn't any			

Resident Checks after Installations Complete

	TICK	
1		All frames fixed and trimmed as required, sealants complete
2		Doors working correctly and operation explained
3		All frames and glass left clean
4		Property left clean and tidy. All rubbish removed
5		Keys left door and operation clearly explained
6		Customer Care and Warranty Booklet Received

Resident Comments

The installation of my composite fire door is complete and I am satisfied with the work done. I have been shown the use & operation of the doors and confirm receipt of keys and customer care/warranty booklet			
Was the work carried out at the time appointed	Yes/No	Were the fitters polite and helpful	Yes/No
Did the fitters use protective dust sheets	Yes/No	Is your property clean, tidy and undamaged	Yes/No
Any further comments or explanations regarding the above			

Customer Feedback

Please would you rate our service between 1 and 10, with 1 being very poor and 10 being excellent									
1	2	3	4	5	6	7	8	9	10
Name:			Sign:				Date:		

Fitting Checklist - Q-Mark Fire Door Installation BS 8214:2016

		Fitter	Supervisor
		Y/N	Y/N
Visual Appearance	Is the frame installed plumb and square?		
	Are the beads fitted correctly and evenly?		
	Are exposed faces-including beads-free from damage?		
	Is the frame clean with all protective tape removed?		
	Has any damage to aperture been correctly made good?		
	Have all trims been fitted correctly?		
	Has all site debris been removed?		
Glazing	Is all glazing as specified on contract?		
	Are all sealed units free from scratches and signs of failure?		
	Are obscure and coated glasses orientated properly?		
	Are sealed unit spacer bars covered by frame and beads?		
	Is the glazing held properly by beads/gaskets, etc?		
	Is safety glass used where necessary?		
Operation	Does the door open, close and lock as intended?		
	Are seals on frames without gaps?		
	Are cams free from binding against strikers?		
	Is all operating gear lubricated as necessary?		
	Is all hardware attached with correct numbers of fixings?		
Sight Lines	Are all sight lines visually correct?		
	Are adjacent opening lights aligned as appropriate?		
	Are all decorative features, eg. Leading, correctly aligned?		
Sealing	Are all joints smooth and correctly formed?		
	Is the sealant continuous around the frame?		
	Are the gaps between frame and wall no greater than 20mm		
	Has the sealant been filled to 10mm minimum around frame		
	Intumescent seals fitted correctly?		
	Sealing between door and frame as installation list		
	Sealants used as installation list		
	Expanding Foam filler as Installation List		
	Maximum gaps for foam filler 20mm		
Is the frame face free from excessive sealant?			
Drainage	Are all drainage channels free from obstruction?		
Misc	Has the Door Closer been fitted?		
Fitter Notes		READY FOR HANDOVER (Circle)	
Fitter's Name:		Sign:	Date
Supr Notes		READY FOR HANDOVER (Circle)	
Supervisor's Name:		Sign:	Date