

Shift checklist: humidity and fire doors

Tick each check at every shift: **E** = early, **L** = late, **N** = night. Put a cross and note it overleaf if a check fails, and report it to the manager the same day.

Home / address	Week commencing						Manager						Fire risk assessor								
Check	Mon			Tue			Wed			Thu			Fri			Sat			Sun		
	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N	E	L	N
Humidity read and logged (target 40–60% RH)																					
Dehumidifiers running, set to 50%, tanks emptied																					
Every fire door closes and latches from fully open																					
Every fire door closes and latches from slightly open																					
No fire door sticking, rubbing or scraping																					
Seals and intumescent strips in place, undamaged																					
No fire door wedged or propped open																					
Units clear of escape routes, no extension leads																					
Extractor fans on, trickle vents open																					
No laundry drying on radiators																					
Staff initials																					

Quick door test: open fully and let go, then open slightly and let go. The door should close and latch on its own both times. A £1 coin (about 3 mm) should fit the gap at the top and both sides. Never plane, trim or force a fire door. Control the humidity, let it settle, then call a competent fire door installer.

Weekly humidity and fire door log

40–60% OK Keep going and log it	60–70% Too damp Check unit, close doors and windows, fans on. Recheck in 2 hours	Over 70% Act now Tell the manager, find the water source, add or move a unit	Under 40% Too dry Raise the humidistat setting
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[illegible]

Keep completed sheets with your fire safety records as evidence for Ofsted and your fire risk assessor. Doors still sticking once humidity has been steady for a few weeks? Call **0151 721 0790** for a fire door inspection. We reply to all enquiries within 1 working day.