



FIRE PREVENTION GUIDELINE

Title: Fire Doors and Windows		
Number: FPG-12	Effective Date: 01/01/2023	Revised Date: 03/01/2023
Code References: California Fire Code (CFC), California Code of Regulations (CCR) Title 19, Merced Municipal Code (MMC)		
Note: <i>This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.</i>		

Scope

This Guideline has been developed to assist the public and business community with the inspection, testing and maintenance requirements for fire doors, fire windows or shutters.

Codes and Guidelines

This guideline shall apply to buildings provided with one or more fire doors or windows in accordance with the California Fire Code, California Code of Regulations, Title19 and the Merced Municipal Code.

Permits Required

An operational permit is not required; however, a construction permit may be required.

Definitions

Fire Door Assembly: Any combination of a fire door or window, frame, hardware, and other accessories that together provide a specific degree of fire protection to the opening.

Specific Requirements

1. **Inspection**

Fire doors, shutters, and windows are of no value unless they are properly maintained and closed or able to close at the time of a fire. A periodic inspection and maintenance program should be implemented and should be the responsibility of the property management. At the minimum, fire door and window assemblies must be inspected and tested annually. All fire doors or windows shall be maintained in an operative condition. Fire doors or smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. Fusible links shall be replaced promptly whenever fused, painted or damaged. Fire door assemblies shall not be modified. The inspection should include but are not limited to the following items.

- a. Door openings and the surrounding areas shall be kept clear of anything that could obstruct or interfere with free operation of the door or window.
- b. Where required, a barrier shall be provided to prevent the placing of material against the door or window.
- c. Blocking or wedging of doors or windows is prohibited.



FIRE PREVENTION GUIDELINE

2. Maintenance

Guides and bearings shall be kept well lubricated to facilitate operation. Paint shall be prevented from accumulating on any movable part.

3. Testing

Horizontal, vertical sliding, and rolling fire doors and windows are required to be tested annually by a person or firm approved by the Fire Marshal to confirm proper operation and full closure. A written record shall be maintained and be available to the fire code official. A decal approved by the Fire Marshal indicating the test date and person performing the test shall be placed on each door or window frame for assemblies that pass the test. Test records shall be reported to Compliance Engine. At minimum, the following requirements shall be verified,

- a. Before testing a visual inspection shall be performed to identify any damaged or missing parts that can create a hazard during testing or affect operation or resetting.
- b. No open holes or breaks shall exist in the door or frame.
- c. Self-closing devices are operational and all doors or windows completely close when operated from the full open position.
- d. Latching hardware (where provided) operates and secures the door when it is in the closed position.
- e. Drop release arms and weights are not blocked or wedged.
- f. Smoke detectors, if equipped, are installed and operational.
- g. The assembly shall be reset after a successful test. Resetting the release mechanism shall be done in accordance with the manufacturer's instructions.
- h. Rolling steel fire doors or windows shall be tested twice
 - i. The first test shall check for operation and full closure
 - ii. The second test shall be done to verify that the automatic-closing device has been reset.

4. Out of Service Doors

Doors or windows that fail the annual test, or are equipped with hold open devices that are inoperable are to be maintained in the closed position until repairs have been made and the device passes the test.

5. Repairs



FIRE PREVENTION GUIDELINE

All repairs must be performed by an individual or firm approved by the Fire Marshal.

- a. The door or window frame, or any part of its appurtenances shall be repaired with parts obtained from the door's manufacturer.
- b. The door shall be tested to ensure emergency operation and closing upon completion of the repairs. A new "test" decal shall be placed on the device.

6. Signs

A sign shall be permanently displayed on or near each fire door or window in letters not less than 1 inch high to read as follows:

- a. For doors designed to be kept normally open; "FIRE DOOR- DO NOT BLOCK".
- b. For doors designed to be kept normally closed: "FIRE DOOR- KEEP CLOSED".
- c. Signs shall be attached to fire doors and windows by use of an adhesive. Mechanical attachments such as screws or nails shall not be permitted.
- d. Signs shall not be installed on glazing materials in fire doors/windows.
- e. Signs shall not be installed on the surface of fire doors/windows so as to impair or otherwise interfere with the proper operation of the fire door/window.