CONEX
FIRE PROTECTION

CLIENT GUIDE



Fire door installation & maintenance

A step-by-step guide for building owners and managing agents

BM TRADA Q-MARK CERTIFIED

Installation and maintenance

Certificate 3485

CONEX FIRE PROTECTION LIMITED

INDEPENDENT ASSURANCE

A complete fire door service

New installations, supported repairs and planned maintenance.

3485

Conex Fire Protection Limited

BM TRADA Q-Mark company certification

Fire door installation	STD052	**CERTIFIED**
Fire door maintenance	STD058	**CERTIFIED**

Independent assessment of the company's working processes supports confidence in the installation and maintenance services we provide.

WHAT CLIENTS RECEIVE

An agreed scope. A planned programme. A traceable record for each door.

THE WHOLE SYSTEM

The complete fire door

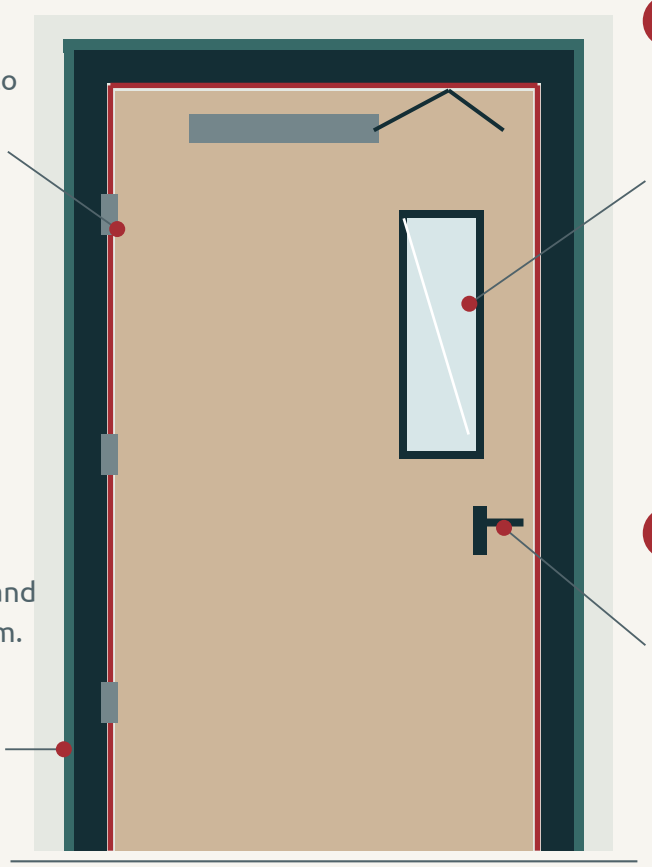
Performance depends on the complete configuration and its supporting evidence.

1 Leaf & frame

Construction suited to the required performance.

2 Wall interface

An evidenced fixing and perimeter-seal system.



3 Seals & glazing

The permitted seals and glazing arrangement.

4 Hardware

Compatible hinges, closers and ironmongery.

Every part has a role

A suitable door leaf still needs the correct frame, interface, seals and hardware. Product instructions define the permitted installation details.

Schematic only. Actual component positions and construction depend on the product.

INSTALLATION

01 Survey & scope

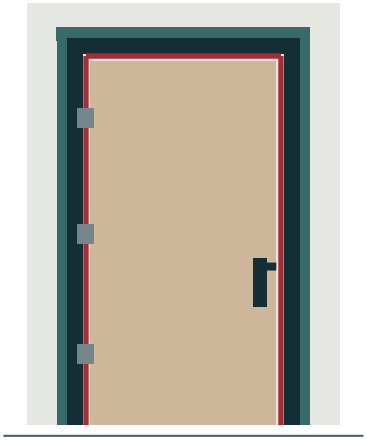
A defined brief before materials are ordered.

LOCATION RECORD

LOCATION
Where is the door?

CONDITION
What needs attention?

NEXT ACTION
What evidence or work is required?



01 Building requirements

Review the current fire strategy, risk assessment and door schedule.

02 Site survey

Check each opening, existing condition and access route.

03 Agreed scope

Confirm performance requirements, quantities, exclusions and responsibilities.

CLIENT DELIVERABLE

An agreed door schedule and scope of works.

INSTALLATION

02 Specification & procurement

The selected components must work together.

ONE EVIDENCED

configuration

✓	**Door leaf**	Required fire and smoke performance
✓	**Frame**	Permitted material and construction
✓	**Seals**	The specified intumescent and smoke seals
✓	**Glazing**	The approved glazing arrangement
✓	**Hardware**	Compatible hinges, closers and ironmongery

Delivery checks confirm product identity, condition and installation instructions. Proposed substitutions require technical review.

CLIENT DELIVERABLE

An agreed specification and costed scope.

INSTALLATION

03 Access & preparation

A programme that accounts for the building's everyday use.



01 Appointments

Agree access, notices and any resident support needs.

02 Safe working

Brief RAMS, check asbestos information and services, and plan dust and handling controls.

03 Opening readiness

Confirm dimensions, substrate and fire precautions before removal.

CLIENT DELIVERABLE

A confirmed programme and access plan.

INSTALLATION

04 Frame & perimeter sealing

The frame-to-wall interface forms part of the installation.



WORK IN PROGRESS: PERIMETER VISIBLE BEFORE FINISHING

01 **Opening & frame**
Check the wall and frame against the approved detail.

02 **Fixing & alignment**
Use the specified fixings and packers. Keep the frame plumb and square.

03 **Sealing & evidence**
Use the evidenced perimeter system. Photograph it before covering.

Fixing positions, gap limits and seal depths follow the product-specific instructions.

INSTALLATION

05 Leaf, seals & hardware

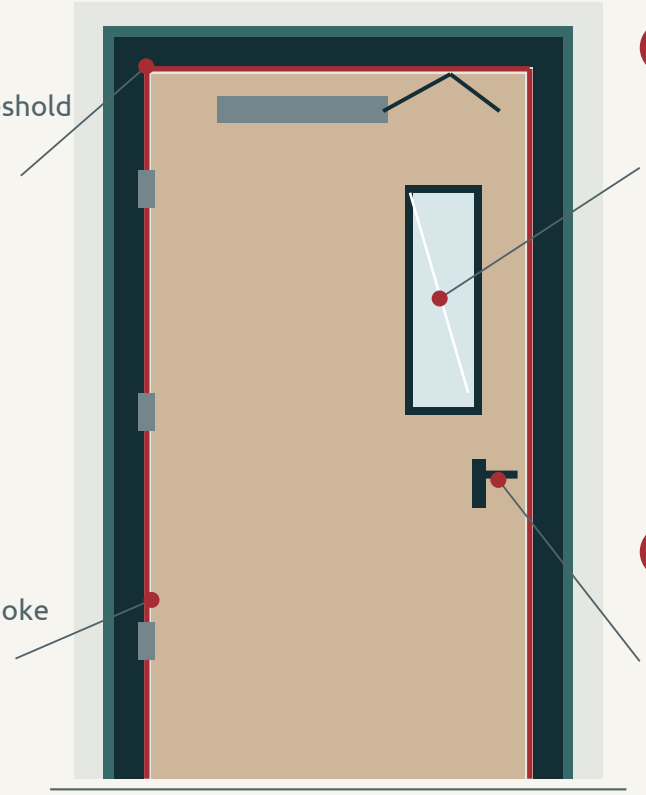
Clearances and components follow the permitted product detail.

1 **Clearances**

Head, jamb and threshold gaps.

2 **Seals**

Intumescent and smoke seals.



3 **Glazing**

The approved system.

4 **Hardware**

Correct parts and fixings.

Controlled alterations

Allow only evidenced trimming, drilling and modifications. A generic gap value or hardware description cannot replace the specific product instructions.

Illustrative arrangement. The approved product detail determines actual positions.

INSTALLATION

06 Final checks & handover

A documented functional check for every completed door.

- ✓ **Operation**
  Closing, latching and sequencing where applicable.
- ✓ **Fit & condition**
  Clearances, seals, fixings, glazing and finish.
- ✓ **Release**
  Defect close-out, completion sign-off and ongoing care.

A RECORD FOR EVERY DOOR

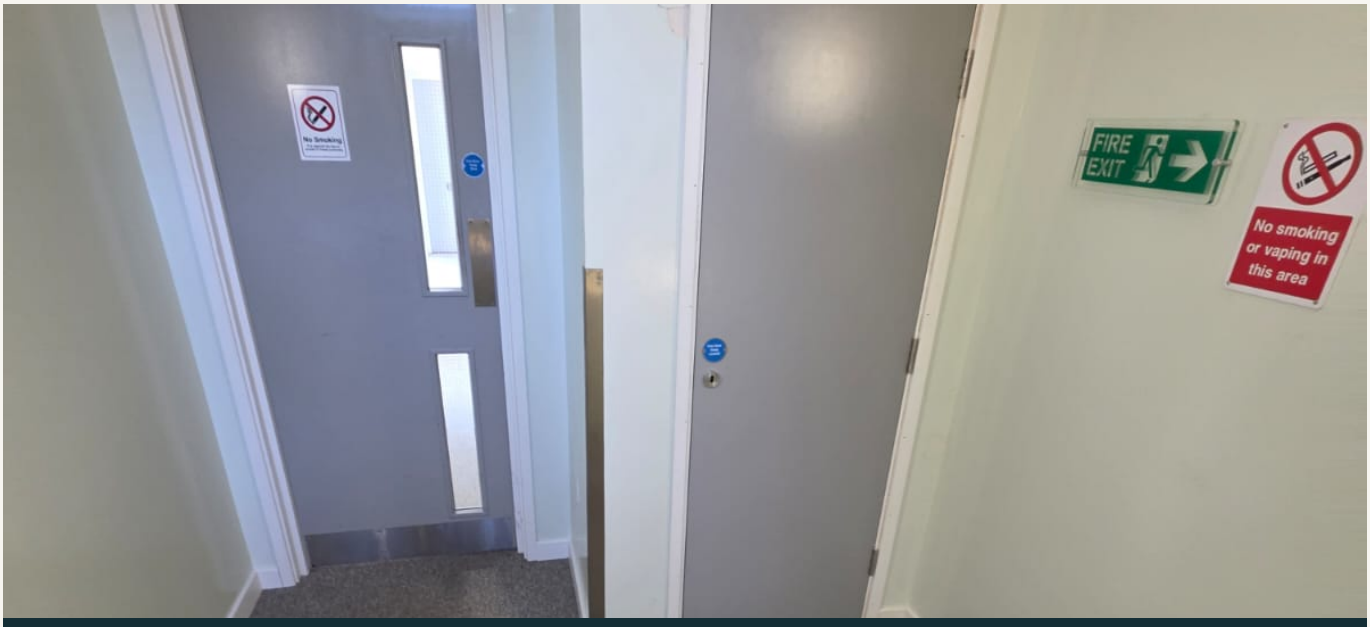
Door identity	Location, door ID and agreed performance
Product evidence	Manufacturer and permitted configuration
Work evidence	Photos, measurements, materials and personnel
Completion	Checks, sign-off, open items and care instructions

The handover pack links the work to the correct location. Applicable scheme documentation accompanies qualifying work.

MAINTENANCE

01 Inspection & defect record

A consistent review of condition and operation.



EACH FINDING STAYS WITH THE DOOR LOCATION

01 **Condition**
Leaf, frame, wall interface, glazing and signs of alteration.

02 **Operation**
Hinges, closing and latching as required by the design.

03 **Recorded findings**
Relevant gaps, seal condition, photographs and inspection limits.

CLIENT DELIVERABLE

A door-by-door defect schedule with priorities.

MAINTENANCE

02 Repair or replacement

The evidence and the door's condition determine the route.

REVIEW

REPAIR

A suitable repair is supported

Agree the method and compatible parts.

TECHNICAL REVIEW

Evidence or condition is uncertain

Obtain competent technical advice.

REPLACEMENT

Adequate performance cannot be achieved

Agree a replacement specification.

An absent label alone does not automatically require replacement of an existing door. The fire risk assessment and competent advice inform the decision.

MAINTENANCE

Repairs, records & the next visit

The completed repair becomes part of the door's history.

1 REPAIR — 2 RECHECK — 3 RECORD — 4 REVIEW

03 Approved repairs & retesting

Use a supported repair method and compatible parts within permitted limits. Recheck operation, clearances and the completed repair before sign-off.

04 Records & planned follow-up

Update the asset register with outcomes and open actions. Agree priorities, action owners and the next visit using risk, usage and legal requirements.

A reported fault, damage or alteration can trigger an earlier review.

ROUTINE CHECKS

Fire door checks in England

Blocks of flats with common parts and a top storey more than 11 m above ground.

3

MONTHS

Communal fire doors

At least every 3 months.

12

MONTHS

Flat entrance fire doors

At least every 12 months, using best endeavours.

The Responsible Person must record efforts to gain access to flats. These routine checks support a wider maintenance plan based on the building's risk.

RESIDENT COMMUNICATION

Keep fire doors shut when not in use.
Do not tamper with self-closing devices.
Report faults or damage immediately.

Regulation 10 checks are basic visual checks. Detailed assessment and competent repairs address issues found. Other UK jurisdictions have different requirements.

OCCUPIED PREMISES

Working around your building

Clear access arrangements and communication throughout the works.



Access

Appointments and support needs.

Escape routes

Clear circulation during the works.

Protection

Agreed temporary fire precautions.

Handover

Operation, care and fault reporting.

A scope that fits your programme

New installation	Surveyed openings, agreed specification and installation evidence.
Remedial works	Prioritised defects, supported repairs and close-out records.
Planned maintenance	Scheduled checks, follow-up actions and an updated asset history.

The quotation confirms quantities, access assumptions, exclusions and programme.

REFERENCES

Evidence behind the process

Project-specific information governs each installation and repair.

1 **Conex Fire Protection Limited: current certification**

BM TRADA certified company directory View source

2 **Q-Mark Fire Door Installation**

BM TRADA, scheme STD052 View source

3 **Q-Mark Fire Door Maintenance**

BM TRADA, scheme STD058 View source

4 **BS 8214:2026**

British Standards Institution: current code of practice View source

5 **Fire door installation guidance**

BWF Fire Door Alliance View source

6 **Fire Safety (England) Regulations: fire door guidance**

GOV.UK, guidance updated 8 August 2025 View source

7 **Fire Safety (England) Regulations 2022, Regulation 10**

Legislation.gov.uk: routine fire door checks View source

8 **Project enquiries and contact details**

Conex Limited View source

Photographs supplied by Conex. Diagrams are schematic. This client guide explains the service process and does not replace the fire strategy, a fire risk assessment, site RAMS or product instructions.

CONEX FIRE PROTECTION LIMITED

Your next fire door project

A useful scope starts with the building information.

01 Site location and approximate door quantities

02 Fire strategy, survey or current defect report

03 Target programme and access constraints

DISCUSS YOUR PROJECT

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