

TOOLBOX TALK — FIRE DOORS AND COMPARTMENTATION — WHY YOU DO NOT PROP THEM

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-FD-051 Rev A0

WHY THIS TALK: The fire door held open with an extinguisher, and the hole through the wall left unsealed for the cable, are the two things that turn a room fire into a building fire. In an occupied building, the people that costs are the ones asleep upstairs.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

- ☐ A fire door is a wall that opens: never wedged, propped, tied back or held with the extinguisher — if it is in your way for the day, ask for a hold-open device or the site fire plan's decision
- ☐ Every hole through a compartment wall or floor for your cable, pipe or duct is a hole in the fire barrier — fire-stopped by the right trade before you walk away, and temporarily sealed if the job runs on
- ☐ Do not take off closers, intumescent strips or smoke seals to make the door easier — and report any that are missing or painted over
- ☐ Fire doors are the escape route: nothing stored against them, on the stair or in the corridor, ever
- ☐ Ceiling voids and risers are compartments too: barriers, dampers and cavity closers stay in place and are reinstated when you have finished
- ☐ In an occupied building the fire plan says what stays live and what is compromised: read it, and report the door you found wedged by someone else
- ☐ Alterations to a fire door — new locks, vision panels, trimming the bottom — go through the fire strategy, not the joiner's judgement

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Which door did you walk through this morning that was wedged open, and who wedged it?
- What holes through fire walls has your trade made on this job, and who sealed them?
- Where is the fire plan for the occupied part of this building, and what does it say about your area?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME

COMPANY

SIGNATURE

RECORD COMPLETED BY

SIGNATURE

DATE

FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.