



ANNUAL SELF-CLOSING HARDWARE AND LATCH INSPECTION / TEST REPORT

Fire Prevention Division
1701 Meridian Ave. 2nd Floor
Miami Beach, Florida | 33139

Attention: _____

Received By: _____

All doors leading to a stair enclosure or a horizontal exit, and all doors opening into an enclosed corridor shall be equipped with approved self-closing hardware and latches to keep the door closed and prevent the spread of smoke and fire. All doors required to have self-closing hardware and latches located at the following address have been inspected and or tested by the building maintenance engineer for proper operation and are OPERATIONAL as per NFPA 101 & NFPA 80.

Owner Name and Mailing Address	
Business Phone	

Address		
Type of Occupancy		

Person performing Inspection / Test	Certificate of Competency No.	
Name: _____		

Contractor / Company performing Inspection / Test	Telephone Number(s)	
Name: _____		
Address: _____		

NOTE: Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction. Locks that are maintained locked electronically and will unlock during a power failure or fire alarm are the only type of electrical lock acceptable.

Date of Inspection / Test: _____	Signature: _____
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Remarks: _____
