



Important Fire Door Information

Key facts for residents about the importance of fire doors

What are fire doors?

Fire doors are specifically made to reduce the spread of fire and toxic smoke within a building. A 'fire door' is made up of the door, its frame and all the fittings like locks, handles, closers and hinges. All of these things are designed to resist fire for a certain length of time.

Why are fire doors so important?

Fire doors are important as they protect residents from the spread of fire and smoke. Fire doors are fitted at strategic points throughout your building to ensure that residents have the best level of protection in the event of a fire. If the fire door has been damaged or altered in any way, it may not be able to stop fire and smoke from spreading and could put lives at risk.



Who is responsible for fire doors in my building?

By law, your building will have a 'Responsible Person' for fire safety. This person must inspect all fire doors in common areas and flat entrance doors. They must make sure fire doors are maintained to the required standard. If you spot any problems with fire doors in your building, you should tell your Responsible Person as soon as possible (see overleaf for what to look out for). If you are not sure who your Responsible Person is, check your notice boards inside your building or contact your managing agent or landlord.

Never prop, wedge or tie open a fire door

- Fire doors cannot stop the spread of fire if they are propped, wedged or tied open.
- Keep fire doors shut at all times unless they are fitted with an approved 'fire door retainer'.
- A fire door retainer (pictured below) will hold fire doors open, automatically closing them when the fire alarm sounds.



Never tamper with the fire door closer

- Fire doors have to be fitted with a working fire door closer so it automatically closes after use.
- If the fire door was left open, fire and smoke would spread quickly through the building.
- Fire doors can be heavy to operate but never be tempted to tamper with the closer - it could save your life.



Never alter the fire doors in any way

- If any changes are made to the fire door after it is fitted, it may not be able to stop the spread of fire and smoke.
- Never screw or drill into a fire door.
- Don't add letterboxes, handles, locks or door viewers without consulting your Responsible Person.



How to Spot Issues with Fire Doors

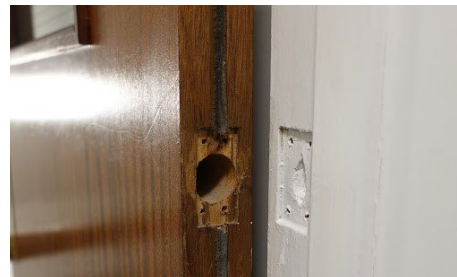
The Responsible Person for your building should check fire doors in common areas and flat entrance doors regularly. But, there are also some checks you can do yourself to see if there are any obvious issues with your fire doors. The following pictures represent common issues with fire doors. If you find any of these issues, report them to your Responsible Person as soon as possible.



Door closer is broken or does not shut the fire door.



Fire door does not close properly or there is a large gap at the edges or underneath.



Door handles, closers, locks or hinges are missing or damaged.



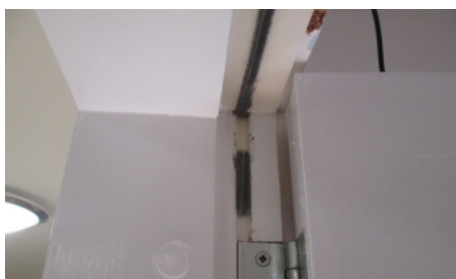
The fire door frame is damaged or poorly fitted.



Fire door is damaged or has a hole in.



There is damage to the glass panel.



The seals around the edge of the door or frame are damaged, missing or have been painted over.



There are less than 3 door hinges or the hinges are missing screws.



The fire door has had changes made to it after it was fitted, for example a ventilation grill has been added.



If you discover a problem with your fire door, report it to your Responsible Person as soon as possible.

My Responsible Person is: _____

Contact details for the Responsible Person: _____

Whilst Safelincs has made every effort to provide accurate information on the date of creation of this fact sheet, we cannot accept any liability relating to loss or damage arising from the information contained here. This fact sheet is intended as general advice and is not specific to your building. Any action points arising from this sheet should be attended to as soon as possible.