

Fire Door maintenance guide

Using your new Door

Fire Door Key/Thumb Turn

To lock from inside and outside

1. Close door to engage latch and hook
2. INSIDE - Turn thumb turn one turn to engage lock
OUTSIDE - Insert key and rotate one full turn to deadlock

To unlock from inside and outside

1. INSIDE - Turn thumb turn one turn to disengage deadlock
OUTSIDE - Insert key and rotate one full turn to withdraw deadlock and hooks
2. INSIDE - Push down handle to disengage hooks and latch and open door
OUTSIDE - Push down handle to retract latch and open door

Your door has been designed to be low maintenance. On a 3-monthly basis, wipe the outside and inside faces of the door and the plastic frame with a soft damp cloth and warm soapy water, using a mild detergent.

- Do NOT paint the door
- Every 3 months check the seal around the glass and the door for wear and tear
- On a regular basis, inspect the drainage holes in the threshold to ensure they aren't blocked and are clear of debris
- Check and lubricate hinges, cylinders, door pins and door closers using a light machine oil (such as 3-in-1) to make sure they work freely
- Do NOT use solvents or aggressive cleaners on the doorset or its fittings, as this can invalidate the warranty
- Any closer adjustments must be carried out by a competent person
- Check the door closer for dirt and grease and wipe clean as required
- Any faults must be reported to your housing provider as these units are for your safety and fire protection

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Door closers - Fire doors



Overhead door closer



Concealed door closer

Fire Doors

All fire doors will have been fitted with either an overhead door closer or a concealed door closer, which closes the door automatically

Do not interfere with or remove the door closer, and make sure the door always closes behind you. Never prop the door open

Apply a light machine oil such as 3-in-one oil to the arm knuckle joint and moving parts, this will ensure the mechanisms work freely, allowing the door to close

Problems closing the door

Fire doors should automatically close smoothly without you needing to push or pull it. If the door has been regularly maintained and all mechanisms lubricated, then the door should move freely without resistance

- Check and lubricate the latch
- Check and lubricate hinges, cylinders, door pins and door closers using a light machine oil (such as 3-in1), to make sure they work freely
- Check that there is no build-up of dirt or dust. This should regularly be removed to keep the door opening and closing freely

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Warranty Information

- **Do NOT attach or fix anything to this doorset or frame**
- **The door is factory finished within the parameters of the original testing. DO NOT alter the set up of the door in any way**
- **In the event of damage contact your Housing Provider**
- **Failure to comply with these guidelines may invalidate the warranty and/or performance of this fire doorset**