

# Fire Door Guide for Tenants

## Homeowners Care, Cleaning and Maintenance Guideline

### Overview

We want to make your home better and safer. This guide will help you understand how to care for and maintain your fire door so it keeps you safe.

### Key Instructions

#### 1. Do not adjust or remove hardware

- Your door has special parts like the handle, lock, door closer, letter plate, and door viewer.
- Do not change or remove these parts. If you do, it will no longer be fire-safe.
- If something needs fixing, tell your landlord.

#### 2. Fire Rated Glass

- The glass in your door is fire rated.
- If something needs fixing, tell your landlord as only an accredited person should fix it.

#### 3. Fire Rated Seals

- The door has seals that are fire rated.
- If any seals come loose, tell your landlord right away. Do not fix or replace them yourself.

#### 4. Door Closer

- The door has a closer to keep it shut in a fire.
- Do not prop open, adjust, or remove the door closer. It needs to stay in place to keep you and your neighbours safe.
- Do not drill holes or attach items to your door as this can affect its fire safety.

### Care and Maintenance

#### 1. Cleaning the Door and Frame

- Clean the door and frame regularly with warm soapy water and dry with a soft cloth.
- Be careful not to disturb the sealant where the frame meets the wall.
- Extra care is needed if the door is near the coast or industrial areas because of corrosive elements.

#### 2. Cleaning the Hardware

- For the lock and hinges, use a light spray of WD-40 PTFE silicone spray twice a year.
- For the letter plate, handle, and door knocker, wash with soapy water and dry with a soft cloth.
- Only use non-abrasive, neutral cleaning products to protect the hardware.

#### 3. Avoiding Damage

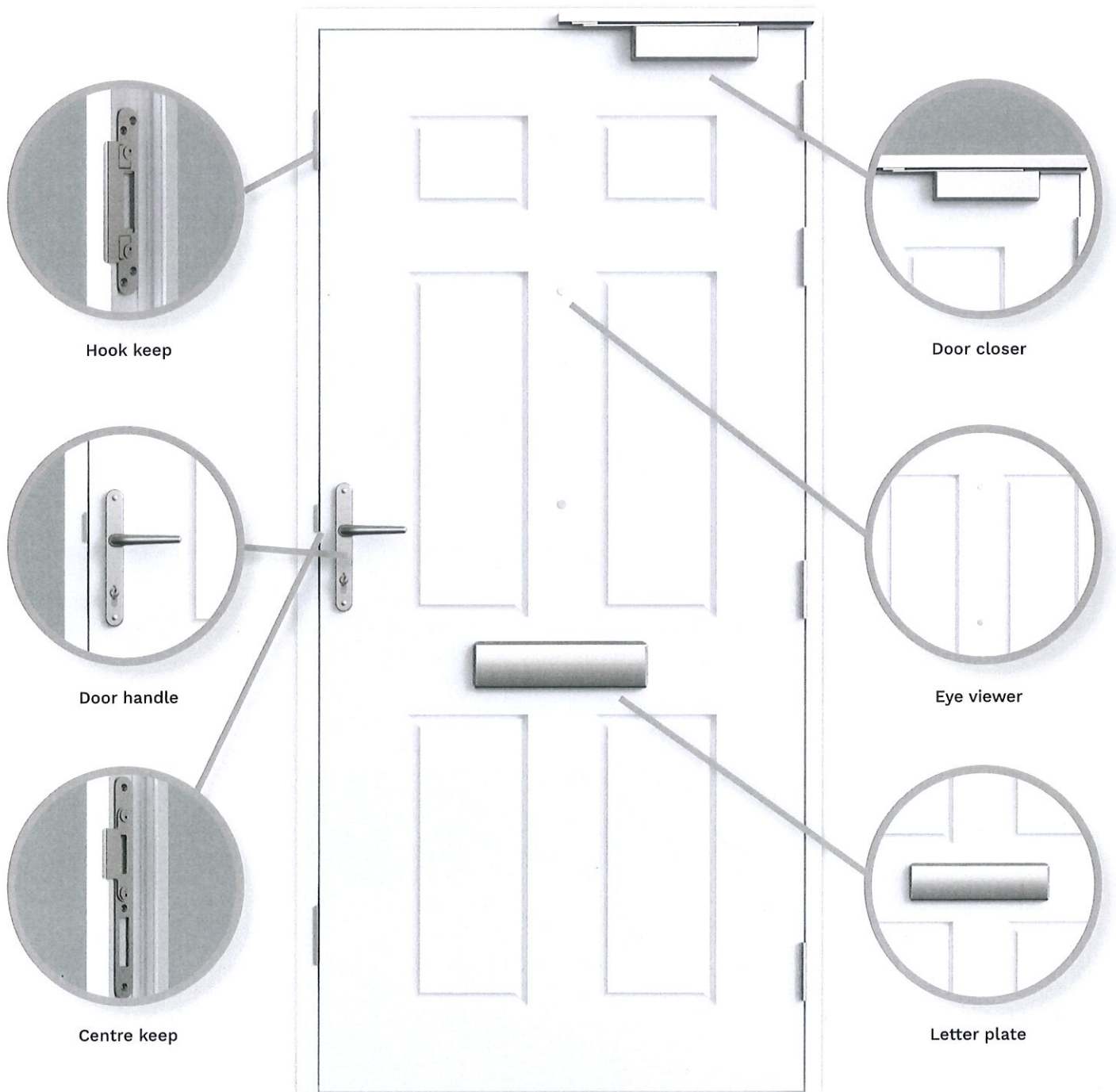
- Do not use harsh cleaning methods, abrasive cleaners, scouring pads, high-pressure washers, or steam cleaners on the door or frame.
- Avoid using bleach or solvents like white spirit, methylated spirit, cellulose thinner, acetone, or nail varnish remover.
- Do not use adhesives or tack to protect or fix decorations on the door.
- Avoid long key chains or sharp objects that might damage the door.

**If you have any concerns or need help with your fire door, contact your landlord immediately.**



## Fire Door Guide for Tenants

An overview of your fire door



### Key Instructions:

Your door has been fitted with specific hardware including the handle, lock, door closer, letter plate and door viewer. In order to keep the fire rating intact, **DO NOT** adjust or remove these items, to do so would invalidate the fire rating. The glass used in your door is fire rated and assembled according to the certification requirements.

### Support & Contacts

If you have an issues with your fire door please contact Birmingham City Council to arrange a call out.