



Flat fire doors are the entrance doors that you use to get in and out of your home from a shared area, usually a corridor. There are other fire doors located within the communal areas to separate different parts of the building, for example doors within the length of a corridor and doors to cupboards that house gas meters or other services.



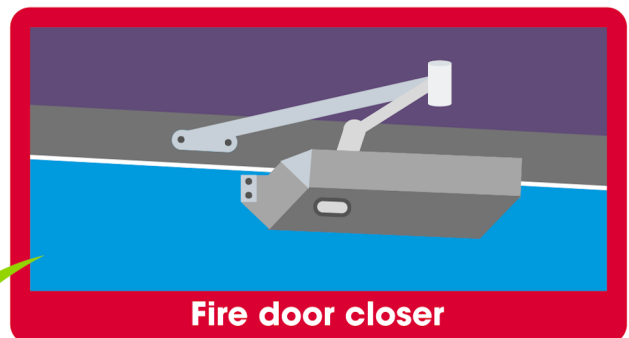
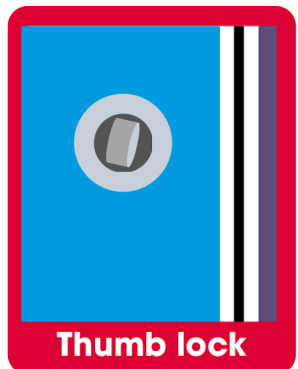
Flat fire doors ensure that, should a fire break out within your home, the fire and smoke is kept within the flat for **at least 30 minutes** so that you can evacuate to a safe place outside the building. The evacuation plan is fitted to the wall on each floor of the building.

**All fire doors should be of solid construction, free from damage and should be able to close easily into their frame.**



**Fire doors should have the following:**

- **Door handles and hinges** fitted to the door. They are designed to withstand the effects of fire for a minimum of 30 minutes.
- **Intumescent strips and smoke seals** that may be on the door or its frame. They will expand and seal to prevent smoke and fire from passing through the door.
- **A self-closing device** that is fitted to your door. This helps the door to close without the need for you to pull it shut.
- **A thumb turn lock** that allows for easy unlocking without the use of a key from inside your flat. This will help you leave quickly if there is a fire.



**Why is it important to have fire doors?**

**If fire doors are used correctly and kept in good condition they will prevent smoke, heat, and fire from spreading throughout the building.**

# A Guide to Fire Doors



## What can you do to make sure your fire door is in good working order?

- ✓ **Check your door fully closes** into its frame and is not obstructed.
- ✓ **Check the self-closing device is not leaking oil** and is able to close the door into its frame behind you.
- ✓ **Check the door frame for damage** or excessive wear and tear and **make sure it is not warped**.
- ✓ **Check the fire door for visible damage**.
- ✓ **Check that the smoke seals and intumescent strips are not missing** or damaged or heavily painted over.
- ✓ **Keep fire doors closed** when not in use.
- ✓ **Report any faults to fire doors to us immediately** (see the contact details we have provided below or on our website)

### You mustn't:

- ✗ **Disconnect or adjust the self-closing device.**
- ✗ **Drill any holes into your flat door or frame**, for example to fit chains or spyholes.
- ✗ **Prop open any fire door.**
- ✗ **Change door handles or remove any strips and seals.**
- ✗ **Alter your door in any way** which will reduce its fire resistance.

Communal fire doors are checked weekly and have an annual inspection.



## Keeping communal areas clear

You will use the **hallways** and other **communal areas** to escape the building if there is a fire. The **Fire Service will use the same routes** in fighting the fire and helping people escape from the building.



**Keeping routes clear will help to save lives by allowing quick access to, and escape from, the building.**

**Do not** leave items in the **corridors** or **hallways outside of your home** that could obstruct your escape. **Speak to your Housing Officer or Support Co-ordinator if you have large items you are struggling to store in your home**; they may be able to help with finding alternative storage.

### Contact us

Contact our Repairs Team to **report a fault** or **worries about your flat fire door** or any other **communal fire door** in your block:

- by telephone on **0113 386 1000**
- by emailing us at **repairs@leedsfed.com**
- through **My Account** (scan the QR code)

