

FIRE DOOR SAFETY ADVICE FOR HIGH RISE FLATS



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WHY ARE FIRE DOORS IMPORTANT?

Flats that open into communal areas are required to have flat entrance doors that can withstand a fire and the spread of smoke for at least 30 minutes, helping to keep communal escape routes clear.

If there is a fire in your flat, it is important that your flat entrance fire door closes behind you, so that smoke and fire do not spread into the corridors.

The fire doors should be kept shut when not in use and the self-closing device should not be disabled or tampered with as this could affect the door's functionality. Do not replace parts of the door or add new parts, e.g. installing additional locks.

For the fire door set and the fire door itself to be effective all parts must be working properly. This includes the frame, glazing (if present), hinges, letter box and handles etc. Any faults or damage should be reported immediately to the council.

DOOR INSPECTIONS

To ensure your safety and that of your neighbours, we will be inspecting all flat entrance doors (including leaseholders' doors) in our three high rise tower blocks annually and communal fire doors quarterly.

We will write to you and let you know when this inspection is taking place. Please provide us access to your property to complete this important safety inspection

HELP US KEEP YOU SAFE

You should inspect your front door regularly (we recommend monthly) and ask yourself the following questions.

- Is there any sign of damage to the door or the door frame?
- Is the self-closing device damaged or broken? If working properly, the door should close fully into the frame and the door should latch into the frame, without the need to push it.
- If the door has glass, is this broken or cracked? Is the beading around the glass damaged?
- Is the letter plate damaged or missing?
- Are the hinges loose, or damaged? (there should be at least three hinges)
- Are the door handles loose and/ or not working properly?
- Are the seals around the door that stop the spread of smoke damaged, painted over, or missing?

If you are a council tenant and have answered yes to any of the above, contact the council by emailing customer.services@lincoln.gov.uk, calling 01522 873333 or use the online form (www.lincoln.gov.uk/online/report-repair) to report the repair.

If your front door has been forced open, due to a break in or by the emergency services, you must contact the council immediately, to enable us to inspect and, where necessary, install a temporary door, to ensure the fire protection is maintained.

INFO FOR LEASEHOLDERS

Check your lease, but leaseholders are normally responsible for the replacement and repair of their own flat entrance fire door. This means:

- **You have a legal duty to ensure your door will provide 30 minutes protection to the escape route** – If we believe there is an issue with your door when we inspect it, we will write to you and let you know what you need to do. As per the advice for tenants, you should regularly inspect your door to make sure it is in good condition.
- **You must get our permission and Building Control approval if you wish to change your door** – This ensures that we can give you advice and guidance regarding what standard of door you need to buy and how to find someone who can install it properly and provide you with the right documentation to attain ours and your local Building Control team's approval. Please contact our finance and leasehold team for further information on how to attain leasehold consent

For more information or if you have any fire safety queries please contact the safety assurance team by emailing fire.safety@lincoln.gov.uk