



FIRE DOORS: A GUIDE FOR TENANTS

Fire doors save lives. Please help keep them working.

Please read, keep this sheet, and sign the slip at the bottom.

This building has **fire doors** to protect the escape routes. In a fire, a closed fire door holds back flames and smoke long enough for everyone to get out safely. A fire door only works if it is **closed, undamaged** and able to **shut and latch on its own**.

A fire door held shut by its closer also **cuts off the flow of air** through the building. Fire needs oxygen to grow, so a closed door starves it of air, **slows the spread of fire and smoke**, and gives everyone **more time to escape**.

Fire doors in this property: _____

Usually every bedroom door, the kitchen door and the doors on hallways and stairs. Most have a closer at the top and a "Fire door keep shut" sign.

PLEASE DO

- ✓ Keep fire doors **closed at all times**, including your own room door.
- ✓ Let the door **close by itself**. Don't hold it back or slam it.
- ✓ Use the **wall hooks or coat stand** for coats, bags and towels.
- ✓ **Report any problem straight away** (see below).
- ✓ Allow access for **fire door checks** and repairs.
- ✓ Keep hallways, stairs and exits **clear**.

PLEASE DON'T

- ✗ **Wedge or prop** a fire door open with doorstops, chairs or bags.
- ✗ **Hang anything over or on** a fire door: over-door hangers, hooks or towel rails.
- ✗ **Remove, disconnect or adjust** the door closer.
- ✗ Fit **extra locks, chains, bolts**, or put in nails, screws or sticky hooks.
- ✗ **Paint over** the seals or the label on the edge of the door.
- ✗ Cut, drill or **alter the door** in any way.

Why you must never hang anything over a fire door, or wedge it open

A fire door fits its frame with a gap of only about **2 to 4mm**. An over-door hanger sits in that gap. Every time the door closes, it **crushes the fire and smoke seals**, dents the frame and forces the gap open, so the door may **no longer shut or latch**. The damage is easy to miss, but in a fire the door may not hold back smoke and flames. Wedged doors do nothing at all to protect you.

Report it straight away if your fire door:

- doesn't close fully or latch on its own
- has damaged, missing or painted-over seals
- slams, sticks or drags on the floor
- has holes, splits, loose hinges or a broken closer

Report to: _____ **Phone:** _____

Email: _____

Cut or copy here. Landlord or agent keeps this part in the fire door log.

Tenant declaration

I have received and read this fire door guidance and understand how to use the fire doors in this property safely.

Name: _____ Room / flat: _____ Date: _____

Signature: _____ Property address: _____