



OPERATIONS & MAINTENANCE MANUAL

# Hinges





Rutland believe that every building should protect the life within it.

Our mission is to enhance life safety at every fire door. The golden thread of information has been spoken about in reviews of fire safety, and we believe that maintenance of fire doors, especially door controls, is crucial.

In accordance with Regulation 38 of the Building Regulations 2010, this document is supplied to provide Operations and Maintenance information for the products supplied to your project by Rutland Door Controls. This document should be passed to whoever is taking responsibility for assembling the Fire Safety Information file for the building.



**Step 1**

Check that screws are tight (No.1), and tighten if needed, at least every 6 months.

**Step 2**

Check the hinges for dirt at least every 6 months, and clean as follows:  
Using a medium strength detergent or white spirit, wipe the hinges clean with a soft cloth. Where dirt has accumulated over longer periods of time, we recommend applying an aerosol lubricant prior to cleaning. Keeping hinges clean will help to reduce wear, and therefore keeping the hinges in working order for longer.

**Step 3**

Lubricate the knuckles (No. 2) with light machine oil, at least every 6 months. Using spray lubricant, take care not to over spray to surroundings and ensure floor coverings are protected to prevent slip hazards and to protect furnishings. **DO NOT USE ANY TYPE OF DE-GREASER, SUCH AS WD-40**

For high usage door hinges, these steps will need to be carried out more often than every 6 months.

Maintenance records must be kept as part of the golden thread of building safety data. Failure to maintain and keep records may invalidate warranty or jeopardise fire, smoke and/or security integrity.

Enhancing life safety  
**at every fire door**



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