



OPERATIONS & MAINTENANCE MANUAL

Letterplate





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

Our mission is to enhance compliance and performance at every 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.



LETTERPLATE

Inspection and Maintenance



Cleaning & Care

Cleaning Frequency

- Clean only when visibly dirty.
- Typical inspection and cleaning interval: every 3–6 months, or as required.

Cleaning Tools

- Soft, non-abrasive microfiber cloth, or
- Soft, lint-free cotton cloth.

Cleaning Agents

- Mild, pH-neutral detergent diluted in warm water.
- Clean water for final wiping.

Cleaning Procedure

1. Remove loose dust using a dry soft cloth.
2. Lightly dampen cloth with mild detergent solution.
3. Wipe surface gently.
4. Wipe again using clean water to remove residue.
5. Dry immediately with a clean, soft cloth.

Lubrication of Moving Parts

Lubrication Frequency

- Every 2 years, or when stiffness or noise is observed.

Lubrication Materials

- Light machine oil, or
- Non-staining silicone-based lubricant.

Lubrication Procedure

1. Open flaps to access springs and pivot points.
2. Apply a small amount of lubricant to moving components.
3. Operate letterplate several times to distribute lubricant.
4. Remove any excess lubricant.

Protection Against Damage

- Avoid contact with hard or sharp objects.
- Do not apply excessive force or impact.
- Protect letterplate during adjacent construction or maintenance works.

General Maintenance & Warranty

- Maintain in accordance with this manual.
- Incorrect maintenance or misuse may result in damage and affect warranty validity.

Enhancing **compliance** and **performance** at every door

Through our expert advice and support, we provide the peace of mind that full compliance is achieved and that life safety is assured.



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