



OPERATIONS & MAINTENANCE MANUAL

Multipoint Lock



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.



MULTIPOINT LOCK

Inspection and Maintenance Frequency



The multipoint locking system shall be inspected and maintained seasonally or biannually (every 6 months). This allows for adjustment following seasonal weather changes that may affect door alignment. More frequent inspections may be required in high-use or exposed environments.

Maintenance Requirements

At each inspection, the following shall be checked and maintained:

• Door Alignment and Gaps

Check door gaps around the perimeter and adjust hinges and/or keeps as required to ensure smooth engagement of all locking points.

• Fixings

Inspect and tighten all screws and fixings, including those to keeps, the multipoint lock mechanism, and hinges.

• Closing Speed

Confirm the door closes in a controlled manner and that closing speed is not excessive.

• Lubrication

Lubricate all moving parts, including hooks, deadbolts, latch, and internal components, using a silicone-based lubricant or manufacturer-approved equivalent.

Do not use grease or mineral-based oils.

Notes

- Any signs of wear, damage, or resistance during locking shall be addressed promptly.
- Maintenance and adjustments shall be carried out by a competent person.
- Inadequate maintenance may affect performance and warranty.

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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