

## ***Installation and Operating Instructions for Grand Wooden Loft Ladder***

**Fitting** (Manageable for competent DIY'ers or easy for your local Handyman)

### **!!!!WARNING!!!!**

#### **RISK OF SERIOUS INJURY**

The trap door and its surround are sprung loaded using two highly tensioned springs. Under **NO** circumstances should you attempt to open the hatch door until the ladder is fully installed or attempt to remove the springs at anytime.

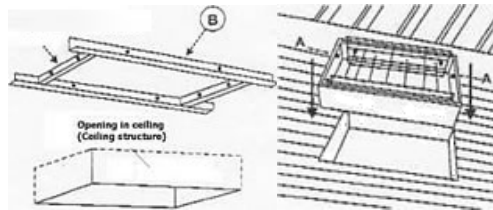
1. Select the best location for your ladder. This location should be in an area where there is:
  - a) Clear access to and around the ladder to allow safe and easy climbing
  - b) A stable level floor area where the ladder feet will sit
  - c) Check that there is enough space beneath the proposed ceiling opening of the ladder to unfold and stand on the floor below. There should be no interference with the ladder by doorways, walls, arches or such. (Remember, the ladder may extend further while being pulled up/down than it does when fully open.)
  - d) In a truss roof, ladder must be placed so it runs parallel with trusses.
  - e) Check the area above ceiling in the position that the ladder will be installed. Make sure that there is nothing in the way in the roof space such as; gas or water pipes, electrical wiring tanks, major beams etc. Check that the joists run square with the walls below.

2. Carefully measure and mark out your ladder position in the ceiling. Measure the outside of the ladder box and add 5mm to both the length and width measurements to provide clearance. Mark up the joists.

**WARNING! Before cutting roof timbers (particularly in a truss roof), consult a carpenter or engineer to ensure the integrity of your loft floor / roof afterwards.**

3. Cut the ceiling joists and re-join with similar timber to form a box section, leaving a clear space in width and length to fit your ladder dimensions and conform to the layout measurements taken. Use a large square or check the

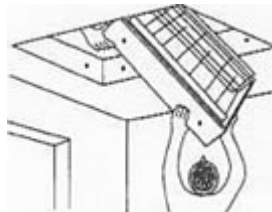
diagonals of your trimmed opening to ensure that it is square. Ensure that the opening is square with the walls below. Check that the ladder box will fit in your opening. **An opening constructed in parallel with and perpendicular to the joists.**



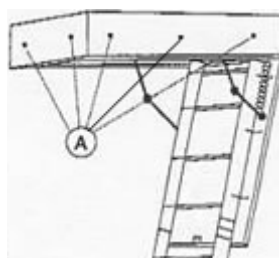
4. Check that the top surface of your joists is level both along and across the joists. If they are level proceed, if they are not, proceed but you will need to make sure that the ladder is level at step 10.

5. **YOU SHOULD NEVER ATTEMPT TO OPEN THE TRAPDOOR UNTIL THE UNIT IS FULLY INSTALLED. YOU MUST NEVER ATTEMPT TO REMOVE THE SPRINGS.** You can remove the ladder only by unscrewing the 4 bolts that attach it to the door. This will make the unit lighter and allow better access for screwing into the loft surround. **THE LADDER MUST HOWEVER BE RE-FITTED BEFORE ATTEMPTING TO OPEN THE HATCH DOOR.**

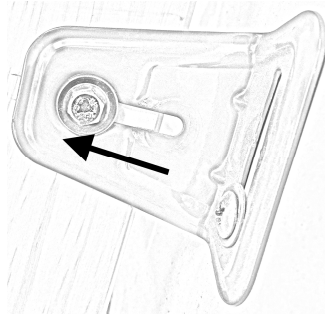
6. Pass the ladder up through the hole in your ceiling.



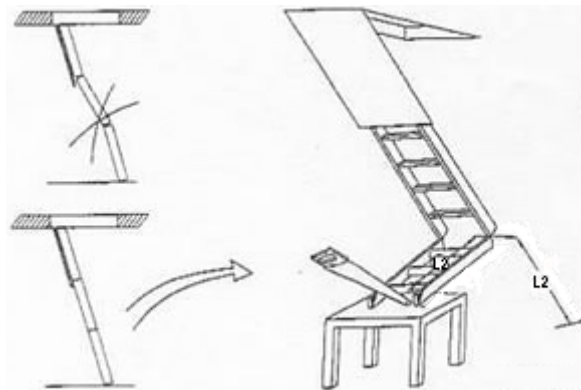
7. Offer the complete loft ladder assembly into constructed ceiling opening so that lower edge of wooden surround fits flush with the ceiling.
8. Use 10x 60mm screws and fix these through the wooden surround and into the constructed opening (See A). Use two fixings in the ends of the ladder box and three fixings down each side.



9. Open the loft hatch door and lower door into the room as far as the side restraining bars allow.
10. Loosen slightly the 4 nuts & bolts that connect the ladder to the 4 red L brackets that are attached to the door. Move the ladder away from the door and retighten nut and bolts (see below). This will give you more foot room when you are climbing the ladder.



11. Open the middle section of the ladder and measure the distance (L2) from the back of the end of the middle section to the floor, ensuring that when doing so you maintain the same angle on the ladder in relation to the floor ie the "slope" continues the same line as the middle ladder section. Mark the bottom of the ladder and cut this to correct length ensuring this is done so at a 90 degree angle. You will need to do this on each side of the ladder in case your floor has a fall. The ladder foot should sit firmly on the floor and there should be no gaps at the hinges where each section meets.



12. Add rubber feet to ladder and nail architrave timber to fit around the ceiling panel to conceal the cut of the opening. Mitre the corners. Fit architrave 2mm from edge inside edge of frame and allow clearance at the hinge end to prevent the panel clipping on the architrave when the door is opened.

**If you are unsure on any aspect of these instructions, then please contact a professional loft ladder installer** (we can supply details of loft ladder fitters in your area if required – whilst they are not employed by BPS Access Solutions Ltd, they will have experience of fitting our products)

## **Operating**

### *TO LOWER*

1. Use the hook at the end of the pole to pull down the loft hatch door into the room as far as the side restraining bars allow.
2. Slowly lower the middle and lower ladder sections towards the floor.
3. Ensure ladder is **fully** extended, locked on each side between the first and second section and touching the floor before use.

### *TO RAISE*

1. Unlock and fold middle ladder section on to upper ladder section. Then fold the lower ladder section onto the middle section.
2. Lift the whole assembly, including loft hatch, as high as you can, inserting the hook at the end of the pole to fully close loft hatch door

## **Additional safety instructions**

1. Never jump, swing or run up loft ladder.
2. Never slide heavy items up or down loft ladder.
3. Make sure that both sides of the lower ladder section are touching the floor before use.
4. Do not allow the loft ladder assembly to come into contact with moisture of any kind, as this can cause some “warping”
5. At the exit point into the loft, you should install a handrail to ensure safety in use.

## **Maintenance**

Loft ladder is manufactured from quality materials and does not need any special maintenance. If installation is in an area with higher humidity (ie bathroom) then wooden parts must be painted with a suitable paint and metal parts lubricated with oil.

**ALWAYS FOLLOW THE INSTRUCTIONS CAREFULLY AND SEEK HELP FROM A PROFESSIONAL LOFT LADDER FITTER IF NECESSARY.**

**BPS ACCESS SOLUTIONS LIMITED, ITS EMPLOYEES AND AGENTS ACCEPT NO RESPONSIBILITY FOR ANY DAMAGE OR INJURY HOWSOEVER CAUSED FOLLOWING INCORRECT INSTALLATION OR USE OF THIS LOFT LADDER.**