

IMPORTANT : It may require two people to install this ladder correctly. If you encounter difficulties during installation of this Loft Ladder phone (01307) 462255 to seek advice.

POINTS TO NOTE WHEN INSTALLING THE LOFT LADDER

1. It is essential that the trap cover is true and not off the square.
2. Small stops should be fitted to the inside facings of the trap opening to keep the trap cover flush with the ceiling when the Loft Ladder is in the rest position.
3. The trap cover eyebolt, on the underside of the trap cover, should be fitted centrally at the end opposite the hinges so that the hole of the eyebolt runs in line with the Loft Ladder and the length of trap opening.

On receipt of the Loft Ladder, please ensure that you have ORDERED AND RECEIVED THE CORRECT SIZE for the HEIGHT INVOLVED.

NOTE : The height to determine the model of Loft Ladder required is the OVERALL VERTICAL HEIGHT from the lower floor to the loft floor. This includes the thickness of the ceiling, loft flooring, etc.

<u>Ladder Reference</u>	<u>Loft Ladder Height and Hatch Size</u>	
	<u>Height Range</u>	<u>Minimum Hatch Size</u>
AL1	Up to 2.54M (8' 4")	736mm x 558mm (2' 5" x 1' 10")
AL2	2.57M (8' 5") to 2.82M (9' 3")	762mm x 558mm (2' 6" x 1' 10")
AL3	2.84M (9' 4") to 3.10M (10' 2")	762mm x 558mm (2' 6" x 1' 10")
AL4	3.12M (10' 3") to 3.38M (11' 1")	350mm x 558mm (2' 9½" x 1' 10")
AL5	3.40M (11' 2") to 3.66M (12' 0")	350mm x 558mm (2' 9½" x 1' 10")

Maximum Loft Ladder Storage Space

<u>Ladder Reference</u>	<u>Storage Space</u>
AL1	1371mm (4' 6")
AL2	1371mm (4' 6")
AL3	1625mm (5' 4")
AL4	1625mm (5' 4")
AL5	2032mm (6' 8")

NOTE : In some instances it is possible to decrease the storage space of the Loft Ladder, for more details phone (01307) 462255.

NOTE : We do NOT supply the trap cover or crossbar, but recommend that the trap cover be constructed of 19mm (¾") blockboard and the crossbar of 40mm x 64mm x 25mm (1' 6" x 2½" x 1") wood.

UNPACKING THE LOFT LADDER

Check that the following items are contained in the carton :-

1. One off sliding section.
2. One off pivoting section.
3. One off 'A' bracket. This bracket should be 50mm (2") less than the ceiling thickness marked 'CT' on the illustration.
One off 'B' bracket. This bracket is standard for all models.
One off 'C' bracket. This bracket is fitted with radius arms.

Each bracket is clearly labelled to assist identification.
4. One off operating pole with hook for lowering and raising the Loft Ladder.
- 5. One off bag containing :-
 - 13 off 32mm (1 1/4") wood screws
 - One off trap cover eyebolt marked 'D' on the illustration. This should be fitted 50mm (2") from the edge of the cover.
 - One off tin of lubricant
 - 4 off M6 x 16 hex head bolts and nuts
6. One off or 2 off Safety Handrails, if ordered. These are interchangeable and fit either left or right side of the Loft Ladder.

INSTALLING THE LOFT LADDER

1. Before proceeding with the installation, ensure that the trap cover is suitably hinged to open downwards. The wooden crossbar should be fitted to the upper side of the trap cover, centrally and at a distance of 432mm (17") back from the hinged edge: NOTE :- The 'A' bracket of the Loft Ladder is fixed to this crossbar at a later stage.
2. Insert the sliding section of the ladder into the pivoting section of the ladder.
3. Position the Loft Ladder containing the 'B' and 'C' brackets, on the loft floor. Situate the 'B' bracket centrally and over the edge of the trap opening/loft floor and secure with screws supplied.
4. Fully extend the Loft Ladder to the lower floor (see : operating the Loft Ladder), ensuring that the stop tread of the sliding section engages with the stop tread of the pivoting section. Arrange the Loft Ladder at the angle of use (67° - treads level), adjust the red height adjustment plates to butt against the slides of the 'B' bracket. This will control the length of ladder required to suit the vertical height involved. NOTE :- When the Loft Ladder leaves our factory, the red height adjustment plates are fitted to the uppermost holes in order to give maximum length. A series of adjustment holes is provided, for a distance of approx. 305mm (12") on the rear of the pivoting section. These holes give a total variation of approx. 254mm (10") which is the increment between one model of Loft Ladder and the next.
5. Align the 'C' bracket parallel to and in line with the 'B' bracket, mark the position of the 6 no. holes on the 'C' bracket. Remove the radius arms from the top of the ladder and secure the 'C' bracket to the floor with 6 screws.

6. With the Loft Ladder fully extended and at the angle of use, insert the slides of the 'A' bracket into the grooves at the bottom rear of the pivoting section. Secure the 'A' bracket to the wooden crossbar on the trap cover with the screws supplied. Ensure that all brackets are in alignment to permit clearance of the Loft Ladder through the trap opening.
7. With the installer in the loft return the Loft Ladder to the rest position and engage the hook ends of the springs over the radius arms. Lift the radius arms with the springs attached so that the holes in the arms line up with the holes in the pivoting section. Secure the arms with the M6 pan head screws and nuts, ensuring that the washers are fitted between the arms and pivoting section.
8. Before lubricating the Loft Ladder it is advisable to protect the lower floor with an old sheet or newspaper. Wipe off any excess lubricant to avoid it dripping onto the floor. Return the Loft Ladder to the lowered position and lightly lubricate the runner grooves of the pivoting section with the lubricant supplied, i.e. sliding section/front runner grooves and the 'A' and 'B' bracket/rear runner grooves. This lubricant should be applied extremely sparingly - too little is better than too much - GREASE OR THICK OIL SHOULD NEVER BE USED.
9. Fit the handrail to the preferred side using the M6 x 16 hex head bolts and nuts.

OPERATING OF THE LOFT LADDER

1. To lower the Loft Ladder, engage the hook of the operating pole into the trap cover eyebolt and pull down for approx. 150mm to 200mm (6" to 8"). Disengage the hook of the operating pole and re-engage it into the hole on the tee bracket under the bottom tread of the pivoting section and pull down fully until the red height adjustment plates butt against the 'B' bracket slides. To lower the sliding section, hold the face of the front tread with your left hand and with your right hand pull the trigger towards you to release it from the tread. Once clear lower the sliding section gently to the ground.
2. To raise the Loft Ladder into the loft area, push the sliding section upwards and with your left hand on the face of the front tread, slide upwards until the trigger engages on the tread. PLEASE ENSURE THAT THIS IS DONE CORRECTLY EACH TIME YOU USE THE LADDER! Engage the tail of the operating pole into the tee bracket and raise the entire ladder gently upwards with a slightly circular movement (NOTE :- DO NOT PUSH THE LOFT LADDER VERTICALLY UPWARDS AS IT WILL TEND TO JAM!). The Loft Ladder must be raised gently to allow the mechanism to operate efficiently. To complete the operation, engage the tail of the operating pole into the trap cover eyebolt and push upwards until the trap cover is closed.
3. On first installing the Loft Ladder and after maintenance repeat steps 1 and 2 several times to ensure smooth and efficient working.

MAINTENANCE OF THE LOFT LADDER

It is advisable to clean the Runner Grooves and Slides periodically with White Spirit or Turpentine and lubricate lightly. Moving parts should be similarly treated. It is always advisable to check and ensure that none of the screws, bolts, nuts, etc. are working loose. If properly maintained, your Loft Ladder should give excellent, trouble-free service for many years.

LOFT LADDER RESTING IN LOFT WHEN NOT IN USE

