

## 3 Section Slider Loft Ladder Instructions

### WARNING! - Safety information

All ladders have potential injury risks, before installing this loft ladder carefully read and follow all of the safety, installation and user information found in this leaflet. This loft ladder should be used only to provide short term access to house hold attics, subject to height and weight limitations. It is not intended for continuous use or for use in the workplace.

### BEFORE INSTALLATION...

- The loft ladder must not be used until it has been fully installed and therefore a suitable ladder is needed to access the loft during installation.
- The area at the base of the loft ladder must be flat and level to dismount safely. A minimum area of 1m<sup>2</sup> is recommended.
- Do not use the loft ladder for any other purpose other than that for which it was designed. For example, never use it as an extension ladder.
- Do not install if parts are missing or damaged.
- Check and ensure there is enough internal loft space for the loft ladder to be stowed before attempting installation (see the specifications on page 3).
- Keep children and animals away from your working area.
- Ensure you have sufficient lighting in the loft and in the room where the ladder is being installed.

### DURING INSTALLATION...

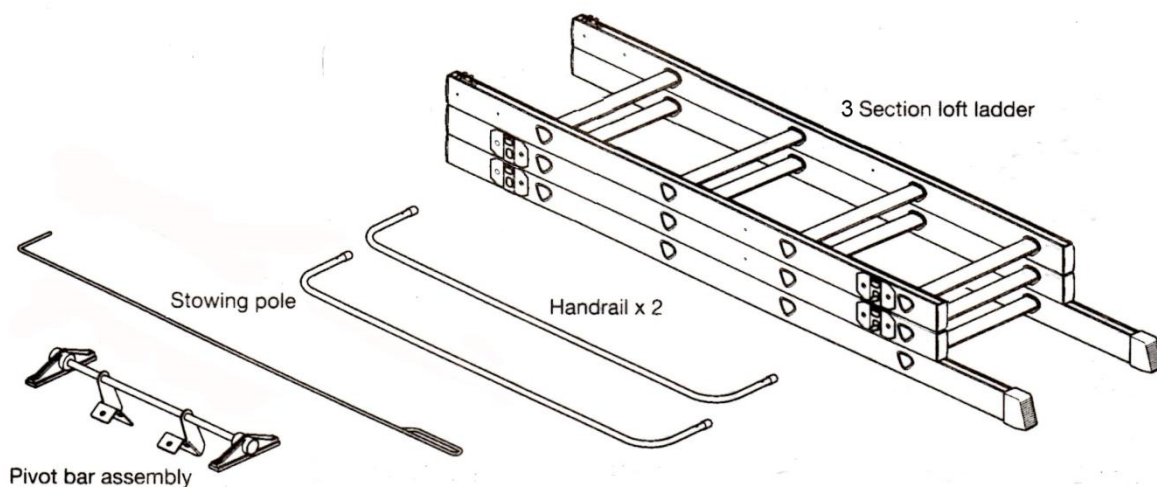
- Do not use the loft ladder until fully installed.
- Two people are needed to safely installation this ladder, one person working in the loft itself, and the other on the ground below.
- The side locking catches are not weight bearing and the ladder must not be used until the pivot bar stops have been installed.
- It may be necessary to install wooden batons or noggins to be able to fit the pivot bar or retaining bar in the correct position.
- During installation ensure your work area is kept tidy and free from any obstructions.
- Any damage to the ladder will require a replacement.
- No unauthorised parts may be used as this can be potentially dangerous and will invalidate the warranty.




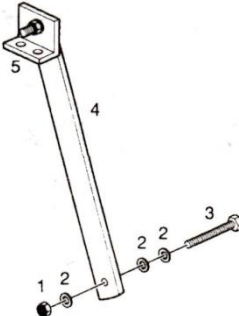
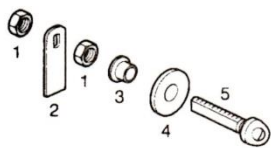
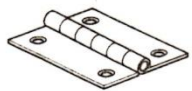
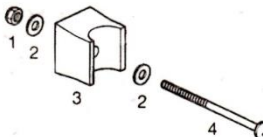
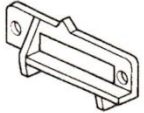
### USING THE LOFT LADDER

- Keep the loft ladder in good condition
- Read and follow all instructions found on the side of the loft ladder.
- Keep children, animals and unauthorised persons away when in use and do not allow children under the age of 16 to climb the ladder.
- Do not use if parts are missing or damaged
- Do not use ladder when tired or under the influence of alcohol, drugs or debilitating medication.
- Wear non slip shoes and clean the soles of your foot wear before climbing the ladder if necessary.
- Always ensure the locking catches are engaged before use
- Ensure the rungs are horizontal and both rubber feet on the bottom of the ladder are firmly on the floor
- Always grip the ladder when climbing and keep 3 points of contact with the ladder at any time.
- Always face the ladder when ascending or descending – do not climb up or down it facing forwards away from the ladder.
- Only carry materials which are under 10kg up the ladder. Never exceed the total static load of 150kg.
- Only to be used by one person at a time.
- Never overreach when on the ladder
- When not in use stow the ladder away as instructed
- Keep these instructions in a safe place for future

reference.

## COMPONENTS



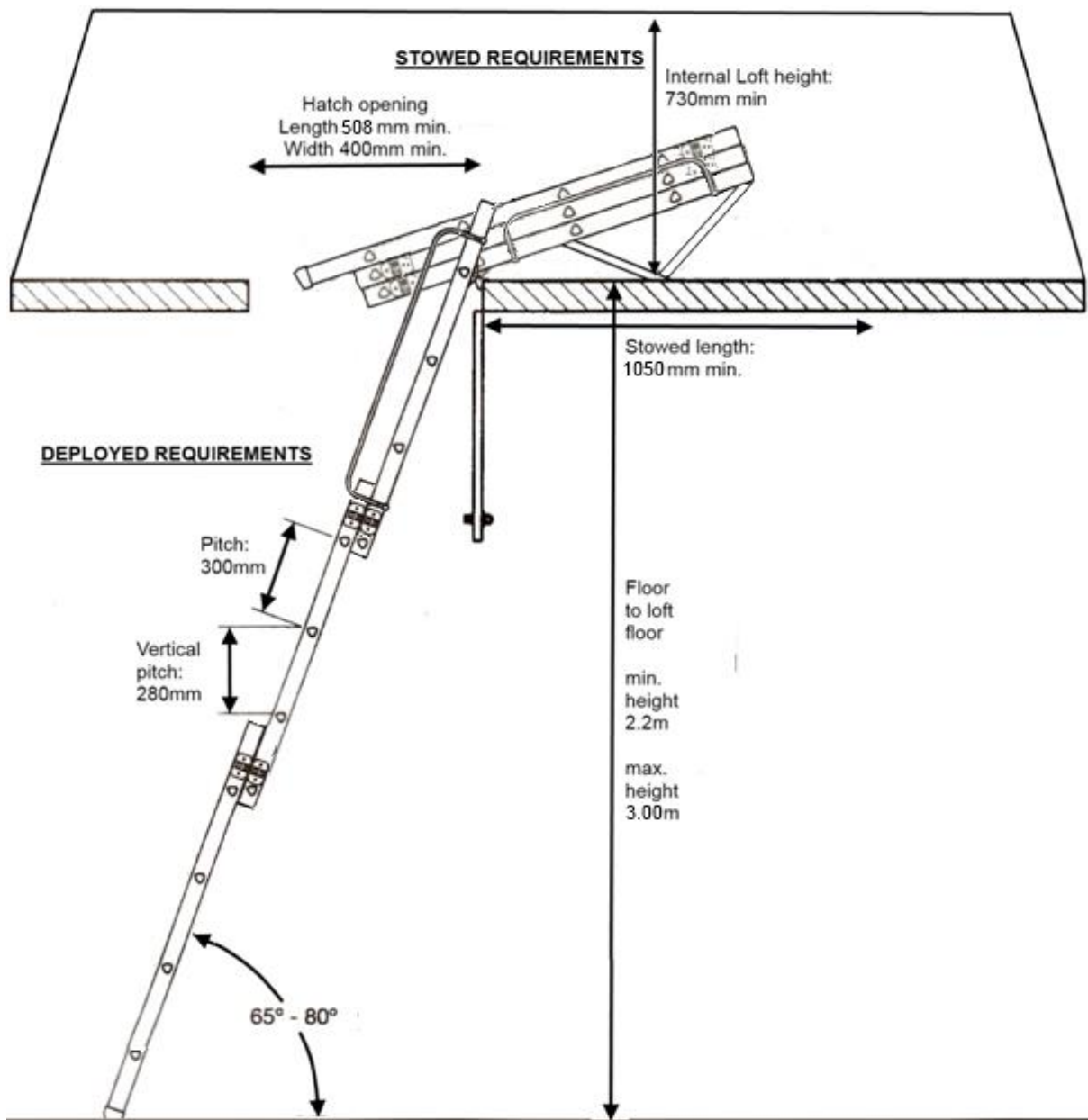
|  |   |  |   |
|--|---|--|---|
| <br>18mm Screw x 12   | <br>35mm Screw x 6 | <br>Pivot bar stop x 4  | <br>Retaining bar assembly x 2<br>1. Nut x 2<br>2. Washer x 6<br>3. 35mm Bolt x 2<br>4. Retaining bar x 1<br>5. Angle bracket x 1 |
| <br>Twist catch assembly x 1<br>1. Nut x 2<br>2. Catch lever x 1<br>3. Small catch collar x 1<br>4. Large catch collar x 1<br>5. Catch pivot pin x 1 | <br>Hinge x 2    | <br>Handrail bracket assembly x 4<br>1. Nut x 2<br>2. Washer x 4<br>3. Mounting block x 2<br>4. 65mm Bolt x 2 |   |
| <br>Catch bracket x 1   |   |  |   |

## TOOLS AND EQUIPMENT

- Ladder to access the loft
- Tape measure
- Pencil
- Sharp point Bradawl
- Drill and 2mm, 3mm and 13mm wood drill bits
- Phillips screw driver
- 2x 8mm spanner
- 17 mm spanner
- Wood glue (is optional)

## CRUCIAL DIMENSIONS

|                               |       |
|-------------------------------|-------|
| Number of ladder sections     | 3     |
| Maximum height                | 3m    |
| Minimum height                | 2.2m  |
| Pitch                         | 300mm |
| Vertical pitch                | 280mm |
| Minimum internal loft height  | 730mm |
| Maximum permitted static load | 150kg |



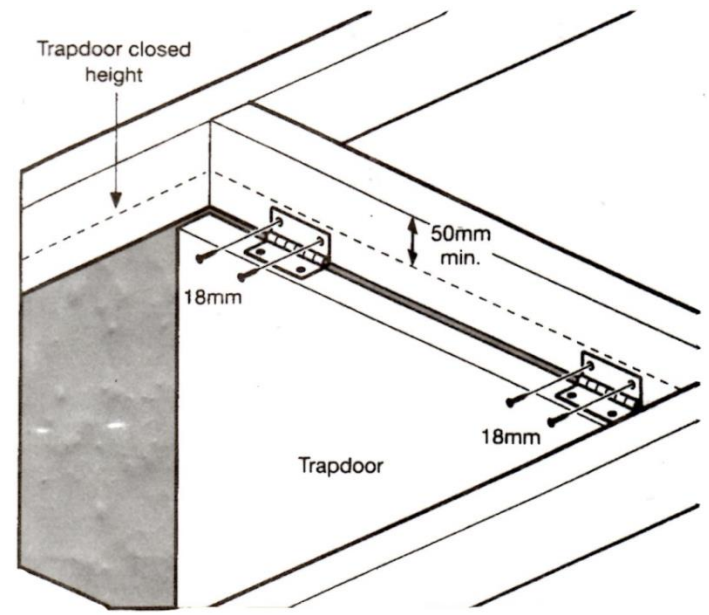
## INSTALLATION INSTRUCTIONS

### 1. Hanging the trapdoor

Attach the hinges to the trapdoor by drilling 2mm pilot holes and screw the hinges, equally spaced, to one end of the trapdoor using 4x 18mm screws. Install the trapdoor by positioning the fitted hinges against the hatch frame and mark the fixing hole positions. Drill 2mm pilot holes and screw the hinges to the hatch surround using 4x 18mm screws.

#### TIPS

- Your new trapdoor should have a minimum thickness of 20mm with a 2mm gap all the way around when door is fitted in the hatch.
- Trapdoor will attach to the same side of the hatch frame as the loft ladder.
- Minimum gap of 50mm between the top of the trapdoor when closed and top edge of the frame.
- Optional - fill the screw holes with wood glue before inserting the screws to increase strength.

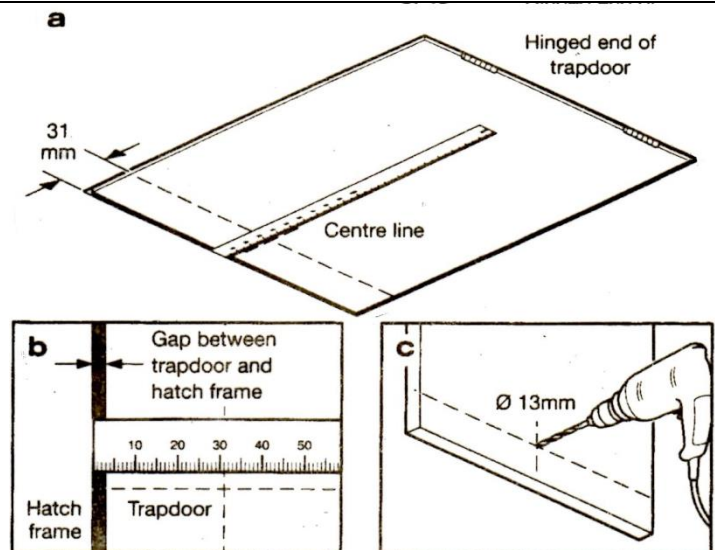


### 2. Preparing the trapdoor

Hold up trap door in the closed position.

A&B: At the opposite end to where you have fitted the hinges, measure and mark a line onto the trapdoor, 31mm from the edge of the frame. Measure and mark a centre line.

C: Open the trapdoor and drill a 13mm hole where the lines meet and sand off any rough edges

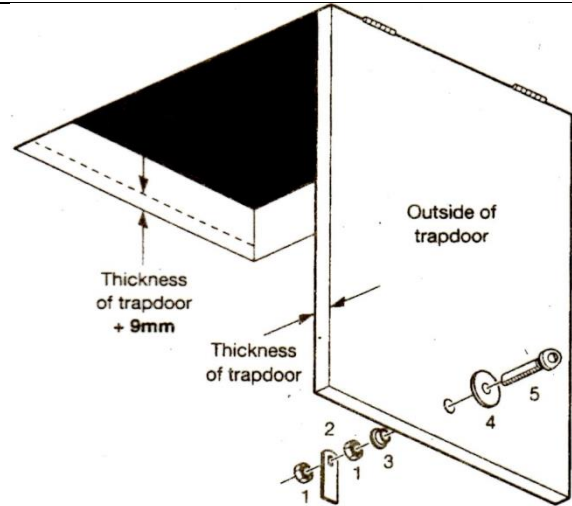


### 3. Fitting the catch assembly

Push the twist catch collars (no. 3 & 4) into each side of the hole you just drilled with the large catch collar (no. 4) on the outside of the trapdoor.

Insert the pivot pin (no. 5) through the outside of the hatch through the hole and secure using the second nut (1). Ensure the pivot pin can twist freely.

Place the catch lever (no. 2) onto the pivot pin (as shown) and secure using the second nut (1). Again ensure the pivot pin twists freely.

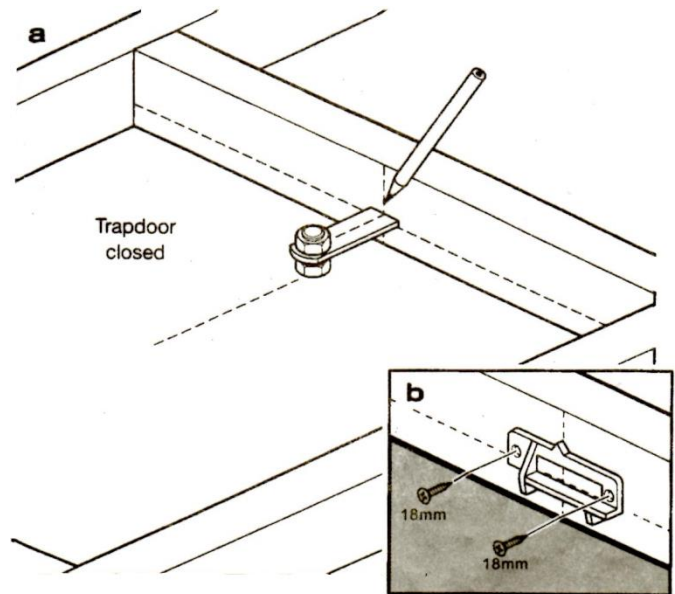


### 4. Catch bracket fitting

A: Measure the thickness of your trapdoor and add 9mm. Draw a line this distance up from the bottom of the hatch opening, parallel with it. Close the trapdoor and mark a vertical line on the inside of the hatch frame where the centre of the twist catch meets the hatch frame.

B: Open the trapdoor and position the catch bracket on the hatch frame, lining up with the vertical and horizontal lines as shown. Mark the fixing hole positions.

Drill 2mm pilot holes and fix the bracket using 2x 18mm screws.



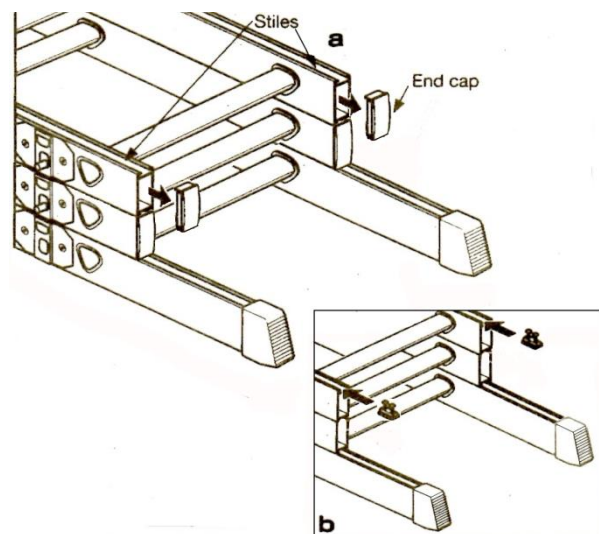
### 5. Remove the end caps and slide on the pivot bar stops

A: Remove both end caps from the stiles on the back of the loft ladder, closest to the end where the rubber feet are fitted.

B: Slide a pivot bar stop onto each stile (side) of the ladder, do not secure in place yet.

#### NOTE:

A pair of pivot bar stops are already been installed at the top of the loft ladder.



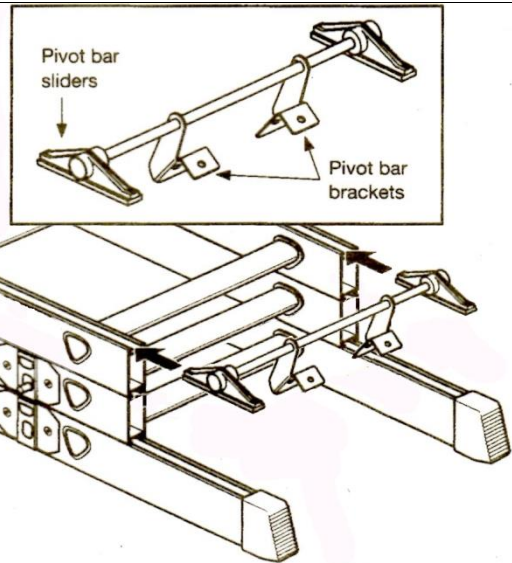
### 6. Slide on the pivot bar assembly

Ensure the pivot bar is fully assembled, with the pivot bar sliders slotted into the pivot bar rod.

Slot the pivot bar assembly onto the stiles.

#### TIPS:

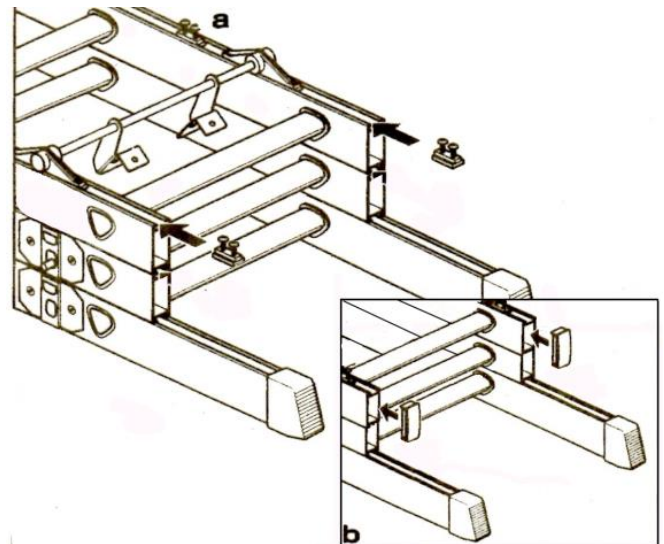
The pivot bar brackets **MUST** be the correct way round, as shown with the brackets in an upside down "L" position.



### 7. Slide on remaining pivot bar stops and refit end caps

A: Slot on the remaining 2 pivot bar stops, do not secure in place yet.

B: Slot both stile end caps back on to the ends of the stiles.

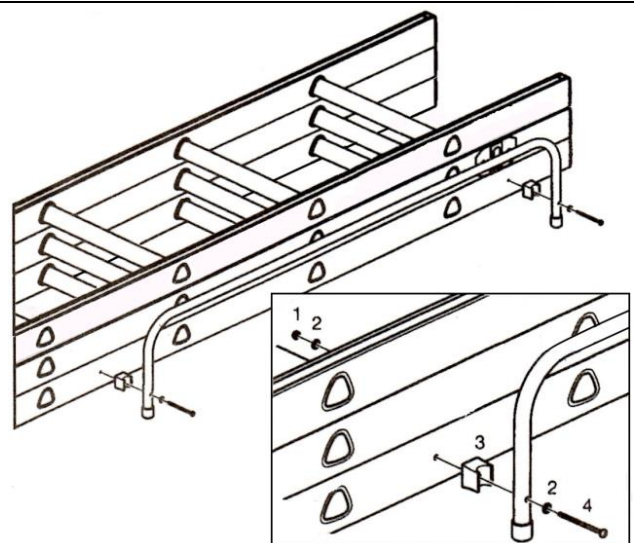


### 8. Attach 2x handrails

Attach the handrail to each side of the loft ladder.

Place washers (no. 2) onto the 65mm bolts (no. 4), insert through the handrail, mounting block (no. 3) and ladder. Fix using the nuts and washers (no. 1 & 2).

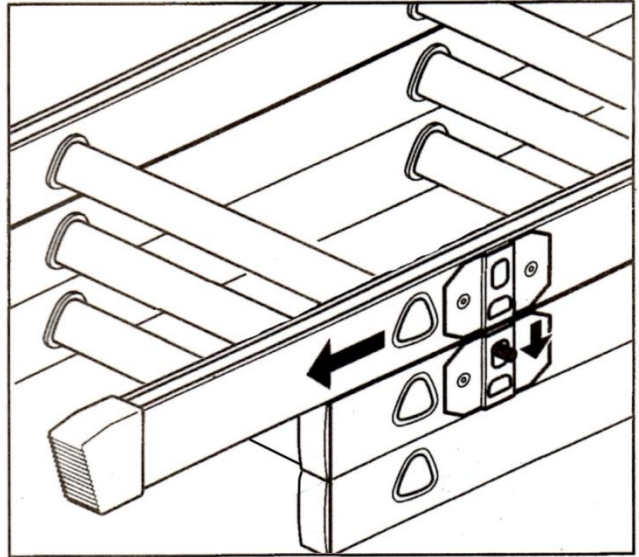
Tighten using an 8mm spanner.



### 9. Extend the loft ladder

Release the locking catch close to the bottom of the loft ladder and then the catch on the top of the front section.

Extend the ladder fully until the locking catches engage securely with the other catches.



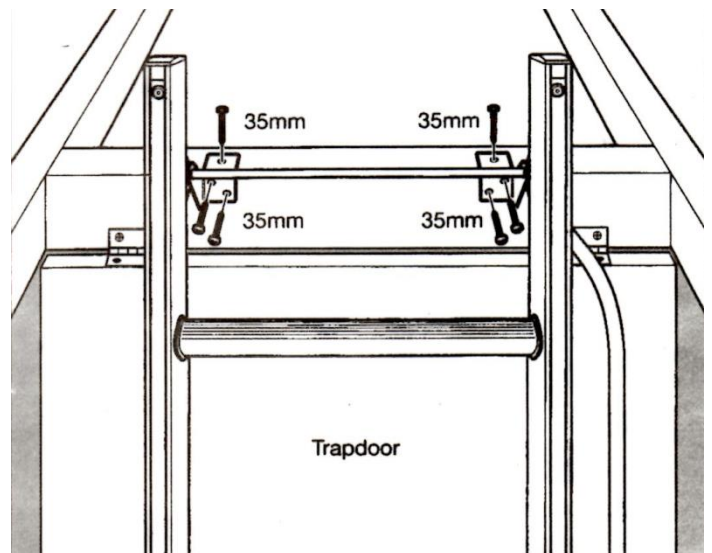
### 10. Attach the pivot bar

**WARNING! DON'T USE LOFT LADDER UNTIL FULLY INSTALLED.**

One person is needed in the loft for this part of the installation. Position the pivot bar brackets onto the top of the loft hatch frame, on the side the trapdoor is hung.

Position the loft ladder in the centre of the hatch and make sure it is square with both feet flat on the floor. The pivot bar brackets must be pushed up against the sides of the loft ladder.

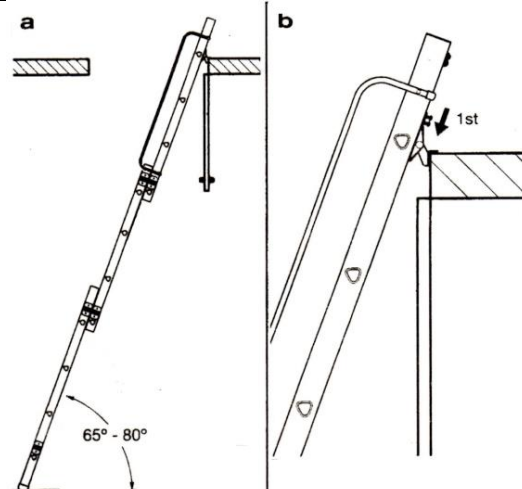
Mark the screws holes onto the frame with pencil, drill 3mm pilot holes and then fix using 6 x 35mm screws.



### 11. Set the pitch of the ladder and fix top pivot bar stops

A: position the ladder at the correct angle between 65 and 80 degrees. Alternatively, use the sticker entitled "Correct Angle Guidance" on the side and once you get the black line vertical the ladder is at the correct pitch.

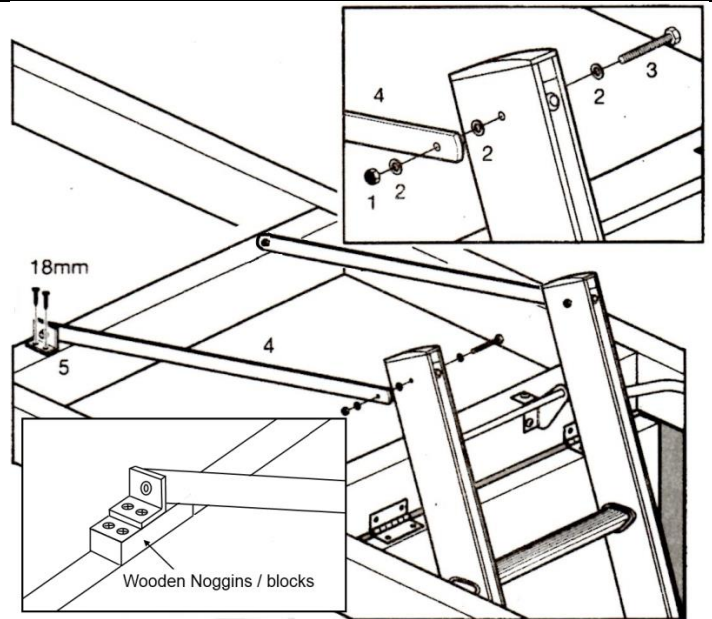
B: Position the 1<sup>st</sup> pair of pivot bar stops against the pivot bar sliders and tighten. Make sure the ladder is level and square before tightening stops.



### 12. Attach the 2x retaining bars

Fix the retaining bar (no.4) to the top of the loft ladder using the fittings pre assembled to the bar. Tighten using 2x 8mm spanners. Tighten the nut securing the angle bracket (no. 5) to the retaining bar (no. 4). Do not over tighten, the bracket must be able to move freely. Fix the angle bracket to the attic floor using 2x 18m screws. Do the same for the 2<sup>nd</sup> retaining bar on the other side. The retaining bars must be in line with the ladder not at an angle.

Install wooden noggins (see right) underneath L shaped part of the retaining bar to ensure they are in the correct position if necessary. Often needed with low floor to ceiling heights.

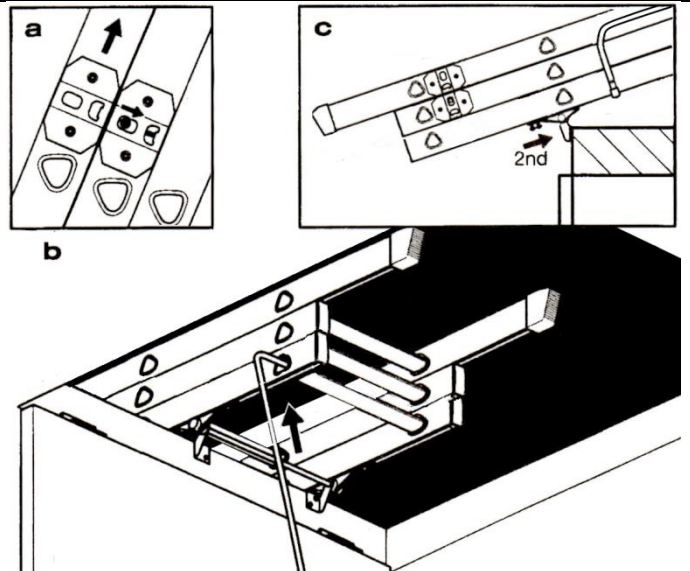


### 13. Stow the loft ladder away and further fix pivot bar stops

A: release the 2x catches found on the right hand side of ladder. Slide the 2 front sections up until the catches engage with the other catches.

B: Push the ladder up into the loft by hand as far as you can reach and then insert the stowing pole into the side of the bottom rung and push the loft ladder up until fully stowed away safely.

C: Slide the 2<sup>nd</sup> pair of pivot bar stops up to meet the pivot bar sliders and tighten securely with screwdriver.



**WARNING!** Before using the ladder each time you must make sure that:

- All 4 pivot bar stops are secured in the correct position and the screws are tight.
- Make sure other fixings and handrails have been tightened securely.
- You have read information in these instructions and on the side of the ladder.

**WARNING!** When the ladder is deployed, make sure that:

- The locking catch is fully engaged.
- Both feet are flat on the floor.
- The ladder is at the correct angle (65-80°).



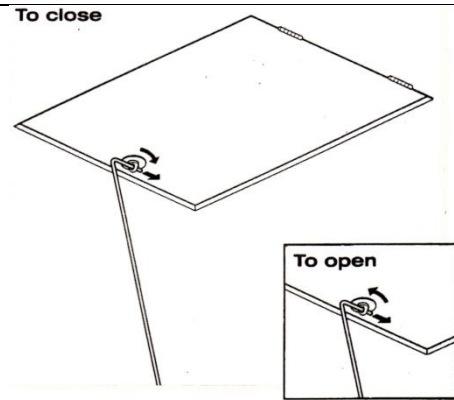
***How to close and open trapdoor***

***To close the trapdoor***

Insert the pole into the twist catch and push the trapdoor up into its closed position and turn the catch clockwise to lock.

***To open the trapdoor:***

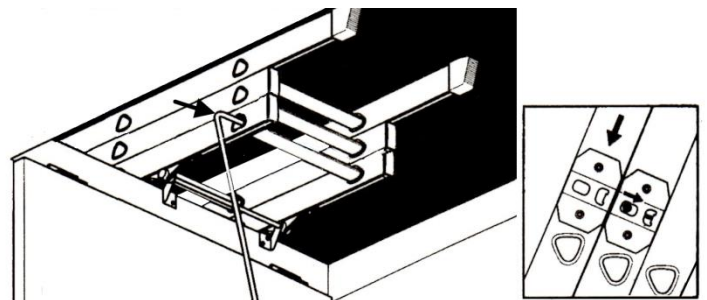
Insert the pole into the twist catch and turn the catch anticlockwise to unlock. Carefully lower the trapdoor using the stowing pole.



***How to stow and deploy the ladder***

Insert the pole into the bottom rung of the ladder and carefully pull out and down simultaneously. Ensure you carefully control the descent of the ladder so as not to endanger any persons or animals.

When the ladder stops, release the 2 catches found on the right hand side and extend it until the catch engages with the other locking catches. **DO NOT** use the loft ladder unless the locking catch is fully engaged.



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