

IMPORTANT NOTE

Read all of the installation and user instructions before commencing installation of your product. A loft ladder should only be used for short

term access to any loft space, subject to load and height restrictions. It is not intended for work place applications or continuous use.

Component check – Your loft ladder product should contain the following parts:

Components

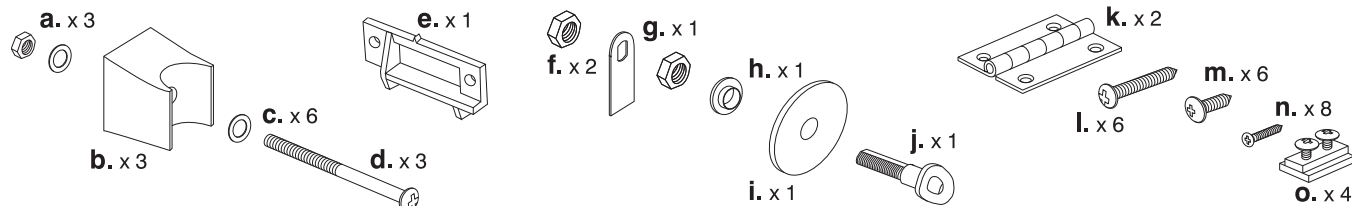
- A. Hinged arm
- B. Pivot bar assembly
- C. Hand rail
- D. Stowing pole
- E. 2 or 3 section loft ladder

- a. Small nut
- b. Mounting block
- c. Washer
- d. 65mm bolt
- e. Catch bracket
- f. Large nut
- g. Catch lever
- h. Small catch collar
- i. Large catch collar
- j. Catch pivot pin
- k. Hinge
- l. 35mm screw (for B)
- m. 20mm screw (for A)
- n. 18mm screw (for k)
- o. Pivot bar stop

HANDRAIL BRACKET ASSEMBLY

TWIST CATCH ASSEMBLY

COMPONENTS



Tools required for installation:

Stepladder, Bradawl, Saw, Drill plus 13mm & 2mm bit, large flat bladed screwdriver, crosshead screwdriver: small and medium, adjustable spanners/pliers, lever to prise off any support battens, tape measure/ruler, hammer.

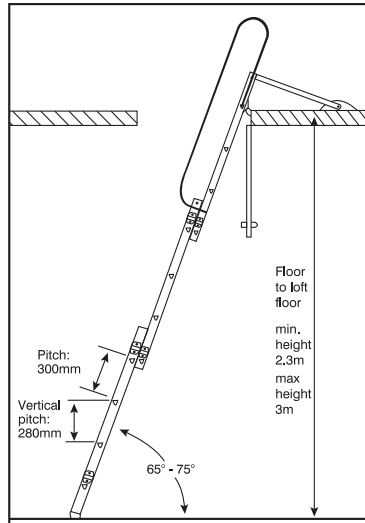
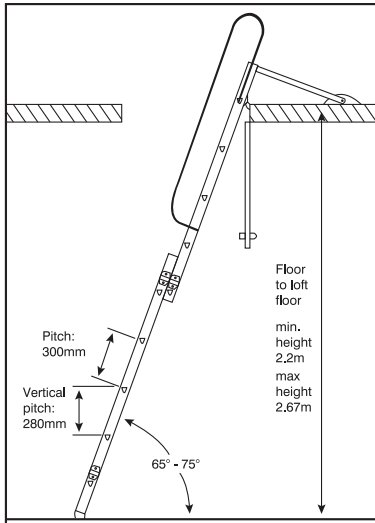
Do's & Don'ts - Safety Guidelines

- The loft ladder should never be used as a free standing ladder. The loft ladder must not be used until it has been fully installed. Use a second ladder to gain access to the loft to complete installation.
- Two persons are needed to safely install the loft ladder, one working from the inside of the loft and the other on the ground below.
- When installation is complete, make sure that the ladder is fully pulled down before use, that both feet are resting on the floor and that both locking catches are fully engaged.
- Please note the instructions for the optimum safe working angle.
- Do not install the loft ladder if any parts are missing.
- Check to make sure there is enough internal loft space for fitting and stowing the ladder once complete.
- When fitting the loft ladder and working within the loft space, please ensure that weight is placed only on the main ceiling joists. Do not drill above your head height and avoid contact with electrical wiring.
- Always ensure that there is someone else on the premises at the same time as you are fitting the loft ladder in case of an accident.
- Do not modify any of the components that are supplied with this loft ladder or substitute any parts that might be missing with anything other than genuine replacement parts.
- Ensure that the ladder is not obstructed when stored.

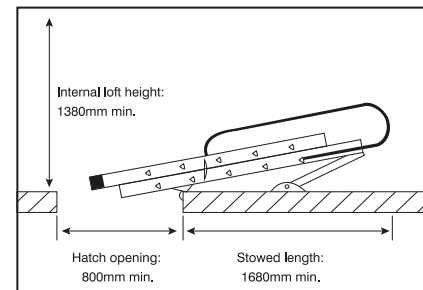
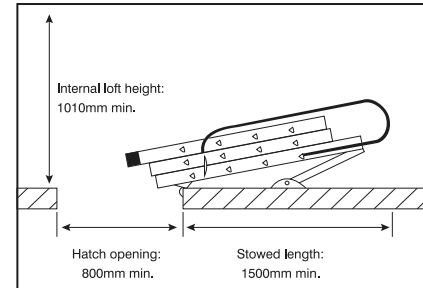
Specifications

Number of ladder sections	2	3
Maximum height	2.67 metres	3 metres
Minimum height	2.2 metres	2.3 metres
Pitch	300mm	300mm
Vertical pitch	280mm	280mm
Minimum internal loft height	1380mm	1010mm
Maximum permitted static load	150kg	150kg

Deployed requirements:



Stowed requirements:



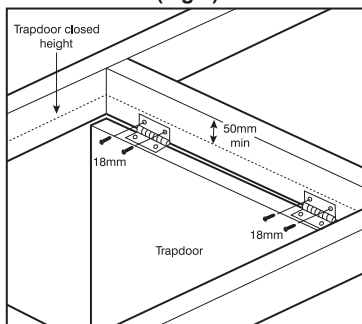
Assembly & installation – The hatch & trap door

Preparing the hatch door – there should not be any obstructions to the movement of the trapdoor, all old hinges and supports should be removed before starting. The trapdoor to be fixed should be at least 20mm thick with a 2mm gap all the way around when fitted.

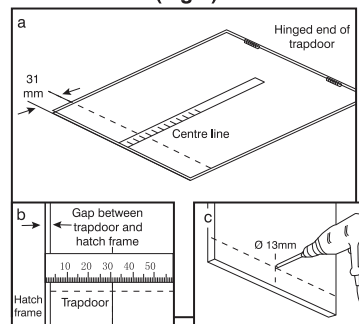
Hanging the trapdoor – The trap door will fit on the same side of the hatch as intended for the loft ladder.

- Attach hinges to the trapdoor** – drill 2mm pilot holes and screw the hinges (equally spaced apart) to one end of the trap door using 4 x 18mm screws. In order to increase the strength of the fixings, fill the screw holes with wood glue before inserting screws. (fig 1)
- There must be a gap of 50mm between the top of the trapdoor and the top edge of the frame.
- Install the trapdoor** – position the fitted hinges against the hatch frame and mark the fixing hole. Drill 2mm holes and screw the hinges to the hatch using 4 x 18mm screws.
- Preparing the trapdoor** – Close trapdoor and hold in position. At opposite end to the hinges, measure and mark a line onto the trapdoor, 31mm in from the edge of the hatch frame. Next open the trap door and drill a 13mm hole where the lines meet and sand off any rough edges. (fig 2)
- Fitting the twist catch** – Push the twist catch collars into either side of the hole in the trapdoor (fig 3) with the large collar on the outside. From the outside, insert the pivot pin through the hole and secure with a nut. Place the catch lever onto the pivot pin and secure using the second nut. Next measure the thickness of the trap door and add 9mm. Then draw a line this distance from the bottom edge and parallel with hatch opening.
- Fitting the catch bracket** – From the inside of the loft space close the trap door and make a mark on the inside of the hatch frame in line with the centre of the catch. Open the trap door and position the catch bracket on the hatch frame, lining up with the vertical and horizontal lines shown. Mark for the fixings and drill 2mm holes and attach the bracket using 2 x 18mm screws. (fig 4)

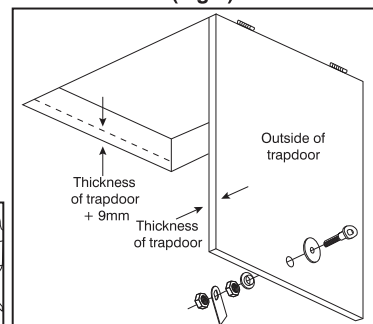
(fig 1)



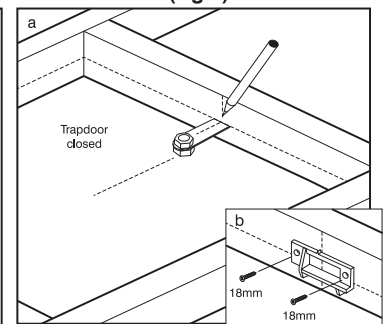
(fig 2)



(fig 3)

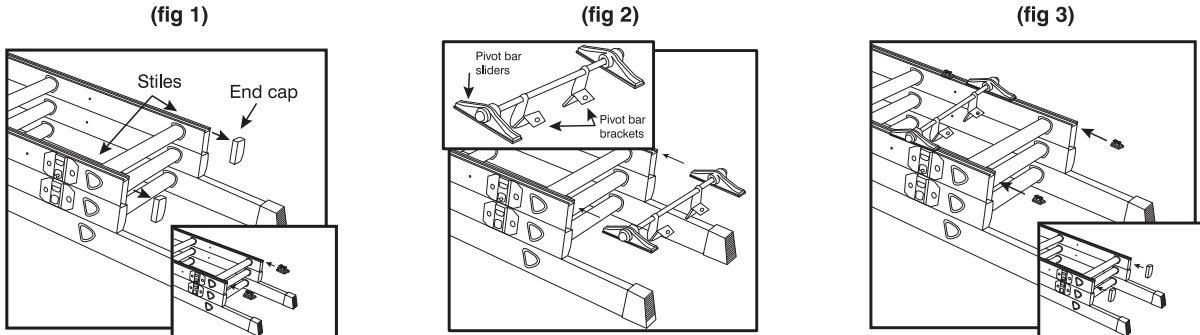


(fig 4)

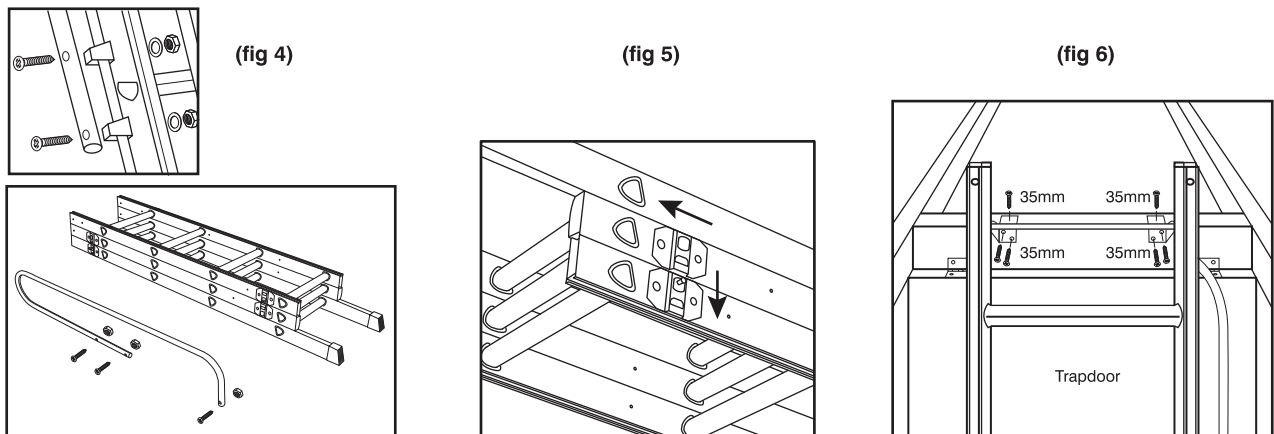


Assembly & installation – The loft ladder

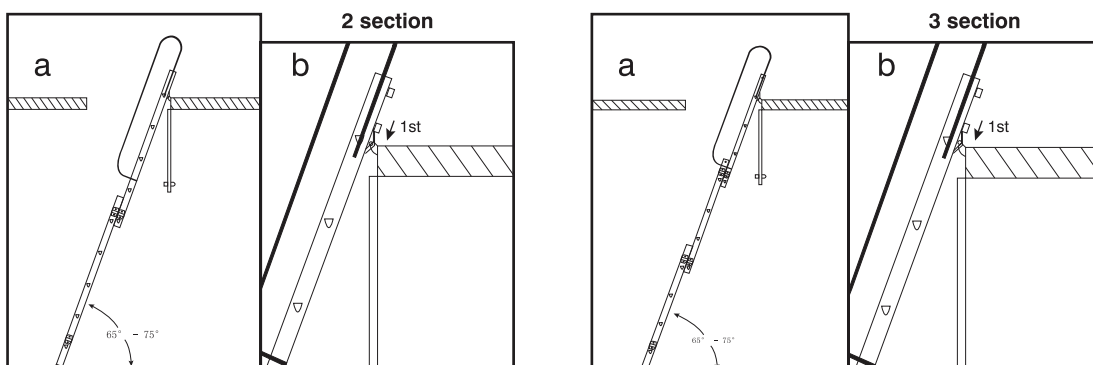
1. **Removing end caps and sliding on the pivot bar** – Take off both end caps on the back section stiles of the ladder. Slide the pivot bar stop onto each stile, not securing it until a later stage. **(fig 1)**
2. **Sliding the pivot bar assembly** – Ensure pivot bar is fully assembled and pivot bar brackets are the right way round as shown in **(fig 2)**. Slide pivot bar assembly onto the stiles.
3. **Sliding on the pivot bar stops & refitting end caps** – Slide on the remaining 2 pivot bar stops, do not secure at this time. At this point there are 2 pivot bar stops on each stile, 4 in total **(fig 3)**.



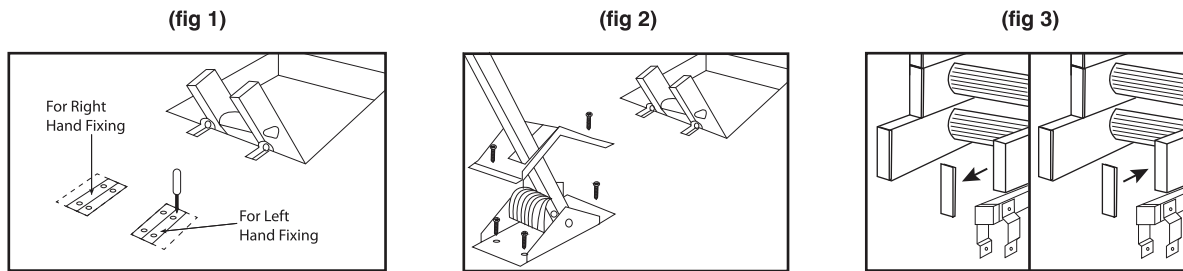
4. **Attaching the handrail** – It is advisable to fit the handle after fitting the professional pivot arm. Fix the handrail to your chosen side of the rear frame. Use the 3 x spacers, 65mm bolts, washers and nuts supplied. **(fig 4)**
5. Locate the professional pivot arm linkage plates either side of pivot tip /ladder stile and align all holes. Secure the stile to the linkage plates using a bolt, washers, nut and nut cap. Ensure the bolt and nut are tightened sufficiently to allow the linkage to freely rotate without any looseness. **DO NOT** over-tighten the nut as this will restrict smooth operation of the ladder system.
6. **Extending the loft ladder** – To do this release and push down the locking catch at the bottom of the ladder and extend the ladder until it clicks, this means the ladder has engaged into the second catch. Release and pull up on the front of the ladder and fully extend until it clicks again to engage. Ensure both catches have engaged before use. **(fig 5)**
7. **Attaching the pivot bar** – This part requires 2 people, one in the loft and one at the base. Position the pivot bar brackets at the top of the hatch frame at the side the trap door is hung. Position the ladder in the hatch, ensuring it is central and the ladder is square with both feet on the floor. Make sure the pivot bar brackets are pushed up against the sides of the ladder. Mark fixing holes onto the hatch frame, drill 3mm guide holes and fix using 6 x 35mm screws. **(fig 6)**



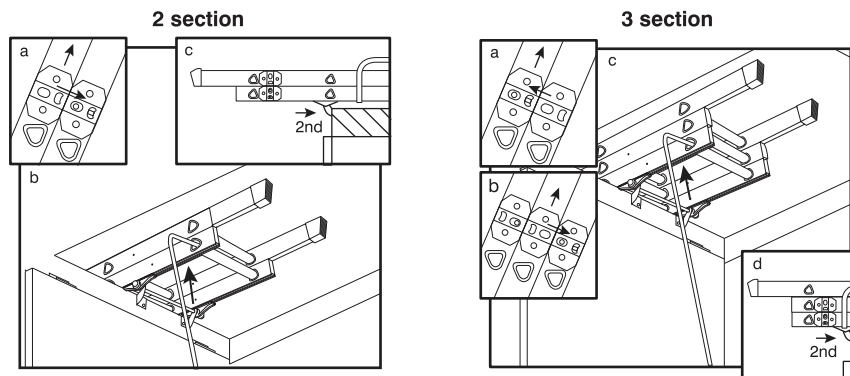
8. **Fixing pivot stops** – Position the ladder at the correct angle which is dictated at between (65 and 75 degrees). Make sure the ladder is level at the base. Position the first pair of pivot bar stops against the pivot bar sliders and tighten. **(below)**



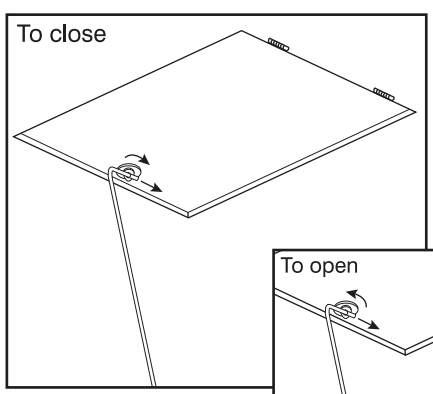
9. **Attaching the professional pivot system** – Position the template provided on the back of the inlay card against the right or left hand hinge ladder stile (**fig 1**), depending on the desired side. Using a bradawl, mark the 6 holes through the template onto the floor of the loft.
10. Next place the spring housing (**fig 2**) in a position over the holes ensuring the arm faces away from the loft opening. Fix the housing on the loft floor with 4 x 20mm screws through the inner holes. Place the housing cover over the spring housing and fix in place using the 2 x 20mm screws through the 2 outer holes.
11. Position the ladder in its fully closed status and position in the loft. Remove the stud and plastic top tip from the top of the required side stile of the rear ladder frame and discard. (**fig 1**)



12. **Storing the loft ladder and fix pivot bar stops** – release the bottom locking catch, slide the front section of the ladder up until it engages into the other catch. Release the top locking catch on the back section of the ladder and slide the front sections up until the locking catch engages into the other catch.
13. Push the ladder up into the loft by hand and then insert the stowing pole into the side of the bottom rung of the ladder and carefully push it up evenly and squarely until fully in place in the loft.
14. Slide the second pair of pivot bar sliders in and tighten.



Using the loft ladder



SAFETY NOTE!

Before use ensure that:

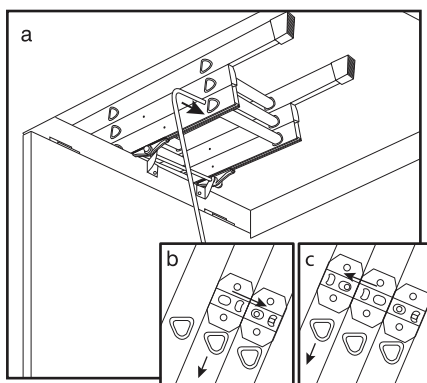
1. All 4 pivot bar stops are secured in position and screws are fully tightened
2. The handrail and all other fixings are fully tightened
3. You have read all of the safety information contained in these instructions and on the ladder
4. When the ladder is deployed, check that:
 - a. The locking catches are engaged
 - b. Both feet are on the ground
 - c. The ladder is at the correct angle

Closing and opening the trap door

Insert stowing pole into the twist catch. Push the trapdoor up into its closed position and rotate the trapdoor catch clockwise to engage the lock.

Stowing and deploying the loft ladder

Insert the stowing pole into the side of the bottom rung and carefully pull out and down at the same time. Control the ladder carefully when deploying the ladder and that all persons are out of the way. When the ladder is down, release the locking catch and extend until it engages. Release the locking catch on the front section of the loft ladder and fully extend until it engages.



REMEMBER – DO NOT USE LADDER UNLESS ALL LOCKING CATCHES ARE FULLY ENGAGED!