



**Loft Ladder**

# **2 & 3 Section Aluminium**

**Installation Instructions**



# CONTENTS

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# SAFETY INSTRUCTIONS

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**IMPORTANT!** Before commencing the installation or operation of this product, read these instructions carefully and completely, noting in particular the instructions regarding safety (below).

- **This ladder should never be used as a free standing leaning ladder.**

Do not attempt to climb your loft ladder until installation is complete. Use a second ladder to gain access to the loft while carrying out the work. Ensure that this is stable.

- During installation and operation, follow all instructions step by step to ensure your safety and optimum performance of the loft ladder.
- When installation is complete, before using the ladder make sure that it is pulled fully down to the appropriate top stops, that both feet are resting firmly on the floor and that the locking catches are properly engaged. Observe the instructions for the optimum safe working angle.

- Observe normal safety precautions when working in the loft space. Place weight only on the main ceiling joists. Do not drill above head height. Avoid contact with electrical wiring. Ensure someone else is on the premises and knows where you are in case of an accident.
- Do not modify any component supplied with this product or substitute any loft ladder component with anything other than genuine replacement parts.
- Ensure that the ladder is not obstructed by items stowed in the loft.

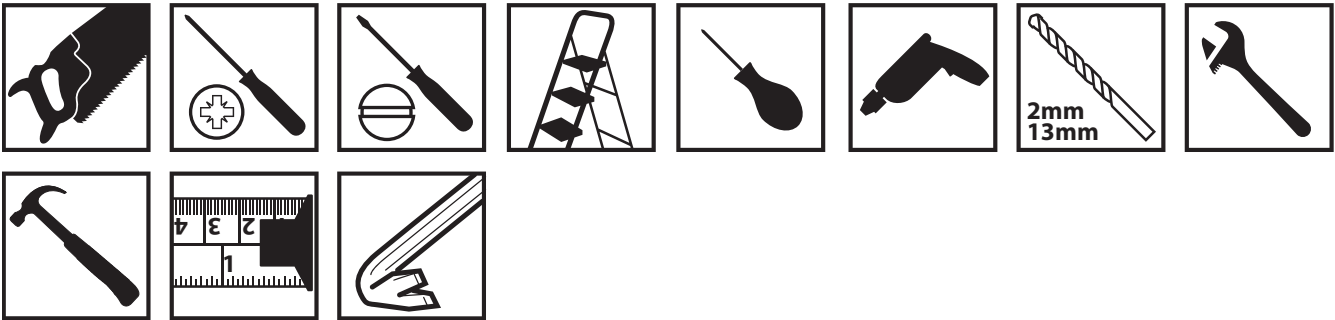
**EN14975** This product complies with the European Standard EN14975:2006+A1:2010.

# INSTALLATION REQUIREMENTS

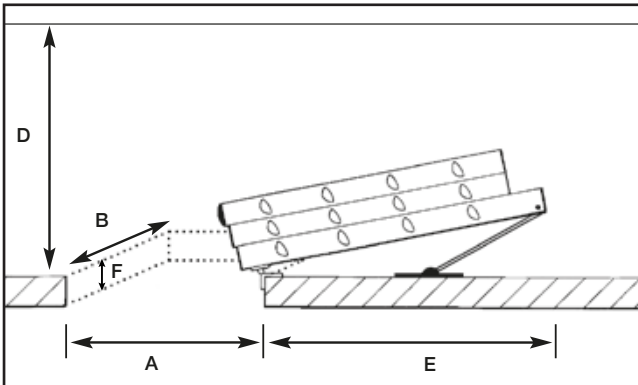


One person is required to install this product.

## Tools Required:

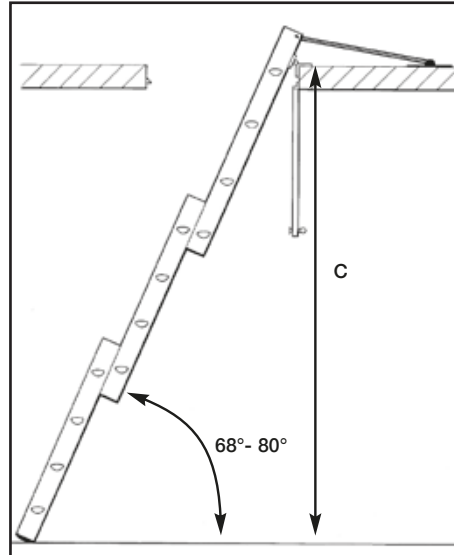


## Stowed Requirements:



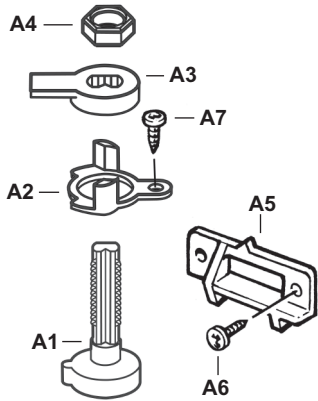
		2 Section		3 Section	
		mm	inches	mm	inches
<b>B</b>	Minimum Hatch Opening (Width)	381	15	381	15
<b>C</b>	Maximum Height	2692	106	3000	118
	Minimum Height	2133	84	2133	84
<b>D</b>	Minimum Stowing Height Required In Loft	710	28	710	28
<b>E</b>	Minimum Length Required Behind Hatch	1270	50	1120	44

## Deployed Requirements:



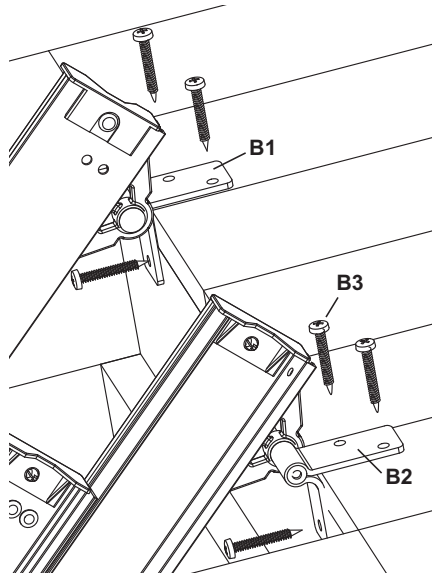
<b>F</b> (Floor Thickness)	<b>A</b> (Minimum Hatch Opening Length)					
			<b>2 Section</b>		<b>3 Section</b>	
	mm	inches	mm	inches	mm	inches
76	3	489	19.25	400	15.75	
102	4	501	19.75	412	16.25	
127	5	514	20.25	425	16.75	
153	6	527	20.75	438	17.25	
178	7	539	21.25	450	17.75	
203	8	546	21.75	463	18.25	

# PRODUCT CONTENTS



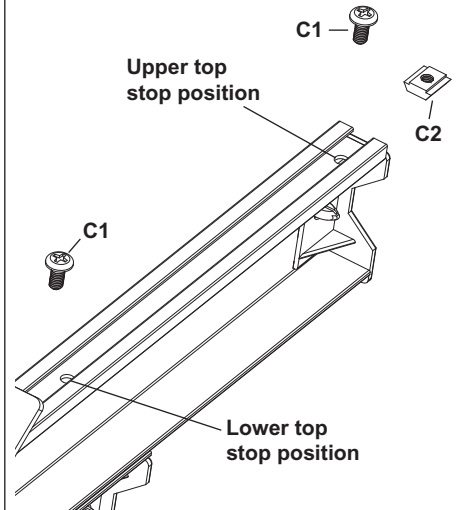
## Twist Catch Assembly

- A1 Catch Operator . . . . . x1
- A2 Travel Stop Ring . . . . . x1
- A3 Catch Lever . . . . . x1
- A4 Nut (M12) . . . . . x1
- A5 Location Bracket . . . . . x1
- A6 Screw (20mm) . . . . . x2
- A7 Screw (12mm) . . . . . x1



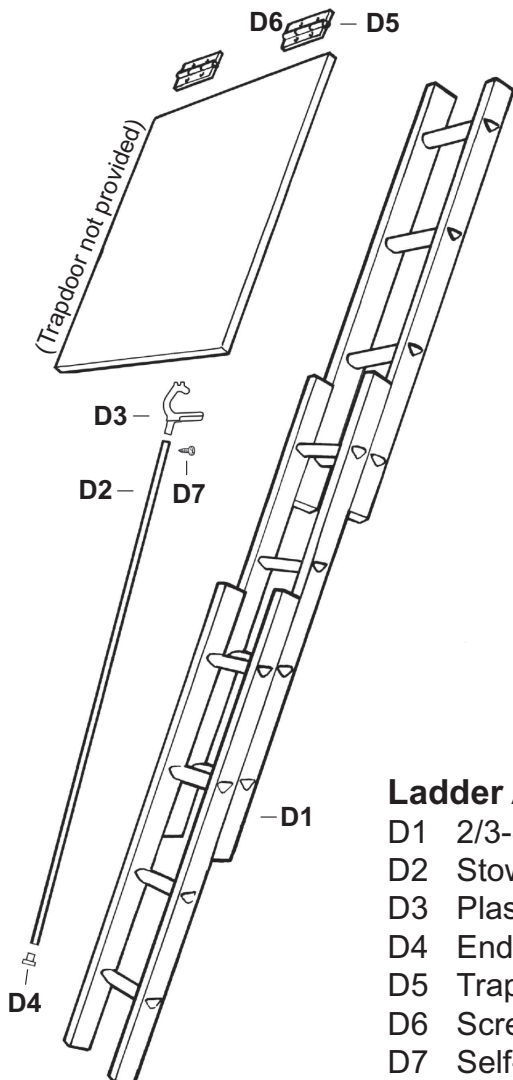
## Hinge Guide Assembly

- B1 Hinge Guide (Left) . . . x1
- B2 Hinge Guide (Right) . . x1
- B3 Screw (35mm) . . . . . x6



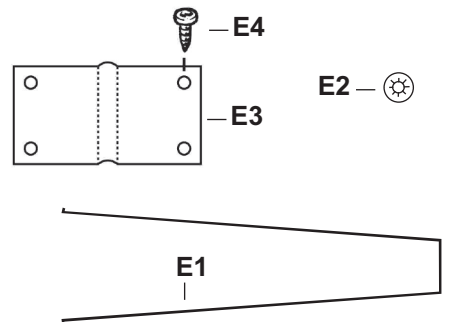
## Top Stops

- C1 Screw with Locking Patch (M4x10mm) . . . . . x2
- C2 Top Stops . . . . . x2



## Ladder Assembly

- D1 2/3-Section Loft Ladder . . . . . x1
- D2 Stowing Pole . . . . . x1
- D3 Plastic Stowing Hook/Key . . x1
- D4 End Plug . . . . . x1
- D5 Trapdoor Hinges . . . . . x2
- D6 Screws(20mm) . . . . . x8
- D7 Self-tapping screw . . . . . x1



## Stowing 'V' Rod

- E1 Stowing 'V' Rod . . . . . x1
- E2 Star Washer . . . . . x2
- E3 Fixing Bracket . . . . . x1
- E4 Screw (20mm) . . . . . x4

# PRE-INSTALLATION

## Adapting the trapdoor (if required)

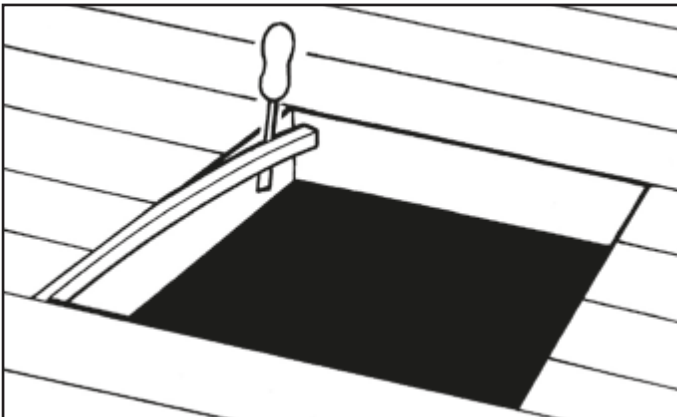
The loft ladder is suitable for a loft opening let flush into the ceiling, having a hinged trapdoor opening downwards, with a suitable fastener to keep the hatch firmly shut. If the trapdoor does not hinge downwards, or is not hinged at all, you will need to adapt or replace it so that it does. The parts needed are enclosed.

### 1. Hanging the Trapdoor

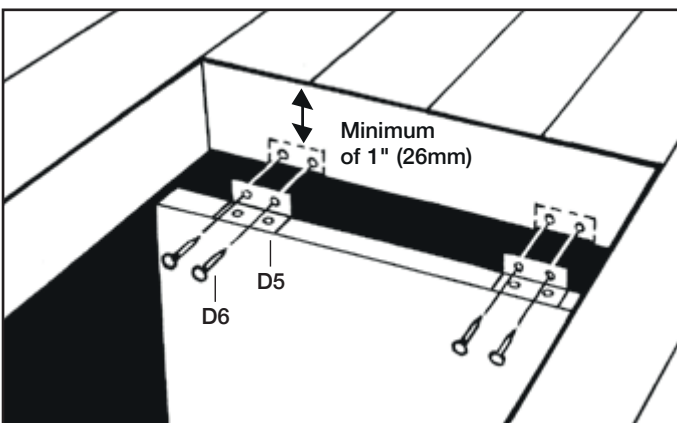
**1.1** If a new trapdoor is required its thickness must not exceed 20mm (3/4"). Consider the weight of the trapdoor and the security of the hinge screws. Chipboard and MDF may not be suitable.

**1.2** Use the existing cover as a template to cut out the new piece, ensuring a slightly loose fit all round (3mm (1/8") maximum). Your DIY store may be able to do this for you.

**1.3** Remove the existing trapdoor and hinges. Prise off any support battens so that the four faces of the loft trap frame are flat.



**1.4** Screw hinges (D5) to one edge of the trapdoor using 20mm (3/4") wood screws (D6).



**1.5** For extra performance fill the screw holes with wood glue.

**1.6** Offer up the hinges to the face of the frame on the same end as you intend setting the ladder, and fix.

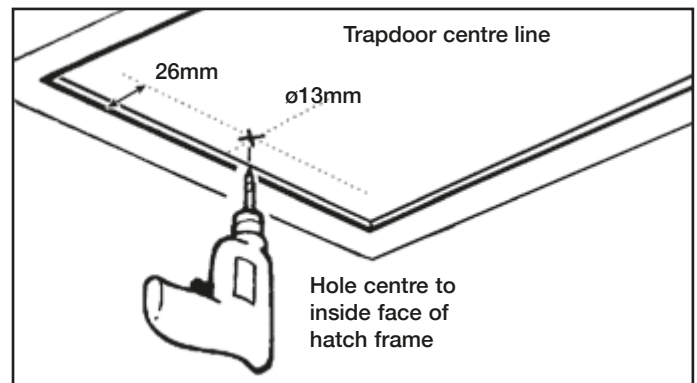
**1.7** Ensure that there is at least 26mm (1") clearance between the top face of the trapdoor and the top edge of the framework.

### 2. Fitting the Twist Catch

**2.1** Find the mid-point of the trapdoor edge opposite to the hinged side. This will give you your centre line (see diagram). Mark with a pencil.

**2.2** With the trapdoor fully closed measure exactly 26mm (1") in from the edge of the frame and mark with a pencil.

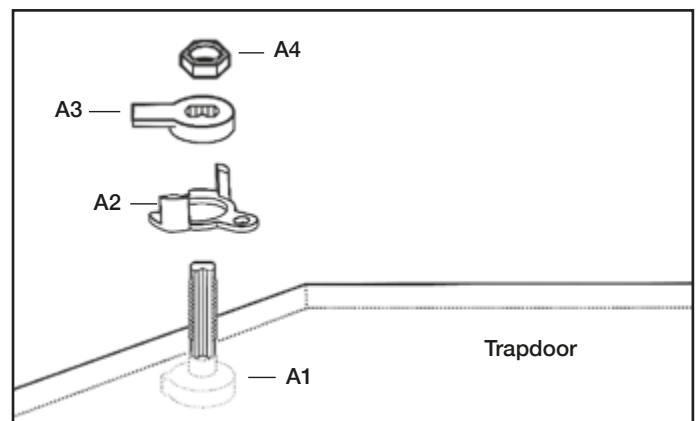
**2.3** Drill a 13mm (1/2") hole in the centre and sand off any rough edges.



**2.4** Pass the catch operator (A1) through the trapdoor hole from the underside such that the position pointer points towards the trapdoor edge.

**2.5** Place the travel stop ring (A2) over the operator such that the securing tag is at 45 degrees to the trapdoor centre line.

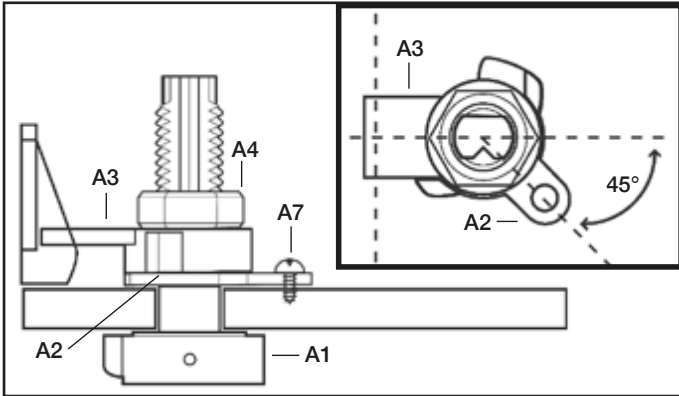
**2.6** Place the catch lever (A3) over the operator and locate into the operator groove such that the lever points towards the trapdoor near edge and fully locates within the travel stop ring (A2).



# PRE-INSTALLATION

**2.7** Secure the travel stop ring (A2) using screw (A7).

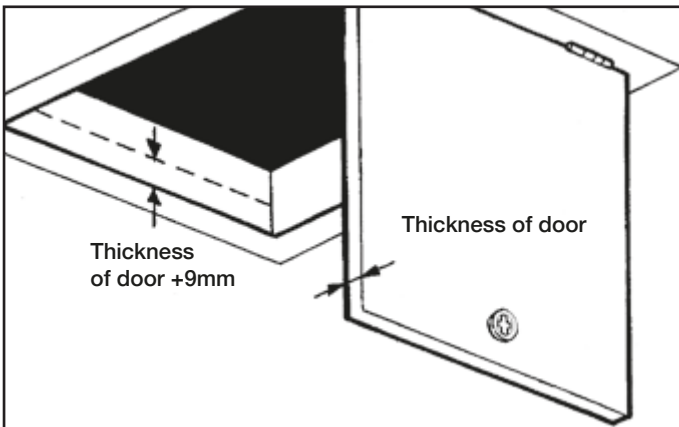
**2.8** Secure the catch assembly with M12 nut (A4) ensuring the nut is tightened sufficiently to allow the catch to rotate freely without any looseness.



## 3. Fixing the Location Bracket

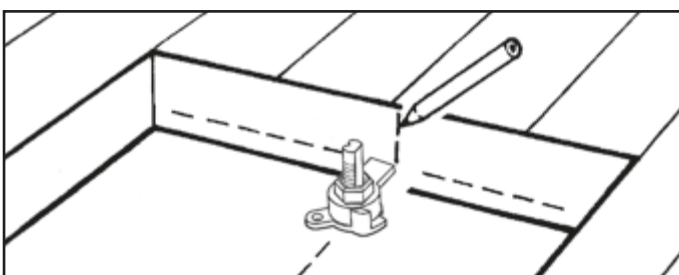
When turned to the correct position, the catch lever will engage in the location bracket to hold the trapdoor shut. Fix as follows:

**3.1** Measure the thickness of the trapdoor, add 9mm (3/8") to this.



**3.2** On the closing edge of the hatch opening, draw a line this distance up from the bottom edge parallel with the opening.

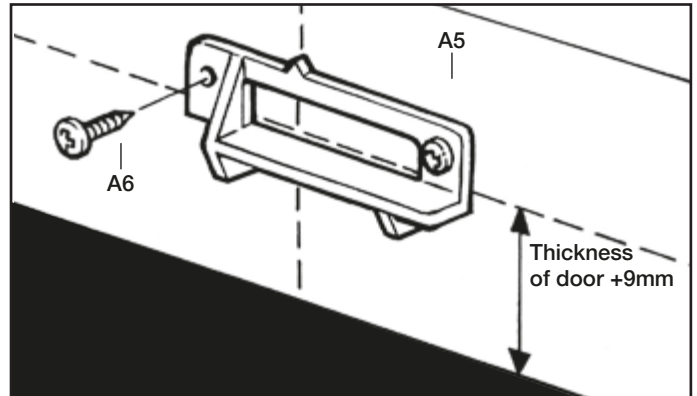
**3.3** Mark a vertical line on the inside of the trapdoor frame corresponding with the centre line of the trapdoor catch.



**3.4** Position the catch location bracket (A5) as shown in diagram, along the horizontal line.

**3.5** Match up the indent mark on the bracket with the vertical centre line.

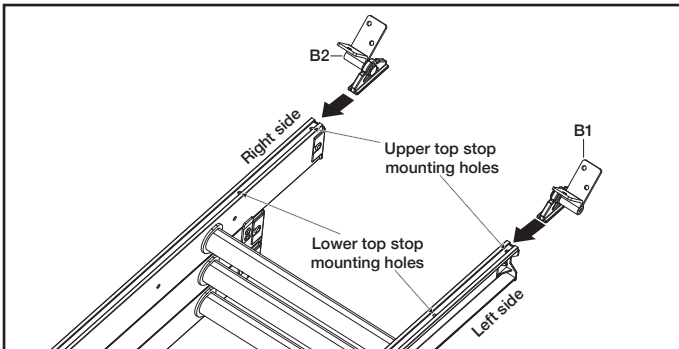
**3.6** Make guide holes with the bradawl and fix, using two 20mm wood screws supplied (A6).



# INSTALLATION

## 1. Assembling the Hinge Guides

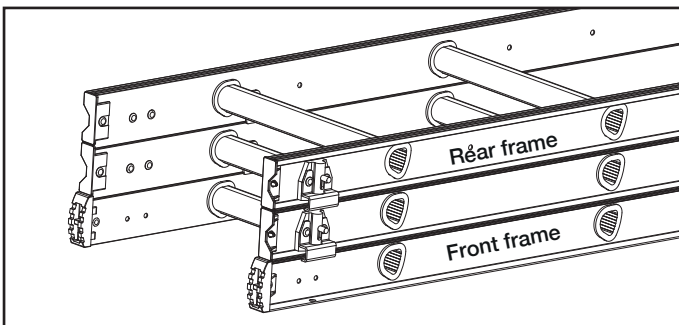
**1.1** Slide the hinge guides (B1 & B2) into the rear frame stiles. The brackets should be positioned outwards, with the double holed half uppermost (see diagram).



**1.2** Slide the hinge guides past both sets of top stop mounting holes, so that the hinge guides are below the top stops, when they are fitted in section 2.

## 2. Assembling Top Stops

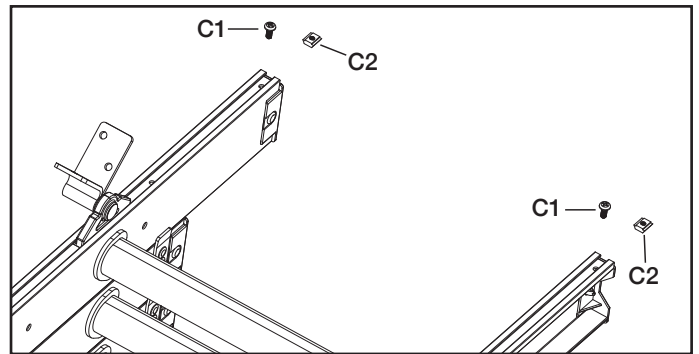
N.B. The long sides of the ladder are known as the 'stiles'. Each complete section of the ladder is known as a 'frame'. For correct identification, the front frame of the ladder can be identified by its rounded feet.



### Top Stops

Depending on the floor to loft floor height (see Deployed Requirements on page 2), you will either need to fit the top stops (C2) at the upper top stop mounting holes or lower top stop mounting holes (see table to the right and diagram at step **1.1**).

**2.1** Slide the top stops into the stiles, one on either side. Align the top stops with the upper or lower mounting holes, depending upon which position is required in the table to the right.



**2.2** Ensure the hinge guides (B1 & B2) are already in place and below the additional top stops when fitted.

**2.3** Fit the top stops using the two M4 x 10mm long screws with a locking patch (C1).

### 2 Section Operating Heights

Millimetres	Feet & Inches	Notes
2133 to 2260	7' to 7'5"	Use lower top stop holes
2260 to 2409	7'5" to 7'10¾"	Use upper top stop holes
2409 to 2540	7'10¾" to 8'4"	Use lower top stop holes
2540 to 2692	8'4" to 8'10"	Use upper top stop holes

### 3 Section Operating Heights

Millimetres	Feet & Inches	Notes
2133 to 2286	7' to 7'6"	Use lower top stop holes
2286 to 2415	7'6" to 7'11"	Use upper top stop holes
2415 to 2565	7'11" to 8'5"	Use lower top stop holes
2565 to 2705	8'5" to 8'10½"	Use upper top stop holes
2705 to 2845	8'10½" to 9'4"	Use lower top stop holes
2845 to 3000	9'4" to 9'10"	Use upper top stop holes

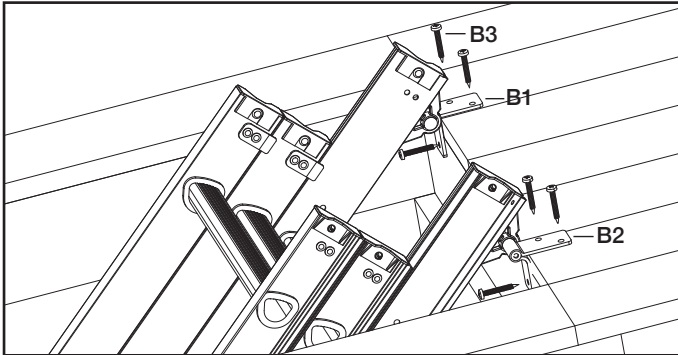



# INSTALLATION

## 3. Installing the Ladder

N.B. ladder should be installed on the same side of the trapdoor hinges.

**3.1** With the ladder preferably centred in the opening, and the trapdoor handing down, locate the hinge guide bracket arms (B1 & B2) on the top edge of the loft hatch frame (see diagram).



 **DO NOT** stand on the ladder to do this. Either using a second ladder, or from inside the loft space, secure the hinges using six 35mm screws supplied.

**3.2** Make guide holes with the bradawl then pre-drill pilot holes (2mm diameter) for all screws.

**3.3** Fix using 35mm screws (B3).  
N.B. the bracket arms with two screw holes should be on top.

If flooring material covers the top edge of the loft hatch frame ensure that it is completely stable and if necessary use longer screws to penetrate the frame itself.

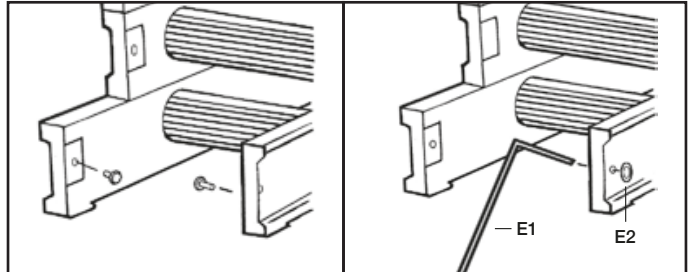
The ladder should now be free to swing from the hinges and slide freely up and down the guides.

## 4. Fitting Stowing 'V' Rod

**4.1** See instructions on page 8 to fully deploy Ladder.

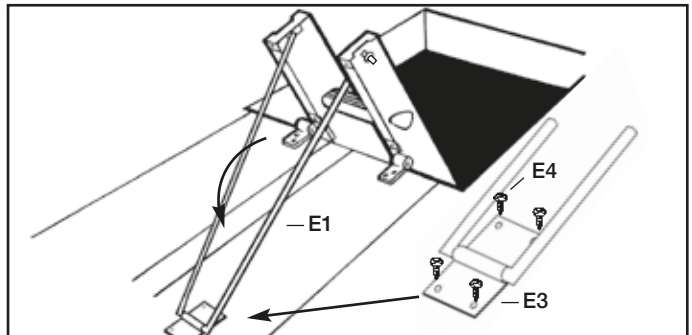
**4.2** Remove the studs from the top tips of the rear frame of the ladder.

**4.3** Engage ends of 'V' rod (E1) through the vacated holes in the tips/stiles.



**4.4** Lower 'V' rod to the loft floor, in line with the centre of the ladder.

**4.5** Locate fixing bracket (E3) over the stowing 'V' rod and screw to the floor with 4 screws (E4).



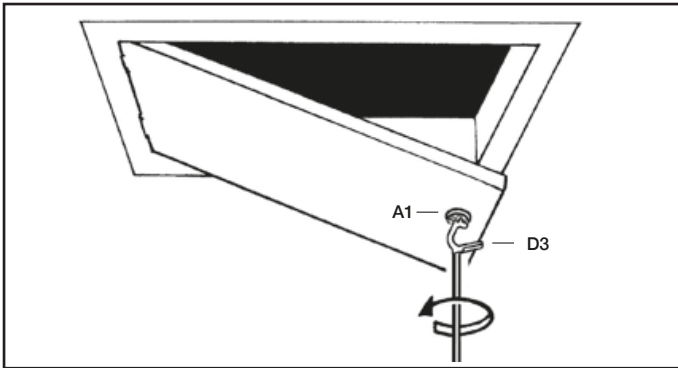
**4.6** Push the star washers (E2) onto the ends of the stowing 'V' rod to secure.

**THE INSTALLATION OF  
YOUR LOFT LADDER IS NOW  
COMPLETE.**

# OPERATING

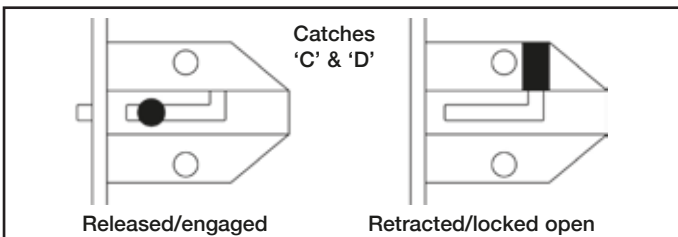
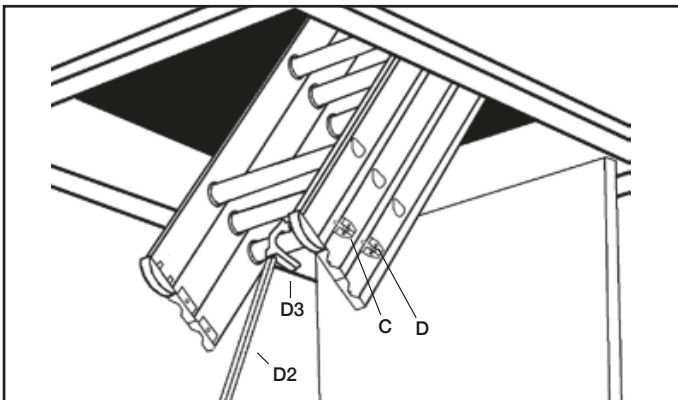
**1** Locate the plastic stowing hook/key (D3) into one end of the stowing pole (D2) and push firmly, to ensure the plastic stowing hook/key (D3) is fully located within the pole. Secure hook/key (D3) with screw (D7). Push the plastic end plug (D4) into the opposite end of the stowing pole (D2).

**2** To open the trapdoor locate the key (D3) into the slot in the catch operator (A1) and turn the catch anti-clockwise until it reaches the travel stop and then lower trapdoor.



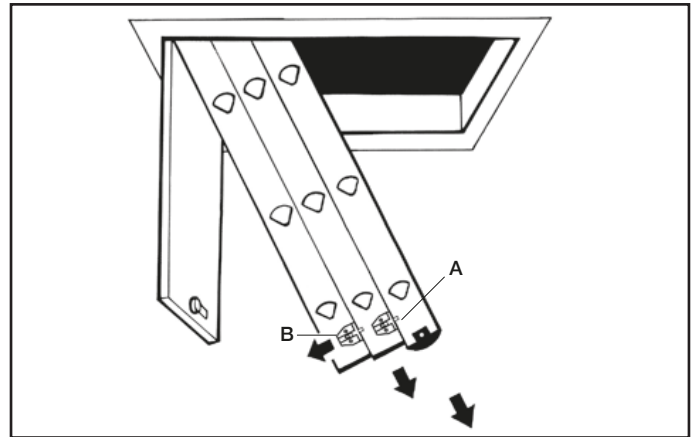
**3** Locate the stowing hook/key (D3) over and at the centre of the REAR ladder section bottom rung and steadily pull the ladder outward and downward until both top stops reach and make contact with the hinge guides.

**4** Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position (see diagram).



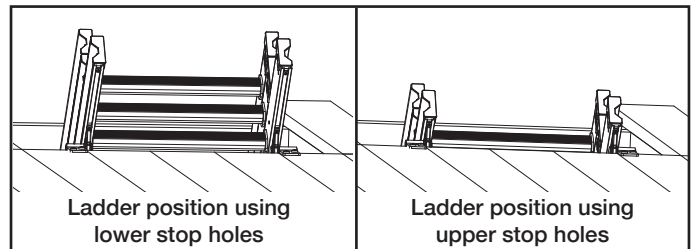
**5** To extend the ladder, retract left-hand catch 'A' (black) while supporting the front frame of the ladder. Lower the frame slowly until catch 'A' (black) engages again.

**6** Then retract catch 'B' (black) and lower the middle frame until catch 'B' (black) is engaged in your required position. Extend the ladder until the feet rest firmly on the floor.



**7** When the ladder has been fully deployed, rotate both right-hand side catch levers downward to unlock and release both catches 'C' and 'D' (blue) and ensure both catches are fully engaged. **DO NOT** use ladder with any catches ('A', 'B', 'C' or 'D') disengaged. Read the safety labels on the product.

**8** Ensure the ladder is pulled down so that the top stops rest firmly on the hinge guides. This supports the top section and prevents it sliding down when climbed.



**9** Check the ladder angle against the safety label or refer back to Deployed Requirements on page 2.



- **DO NOT** attempt to climb your loft ladder until you have: Checked that it is pulled down to the stops.
- Fully read all safety labels and ensured that it is set at the correct angle.
- Ensure that the locking catches are fully engaged.

# STOWING

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**1** Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position.

**2** To stow the ladder, retract catch 'A' (black), slide the front frame fully upwards until catch engages again.

**3** Repeat step **2** for catch 'B' (black) and the middle ladder frame.

**4** Reverse step **1** and ensure both right-hand side catches 'C' and 'D' (blue) are fully engaged.

**5** Engage the plastic stowing hook/key (D3) over and at the centre of the REAR ladder section bottom rung and whilst maintaining the stowing pole near push the ladder vertically upwards.

**6** Continue to slowly push the ladder up and fully into the loft.

**7** Finally, use the stowing pole to raise the trapdoor and turn the catch operator clockwise to close.

# CARE & MAINTENANCE

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- Repairs and maintenance shall be carried out by a competent person and be in accordance with these instructions. NOTE: A competent person is someone who has the skills to carry out repairs or maintenance, e.g. trained by the manufacturer.
- For repair and replacement of parts, e.g. feet, springs and hooks, contact Werner UK Sales & Distribution Ltd. on 01621 745 900 or email [uk.customercare@wernerco.com](mailto:uk.customercare@wernerco.com).
- Ladders shall always be operated in accordance with the producer's instructions.
- Loft ladder stiles and treads should not be painted or varnished.
- Periodically lubricate all moving parts with light oil.
- Periodically clean all parts to prevent the build-up of dirt, grease and other contaminants.



**Werner UK Sales & Distribution Ltd.**

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