

A25 | A28 | A36

Installation Instructions

Important

Strong springs aid the operation of these ladders! Care must be exercised during installation and operation so these springs are not released in an uncontrolled manner as this could lead to damage to the ladder and personal injury to the operator/installer.

These instructions are not intended to be a complete lesson in the installing of attic ladders but a procedural guide to competent tradespeople or DIYers.

Tools Required

The timbertight screws supplied with this ladder require a 5/16" socket for easy installation. Apart from this, only standard carpentry tools are required.

Choosing The Location

When choosing the location for the installation of the attic ladder, a compromise between where you would like it to be located in relation to the floor plan and what is possible in relation to the roof structure may be required. The considerations for this compromise are:

- Choose a location that will give good head room at the top of the ladder;
- Choose a location with good access at the bottom of the ladder;
- Choose a location that will allow for movement around the ladder when in the down position;
- Allowance must be made for the operation of the ladder, as it requires a greater space to open than indicated by the opening in the ceiling (figure 1);

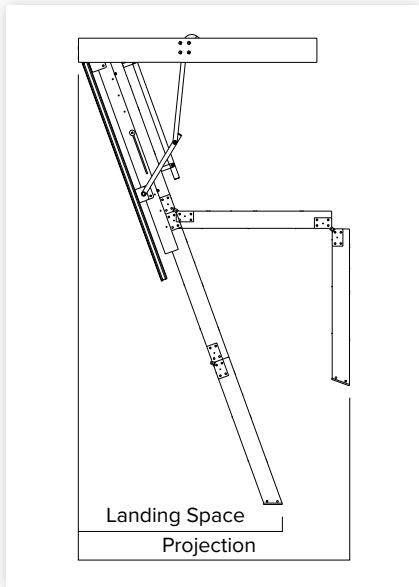


figure 1

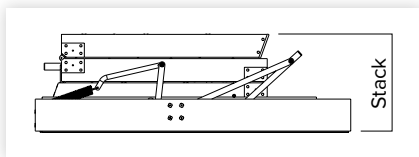


figure 2

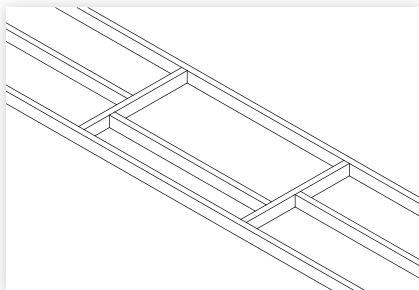


figure 3

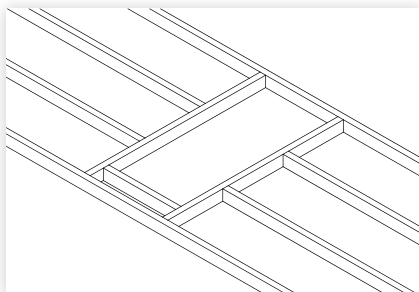


figure 4

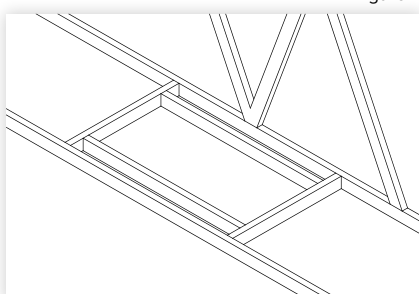


figure 5

Model	Required Opening	Landing space	Projection	Stack
A25	1400mm x 650mm	1088mm - 1141mm	1517mm	423mm
A28	1400mm x 650mm	1180mm - 1232mm	1621mm	423mm
A36	1400mm x 650mm	1232mm - 1581mm	1777mm	529mm

- The area for the opening must be clear of wiring, plumbing and structural members such as beams and trusses with a minimum stack height above the ceiling (figure 2).

Preparing The Opening

1. Mark out on the ceiling the opening required for the model ladder purchased in the selected position. Cut out the ceiling lining ensuring that the opening is square.
2. Using timber of a compatible size to the existing ceiling framing (ie 90 x 45 or 140 x 45 H1.2 treated, machine gauged radiata pine), frame up the opening. It may be necessary to cut through some existing ceiling joists to achieve the required size. Ensure these are properly supported during and after cutting. Three possible arrangements are shown in figures 3,4 & 5.
3. **Do not cut trusses** without engineering approval.

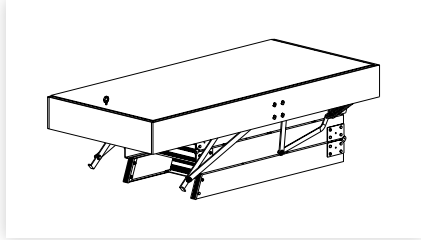


figure 6

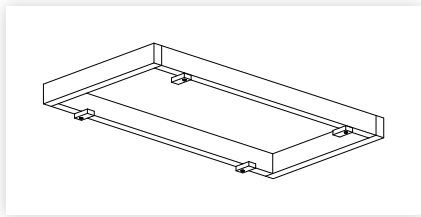


figure 7

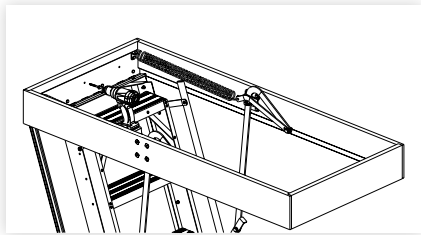


figure 8

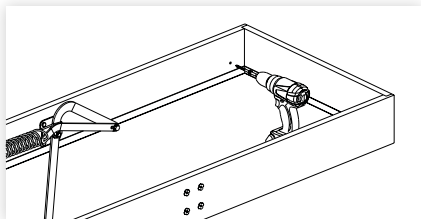


figure 9

Preparing The Ladder

1. Remove the ladder from its packaging.
2. Place ladder on bench or saw stool with the lid facing up.
3. Fit the screw eye to the pre-drilled hole in lid (figure 6.)

Installing The Ladder

1. Screw four temporary cleats approx 80mm x 40mm into your timber frame as shown in figure 7. Ensure cleats can be rotated.

The cleats must be securely fixed as they carry the full weight of the ladder.

Note: If the ladder is to be installed before the ceiling lining is in place, the cleats must be packed down the thickness of the intended ceiling lining.

2. Lift the ladder through the opening into the attic space. Then lower down squarely into the opening so the lid of the ladder rests on the temporary cleats. This is normally best done from below. For safety and ease it is highly recommended that two people complete this step. Rotate the cleats off the lid and onto the frame of the ladder.
3. Check and confirm there is plenty of frame sitting on the cleats before proceeding further. Adjust if necessary. The ladder must not be allowed to fall, as this could cause **serious physical injury**.
4. Carefully open the ladder, checking that the frame remains securely on the cleats. Adjust if necessary. **Do not put any weight on the ladder at this stage.**
5. From a step ladder or work platform (not the attic ladder), fix the hinge end of the ladder to the ceiling framing through the predrilled holes in the hinge plate (figure 8). Use the timbertight screws supplied. Do not fit tight yet.
6. Carefully close the ladder and check if square. Wedges or packers may be needed at one side of the hinge strip to square the unit in the opening. This may require reopening the ladder and loosening or tightening one of the screws a little.
7. With the ladder open, pre-drill two 6mm holes in each side of the attic ladder frame making sure there is solid timber behind. Screw through the pre-drilled holes into the ceiling frame (figure 9). Do not fit tight yet.
8. Remove temporary cleats.
9. Carefully close the ladder and check that the ladder frame is showing around the lid evenly. Adjust the side fixings and fit packers as necessary between the ladder frame and the ceiling frame. Make sure the sides stay plumb and straight.
10. Now tighten all screws and check again.

Adjusting The Ladder Height

Unfold the middle and bottom section.

A36 model - See below for extra instructions before proceeding.

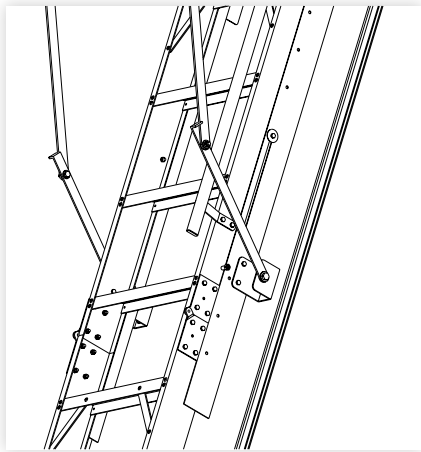


figure 10

1. Loosen the screws located through the slots where the top section is fitted to the runner.
2. Slide the whole ladder down the runners until the rubber feet are firmly on the floor and the ladder sections are closing tight where hinged. Once correctly adjusted to height, tighten the screws in the slots of the runner.
3. Once the ladder has been adjusted to height, fix 2 x M6 bolts through both runners, to lock the ladder in place.
4. There are 6 x empty holes on each runner, 3 at the top and 3 at the bottom. Choose one hole at the top and one at the bottom of each runner to fit your M6 bolt through.
5. Drill a 6mm hole through the aluminium ladder stringer, using your chosen holes in the runner as a guide. Make sure there are no treads in the way. Firmly fix 2 x M6 bolts through each runner to secure the ladder.

A36 model

Before completing steps 2 - 6 above, complete the following steps:

1. The A36 ladder covers a wide range of heights from 2.7m - 3.66m and may need to be cut either in line with a tread or midway between treads before sliding to the correct height.
2. Determine the exact ceiling height.
3. Use the table below and Figure 11 to determine the cut position:

Cut Position	Ceiling height range
1	2700mm - 2780mm (Remove bottom section)
2	2780mm - 2915mm (Remove bottom section)
3	2915mm - 3025mm
4	3025mm - 3135mm
5	3135mm - 3250mm
6	3250mm - 3360mm
7	3360mm - 3470mm
8	3470mm - 3590mm
9	3590mm - 3660mm (Do not cut section)

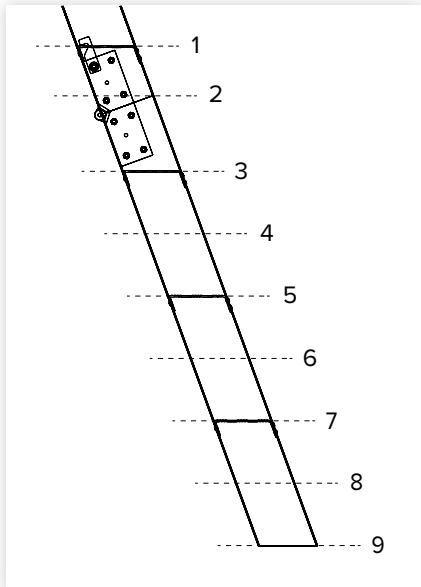


figure 11

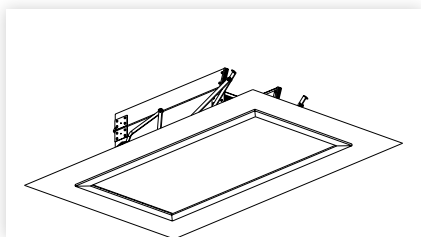


figure 12

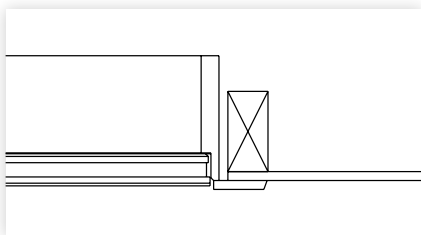


figure 13

4. Unfold the middle and bottom sections of the ladder. For Cut Position #1 & 2 - remove the bottom section and hinge.
5. Based on your Cut Position, determine which tread you need to cut above or measure to the midway point between the treads you need to cut between.
6. The ladder will need to be cut at the same angle as the treads at 70°.
7. After the ladder has been cut to height fit the rubber feet supplied in the packaging. Drill a 6mm hole through the aluminium using the ladder foot holes as a guide.

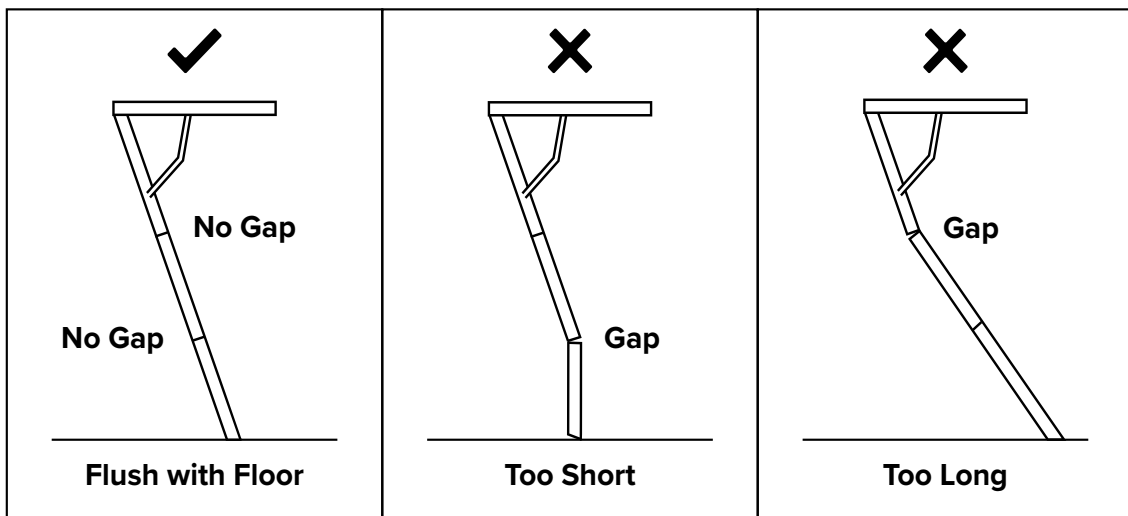
Finishing The Ladder

1. Fix a suitable architrave around the lid (figure 12).

Note: The ladder is designed to be installed with the bottom of the frame flush with the underside of the ceiling lining. An architrave will cover the gap between the ladder frame and the ceiling lining while also hiding the edge of the lid from view (figure 13).

HOW TO LOOK AFTER & USE YOUR SELLWOOD ATTIC LADDER

1. Before climbing, make sure the ladder is fully extended and that there are no gaps between the ladder sections.



2. If your attic ladder has not been installed in accordance with the manufacturer's installation instructions your warranty may be void.
3. Lubricate all pivot points on your attic ladder at least once a year. If your attic ladder is used more than three times a week, lubricate every 4-5 months.
4. Face the ladder when you are climbing up and down.
5. Do not leave young children unattended while ladder is folded down.
6. If you have any concerns about your Sellwood attic ladder, or it is damaged in any way please call 0800 288 427.