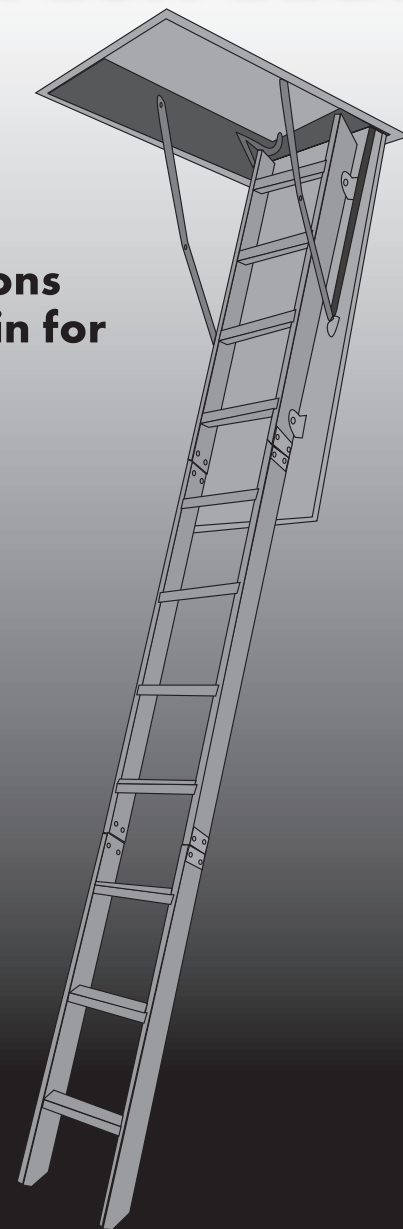


Installation and Operating Guide for BPS Wooden Loft Ladder

IMPORTANT
Read these instructions
before use and retain for
future use.

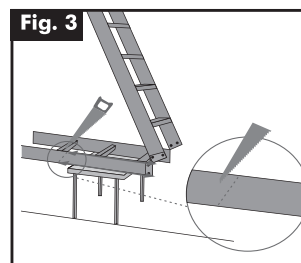
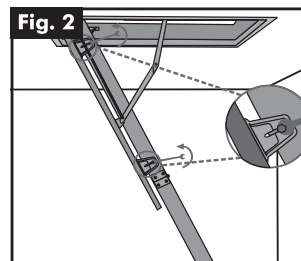
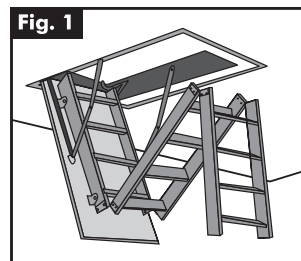


Tel. +44 (0) 333 006 9776

In our opinion, fitting this ladder is a two person job, and it should be manageable for competent DIYers or easy for your local handyman / carpenter. This is a heavy piece of equipment and due regard should always be given to this to avoid injury

FITTING INSTRUCTIONS

1. Construct a frame in the ceiling to match the size of ladder purchased. This frame needs to be of sufficient strength to support the whole ladder assembly.
2. Offer the complete ladder assembly into the constructed ceiling opening, so that the lower edge of the frame fits flush with the ceiling below
TIP: you may find it easier to remove the ladder assembly from the hatch door when doing this – but do not remove the door. Take great care when removing the ladder assembly from the door as there are 2 large springs under tension.
3. Fix ladder assembly/frame and door into position using eight 70mm screws (2 on each side). Ensure that the ladder assembly is securely (and therefore safely) fixed.
4. Open the hatch door and lower this into the room below as far as the retaining bars allow. Fig. 1
5. Adjust 4 brackets that secure the top section of the ladder to the door, so that ladder is set away from the door and therefore allows for easier use (Fig.2) The door is set against the ladder for transport purposes.
6. Cut lower ladder section to correct length. TIP: Measure, in a straight line, and along the back edge of the ladder, the distance from the lower end of the middle ladder section and the floor. You may find it useful to use a straight piece of timber or similar when doing this. Mark this measurement on the lower ladder section (back edge) and cut at an angle of 90 degrees. Fit feet to the ladder and fully open. Depending on your floor surface it may be necessary to cut a further small section from the bottom of the ladder. (Fig. 3)
7. Fix ready painted architrave to lower edge of ladder frame



OPERATING INSTRUCTIONS

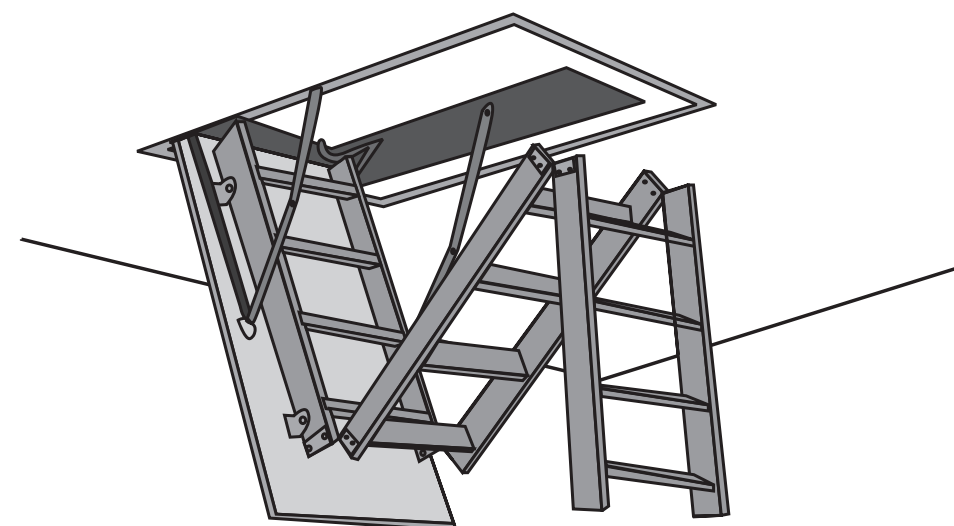
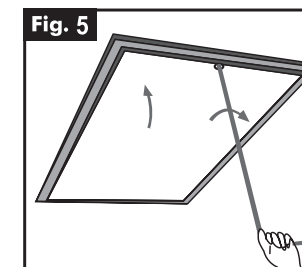
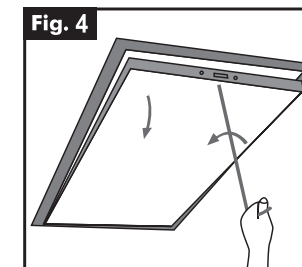
To operate the ladder use the metal rod supplied, as shown in Fig. 4 and Fig. 5

TO LOWER

1. Use the metal rod to unlock the hatch door by inserting into lock and twisting anti clockwise, and slowly lower hatch / ladder assembly into the room as far as the retaining side bars allow
2. Slowly lower the middle and lower ladder sections towards the floor
3. Ensure that the ladder is fully extended and touching the floor before use. All three sections of the ladder must be in a straight line when viewed from the side

TO RAISE

1. Fold the middle ladder section on to the upper ladder section, then fold the lower ladder section onto the middle section
2. Lift the whole assembly, including loft hatch, as high as you can, inserting the metal rod into the locking mechanism, push door firmly closed and twist clockwise in the closed position



ADDITIONAL SAFETY INSTRUCTIONS

1. Never jump, swing or run up or down the loft ladder
2. Never slide heavy items up or down the loft ladder
3. Do not allow the loft ladder to come into contact with moisture of any kind
4. At the exit point into the loft, you should install a handrail to ensure safety in use

WARNING - ALWAYS FOLLOW THE INSTRUCTIONS CAREFULLY AND SEEK HELP FROM A PROFESSIONAL LOFT LADDER FITTER IF NECESSARY

BPS ACCESS SOLUTIONS, ITS EMPLOYEES AND AGENTS ACCEPT NO RESPONSIBILITY FOR ANY DAMAGE OR INJURY HOWSOEVER CAUSED FOLLOWING INCORRECT INSTALLATION OR USE OF THIS LOFT LADDER



+44 (0) 333 006 9776