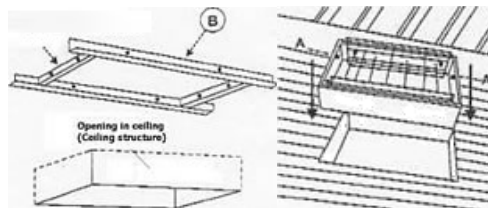


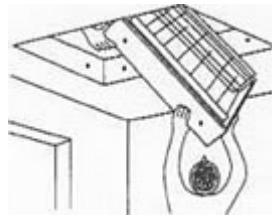
## ***Installation and Operating Instructions for Scissor Loft Ladder***

**Fitting** (Manageable for competent DIY'ers or easy for your local Handyman)

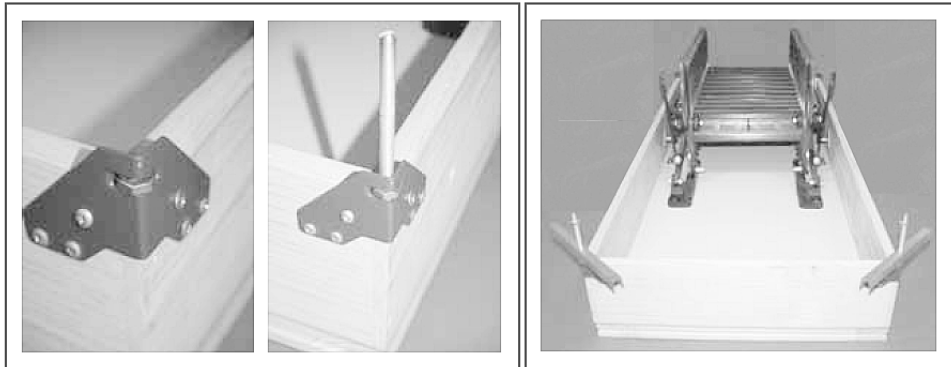
1. Select the best location for your ladder. This location should be in an area where there is:
  - a. Clear access to and around the ladder to allow safe and easy climbing
  - b. A stable level floor area where the ladder feet will sit
  - c. Check that there is enough space beneath the proposed ceiling opening of the ladder to unfold and stand on the floor below. There should be no interference with the ladder by doorways, walls, arches or such. (Remember, the ladder may extend further while being pulled up/down than it does when fully open.)
  - d. In a truss roof, ladder must be placed so it runs parallel with trusses.
  - e. Check the area above ceiling in the position that the ladder will be installed. Make sure that there is nothing in the way in the roof space such as; gas or water pipes, electrical wiring tanks, major beams etc. Check that the joists run square with the walls below.
2. Carefully measure and mark out your ladder position in the ceiling. Measure the outside of the ladder box and add 5mm to both the length and width measurements to provide clearance. Mark up the joists.
  - a. **WARNING! Before cutting roof timbers (particularly in a truss roof), consult a carpenter or engineer to ensure the integrity of your loft floor / roof afterwards.**
3. Cut the ceiling joists and re-join with similar timber to form a box section, leaving a clear space in width and length to fit your ladder dimensions and conform to the layout measurements taken. Use a large square or check the diagonals of your trimmed opening to ensure that it is square. Ensure that the opening is square with the walls below. Check that the ladder box will fit in your opening. **An opening constructed in parallel with and perpendicular to the joists.**



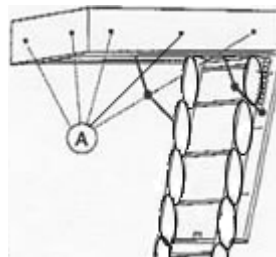
4. Check that the top surface of your joists is level both along and across the joists. If they are level proceed, if they are not, proceed but you will need to make sure that the ladder is level at step 8.
6. Pass the ladder up through the hole in your ceiling.



7. Insert nut into corner bracket as shown above, then screw threaded stud into nut until tight. Then insert metal support bar onto each thread and secure with nut. Repeat this step for each of the 4 corners. After all 4 temporary support bars have been installed; the ladder frame should look as below.

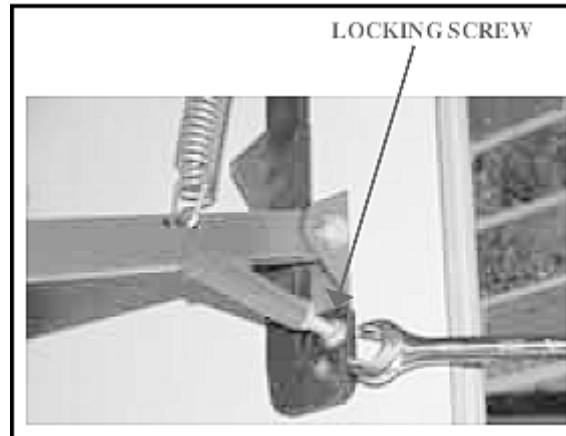


8. Offer the complete loft ladder assembly into constructed ceiling opening so that lower edge of wooden surround fits flush with the ceiling. If the ceiling joists are lower than your ladder frame, use some timber to build up the ceiling joist height to match that of the ladder frame.  
**WARNING!** Do not climb on ladder with temporary adjustment bars. It is not safe until the ladder is completely installed.
9. Use 10x 70mm (minimum length) screws and fix these through the wooden surround and into the constructed opening (See A). Use two fixings in the ends of the ladder box and three fixings down each side.



10. Nail architrave timber to fit around the ceiling panel to conceal the cut of the opening. Mitre the corners. Fit architrave 2mm from edge of door and allow clearance at the hinge end to prevent the panel clipping on the architrave when the door is opened.
11. Open the loft hatch door and lower this into the room as far as you can.
12. Adjust locking screw with spanner until ladder is fully extended and the steps are parallel with the ground (see below). If you have a shorter floor to ceiling height than 2.8m or 3.2m

(depending on the model you have chosen) you may have to remove a tread from the bottom of the ladder to get the treads level.

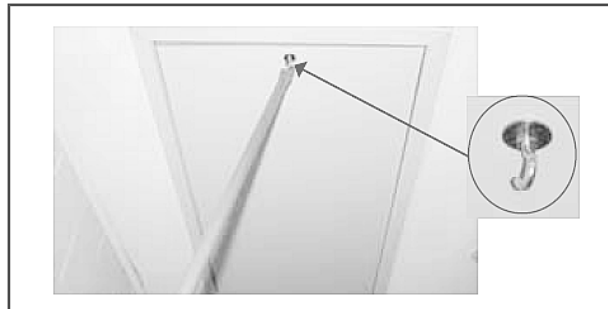


**If you are unsure on any aspect of these instructions, then please contact a professional loft ladder installer** (we can supply details of loft ladder fitters in your area if required – whilst they are not employed by Ladders-Direct.com, they will have experience of fitting our products).

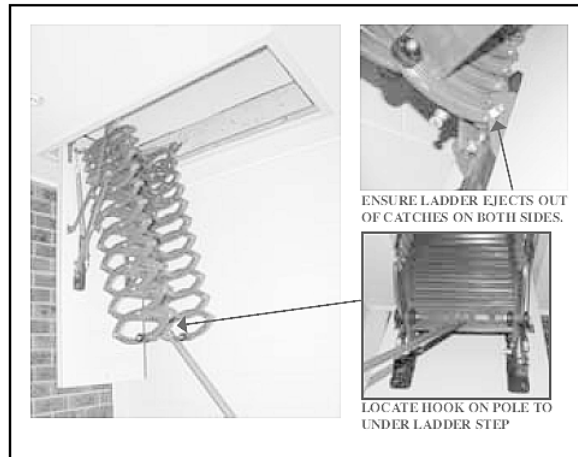
## Operating

### *TO LOWER*

1. Use the hook at the end of the pole to pull down the loft hatch door into the room.



2. If you can reach and unhook the ladder from the carriage then do so. If you cannot then hook the operating pole through the loop found under the last tread.



3. Ensure ladder is **fully** extended, locked on each side between the first and second section and touching the floor before use.

#### *TO RAISE*

1. Push treads up and onto carriage hooks, use the pole if needs be.
2. Lift the whole assembly, including loft hatch, as high as you can, then insert the hook at the end of the pole to fully close loft hatch door

#### **Additional safety instructions**

- Never jump, swing or run up loft ladder.
- Never slide heavy items up or down loft ladder.
- Make sure that both sides of the lower ladder section are touching the floor before use.
- Do not allow the loft ladder assembly to come into contact with moisture.
- At the exit point into the loft, you should install a handrail/balustrade to ensure safety in use.

#### **Maintenance**

Loft ladder is manufactured from quality materials and does not need any special maintenance. If installation is in an area with higher humidity (ie bathroom) then wooden parts must be painted with a suitable paint and metal parts lubricated with oil.

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