

AM-BOSS™ Commercial Series

Installation Guideline

(Standard Commercial Series into timber / truss ceilings)

Installation, operation and maintenance guidance for AM-BOSS standard Commercial Series pull-down access ladders

Document type	Commercial Series Installation Guideline
Product range	AM-BOSS Commercial Series pull-down access ladders for ceiling heights to 5400mm and project-specific applications.
Key warning	Read this guide before installation or use. Unauthorised altering, modifying, cutting, or failure to follow the applicable AM-BOSS installation guide may void warranty and CodeMark certification.
Support	Contact AM-BOSS before installation if measurements, structure, clearances or site conditions are unclear.

1. Before You Start

- Choose a location with clear access above and below the ceiling opening.
- Confirm there is enough floor space for the Commercial Series ladder to unfold, reach the floor and rest safely.
- Confirm the applicable Model, ceiling height, opening size and clearance requirements before cutting.
- Do not cut trusses or structural members unless approval has been obtained from the Building Surveyor, Engineer or other suitably qualified person.
- Do not stand on plasterboard ceilings or unsupported joists.
- Use safe manual handling. A second person is recommended when lifting the fully assembled unit into position.

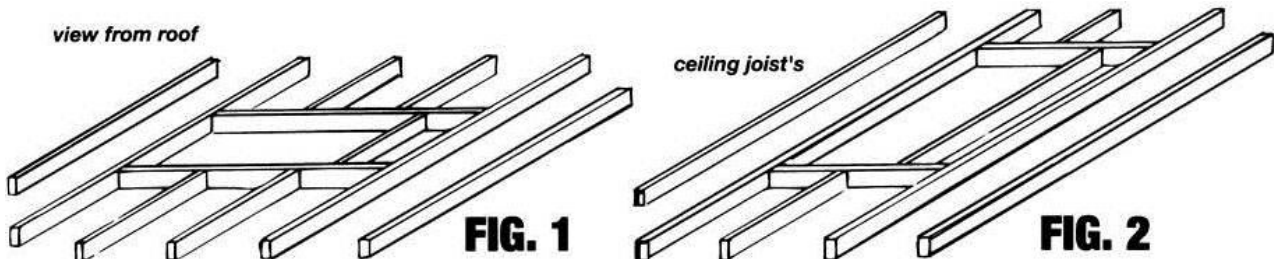
2. Prepare the Ceiling Opening

CRITICAL CUT-OUT REQUIREMENT

Confirm the Commercial Series opening size and site-specific dimensions before cutting. Access-Boss cut-outs are generally not to be wider than 570mm; however, Access-Boss Models 4050, 4550 and 5050 have a standard ceiling cut-out width of 650mm and can be manufactured to 570mm wide where required. Big-Boss cut-outs are not to be wider than 770mm.

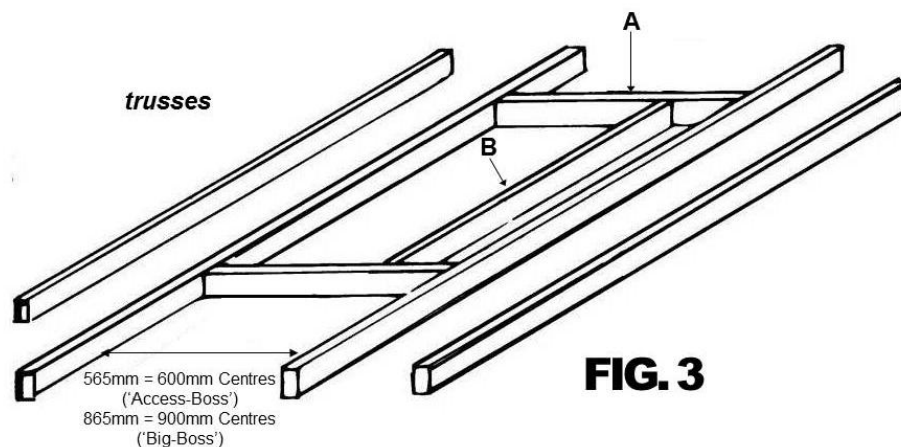
- Mark the proposed opening from below using nails through the plasterboard, or from above by measuring from visible wall top plates.

- Frame the opening with straight MPG10 90 x 45mm pine or hardwood, fixed securely with suitable 90mm nails or equivalent fixings.
- Measure the opening diagonally to confirm it is square.
- Cut the plasterboard only after the opening size, structure and clearances have been confirmed.



CRITICAL WARNING — DO NOT CUT TRUSS MEMBERS

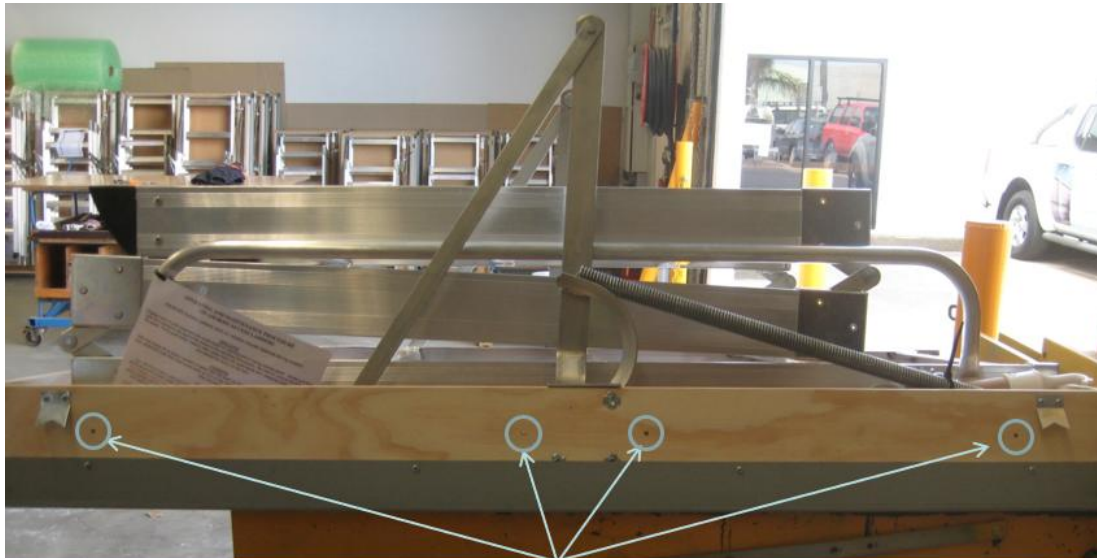
Do not cut any truss members without approval from an Engineer, Building Surveyor or other suitably qualified person. Commercial Series installations must be verified against the project structure before any structural alteration is made.



3. Install the Commercial Series Unit

- Fit the eyebolt to the ceiling panel.
- Confirm the hatch opens from the correct end before lifting the unit into the opening.
- With assistance, lift the fully assembled access ladder into the ceiling opening until the architrave sits firmly against the plasterboard.
- Using the hook and pole, gently open the hatch while keeping hand pressure against the architrave at the opening end.
- Install one supplied screw through each pre-drilled hole at the opening end to secure the frame.
- Unfold the ladder, but do not walk on it yet.

- Install the remaining screws through all AM-BOSS pre-drilled holes. All holes must be used.
- The two holes either side of the counter-balance system must be used without exception.



Pre-drilled holes in frame – Four (4) either long side of frame. ALL holes MUST be used. Screws to be inserted through AM-BOSS pre-drilled holes and into your permanent frame / structure (as shown in the AM-BOSS Installation Guidelines).



Pre-drilled holes in frame – Four (4) either long side of frame. ALL holes MUST be used.

IMPORTANT NOTE:

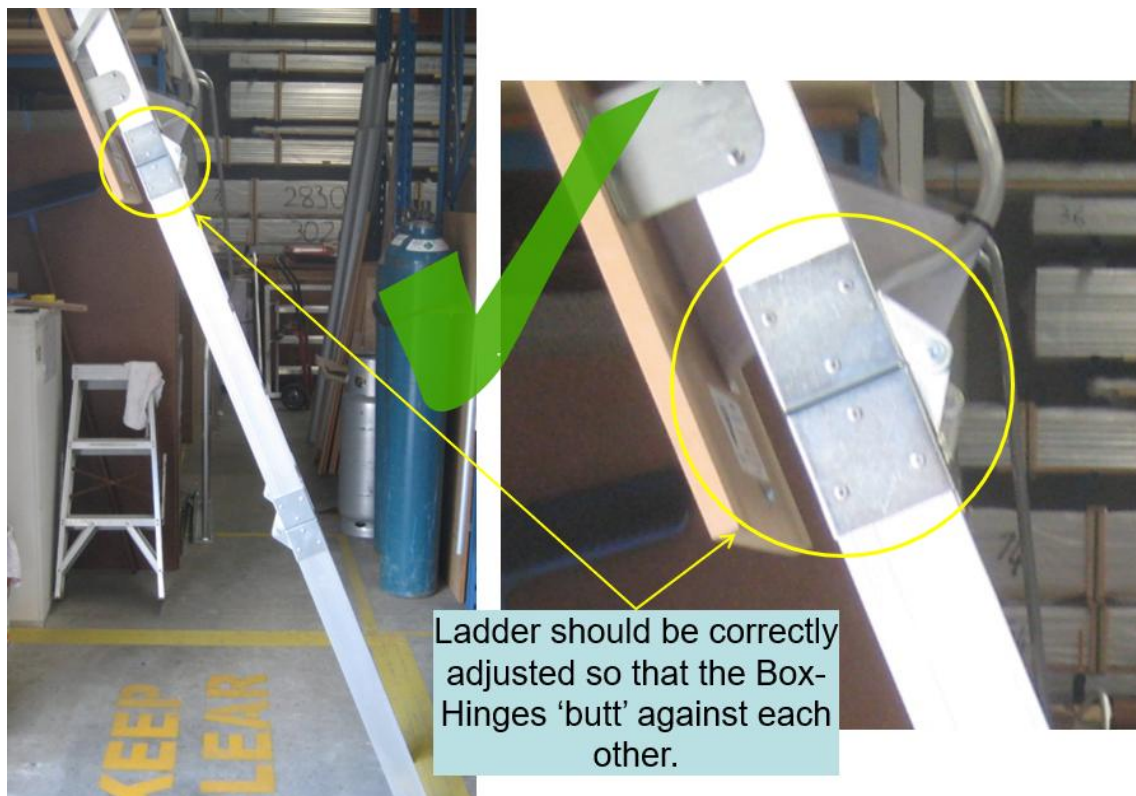
The two (2) holes either side of the counter balance system **MUST BE USED – WITHOUT EXCEPTION!**

4. Ladder Adjustment Check

- Adjust the side fixing screws if required so the gap between architrave and panel is even.
- Adjust the ladder using the two screws with lock nuts so the feet sit flat on the floor and the box-hinges butt closed against each other.

CORRECT ADJUSTMENT

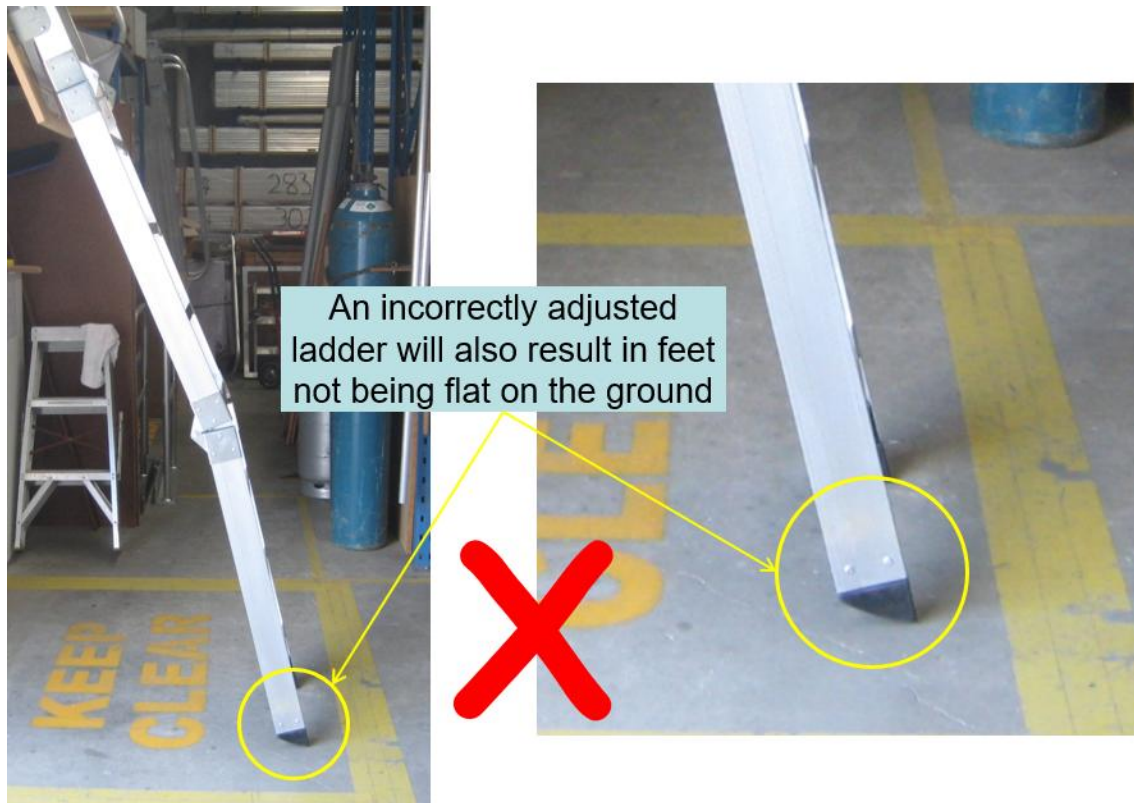
The ladder is correctly adjusted when the feet sit flat on the floor and the box-hinges butt firmly against each other.



INCORRECT ADJUSTMENT

An incorrectly adjusted ladder may result in an open box-hinge or ladder feet not sitting flat on the ground. Do not use the ladder until the adjustment is corrected.





5. Operation

- **To open:** Engage the hook and pole into the eyebolt on the opening end of the panel. Gently pull the panel down until it rests against the stops. With both hands, unfold and extend the ladder to the floor.
- **To close:** With both hands, lift the bottom ladder section and fold the sections back together. Using the pole, gently push and guide the panel closed. The counter-balance spring system will hold the panel shut.

6. Maintenance & Inspection

- Moving parts are factory pre-lubricated and should not require immediate lubrication under normal use.
- If the unit is operated more than 3 to 5 times per day, lubricate all moving parts every two months.
- Pay particular attention to the pivot point where the linkage arms connect to the side plate and adjustment system.
- Inspect the full system at least once every 12 months and take corrective action where wear, loosening, misalignment or damage is found.
- Do not force the hatch, panel, ladder sections or spring-balanced mechanism.

7. Model Reference

Commercial Series threshold	Suitable for ceiling heights up to 5.4 metres and for commercial, industrial, public, residential and project-specific applications. Unlike the AM-BOSS Domestic Series range, which is intended only for domestic/residential use by the owner or occupier, the Commercial Series range may be used across a wider range of applications where an AM-BOSS commercial-grade access ladder solution is required.
Opening size	Confirm project-specific cut-out size with AM-BOSS before cutting or manufacturing. Do not rely on residential Model cut-out sizes for Commercial Series installations without confirmation.
Installed angle	Refer to Section 4. Ladder Adjustment Check for the correct ladder adjustment requirements, including feet-flat positioning and closed box-hinge geometry.
Certification warning	Unauthorised altering, modifying, cutting or failure to follow the AM-BOSS installation guide may void warranty and CodeMark certification.

Cut-out must not be wider than 570mm for 'Access-Boss' Models
Cut-out must not be wider than 770mm for 'Big-Boss' Models

IMPORTANT — CEILING HEIGHTS FROM 4000mm

For ceiling heights from 4000mm, the cut-out measurements shown in this table are indicative only and MUST BE CONFIRMED with AM-BOSS prior to making the ceiling opening.

Model	Ceiling height	Access-Boss Cut-out	Big-Boss Cut-out
2153 to 2830	2150mm to 3000mm	1220mm x 570mm	1220mm x 770mm
3020 to 3460	3000mm to 3595mm	1520mm x 570mm	1520mm x 770mm
3680 to 3840	360mm to 3945mm	1520mm x 570mm	1520mm x 770mm
3840	3950mm to 3995mm	1620mm x 570mm	1620mm x 770mm
4050	4000mm to 4095mm	1620mm x 570mm	1620mm x 770mm
4050	4100mm to 4345mm	1720mm x 650mm	1720mm x 770mm
4050	4350mm to 4495mm	1820mm x 650mm	1820mm x 770mm
4550	4500mm to 4695mm	1820mm x 650mm	1820mm x 770mm
4550	4700mm to 4995mm	2020mm x 650mm	2020mm x 770mm
5050	From 5000mm	Cut-out To Be Advised	