

Access-Boss™

Installation, Operation & Maintenance Guide

Document type	Installation, Operation & Maintenance Guide
Product range	AM-BOSS Access-Boss™ residential access ladders
Key warning	Read this guide before installation or use. Unauthorised cutting, alteration or failure to follow the applicable guide may void warranty and CodeMark certification.
Support	Contact AM-BOSS before installation if measurements, structure or site conditions are unclear.

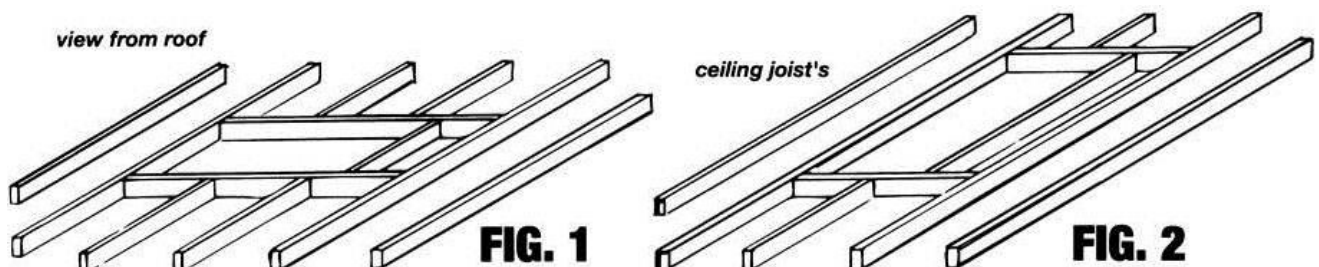
1. Before You Start

- Choose a location with clear access above and below the ceiling opening.
- Confirm there is enough floor space for the ladder to unfold and rest safely.
- Check the applicable Model, ceiling height and cut-out size before cutting.
- Do not cut trusses unless approval has been obtained from the Building Surveyor 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 place.

2. Prepare the Ceiling Opening

Critical cut-out requirement: the Access-Boss™ cut-out must not be wider than 570 mm. Standard cut-out lengths are 1220 mm or 1520 mm depending on Model, with Model 3840 requiring 1620 mm for ceiling heights from 3950 mm to 3995 mm.

1. Mark the proposed opening from below using nails through the plasterboard, or from above by measuring from visible wall top plates.
2. For timber joists, frame the opening with straight MPG10 90 x 45 mm pine or hardwood, fixed securely with suitable 90 mm nails or equivalent fixings.



CRITICAL WARNING — DO NOT CUT TRUSS MEMBERS

Do not cut any truss members without approval from an Engineer or Building Surveyor.

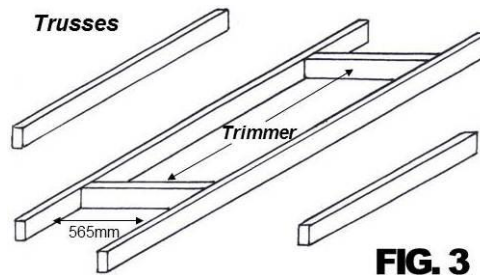


FIG. 3

3. Measure the opening diagonally to confirm it is square.
4. Cut the plasterboard only after confirming the opening size and structure.

3. Install the Access-Boss™ Unit

1. Fit the eyebolt to the ceiling panel.
2. Confirm the hatch opens from the correct end before lifting the unit into the opening.
3. With assistance, lift the fully assembled access ladder into the ceiling opening until the architrave sits firmly against the plasterboard.
4. Using the hook and pole, gently open the hatch while keeping hand pressure against the architrave at the opening end.
5. Install one supplied screw through each pre-drilled hole at the opening end to secure the frame.
6. Unfold the ladder, but do not walk on it yet.
7. Install the remaining screws through all pre-drilled holes. The pre-drilled holes beside the metal plates must be used without exception.
8. Adjust the side fixing screws if required so the gap between architrave and panel is even.
9. Adjust the ladder using the two screws with lock nuts so the feet sit flat on the floor and the hinges are closed against each other.

Safety warning: do not walk on the ladder until all fixing screws are installed and the ladder has been adjusted correctly.

If assistance is not available

Only remove the ladder assembly from the panel if necessary to reduce lifting weight. Secure the hatch from above using a rope, then refit the ladder assembly with the original nuts. Do not over-tighten the nuts. Take care when the ladder assembly is removed, as the panel may move upward quickly due to the spring balance.

4. 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.

5. 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.

6. Model & Clearance Guide

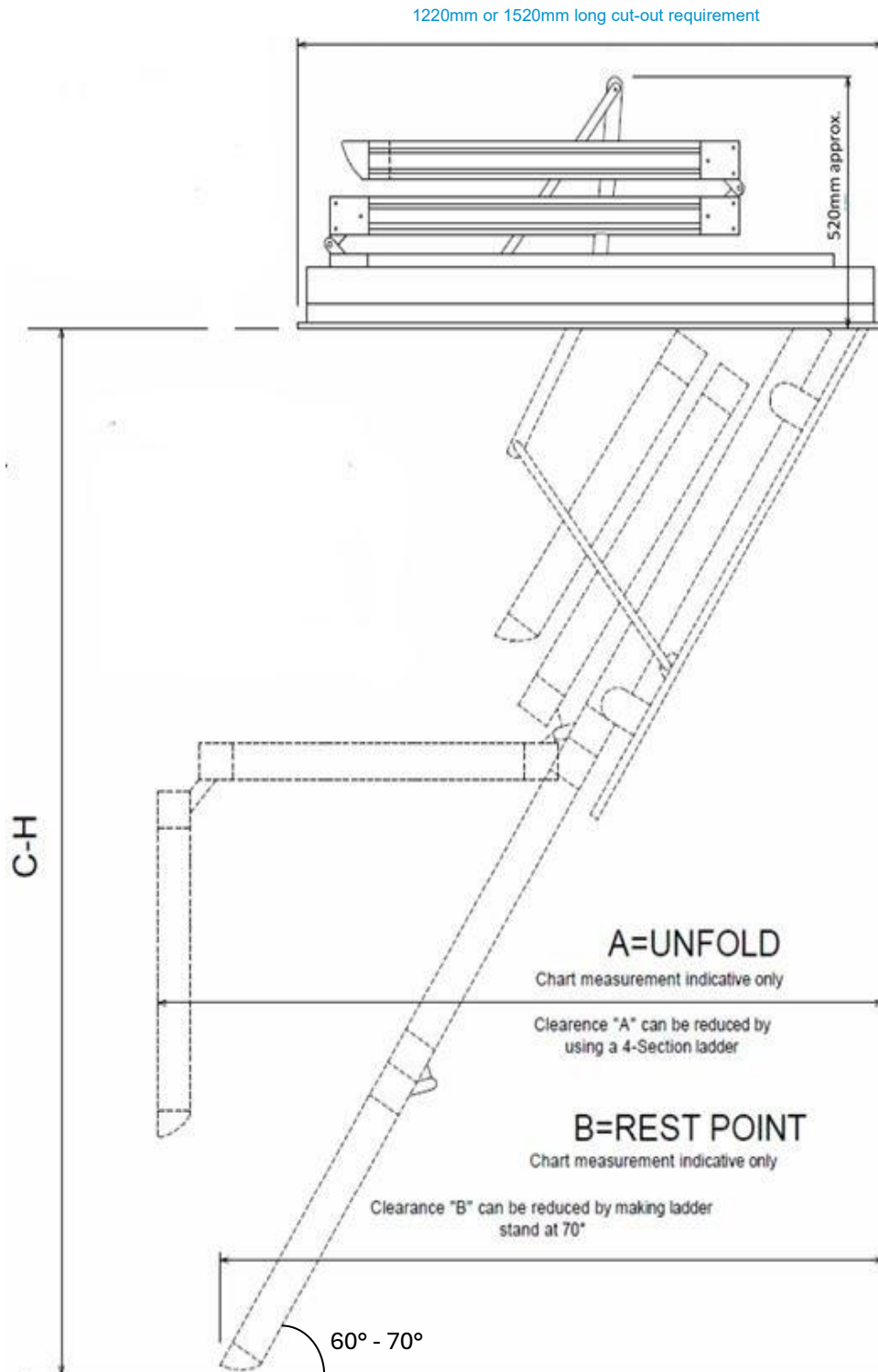
Cut-out must not be wider than 570 mm			
Ceiling cut-out sizes: Model Nos. 2153 to 2680 — 1220 mm x 570 mm			
Ceiling cut-out sizes: Model Nos. 2830 to 3840* — 1520 mm x 570 mm			
* Note: ceiling cut-out size for Model No. 3840, for ceiling heights from 3950 mm to 3995 mm: 1620 mm x 570 mm			
Model	Ceiling height	Unfold (A)	Rest point (B)
2153	2150 mm–2295 mm	1595 mm	1465 mm
2345	2300 mm–2445 mm	1670 mm	1525 mm
2460	2450 mm–2595 mm	1720 mm	1555 mm
2680	2600 mm–2795 mm	1830 mm	1700 mm
2830	2800 mm–2995 mm	1950 mm	1790 mm
3020	3000 mm–3195 mm	2050 mm	1855 mm
3240	3200 mm–3395 mm	2145 mm	1970 mm
3460	3400 mm–3595 mm	2210 mm	2005 mm
3680	3600 mm–3795 mm	Manufactured on-grade at approximately 68°, to exact ceiling height.	
3840	3800 mm–3995 mm		
From 4000 mm, Commercial Series is required.			
No assembly. No cutting. No mistakes.			



AM-BOSS

ACCESS LADDERS

16 Maida Avenue, Sunshine North VIC 3020 | Phone: 03 9366 0899 or 03 9310 8788 |
amboss@ambossaccessladder.com.au | www.ambossaccessladder.com.au



OWNER: Robyn Rutley
REVISION NO.: K
CONTROLLED COPY

ORIGINATION DATE: 10 September 2001
REVIEW DATE: 1 November 2027