

Guide to Installation

For AM-BOSS 'All Metal' Pull-Down Access Ladders

IMPORTANT

Read all installation instructions before beginning work to prevent injury and avoid installation errors.

Installation must be completed by competent persons using appropriate lifting, fall-prevention and roof-space safety controls.

Step 1 — Select the Installation Location

Choose a location with safe access above and below the ceiling. Confirm there is adequate swing and floor clearance to unfold the ladder fully; refer to the clearance diagram and cut-out table in this guide.

Step 2 — Prepare the Ceiling Opening

Timber joist installation: Use suitable structural timber, typically MPG10 90 x 45 mm pine or hardwood, to form the opening. Allow approximately 4 metres for Access-Boss models and 5 metres for Big-Boss models. Select straight timber with minimal knots and suitable fixings for the application.

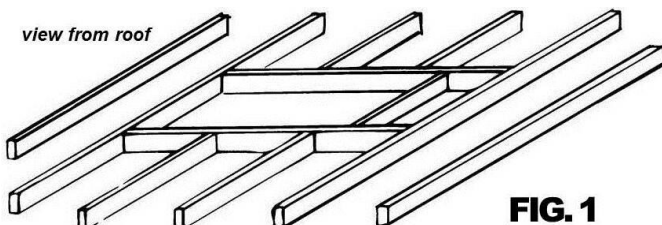


FIG. 1

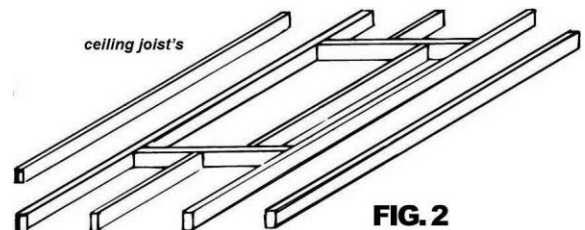


FIG. 2

Access-Boss Series: Trusses at 600mm centres should provide approximately 565mm clear distance between trusses. Insert a trimmer to suit the opening. If trusses are spaced at less than the required clearance, a smaller hatch may be required.

Big-Boss Series: 600mm centre trusses are generally not suitable for Big-Boss models. Where additional clearance is required, truss spacing must only be modified with approval from a Building Surveyor and appropriate structural engineering advice. For 900mm centre trusses, measure the clear opening carefully and fit trimmers square to suit the required hatch cut-out.

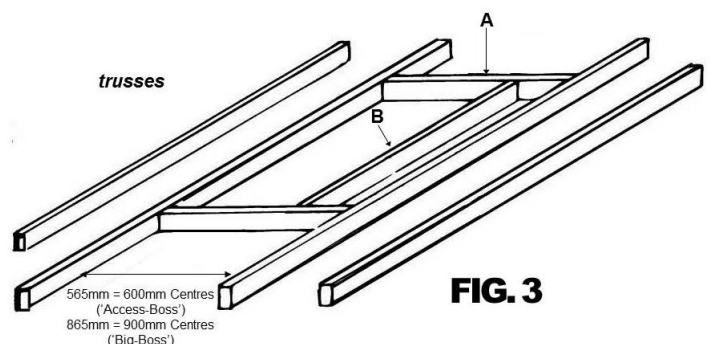


FIG. 3

DO NOT CUT, NOTCH OR MODIFY ROOF TRUSSES unless approved by the relevant Building Surveyor and supported by competent structural advice. Roof trusses are engineered structural members.

Current compliance note: Installation work must be assessed against the applicable National Construction Code requirements, relevant Australian Standards for access systems where applicable, product certification requirements, and state or territory WHS obligations. For roof-space work in Victoria, WorkSafe guidance highlights the need to prevent falls through plaster ceilings by using suitable crawl boards across joists, adequate lighting, competent assessment of roof-space hazards, and avoiding stepping on ceiling materials.

Step 3 — Mark Out and Cut the Ceiling Opening

Mark the opening from below by setting out through the plaster, or from above by measuring from visible wall top plates. Do not stand on plaster ceiling materials or unsupported cut joists. Use a suitable plank or crawl board where roof-space access is required. Complete the timber work first, double-check the cut-out size, measure diagonally to confirm the opening is square, then cut the plaster.

Step 4 — Lift and Secure the Hatch

Before lifting the unit, fit the eyebolt to the panel and confirm the hatch opens in the intended direction. Use two people or a suitable lifting device to raise the hatch into the opening. Keep the architrave hard against the plaster and support the hatch at all four corners before opening the panel.

Gently open the hatch panel with the supplied hook and pole. While maintaining pressure on the architrave at the opening end, immediately install one supplied screw or bolt through each pre-drilled hole on the long sides at the opening end to secure the frame to the timber.

Do not unfold the ladder or place any load on it until the hatch frame has been properly fixed to the surrounding timber.

Step 5 — Fix, Adjust and Commission the Ladder

Unfold the ladder without walking on it. Install the remaining six supplied screws or bolts through the remaining pre-drilled holes. **The pre-drilled holes on either side of the linkage arm metal plates must be used without exception.** Adjust the fixing screws or bolts as required to achieve an even gap between the architrave and ceiling panel, then adjust the ladder so the feet sit correctly on the floor and the hinges close fully.

If you cannot get someone to help you: Remove the **ladder assembly only** from the panel, (4 or 6 nuts depending on Model) to lighten the load. Make sure the hatch panel opens at the right end. With a rope, pull the hatch from above into the ceiling. Make sure the hatch-architrave is hard against the ceiling. Fix the frame by screwing the eight screws (supplied) through frame to timber to secure. From below open the hatch.

ATTENTION

If the ladder assembly is removed, the ceiling panel may spring upward without the ladder weight attached. Control the panel at all times to prevent injury.

Keep the ladder assembly nearby and fit it back on the panel with the 4 or 6 nuts. **Do not** over-tighten the nuts. You may have to loosen or tighten the eight (8) fixing screws on one side or the other to adjust the gap evenly on both sides between the architrave and the panel. Now all you have to do is adjust the ladder (two screws with lock nuts – refer Adjustment sticker inside frame), so that feet are on the floor and hinges are closed ie butted against each other, **finished**.

You are now ready to enjoy your new access system.

Ceiling Cut-Out Sizes

Important: The cut-out must not be wider than the sizes shown below.

Series	Ceiling height / model range	Required cut-out
Access-Boss	Commercial Series up to 3000 mm	1220 mm x 570 mm
Access-Boss	Commercial Series 3000 mm to 3945 mm	1520 mm x 570 mm
Access-Boss	Commercial Series 3950 mm to 3995 mm	1620 mm x 570 mm
Big-Boss	Commercial Series up to 3000 mm	1220 mm x 770 mm
Big-Boss	Commercial Series 3000 mm to 3995 mm	1520 mm x 770 mm
Ceiling heights from 4000 mm	All applicable series	Cut-out to be advised by AM-BOSS

Operating and Maintenance Procedure

Opening

Engage hook on pole (supplied) into small eyelet on opening end of ceiling access panel. Gently pull door open till it comes to rest against the stops on the adjusting mechanism. No need to unhook the pole from the panel. With both hands unfold and extend the ladder to the floor.

Closing

With both hands lift up bottom section of ladder and fold back up on top of each other. With the use of the pole gently first push then ease panel back up till it is fully closed. The spring counter balance system will keep the panel shut.

Maintenance

INSPECT THE COMPLETE AM-BOSS ACCESS SYSTEM REGULARLY.

This includes ladder, hatch, hinges, linkage arms, fixings and spring counterbalance system, which should be checked at least once every 12 months or as noted below.

Take any corrective action BEFORE further use where wear, damage, loosening or unsafe operation is identified.

All moving parts are factory pre-lubricated and lubrication should not be required for some time. However should operation of the unit be in excess of 3 to 5 times a day, all moving parts are to be lubricated once every two months. Most important is the lubrication of **the Pivot Point** of the linkage-arms joined to the side plate with the adjusting system. **This part does most of the work.**