

## GUIDE TO INSTALLATION

### FOR TYPES: AM-BOSS 'ALL METAL' PULL-DOWN ACCESS LADDERS

### !!! IMPORTANT !!!

#### READ ALL OF THIS TEXT, TO PREVENT INJURY AND AVOID MISTAKES

**STEP ONE:** To get started, find the right location. Easy access top and bottom is essential. Make sure there is enough room to unfold the ladder (refer to Diagram / Table overleaf – Maximum Clearance shown at 60°).

**STEP TWO:** *What you need to make the opening – Timber Joist (Fig. 1 and Fig. 2):* Timber, MPG10, 90x45mm pine or hardwood, about four (4) metres for the 'Access-Boss' Series and about five (5) metres for the 'Big-Boss' Series will be enough. Pick a straight piece with minimal knots, and about 2 doz. 90mm long nails.

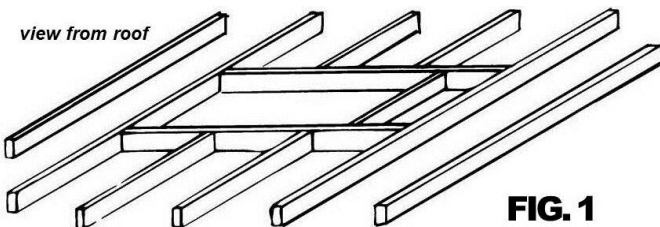


FIG. 1

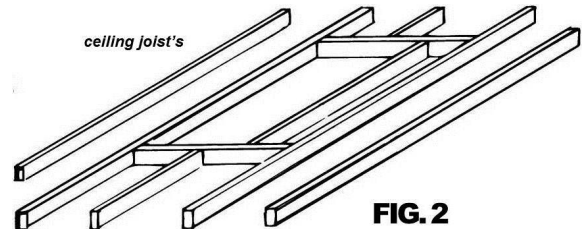
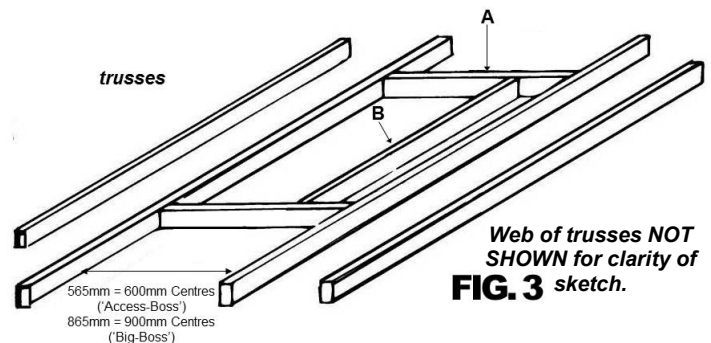


FIG. 2

*What you need to make the opening – Trusses (Fig. 3):*

**'Access-Boss' Series:** Trusses at 600mm centres should give you a clear distance of 565mm between. Insert a trimmer ('A') at length of 568mm (if Trusses are spaced at less than 565mm in between, smaller hatches can be manufactured at extra cost). **DO NOT CUT TRUSSES without Building Surveyor approval.**

**'Big-Boss' Series:** 600mm centre trusses are not suitable for 'Big-Boss™' Models. In some cases, with the approval of a Building Surveyor, the truss spacing can be modified to provide a clear space of 770mm between trusses. Buildings with light roofing such as metal, corrugated or stramit types, etc., may have truss spacings at 900mm centres, in which case Fig. 3 applies. 900mm centres should give you a clear distance of 865mm between, but **you need to measure** and cut two (2) trimmers ('A') to the right size to fit in between. Locate the trimmers to suit a hatch cut-out of 1220mm or 1520mm in length, depending on Model No. – they need to be nailed in square. Now cut and nail the third trimmer ('B') to form the width of 770mm in between. Smaller hatches can be manufactured at extra cost or refer to the 'Access-Boss™' series).



**DO NOT CUT TRUSSES without Building Surveyor approval.**

**To mark out the opening on the ceiling:** Either (from below) hammer nails through the plaster or (from above) measure from the top plates of the walls, which are usually visible. **DO NOT STAND** on the plaster ceiling or on timber joists that you had to cut, **before** it is nailed back to secure timber. A short plank is handy. It is best to do the timber work first, from above. Double check the cut-out size and measure diagonally for square, if correct, cut out the plaster. You are now ready to install the unit.

Prior to installation, fit eyebolt to panel.

Make sure opening end of hatch is where it should open. With two (2) people the hatch can be pushed up from below, guided if possible by another person from above into the opening, or with a lifting device. Some installers prefer to remove the ladder assembly from the ceiling panel to lighten the unit and to give better access for fixing to the joists. Ensure the architrave is hard against the plaster. If the hatch is lifted manually into the ceiling, with the architrave against the ceiling or the proposed ceiling level, the hatch must be supported by props on the four corners close to but clear of the ceiling panel allowing it to be opened. **Do not unfold the ladder at this time or put any weight on it!** The unit is now in the right position.

Gently open the hatch panel with the hook & pole supplied, by placing the hook through the eyebolt, (at this time, with one hand keeping pressure against the architrave at the opening end) immediately screw one (1) screw (or bolt) as supplied by AM-BOSS, into each pre-drilled hole on either long side at opening end through frame to timber to secure.



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## AM-BOSS ACCESS LADDERS



Unfold the ladder. **DO NOT WALK ON THE LADDER AT THIS TIME.** Now screw remaining six (6) screws (or bolts) into the remaining pre-drilled holes. **The predrilled holes on either side of the Linkage Arm metal plates MUST BE USED, WITHOUT EXCEPTION.** You may have to loosen or tighten the eight (8) fixing screws (or bolts) on one side or the other to adjust the gap evenly on both sides between the architrave and the Ceiling Panel of the Hatch. 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 i.e. butted against each other, **finished.**

**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 !!!

**BE CAREFUL – WITHOUT THE WEIGHT OF THE LADDER IT IS POSSIBLE FOR THE PANEL TO FLY UP, WHICH MAY RESULT IN 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 NOTE: CUT-OUT NOT TO BE WIDER AS SHOWN**

'Access-Boss™	Commercial Series up to 3000mm:	1220mm x 570mm
'Access-Boss™	Commercial Series 3000mm to 3945mm:	1520mm x 570mm
'Access-Boss™	Commercial Series 3950mm to 3995mm:	1620mm x 570mm
	<b>Ceiling Heights from 4000mm – Cutout to be advised.</b>	
'Big-Boss™	Commercial Series up to 3000mm:	1220mm x 770mm
'Big-Boss™	Commercial Series 3000mm to 3995mm:	1520mm x 770mm
'Big-Boss™	Commercial Series 3000mm to 3995mm:	1520mm x 770mm
	<b>Ceiling Heights from 4000mm – Cutout to be advised.</b>	

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## OPERATING AND MAINTANANCE PROCEDURE ON AM-BOSS ACCESS LADDERS.

*AM-BOSS Access Ladders work on a reliable counter balance spring system.*

#### **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**

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.**

**INSPECTION OF THE WHOLE SYSTEM MUST BE CARRIED OUT MINIMUM ONCE A YEAR AND ACTION TAKEN**

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**CONTROLLED COPY**

ORIGINATION DATE: 10 February 2017  
REVIEW DATE: 31 October 2022