

Thank you for purchasing a Sealey product. Manufactured to a high standard this product will, if used according to these instructions and properly maintained, give you years of trouble free performance.



IMPORTANT: PLEASE READ THESE INSTRUCTIONS CAREFULLY. NOTE THE SAFE OPERATIONAL REQUIREMENTS, WARNINGS & CAUTIONS. USE THE PRODUCT CORRECTLY AND WITH CARE FOR THE PURPOSE FOR WHICH IT IS INTENDED. FAILURE TO DO SO MAY CAUSE DAMAGE AND/OR PERSONAL INJURY AND WILL INVALIDATE THE WARRANTY. PLEASE KEEP INSTRUCTIONS SAFE FOR FUTURE USE.

1. SAFETY INSTRUCTIONS

- ❑ **WARNING!** The loft ladder must not be used until it has been fully installed.
- ✗ **DO NOT** install or use the loft ladder until you have read all of the instructions.
- ✓ Keep children and unauthorised persons away from the working area during installation.
- ✓ A separate suitable ladder is needed to access the loft during installation.
- ✓ Two persons are needed to safely complete the installation, one person working in the loft and the other on the floor below.
- ✓ The side locking catches are not load bearing and the loft ladder must not be used unless the pivot bar stops have been correctly and fully installed.
- ✓ Ensure that there is a good flat access area at the base of the ladder to allow safe dismantling. A minimum area of one square metre is recommended.
- ✗ **DO NOT** use the loft ladder for any purpose other than that for which it was designed.
- ✗ **DO NOT** install the loft ladder if parts are missing or damaged.
- ✓ Check and ensure that there is enough clear internal loft space for the ladder to be stowed before attempting installation.
- ✓ In some cases it may be necessary to install additional wooden braces or noggins to be able to fix the pivot and retaining bar in their correct positions.
- ✓ During installation ensure the work area is kept clean and free from obstructions and is well lit.
- ✓ Keep children, animals and unauthorised persons away from the working area.
- ✓ Maintain the loft ladder in good condition.
- ✓ Replace or repair damaged parts. Use genuine parts only. Non-authorised parts may be dangerous and will invalidate the warranty.
- Important: Read and follow all of the safety information on the side of the ladder.
- ✗ **DO NOT** use if parts are missing or damaged.
- ✗ **DO NOT** allow children to climb the ladder.
- ✗ **DO NOT** use when tired, under the influence of alcohol, drugs or intoxicating medication.
- ✓ Wear non-slip footwear and if necessary clean the soles before using the ladder.
- ❑ **WARNING!** Rest the base of the ladder on a level and solid floor. Ensure the ladder rungs are horizontal and both ladder feet are on the ground.
- ✓ Always ensure the locking catches are fully engaged before mounting the ladder.
- ✓ Always face the ladder when ascending and descending.
- ✓ Only carry light materials (up to 10kg) up the ladder. Never exceed the total static load of 150kg.
- ❑ **WARNING!** Only to be used by one person at a time.
- ❑ **WARNING!** Never overreach when on the ladder.
- ✓ When not in use, stow the ladder securely.

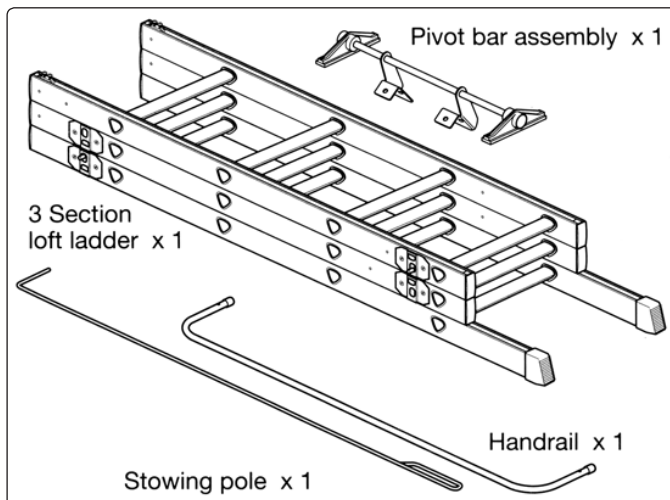
2. INTRODUCTION



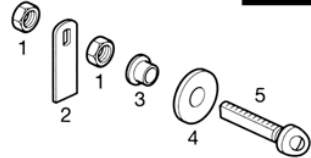
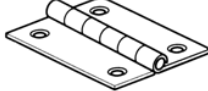
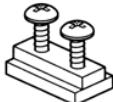
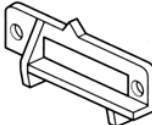
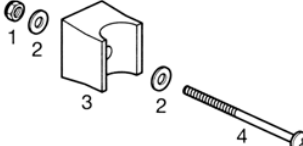
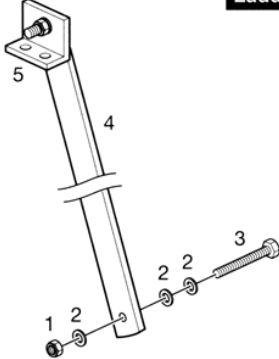
Aluminium loft ladder manufactured to BS 14975:2006. Supplied with hand rail and all fixing components for quick and easy installation. Three section design enables ladder to fit in smaller areas than stand-ard two-section ladders.

3. SPECIFICATION

Model No:LFT03
Loft Opening (W x L): 432 x 508mm
Maximum Height: 3mtr
Loft Clearance: 1050mm
Maximum Capacity: 150kg

4. CONTENTS

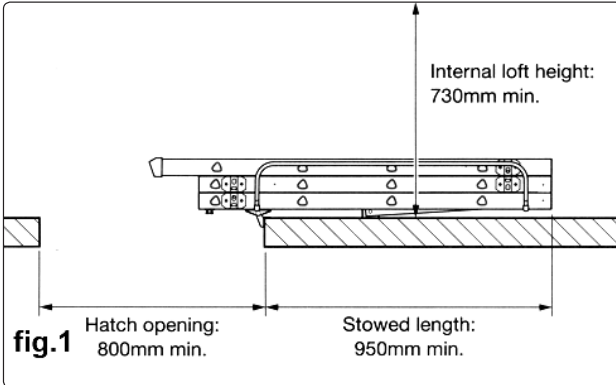


 18mm Screw x 12	 35mm Screw x 6
 Twist catch assembly x 1 1. Nut x 2 2. Catch lever x 1 3. Small catch collar x 1 4. Large catch collar x 1 5. Catch pivot pin x 1	 Hinge x 2
 Pivot bar stop x 4	 Catch bracket x 1
 Handrail bracket assembly x 2 1. Nut x 2 2. Washer x 4 3. Mounting block x 2 4. 65mm Bolt x 2	 Retaining bar assembly x 1 1. Nut x 2 2. Washer x 6 3. 35mm Bolt x 2 4. Retaining bar x 1 5. Angle bracket x 1

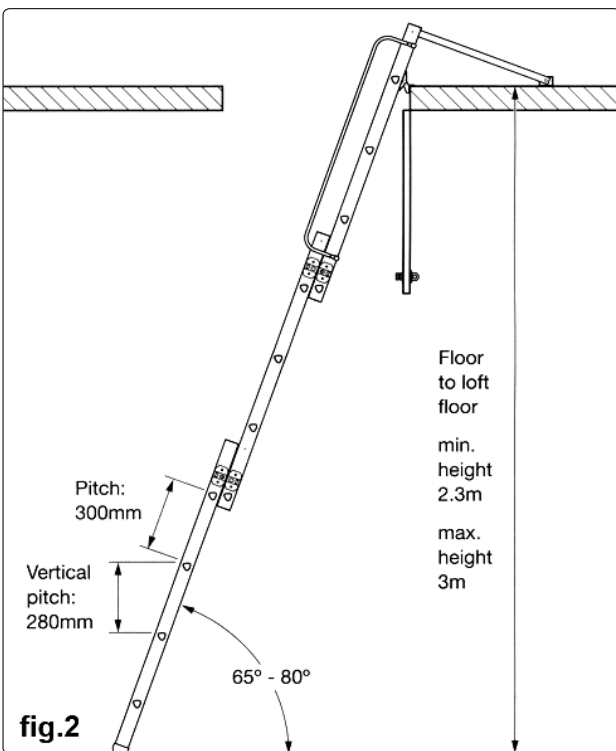
5. INSTALLATION AND USE

5.1 The following tools and equipment will be required.

- 5.1.1 Suitable ladder to access the loft.
- 5.1.2 Ruler and tape measure (3 metre).
- 5.1.3 Pencil and bradawl.
- 5.1.4 Drill & drill bits for wood, 2mm, 3mm and 13mm.
- 5.1.5 Medium Phillips screwdriver.
- 5.1.6 8mm spanner x2.
- 5.1.7 17mm spanner.
- 5.1.8 Wood glue (optional).
- 5.1.9 Lighting for the loft.



5.2 See figs.1 & 2 for the necessary space requirements for both the stowed and deployed positions.



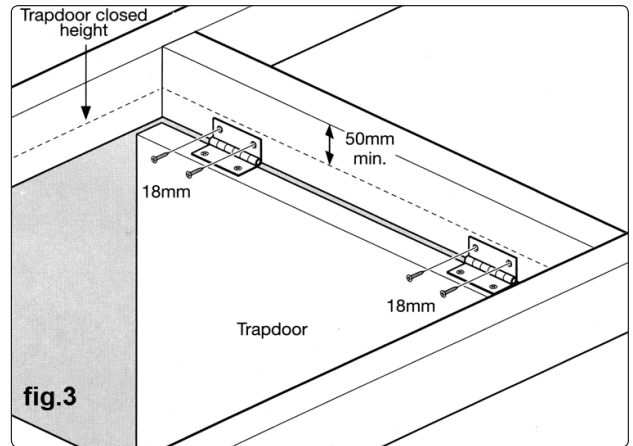
5.3 Hanging the trapdoor (See fig.3)

5.3.1 There should be no obstructions to the movement of the trapdoor. Any old supports and hinges from previous trapdoors should be removed. The new trapdoor should be a minimum of 20mm thick with a gap of 2mm all the way around when fitted in the hatch.

Note: The trapdoor will attach to the same side of the hatch frame as the ladder.

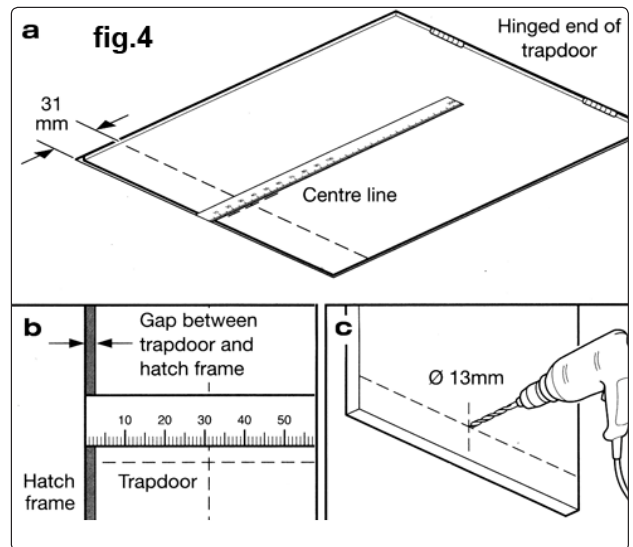
5.3.2 **Attach the hinges to the trapdoor:** Drill 2mm pilot holes and screw the hinges (equally spaced) to one end of the trapdoor using 4 x 18mm screws. **Note:** To increase the strength of the fixings, fill the screw holes with wood glue before inserting the screws. There must be a minimum of 50mm between the top of the trapdoor (when closed) and the top edge of the frame.

5.3.3 **Install the trapdoor:** Position the fitted hinges against the hatch frame and mark the fixing hole positions. Drill 2mm pilot holes and screw the hinges to the hatch surround using 4 x 18mm screws as shown in fig.3.



5.3.4 **Preparing the trapdoor:** Close the trapdoor and hold in position. Referring to A & B in fig.4, measure and mark a line onto the trapdoor, 31mm in from the edge of the hatch frame and at the opposite end to the hinges.

5.3.5 Measure and mark a centre line. Referring to C in fig.4, open the trapdoor and drill a 13mm hole where the lines meet. Sand off any rough edges. Drilling a small pilot hole first may help.

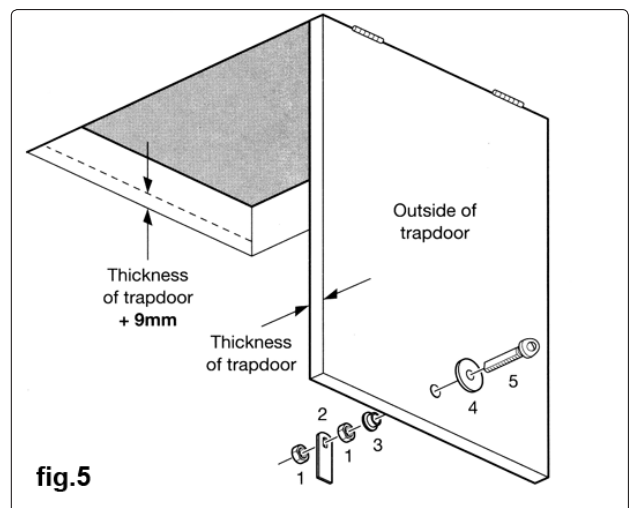


5.3.6 **Fitting the twist catch assembly:** Referring to fig.5, push the twist catch collars (3 & 4) into either side of the hole in the trapdoor with the large collar (4) on the outside.

5.3.7 From the outside, insert the pivot pin (5) through the hole and secure with a nut (1). Note: The pivot pin must still be able to turn freely.

5.3.8 Place the catch lever onto the pivot pin as shown below and secure with the second nut (1), again ensure that the pivot pin still turns freely.

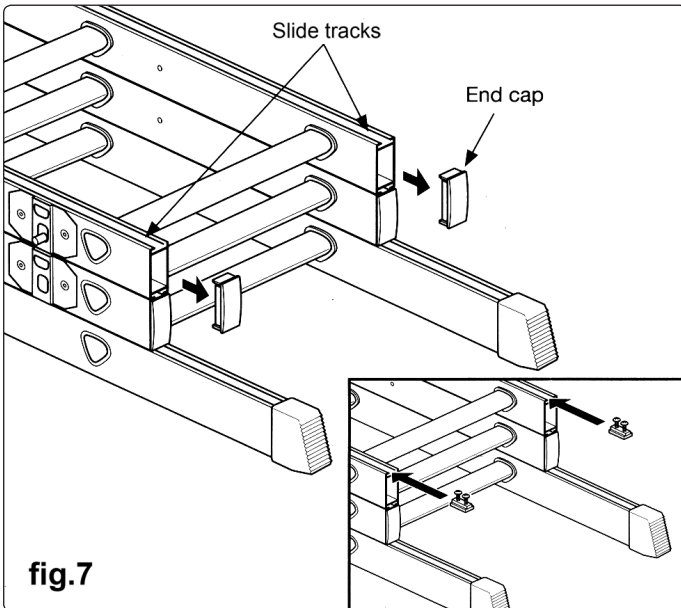
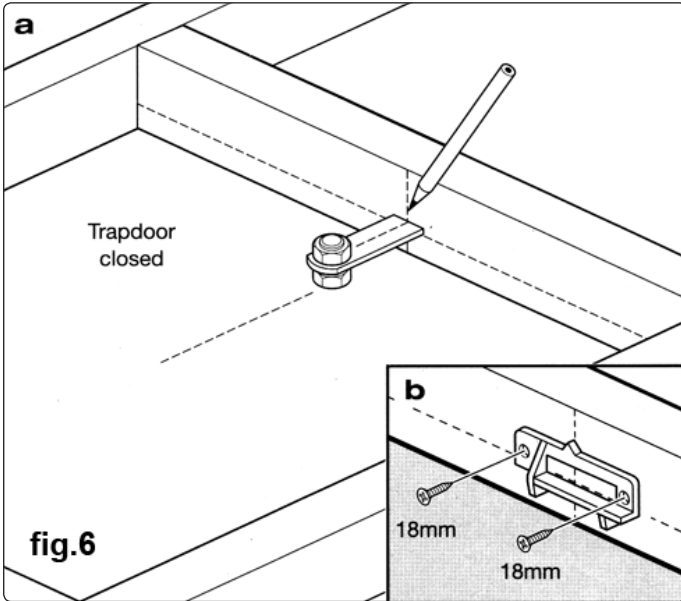
5.3.9 Measure the thickness of the trapdoor and add 9mm. Draw a line this distance up from the bottom edge and parallel with the hatch opening.



5.3.10 **Fitting the catch bracket:** From inside the loft, close the trapdoor and mark a vertical line on the inside of the hatch frame in line with the centre of the twist catch as shown in fig.6a.

5.3.11 Open the trapdoor. Position the catch bracket on the hatch frame, lining up with the vertical and horizontal lines as shown in fig.6b. Mark the fixing hole positions.

5.3.12 Drill 2mm pilot holes and attach the catch using 2 x 18mm screws.



5.4 Assembly and installation of loft ladder:

5.4.1 Remove both End Caps from the back section of the ladder as shown in fig.7 to gain access to the slide tracks. Slide a pivot bar stop into each track but leave temporarily unsecured at this time.

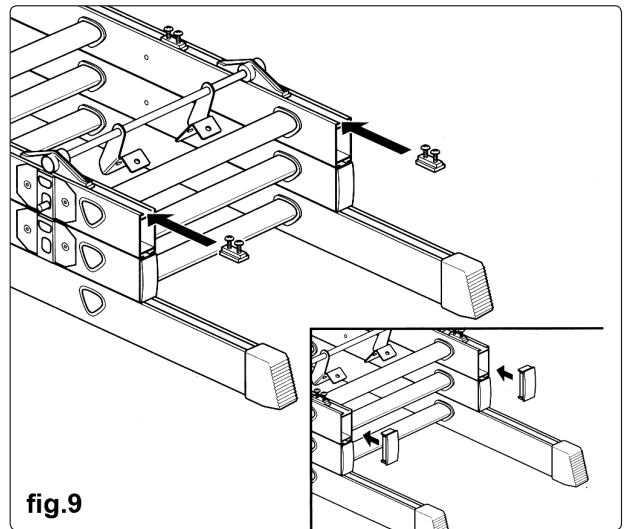
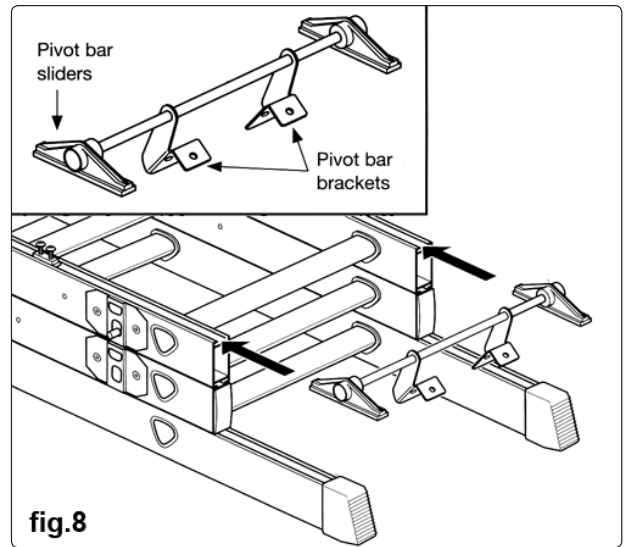
Note: A pair of pivot bar stops have been pre-installed at the top of the ladder.

5.4.2 Ensure that the pivot bar is fully assembled and arranged in the orientation shown in fig.8. Insert the pivot bar sliders into the tracks.

5.4.3 Insert the two remaining pivot bar stops into the tracks as shown in fig.9 but leave unsecured at this point.

Note: There are now 3 pivot bar stops in each track including one pre-fitted at the top of each track.

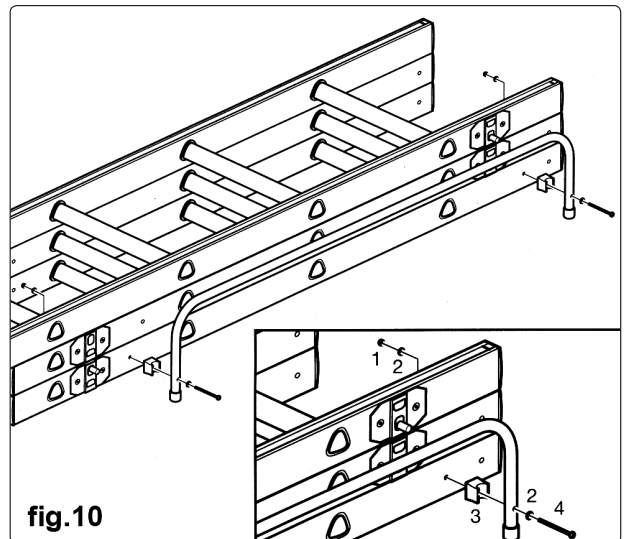
5.4.4 Replace the previously removed end caps.



5.5 Attaching the handrail: Turn the ladder over and attach the handrail to the most convenient side of the ladder to suit the requirements of the installation.

5.5.1 Bear in mind that the hand rail must be attached to the opposite side of the ladder to which you intend to attach the retaining bar. See fig.14.

5.5.2 Referring to fig.10, place washers (2) onto the 65mm bolts (4), insert through the handrail, mounting blocks (3) and ladder. Secure using the nuts and washers (1 & 2).



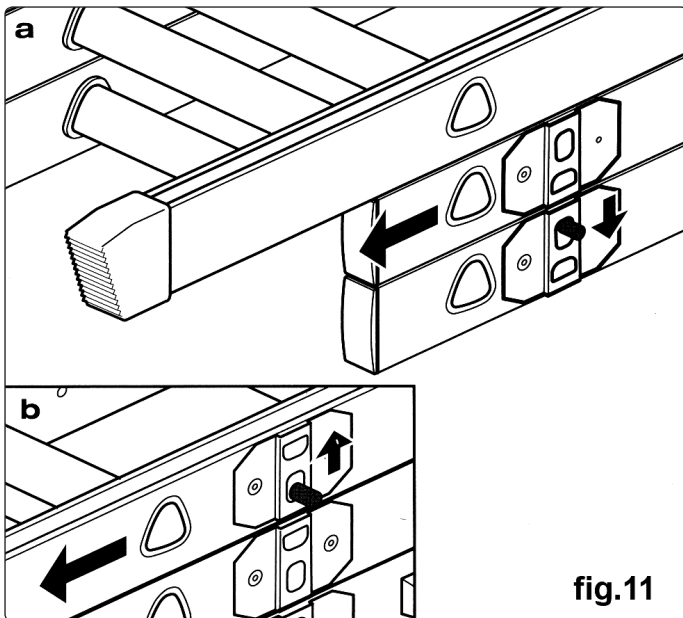


fig.11

- 5.6 Extending the loft ladder:** Referring to fig.11A, release the two upper sections of the ladder by pulling down the catch and sliding them along the lower section of ladder until the catch re-engages.
- 5.6.1 Referring to fig.11B, release the upper section of the ladder by pulling up the catch and sliding it along the middle section of ladder until the catch re-engages.
- ▲ **IMPORTANT:** Once the ladder is fully extended ensure that both catches are fully engaged.

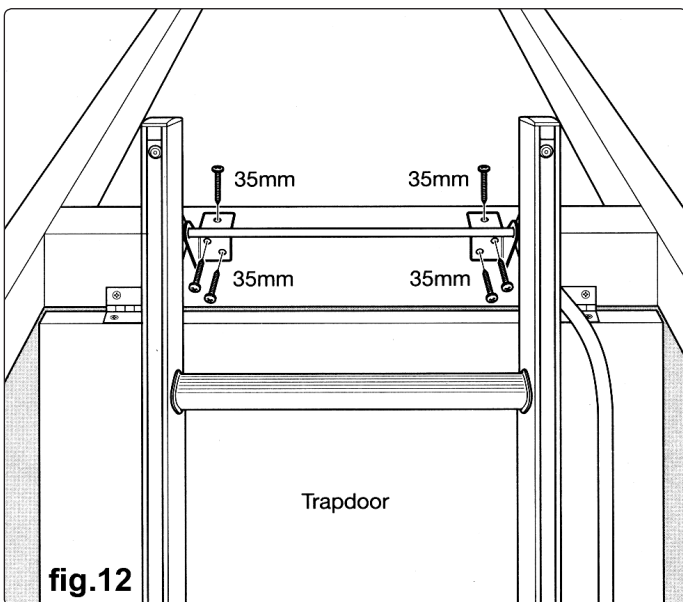


fig.12

- 5.7 Attaching the pivot bar:** (refer to fig.12)
- ☐ **WARNING: Do not use the loft ladder until it is fully installed.**
- 5.7.1 The installation now requires one person in the loft.
- 5.7.2 Position the ladder centrally in the hatch and ensure the ladder is square with both feet on the floor. Make sure the pivot bar brackets are pushed up against the sides of the ladder.
- 5.7.3 Mark the fixing holes onto the hatch frame, drill 3mm pilot holes and fix using 6 x 35mm screws.

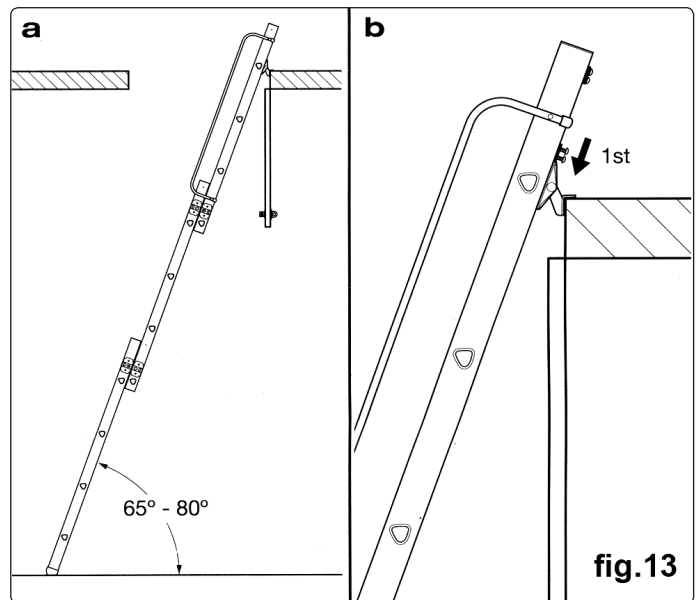


fig.13

- 5.8 Angle the loft ladder and fix the pivot bar stops:**
- 5.8.1 Referring to fig.13a, position the ladder at the correct angle i.e. between 65° and 80°.
- 5.8.2 **ENSURE THE LADDER IS LEVEL AND SQUARE.**
- 5.8.3 Referring to fig.13b, position the first pair of pivot bar stops against the pivot bar sliders and tighten.
- Note: A pair of pivot bar stops have been pre-installed at the top of the ladder.

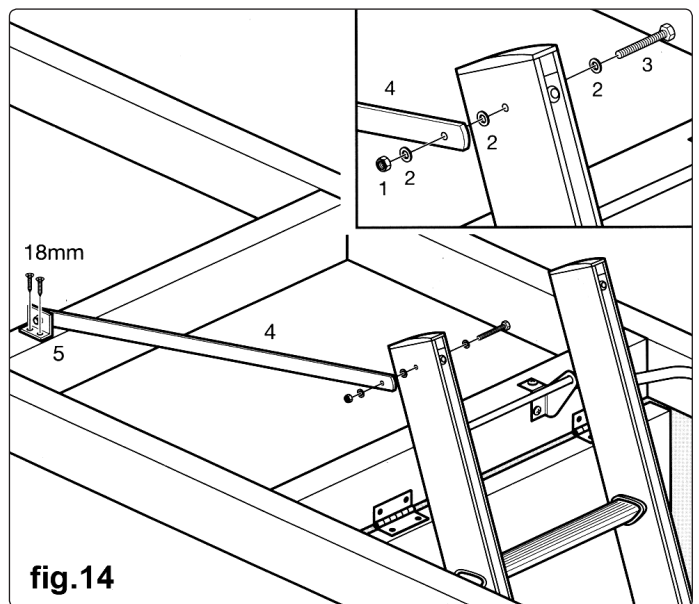
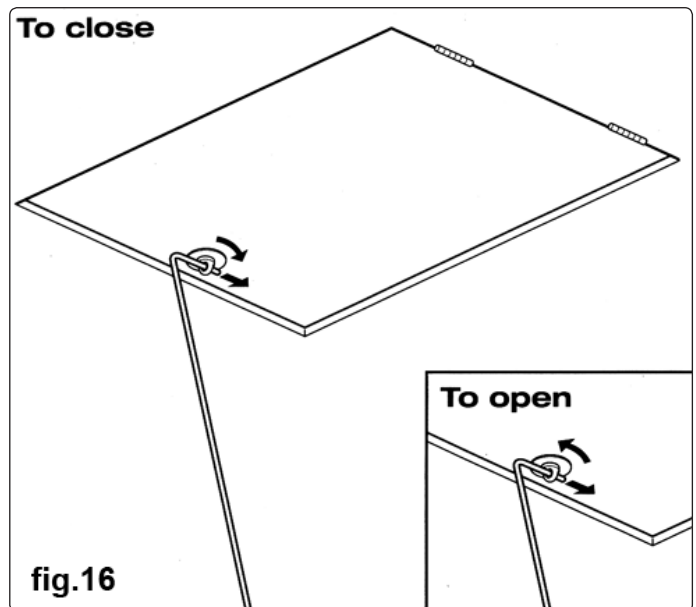
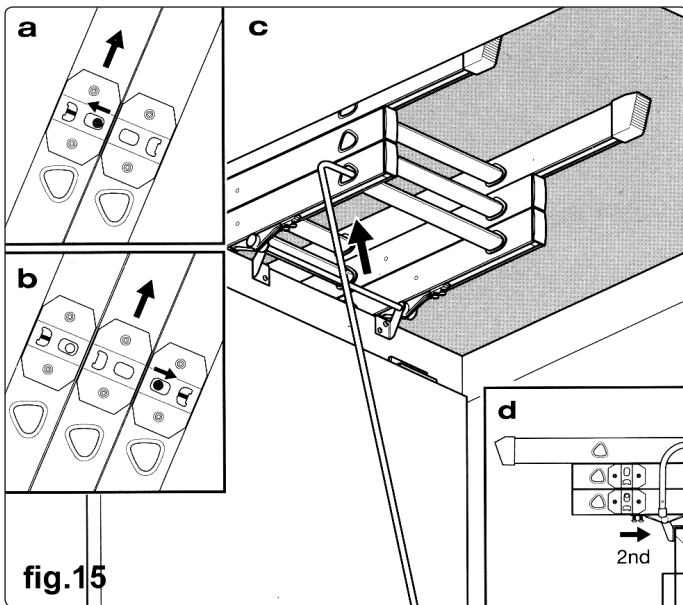


fig.14

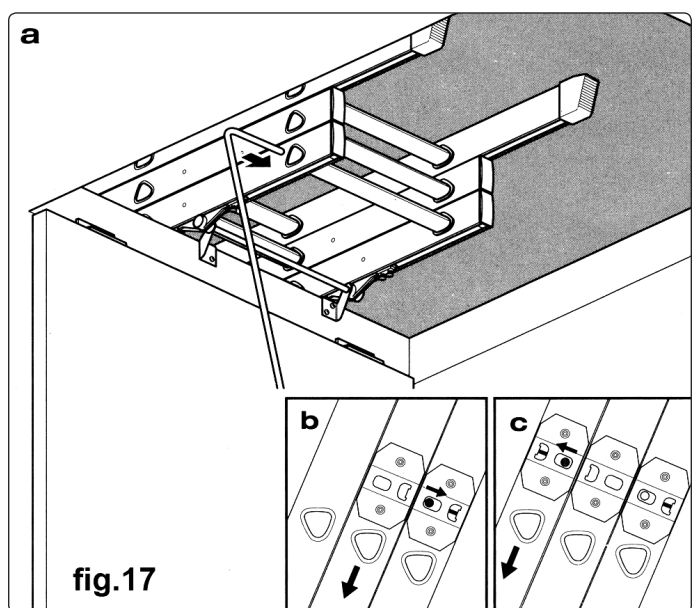
- 5.9 Attaching the retaining bar:** Refer to fig.14.
- 5.9.1 Attach the retaining bar (4) to the top of the ladder using the fixings pre-assembled to the bar. Note: The retaining bar must not be fitted to the same side as the handrail.
- 5.9.2 When re-assembling, ensure the washers (2) are positioned as shown. Tighten using two 8mm spanners.
- ▲ **IMPORTANT:** It may be necessary to install additional wooden braces to be able to fix the retaining bar in the correct position.
- 5.9.3 Tighten the nut securing the angle bracket (5) to the retaining bar (4). Do not overtighten, the bracket must be able to move freely. Fix the angle bracket to the loft floor using 2 x 18mm screws.
- NOTE: The retaining bar should be fixed so that it is in line with the ladder and not at an angle to it.



5.10 Stow the loft ladder and fix the pivot bar stops:

- 5.10.1 Referring to fig. 15a, release the bottom locking catch and slide the front section of the ladder up until the catch automatically re-engages.
- 5.10.2 Referring to fig. 15b, release the top locking catch on the back section of the ladder and slide the front and centre sections of the ladder up until the locking catch automatically re-engages.
- 5.10.3 Referring to fig. 15c, push the ladder up into the loft as far as you can by hand, then insert the stowing pole into the side opening of the bottom rung and carefully and slowly push the ladder up until it comes to rest on the loft floor.
- 5.10.4 Referring to fig. 15d, slide the second pair of pivot bar stops up to the pivot bar sliders and tighten.

INSTALLATION IS NOW COMPLETE



6. USING THE LOFT LADDER

❑ **WARNING! Before using the loft ladder you must ensure that:**

6.1 All four pivot bar stops are secured in position and the screws are fully tightened.

- 6.1.1 The handrail and all other fixings have been tightened.
- 6.1.2 You have read all the safety information contained in these instructions and on the ladder.

6.2 When the ladder is deployed, check that:

- 6.2.1 The locking catches are fully engaged.
- 6.2.2 Both feet are on the ground.
- 6.2.3 The ladder is at the correct angle.

6.3 Closing and opening the trapdoor.

- 6.3.1 To close the trapdoor, insert the stowing pole into the twist catch. Push the trapdoor up to its closed position and rotate the catch clockwise to engage the catch.
- 6.3.2 To open the trapdoor, insert the stowing pole into the twist catch and rotate it anti-clockwise to disengage the catch. Carefully lower the trapdoor.

6.4 Stowing and deploying the ladder.

6.4.1 Referring to fig. 17a, Insert the stowing pole into the side opening of the bottom rung and carefully pull out and down at the same time.

IMPORTANT: Always carefully control the descent of the ladder and ensure that no animals or people are in danger of being hit.

6.4.2 Referring to fig. 17b, when the ladder stops, release the locking catch (at the bottom of the ladder) and extend the ladder until it engages with the other catch.

6.4.3 Referring to fig. 17c, Release the locking catch (on the front ladder section) and fully extend the ladder until it engages with the other catch.

DO NOT use the ladder unless both locking catches are engaged.

Parts support is available for this product. To obtain a parts listing and/or diagram, please log on to www.sealey.co.uk, email sales@sealey.co.uk or phone 01284 757500.

NOTE: It is our policy to continually improve products and as such we reserve the right to alter data, specifications and component parts without prior notice.

IMPORTANT: No liability is accepted for incorrect use of this product.

WARRANTY: Guarantee is 12 months from purchase date, proof of which will be required for any claim.

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