

Installation Guide – Models FA-1 / FA-2

Folding Aluminium Attic Ladder Systems

This guide summarises the complete installation process for Access Ladders QLD folding aluminium attic ladders. Read the full guide before starting.

Important: Installation requires accurate measuring, suitable framing and a second person to assist. Do not cut until all roof-space checks are confirmed.

Before You Begin

1. Select a suitable location with clear access below the ceiling.
2. Confirm adequate space in the roof cavity using ladder specifications.
3. Enter the roof cavity to confirm final positioning before cutting.
4. Check for obstructions (electrical, plumbing, ductwork, framing).
5. Ensure clearance for full ladder extension, sliding operation, and casing installation.
6. Measure ceiling opening: Minimum 565 x 1210 mm | Maximum 575 x 1210 mm.
7. Confirm ladder suits ceiling height and load requirements.
8. Ensure a second person is available.

STEP 1. PREPARE THE CEILING OPENING

Marking & Initial Cut

- Mark the intended opening by inserting four screws or nails through the ceiling to outline a rectangle.
- Cut this initial opening from above or below to create access for full framing and cutting.

Framing by Roof Structure Type

Timber Joists (Conventional Roof)

- Install 90 x 45 mm timber supports across joists before cutting.
- Cut joists approx. 50 mm longer than opening.
- Install noggins to form a solid frame:
 - 565–575 mm x 1210 mm
- Cut plaster flush with inside of frame.

Timber Trusses

IMPORTANT - DO NOT CUT TRUSSES without Structural Engineer advice.

- 565–575 mm spacing → install noggins only.
- 575–615 mm spacing → pack one truss, then install noggins.
- 615 mm spacing → install noggins + additional timber to achieve correct width.
- Cut plaster flush with frame.

Metal Framing

Follow same method as above based on structure type.

STEP 2. INSTALL LADDER CASING

Preparation

- Position one person in roof with 9 batten screws ready.
- Reattach the arms if they were detached for shipping (refer to separate instructions provided).
- Fit eyebolt to hatch:
 - Large washer outside
 - Small washer + nut inside

Fit Casing

1. Lift casing into opening from below.
2. Press architrave firmly against ceiling.
3. Secure from above:
 - 3 x screws each side
 - 2 x hinge end
 - 1 x opening end(Pre-drill if fixing into hardwood.)

STEP 3. ATTACH & SET LADDER

1. Open the hatch and refit the ladder assembly to the hatch panel.
2. Unfold the ladder, ensuring the bottom section is folded back.
3. Lower the hatch to its resting position.
4. Measure from the bottom of the middle section to the floor.
5. Confirm the arm assemblies have a slight natural bend (almost straight).
6. Transfer this measurement to the bottom ladder section and mark.
7. Set the correct angle with a bevel using the ladder step angle as a guide.
8. Cut the bottom section to length using a grinder.
9. Fit rubber feet:
 - Drill holes using a 5 mm drill bit
 - Secure using pop rivets

STEP 4. FINAL ADJUSTMENT & TESTING

Open and close ladder several times. Confirm:

- Hatch closes flush
- Ladder folds smoothly
- Hinges fully close
- No binding or uneven movement

Once confirmed, ladder is ready for use.

Final Reminder

Measure twice. Cut once.

Good prep = clean install + long-term performance.

Operating & Maintenance Procedure – FA models

Opening the Ladder

- Engage the hook pole (supplied) into the eyelet on the opening end of the hatch.
- Gently pull the hatch down until it rests against the stops.
- Leave the pole engaged.
- Using both hands, unfold and extend the ladder fully to the floor.

Closing the Ladder

- Ensure no one is on the ladder or in the roof cavity.
- Using both hands, lift the bottom section and fold the ladder sections neatly together.
- Using the hook pole (left engaged), guide the hatch closed slowly until fully shut.

⚠ Do not allow the hatch to slam shut. Always guide it closed to prevent damage or injury.

Usage

- Always face the ladder when climbing up and down.
- Always maintain three points of contact on the ladder.
- Never exceed the ladder load rating.
- Never leave the ladder in climbing position and unattended.

Maintenance

- Lubricate hinges & other moving parts annually.
- Check and tighten fixings periodically.
- The entire ladder system should be inspected at least annually for signs of wear, damage, corrosion, fatigue or deterioration.
- If any damage or unusual movement is detected, discontinue use immediately until the ladder has been inspected and repaired by a suitably qualified person

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