

Calvert USA, Inc. Attic Stairs

Instructions for the installation of the optional wooden
folding extension kit for Calvert Attic Stairs TM

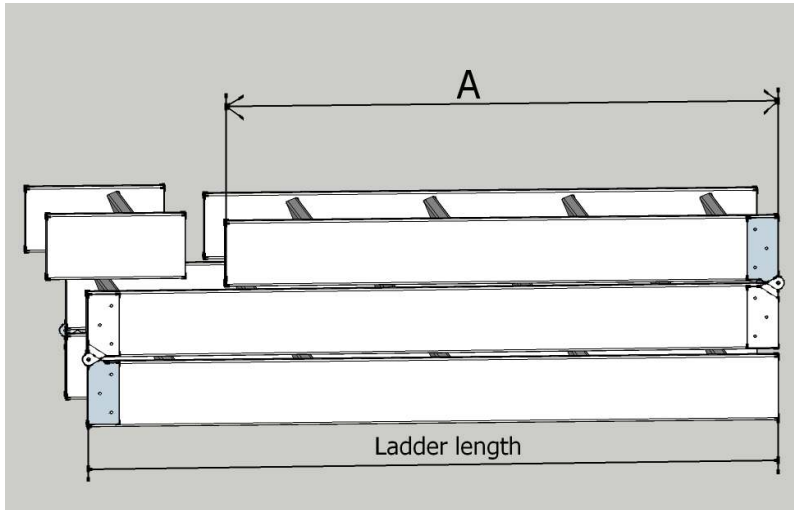


Calvert USA, Inc., P.O. Box 841, Solomons, MD 20688,
Tel.866-477-8455, (410) 326-8455, www.calvertusa.com

Read the entire instructions before starting. The kit can be added before or after the attic stairs unit has been installed in the ceiling. However, it will be easier to pre-cut and pre-drill all parts before installing the attic stairs unit. Steps 1 through 3 of the installation instructions assumes the attic stairs unit has not been installed yet.

Tools required: Wood saw, electric drill, carpenters square, tape measure, 1/4" and 1/8" drill bit, pencil, 10 mm wrench, phillips screwdriver or power drill bit

Materials required: 4' to 8' long scrap 1x4 or 2x4 lumber for pattern.

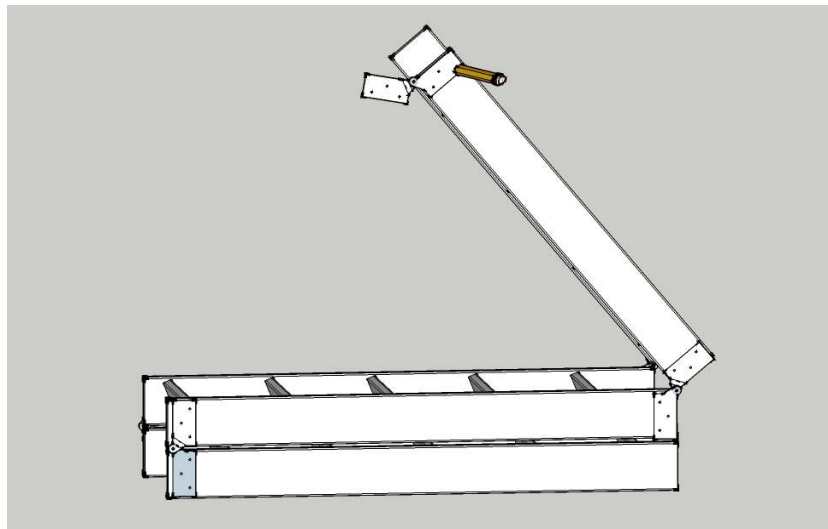


1. Unpack the attic stairs unit and the ladder extension kit.

| Ladder length | Measure distance A |
|---------------|--------------------|
| 39-3/8" | 29-1/2" |
| 45-1/4" | 34" |

Figure 1

2. Locate the hinged end of 3rd ladder section on the top of the attic stairs. Measure distance "A" from the hinged end of the 3rd section as shown above, figure 1, and mark on the side of the ladder. Draw square line through the measurement mark. Repeat for the other ladder side. Cut the ladder along your marks.



3. Use the hinges included in the extension kit to mark location of new holes for the extension section hinge bolts. Pre-drill the holes where marked with 1/4" drill.

If your attic stairs unit has not been installed yet, install it now. The extension ladder section will be attached after the unit has been installed.

4. Open and unfold the installed attic ladder. The ladder will not reach the floor.
5. Follow the attic stairs installation instructions to cut a length pattern for the last ladder section. Verify the correct length and floor angle by placing the pattern in place at the end of the ladder. Cut the extension ladder section to length.
6. Attach the cut section to the end of the ladder. The unfolded ladder should rest on the floor and the sections should be in straight line. If the ladder sections are not in straight line determine if the last section is too long or short.

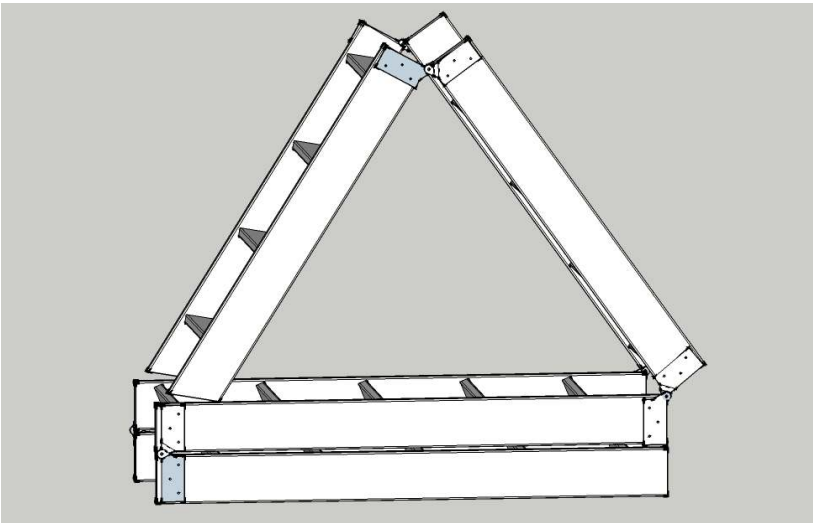


Figure 3

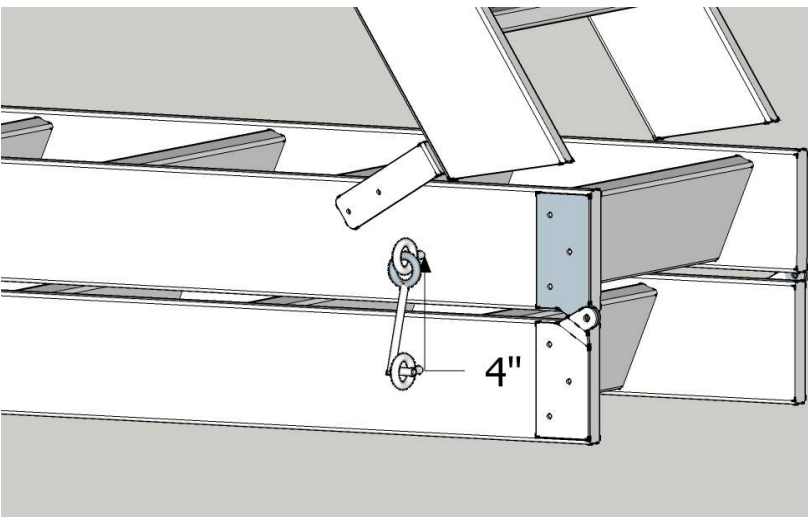


Figure 4

7. Once the ladder is cut to length and assembled, the retaining bracket needs to be installed. Fold the ladder into store position with the end of the last cut section a few inches from the edge of section it is resting on (Figure 3). Hold the bracket in the position shown in Figure 4 and mark the location of the two holes in the bracket. Attach the bracket with two screws (included). Fold the last ladder section against the attached bracket and mark the location of the single upper hole. Install the screw

(included) in the end of the last ladder section at the marked location. Do not drive the screw in all the way, leave about 1/4" sticking out. When folding the stairs to store, the last section of stairs should be folded against the bracket, and the screw inside of the bracket will keep the ladder from unfolding.

8. With the bracket in place, install the hook and eye latch on the end of upper sections; this will keep the ladder from unfolding. Mark and

pre-drill 1/8" diameter holes for the eye latch screws exactly 4" apart. Install the eye latch screw with the latch on the second section, and the eye latch screw on the upper most section. Latch the sections together. The latch should be slightly tense to prevent it from dislodging from the eye latch screw.

Installation is complete. The ladder is now ready for normal use.

TO OPEN AND USE. Open the cover door using the pull down rod. To unfold the ladder, reach up to hold the end of the ladder. To unfold the ladder safely, you must be able to hold the end of the ladder by hand. If you can not reach the ladder, use a safe stepladder to climb up and reach the ladder. Unhook the end from the retaining bracket and extend the two lower sections. Unhook the hook and eye latch and extend the ladder.

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