

Calvert USA, Inc. Attic Stairs

Instruction for installation of wooden folding attic stairs
Models 1840, 1043, 1045



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

Installation instruction

Attention Installers: (Read all instructions prior to beginning installation.)

The installer is responsible for properly constructing the opening in the ceiling. If you are not sure the opening is framed properly, seek the help of a qualified person such as local building inspector, architect or structural engineer. Do not cut any framing until you are sure the structural integrity will not be compromised. You are responsible for any accidents and injuries that result from improper installation.

Do not install Calvert Attic Stairs until the interior wall and ceiling sheeting has been finished. Installation of Calvert Attic Stairs during a rough phase of construction will void the warranty. Calvert Attic Stairs are classified as millwork; the same as interior doors, cabinets, and trim, and should be installed just before interior painting.

Installation: requires 2 people.

1. Verify that you have the correct size rough opening in the ceiling. See table A on page 5.
- 2.
3. Install temporary support ledgers. Using 2 ½" wood screws (not included), attach 1 x 4 temporary support ledger boards at both ends of the opening to provide temporary support for the stairs during installation. These boards must be a minimum of 6" longer than the width of the rough opening in the ceiling. To prevent splitting, pre-drill the holes for the wood screws. These boards are to provide a ¾" ledger inside of the opening. If installed more in the opening, the ledger boards will interfere with the stair cover (Fig. 1).
4. One person should be in the attic while the other person stays on the floor below. The person in the attic needs to have the tools necessary for frame attachment: wood shims, ten 2 ½" wood screws (not included), drill, tape measure, hammer and screw driver (screw gun).
5. Lift the stairs through the opening in the ceiling and lower the unit onto the temporary support ledgers. Make sure that the hinged end of the cover is installed so that the stairs open in the desired direction (Fig.2).
6. Do not open the cover at this time. Secure the hinged side of the frame to the header using four 2½" screws(A).
7. Check the space between the stair cover and the frame of the unit to make sure the frame is square. Shim the frame with wooden blocks or shims in all the corners (if using tapered shims they must be inserted equally from the bottom and the top) . Secure the board opposite the hinged side of the frame with two 2 ½" wood screws through the shims into the header.
8. Remove the temporary ledger boards and open the stairs from the bottom. Never try to open the stairs from the attic. Keep the lower section folded back while opening. Do not walk on the stairs at this time.
9. The person in the attic must install two more 2 ½" wood screws through the shims and into the side boards of the frame. Do not use the stairs until the bottom section is trimmed to the correct length as described in cut to length instructions.

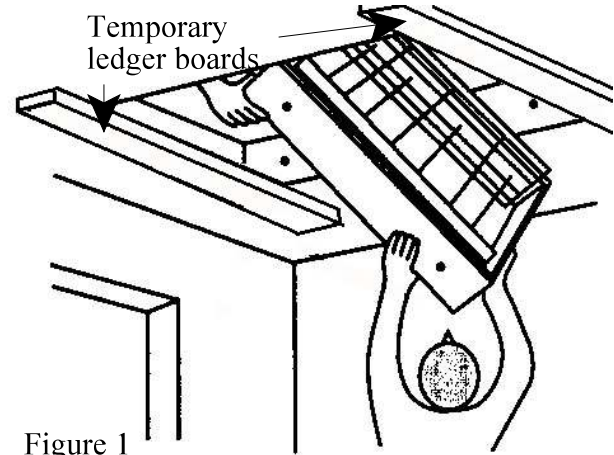


Figure 1

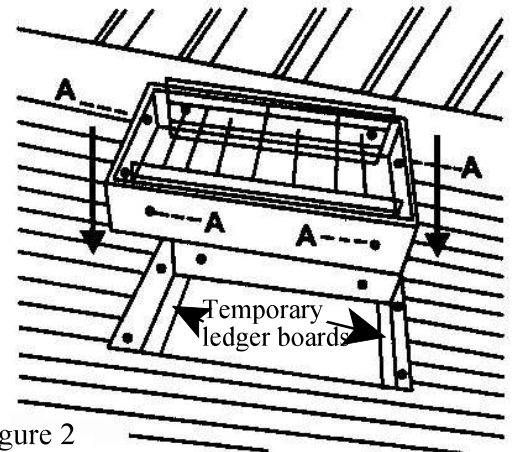


Figure 2

Cut to length instruction

1. Install attic stairs into the ceiling opening.
2. Open cover and unfold the stairs, leave the last section folded behind the stairs resting on the floor.
3. Make sure the upper sections are unfolded straight as if in use. Take a 2 (1) x 4 board, should be at least 8' long if ceiling height permits, align the board along the unfolded sections, extend so it rests on the floor and clamp to the upper sections of the stairs.
4. Lay a block of wood on the floor next to the 2 x 4 board and scribe the top of the block on the board to get the correct angle between the floor and the stairs.
5. Remove the board and cut angle.
6. Align the 2 x 4 board with the stairs as previously, resting the cut end of the board on the floor. Cut end of the board should be resting on the floor perfectly. Mark the bottom of the last unfolded section on the board and cut the upper part of board off. The part you have left has the exact length for last section of the stairs and will be a pattern for cutting of the last section.
7. Align the pattern with last section of stairs, hinged end has to align with square end of your pattern. Scribe the angled end of pattern on the stair section and cut stairs to size.

Make sure the angle of your cut is parallel with the angle of steps. It is easy to make a mistake and cut the stair section wrong way, check twice.

8. Close the stairs slightly and unfold the last section under the stairs and open stairs. When fully opened, the stairs should be in a straight line with no gaps between the hinges. The bottom of the stairs should be resting on the floor. If you have gaps between the upper hinges, stairs are probably too long (Fig. 5). Go back and trim the stringers as described above. If you have gaps between the lower hinges, you have cut the stringers to short. Contact your supplier for a lower section stringer replacement.

Continue to retaining bracket installation.

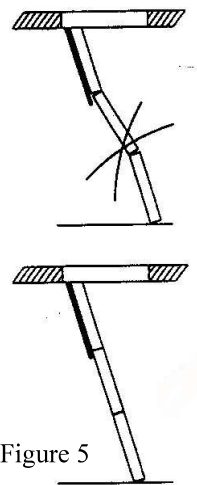
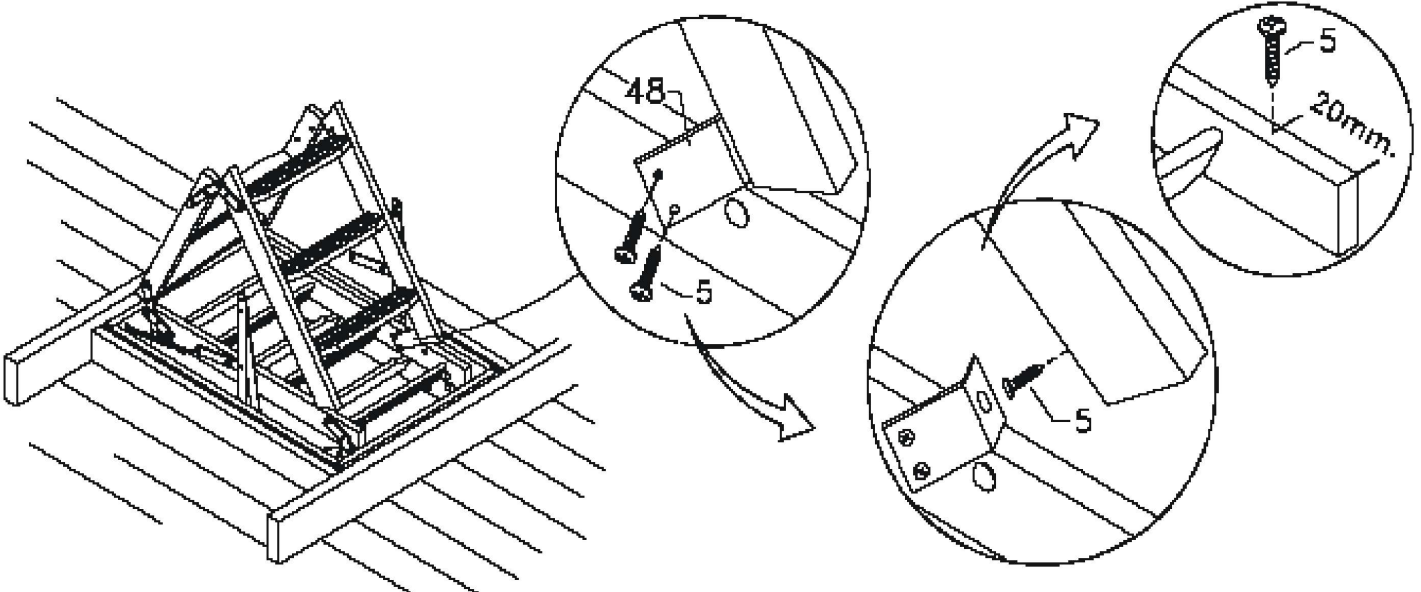


Figure 5

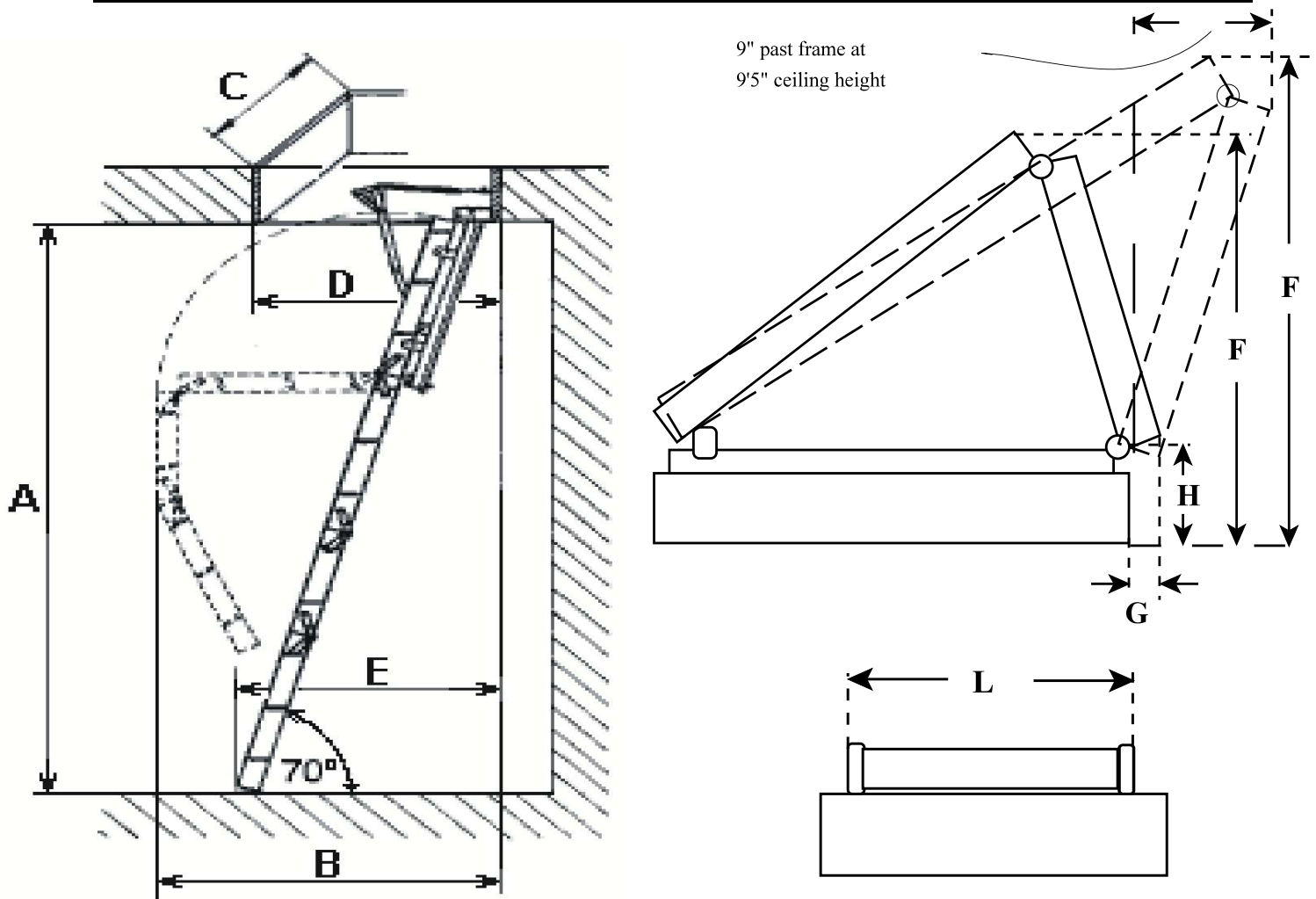


Retaining bracket installation

Once ladder is cut to length and assembled, retaining bracket needs to be installed. Fold ladder into store position, as shown below, with the end of last section few inches from the edge of section it is resting on. Hold the bracket in the position shown in the picture and mark location of the two holes in the bracket. Attach bracket with two screws (included). Fold last ladder section against the attached bracket and mark location of the upper single hole. Install screw (included) in the end of the last ladder section at the marked location. Do not drive screw in all the way, leave about 1/4" out. When folding the stairs to store, last section of stairs should be folded against the bracket and screw inside of the bracket will keep the ladder from unfolding.



Spec sheet: Wooden folding attic stairs models 1043, 1840, 1045



F - attic space clearance required

F = 32" at 9'5" ceiling, 27" at 8" ceiling height

H - maximum ceiling depth

H = 7-1/2", or ceiling must be notched

G - stringer overhang past frame

G = 2"

Cover door construction

1" thick panel, 3/4" polystyrene insulation, solid wood edging, 1/8" white MDF panels on both sides, paintable.

L - width of stair ladder

L = 15-3/4" (# 1043, 45), 13-3/4" (#1840)

Frame construction

Solid wood core plywood 3/4" x 4-3/4"
rubber gaskets seals

Steps and stringer construction

Spruce, 3/4" x 3-1/4",

Table A:

| Model No. | Number of steps | (A) Floor to ceiling | (C, D) Rough opening size | (B) Swing clearance | (E) Landing space | Weight of the unit | Cover Material * |
|-----------|-----------------|------------------------|-----------------------------|-----------------------|---------------------|--------------------|--------------------|
| 1840 | 12 | 7' 2" to 9' 5" | 22-1/2" x 34" | 49" | 44" | 50 lb | White 1" foam core |
| 1043 | 12 | 7' 2" to 9' 5" | 24" x 34" | 49" | 44" | 55 lb | White 1" foam core |
| 1045 | 12 | 7' 2" to 9' 5" | 28" x 34" | 49" | 44" | 55 lb | White 1" foam core |

Using the stairs:

1. Unpack the latch pull down ring and install through the cover into the latch. Thread into the latch.
2. Insert the pull down rod hook into the latch ring. Pull the rod down . The latch should unlock and the cover will open slightly.
3. Using the rod hook, pull down the cover until you can reach it with your hand.
4. Open the cover fully and unfold the stair sections placing the lower section on the floor.
5. The stairs are now ready for normal use.
6. To close, lift and fold the stair sections pushing the cover up with your hand as far as possible.
7. Insert the rod and hook into the latch ring and push up until the latch locks the cover in place.

Warning:

- Do not jump on the stairs.
- Do not let the stairs or the frame get wet. Water will damage the unit.
- **Do not exceed the total weight capacity. The user and materials combined weight capacity is 265 lb (120 kg).**
- There must be a railing in the attic around the stair opening to prevent someone from stepping into the stair opening accidentally.
- There must be a handrail available in the attic next to the stair opening for the user to hold on to while using the stairs.

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Warranty

Prior to requesting warranty service, contact:

Calvert USA, Inc.

P. O. Box 841

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E-mail us at info@calvertusa.com.

Do not install Calvert Attic Stairs until the interior wall and ceiling sheeting has been finished. Installation of Calvert Attic Stairs during a rough phase of construction will void the warranty.

We at Calvert USA, Inc. make every effort to assure that this product meets the high quality and durability standards you expect. Calvert USA, Inc. warrants to the purchaser that this product is free of defects in materials and workmanship for the period of **one year** from the date of purchase. This warranty does not apply to damage due to misuse, abuse, negligence, unreasonable use or alterations. We shall in no event be liable for death, injuries to persons or property, or for incidental, contingent, special or consequential damages arising from the use of our product.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives specific legal rights, and you may also have other rights that vary from state to state.

To take advantage of this warranty, return the product to your supplier. If it is not possible to return the product to the supplier, you can return the product us with transportation charges prepaid. Dated proof of purchase and an explanation of the problem must accompany the merchandise. If our inspection verifies the defect, we will either repair or replace the product at our election or we may elect to refund the purchase price if we can not readily and quickly provide you with a replacement. We will return the product at our expense. However, if we determine that there is no defect, or that the defect resulted from causes not within the scope of our warranty, you must bear the cost of returning the product.

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