

# Calvert USA, Inc. Attic Stairs

Instructions for installation of steel telescopic  
pull down attic stairs



Calvert USA, Inc., P.O. Box 841, Solomons, MD 20688,  
Tel.(410) 286-1430, [www.calvertusa.com](http://www.calvertusa.com)

**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.**

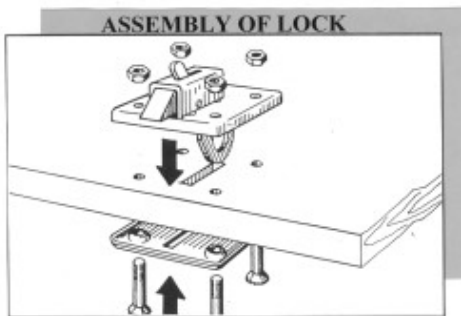
*Do not install Calvert Attic Stairs until the interior wall and ceiling sheeting has been finished. Installation of Calvert Attic Stairs during a rough phase of construction will void the warranty. Calvert Attic Stairs are classified as millwork; the same as interior doors, cabinets, and trim, and should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

**Installation: requires 3 people.**

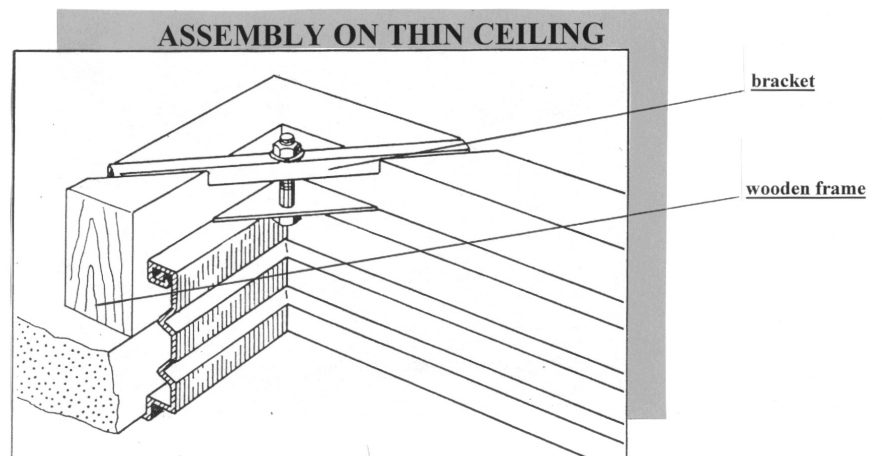
1. Verify that you have the correct size rough opening in the ceiling. See table A on page 5.
2. The depth of the ceiling must be at least 6" . If your ceiling is less than 6" build it up by installing additional lumber around the opening. If the depth of the ceiling is more than 10" you will have to get longer bolts from your local hardware store.
3. Unpack the stairs and install latch as shown on picture #1 (non-insulated models only). Close the cover door.
4. Lift the stairs into the openings. Make sure that the hinged end of the cover is installed so that the stairs open in desired direction.
5. Insert the bolts through hole in the corners of metal frame with threaded end up. Install the hold down brackets and locking washers on the bolts, open side of the bracket should be facing down (upside down "U"). Position diagonally across the corners over ceiling framing beams and tighten down with supplied nuts. Make sure the hold down brackets are secured properly on the top of ceiling framing members. No additional fastening is needed. Picture #2

**Installation is completed**

Picture # 1.



Picture # 2.



### Adjustments:

If steps are not level, adjustments can be done by tightening or loosening the nuts on the cover door hanger rods.

### Painting:

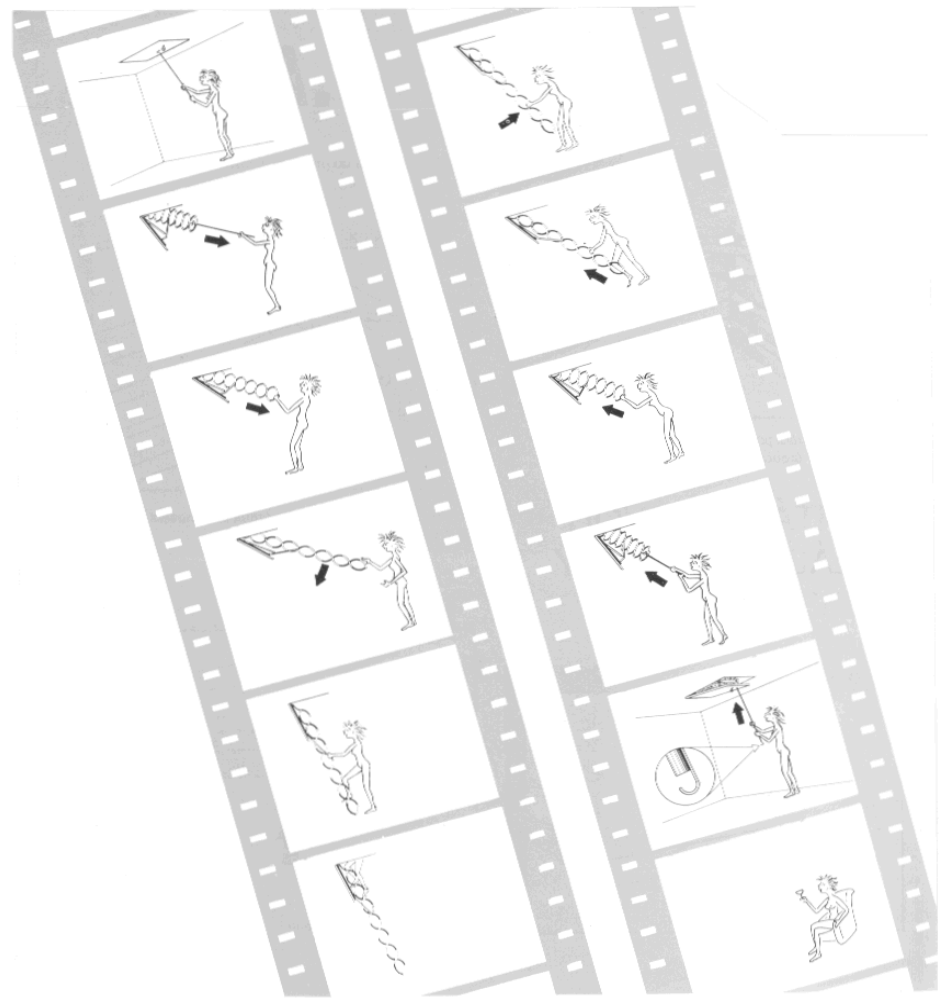
Cover door should be properly primed and painted. Metal ceiling flange is not perfectly straight. Any space between the flange and ceiling can be caulked. Metal frame finish may require final paint coat. During shipping and installation metal ceiling flange may get scratched. Any scratches should be sanded with fine sanding paper and the entire flange painted. We do not supply touch up paint.

### Using the stairs:

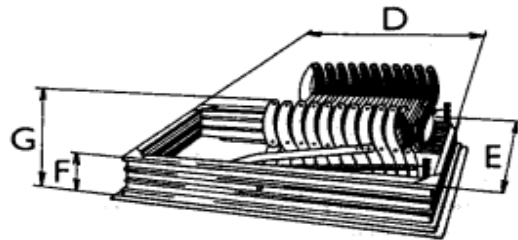
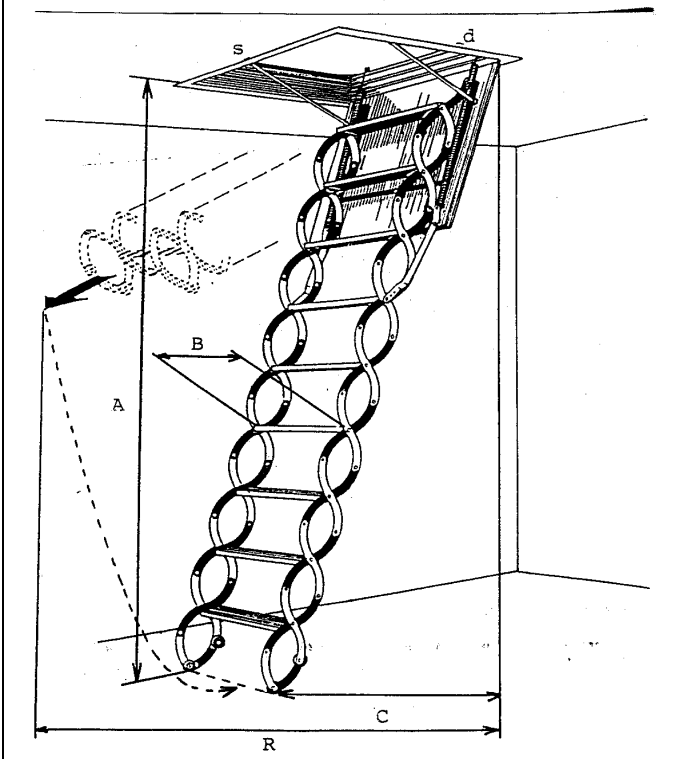
1. Insert the pull down rod hook into the latch ring. Pull down until latch bolt is released. The latch should unlock and the cover will open slightly.
2. Open the cover to about half way. If you can't reach the stairs with your hand use the pull down rod to pull the stairs until you can reach it.
3. Hold stairs with both hands and lower to floor.
4. The stairs are now ready for normal use.
5. To close, lift the stairs and push up until stairs are collapsed. Push the cover up with your hand as far as possible.
6. 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 get wet. Water will damage the unit.
- **Do not exceed the total weight capacity. The user and materials combined maximum weight capacity is 300 lbs.**
- There must be a railing in the attic around the stair opening to prevent someone from stepping into the stair opening accidentally and for user to hold on to while entering the attic or exiting.
- Stairs should be used by adults only.



## Spec sheet: *Steel telescopic attic stairs*



**F - Frame**

Formed welded steel, 6" tall, white finish, ceiling flange

**G - depth of folded stairs**

G = 18"

**B - Width of ladder**

B = 13" models 6427- 6447, 6543 - 6547

B = 17" models 6227 - 6243, 6331 -6343

**D - actual stair frame length**

D = 1/2" less than R. O. length (d)

**E - actual stair frame width**

E = 3/4" less than R. O. width (s)

Step rise = 10.25" to 11.25"

Step size = 3.25" x 11" ( 15" for 27-1/2" wide models)

**Cover door construction:**

Non-insulated cover door : 3/4" sanded particle board cover

Insulated cover door: 1" foam insulation, 1/4" particle board sheets on the top and bottom, solid wood edging, White sheet metal clad, gasket.

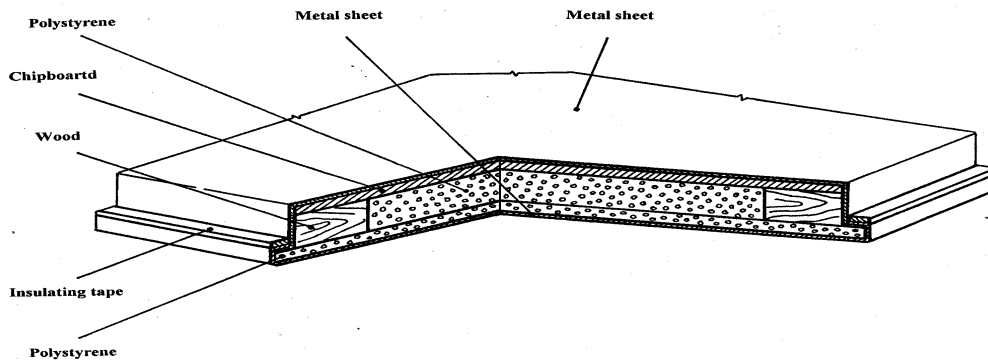


Table A:

Model number Item - (# steps)	Rough opening Width (s) x length (d)	Weight of the unit	Model number Item - (# steps)	Rough opening Width (s) x length (d)	Weight of the unit
6427 -	22-1/2" x 27-1/2"	115 lbs	6439 -	22-1/2" x 39-1/2"	130 lbs
6431 -	22-1/2" x 31-1/2"	120 lbs	6443 -	22-1/2" x 43-3/8"	135 lbs
6435 -	22-1/2" x 35-1/2"	125 lbs	6447 -	22-1/2" x 47-3/8"	140 lbs
6543 -	22-1/2" x 43-3/8"	145 lbs	6547 -	22-1/2" x 47-3/8"	150 lbs
6227 -	27-1/2" x 27-1/2"	115 lbs			
6231 -	27-1/2" x 31-1/2"	120 lbs	6331 -	27-1/2" x 31-1/2"	145 lbs
6235 -	27-1/2" x 35-1/2"	125 lbs	6335 -	27-1/2" x 35-1/2"	150 lbs
6239 -	27-1/2" x 39-1/2"	130 lbs	6339 -	27-1/2" x 39-1/2"	155 lbs
6243 -	27-1/2" x 43-3/8"	135 lbs	6343 -	27-1/2" x 43-1/2"	160 lbs
6247-	27-1/2" x 47-3/8"	140 lbs	6347 -	27-1/2" x 47-3/8"	165 lbs

Each model can have 8, 9 10 or 11 steps. When ordering, you will have to choose the correct number of steps for your ceiling height and complete the item number by indicating the number of steps needed for your ceiling height. Example: Item 6227 for ceiling height of 7' will require 8 steps. Therefore, the complete item number to order will be 6227-8. If your ceiling height is between 7' 6" and 8' 5", 9 steps is needed and the item number to order will be 6227-9.

Table B : Number of steps required

Number of steps	Floor to ceiling height (A)	Swing clearance ( R )	Landing space ( C )
8	6' 11" to 7' 6"	68"	55"
9	7' 6" to 8' 5"	74"	60"
10	8' 5" to 9' 4"	80"	65"
11	9' 4" to 10' 3"	86"	70"

Note: Steps may be slightly angled at minimum and maximum ceiling height.

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# Warranty

Prior to requesting warranty service, contact:

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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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