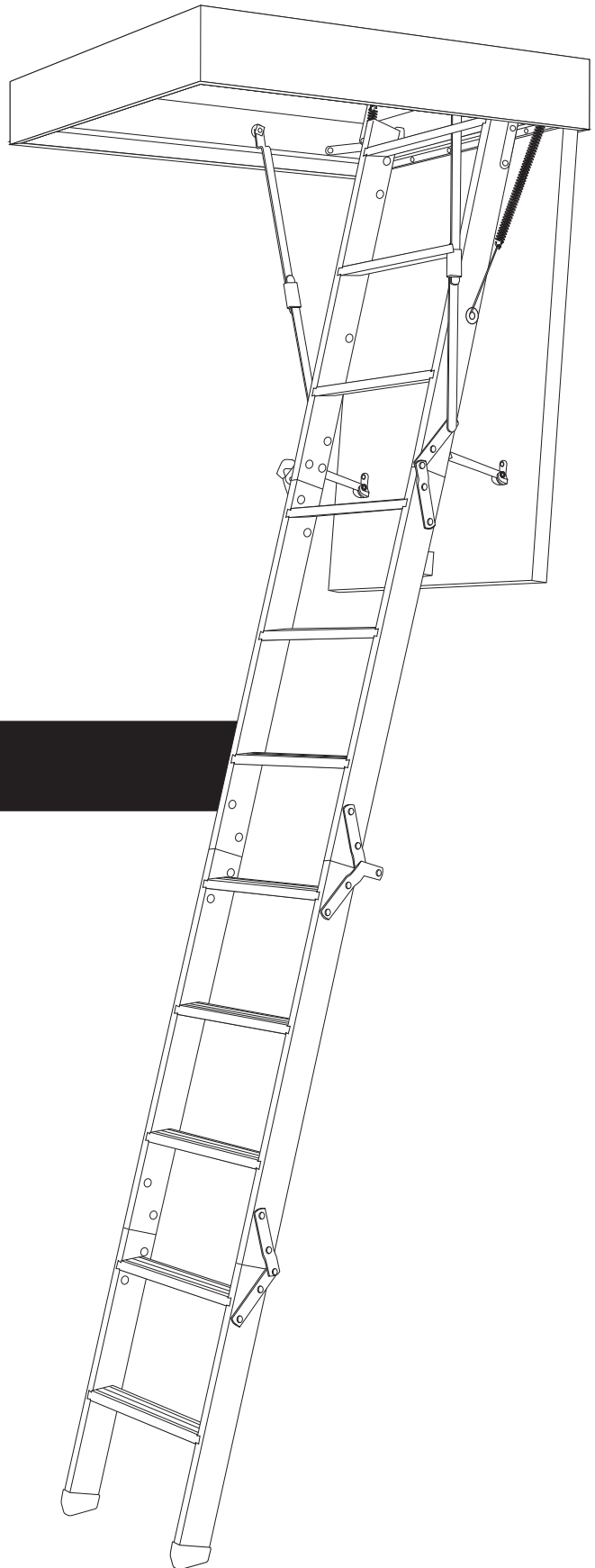




**Loft Ladder**

# **4 Section Stowaway®**

**Installation Instructions**



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# SAFETY & OPERATION

**IMPORTANT! Please read all these installation instructions before starting to install your loft ladder.**

If a separate ladder is being used to aid with the installation of this loft ladder, then the ladder should be high enough to allow you to climb up into the loft without exceeding the maximum permitted safe working height. The ladder must bear a load corresponding to the weight of the fitter plus the weight of the loft ladder.

Do not use the ladder as an access passage during building or renovation work. Do not install the ladder if the ceiling height exceeds the maximum ceiling height stated in the installation instructions or on the product label.

For safety, always face the ladder when climbing up and down and grip at least one stile of the ladder. The ladder must be used only by one person at a time.

Do not use the ladder if it is faulty or damaged. The springs are very taut. Take care when fitting springs. Only fit the spring mechanism when the ladder is folded (i.e. the springs are under least tension). Great care should be taken when removing springs. If the ladder is delivered unassembled, read the assembly instructions carefully before assembling and installing the ladder.

The ladder is tested to 150kg (maximum load). A load in excess of 150kg may cause damage to the ladder and constitutes a risk of personal injury.

NB! Lubricate all moving metal parts with oil immediately after assembly. Parts must subsequently be lubricated at least once a year.

Pre-Use and periodic checks:

- Check stiles and treads are not split, warped, bowed, loose, rotten or otherwise damaged.
- Check all screws, bolts and nuts are secure and tight (do not overtighten).
- Check trapdoor locks into position correctly.
- Check metal parts are not corroded or otherwise damaged.
- Check all hinges operate smoothly (lubricate periodically – see label on trapdoor).
- Check ladder sections operate smoothly when opened.
- Check ladder sections are straight when fully opened.
- Check ladder feet rest firmly on the floor.
- Check ladder sections are flat and correctly positioned once folded.

**EN14975**

This product complies with the European Standard EN14975:2006+A1:2010.



Weight of Total Loft Ladder Kit

## USE

- Never use this loft ladder for purposes for which it has not been designed, such as trade or building work.
- Never use this product unless it has been fully, and correctly, installed.
- Fully open trapdoor before unfolding the ladder.
- Ensure the springs and connecting wires have not become trapped or snagged.
- Ensure the springs and connecting wires are correctly positioned and are secure.
- Fully unfold ladder before use.
- Ensure both ladder feet rest firmly on the floor before climbing the ladder.
- Inspect the ladder before climbing (see above) – do not use if damaged.
- Only wear suitable footwear whenever ascending or descending the ladder.
- Maintain 3 points of contact by gripping the handrail or ladder stiles when ascending or descending.
- Do not overload the ladder by carrying heavy objects.
- Take care when carrying awkward shaped objects up and down the ladder.
- Keep a firm grip on anything being carried to prevent the object falling.
- Only ascend and descend the ladder by facing the treads.
- Never exit the ladder by stepping away from the treads.
- Ensure the trapdoor is securely locked after use.

## SAFETY WARNING

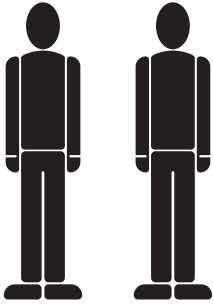
- Beware of finger trap hazards.
- Assembled springs are under tension and could cause the trapdoor to close without warning.
- DO NOT climb or descend ladder until fully installed and trimmed to correct length.
- Power tools should ONLY be used to secure the casing to the rafters.
- Ensure rafters are sound, secure and capable of supporting the weight of the ladder.



DO NOT overtighten the wood fixing screws. Overtightening of the wood fixing screws may cause them to become loose resulting in the detachment of the parts and cause a serious injury.

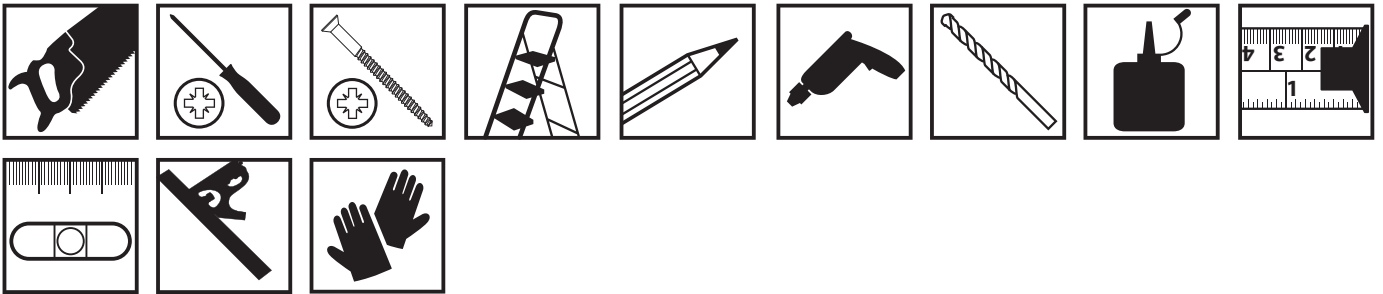
# INSTALLATION REQUIREMENTS

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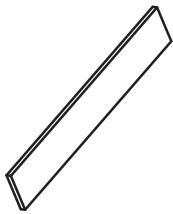


Two persons are required to install this product.

## Tools Required:

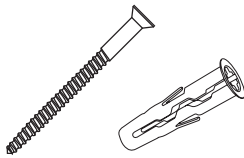


## Additional Components Required:



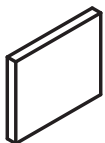
To temporarily support the ladder during installation, we recommend the use of two suitable timber battens, supports, planks.

Each supporting batten should be able to be fitted securely across the full width of the loft opening and capable of supporting the full weight of the assembled ladder.



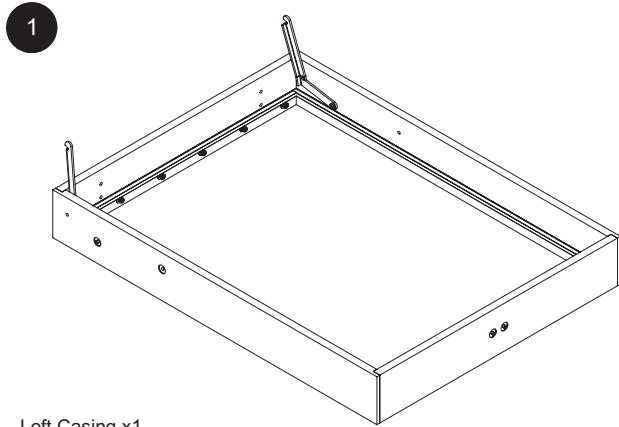
Additional screws are required to fix the casing frame to the vertical surfaces of the ceiling joists. Include suitable wall plugs if fitting into brickwork/concrete.

Please see diagram on page 8 (step 6) to calculate minimum size.

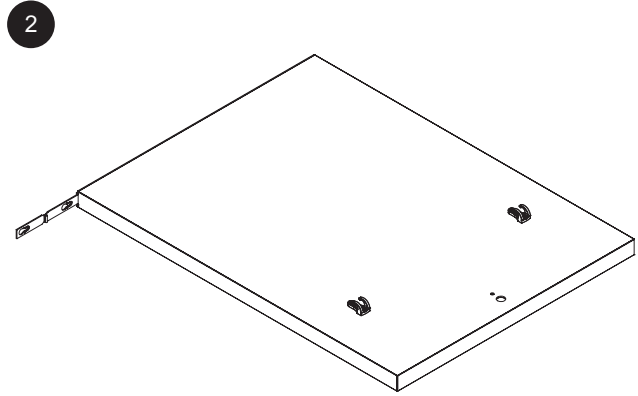


Timber packing pieces to install between the loft ladder casing and the ceiling joists.

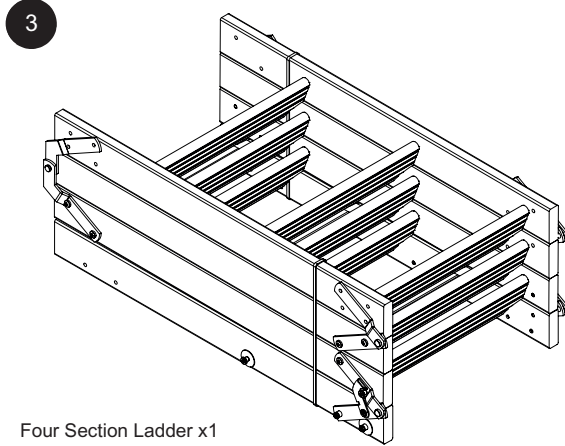
# PRODUCT CONTENTS



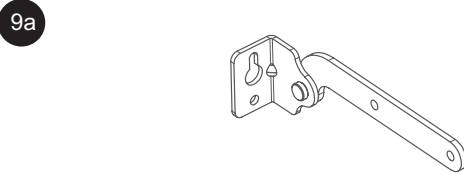
Loft Casing x1



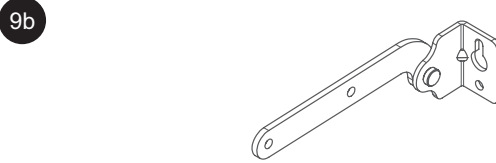
Trapdoor x1



Four Section Ladder x1



Connection - Ladder/Casing Left x1



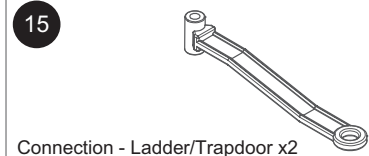
Connection - Ladder/Casing Right x1



Support Arms x 2



Springs x2



Connection - Ladder/Trapdoor x2



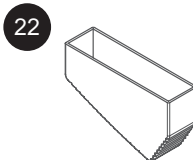
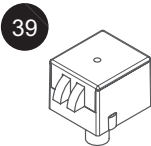
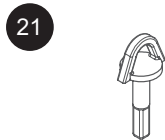
Spring Connectors,  
Long x2



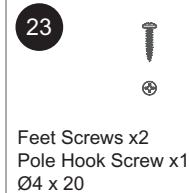
Spring Connectors,  
Short x2



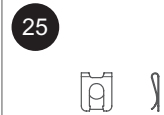
Plastic Lock Set x1



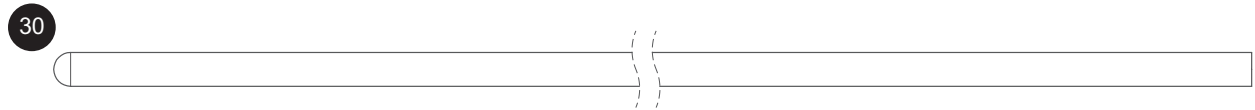
Feet x2



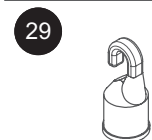
Feet Screws x2  
Pole Hook Screw x1  
Ø4 x 20



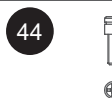
Spring Clips x6



Stowage pole x 1



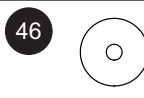
Pole Hook x1



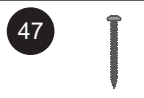
Support Arm  
Screws x2  
M6 x 18mm



Connection -  
Ladder/Casing  
Screws x4  
M6 x 20mm



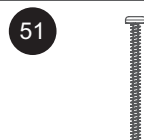
Support Arm  
Washers x2  
Ø7 x Ø30mm



Plastic Lock Set  
Screws x40  
Ø4



Connection -  
Ladder/Casing  
Screws x4  
& Section Hinge  
Screws x8  
M6 x 25mm



Spring  
Bracket  
Screws x2  
Ø6 x 80mm

# PRE-INSTALLATION

## Hatch Opening Adjustments (if required)

Minimum / recommended hatch opening size:

**0.93 x 0.6 (m)**

We recommend that you wear goggles, gloves and a mask for protection from falling dust and other particles from the loft. Remove all items of furniture from the work area. Cover the floor. Frame and cut the opening through plaster/other ceiling material. This allows space for spacer blocks and ensures that the loft ladder is fitted perpendicularly. If the loft ladder cannot be fitted in the normal way, i.e. parallel with the ceiling joists, contact a qualified craftsman for advice. Figures 1, 2 and 3 show how to frame the ceiling opening. If you fit the loft ladder parallel to the existing ceiling joints, only single ceiling joists and single transverse joists are required.

If you fit the loft ladder at right angles to the joists, you will need to make double transverse joists of the same size as the existing ceiling joists.

**WARNING:** If the ceiling joists are made in a material other than timber, e.g. steel, contact a qualified craftsman. Never cut through a load-bearing joist without advice from a qualified craftsman. Take great care when cutting ceiling joists. For safety's sake, if there is no loft flooring, lay planks across the ceiling joists to allow safe passage in the loft during installation.

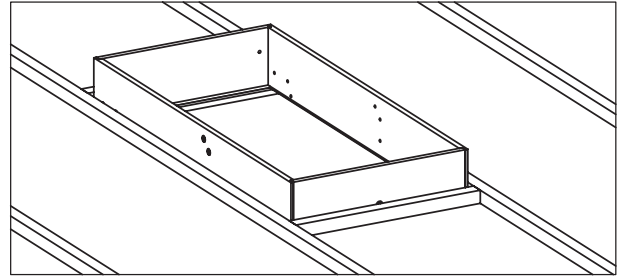


Figure 1

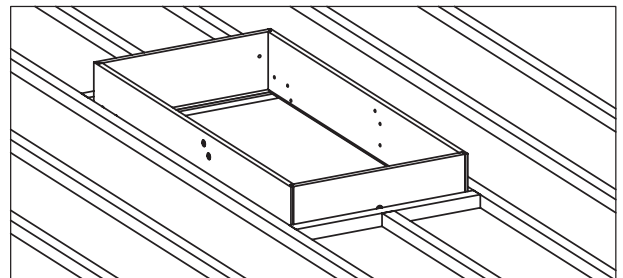


Figure 2

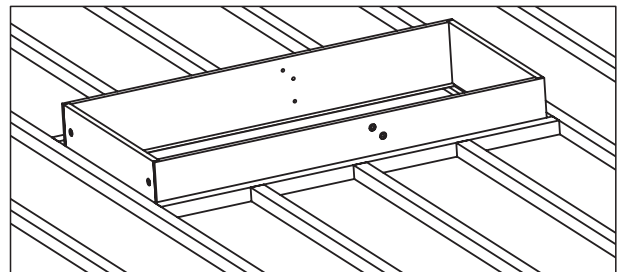


Figure 3

# INSTALLATION

To ensure that the product is assembled and fitted correctly, these instructions should be followed carefully. If you have any difficulties, contact an expert for installation advice.

**WARNING:** DO NOT DISMANTLE the loft ladder once it has been assembled.

**NB!** For models in which the ladder is fixed to the trapdoor. If, during installation, you wish to detach the ladder to reduce the weight of the loft ladder, loosen the screws between the metal bracket and the ladder itself. Do not loosen the screws on the trapdoor as these can easily be overtightened when reassembled.



An overtightened screw may lose its grip on the timber and, in serious cases, fall out.

## Positioning the Loft Ladder

Wear gloves when removing insulation material. Check that the area selected for positioning the ladder is unencumbered by electrical wiring, water pipes, heating/cooling pipes, etc. If necessary, get a qualified craftsman to remove such encumbrances. Make sure that there is sufficient clearance (distance C) for the ladder to rest on the floor. Make sure that there is sufficient space for the ladder to fold out to its full length (B) (see figure 4).

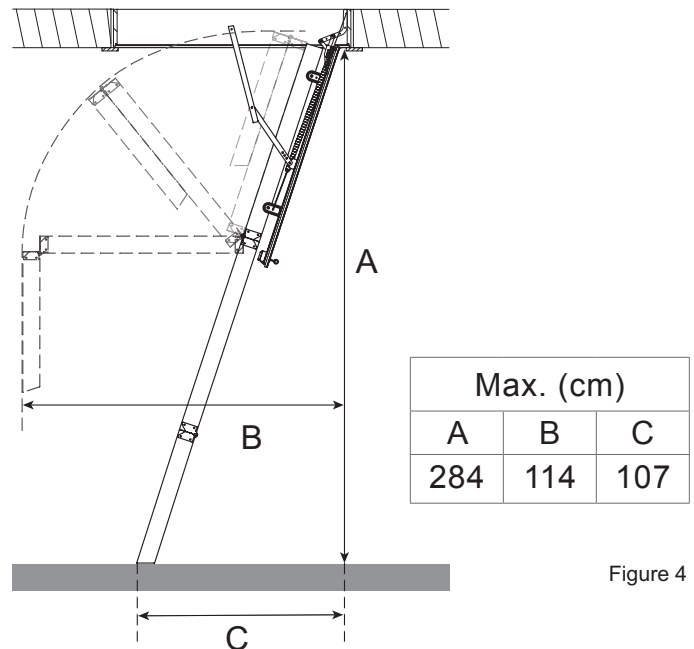


Figure 4

## Fitting Temporary Supports

To keep the loft ladder in place in the ceiling opening during installation, you are advised to fit the support battens or planks.

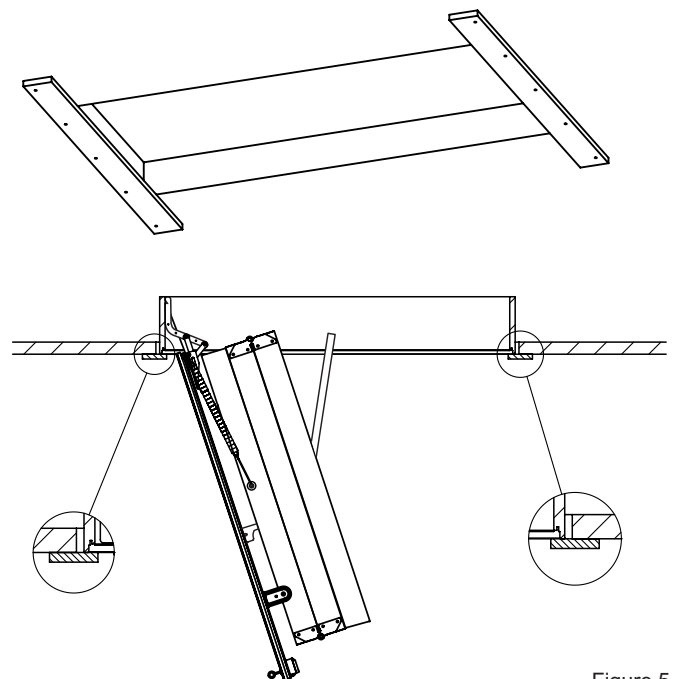


Figure 5

# INSTALLATION

## Attaching the Loft Ladder

Using a separate ladder, one fitter goes up into the loft, taking all the tools they need. The other fitter remains below.

Lift the loft ladder up into the loft. Before lowering the loft ladder into the opening from above, attach two supporting planks under the ceiling opening. The loft ladder rests on these supports (see figure 5). Carefully lower the trapdoor and the fold the loft ladder so that the frame can be attached to the ceiling opening. Make sure that the loft ladder is level and perpendicular. Attach loft ladder with adequate screws, allow at least half the total screw length to penetrate the ceiling joists, specified within Installation Step '06' on page 8 (three on long side and two at each end). Don't forget to attach blocks on the back of the fixing points (see figure 6). When the loft ladder is firmly attached, remove supports.

**WARNING:** DO NOT use the loft ladder before it is firmly attached to the opening and adjusted to the correct ceiling height.

The space between the loft ladder and the joist construction must be well-insulated to avoid thermal bridges.

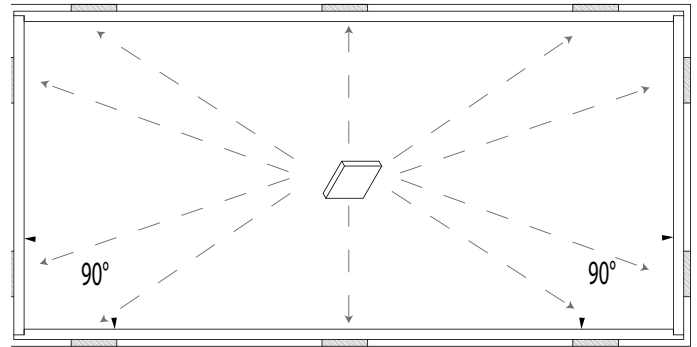
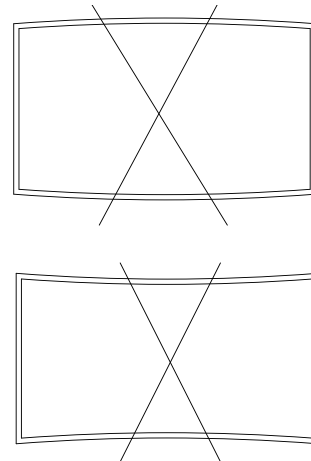
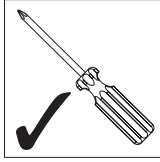
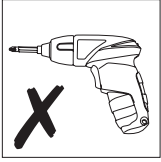


Figure 6



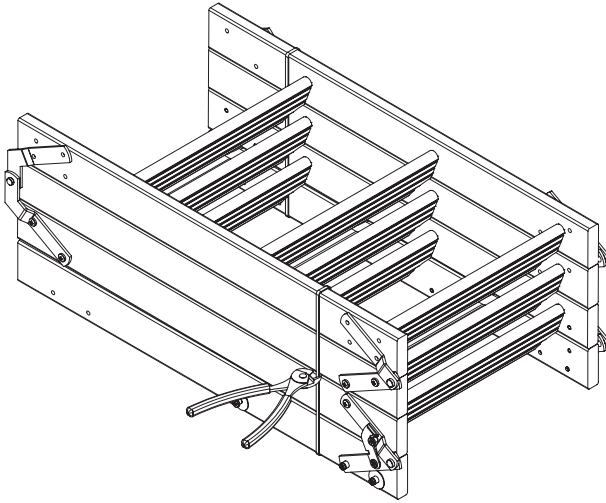


# INSTALLATION

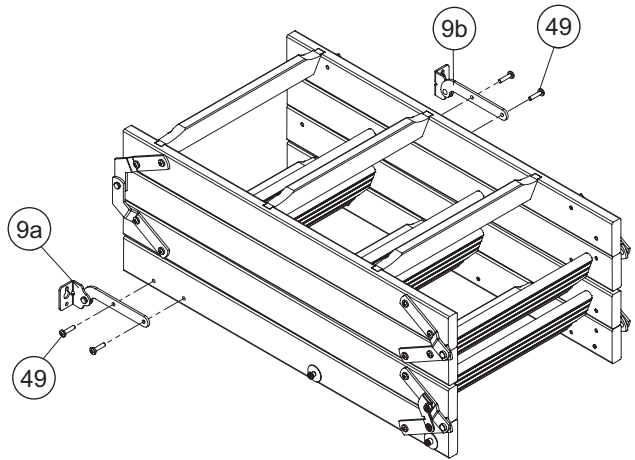


During steps 3, 4 and 5 the wood screws must be fitted manually using a screwdriver – **DO NOT** use power tools.

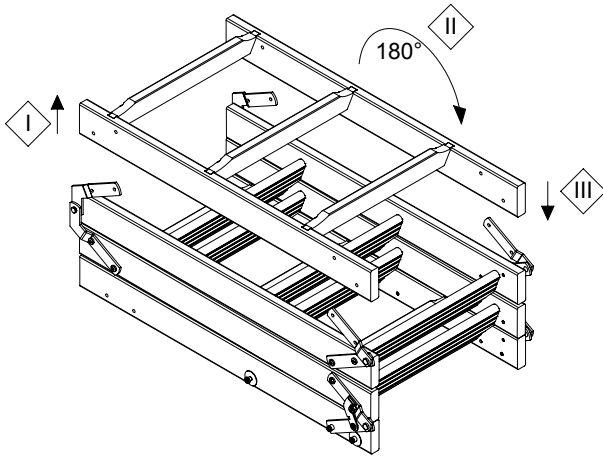
## STEP 1



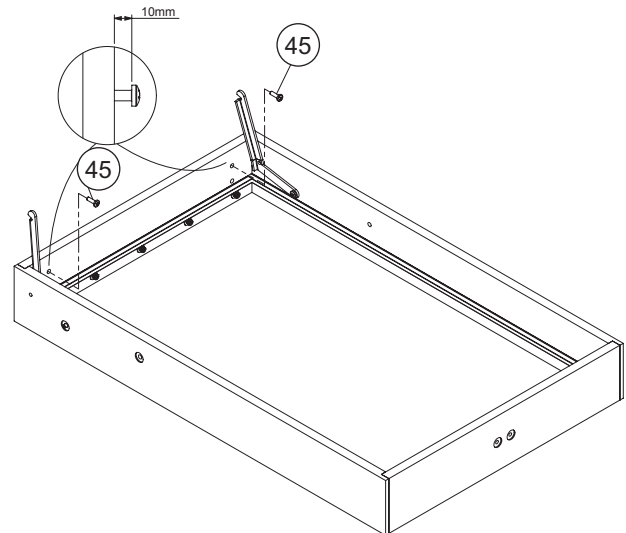
## STEP 4



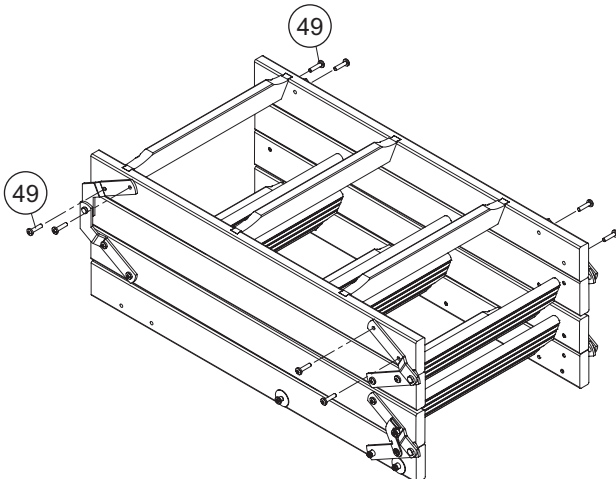
## STEP 2



## STEP 5



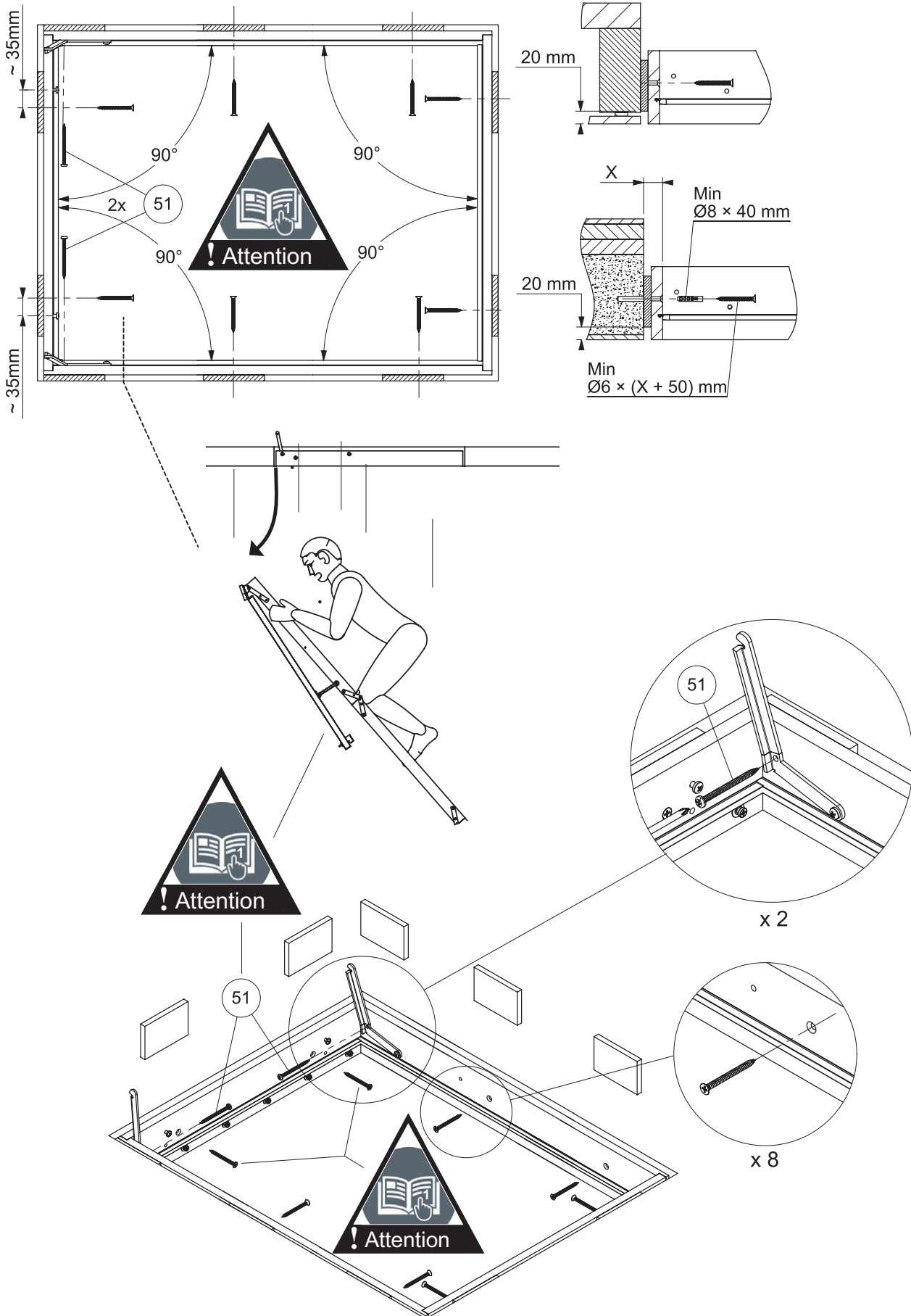
## STEP 3



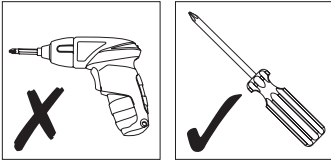
**DO NOT** overtighten the wood fixing screws. Overtightening of the wood fixing screws may cause them to become loose resulting in the detachment of the parts and cause a serious injury.

# INSTALLATION

## STEP 6

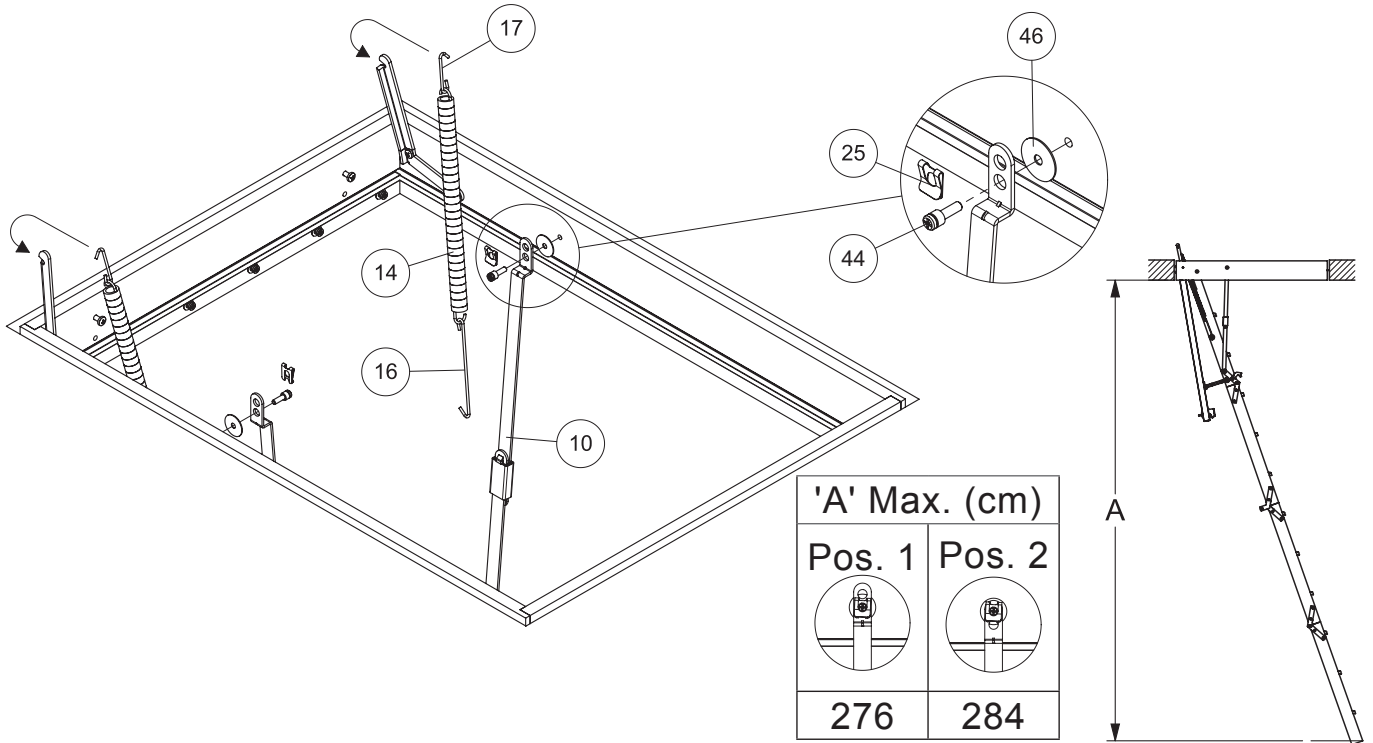


# INSTALLATION

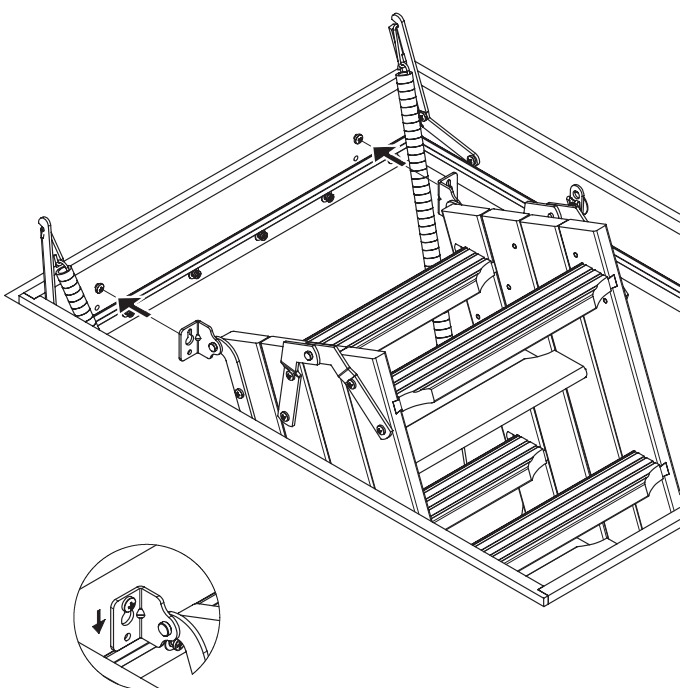


During steps 7, 8 and 9 the wood screws must be fitted manually using a screwdriver – **DO NOT** use power tools.

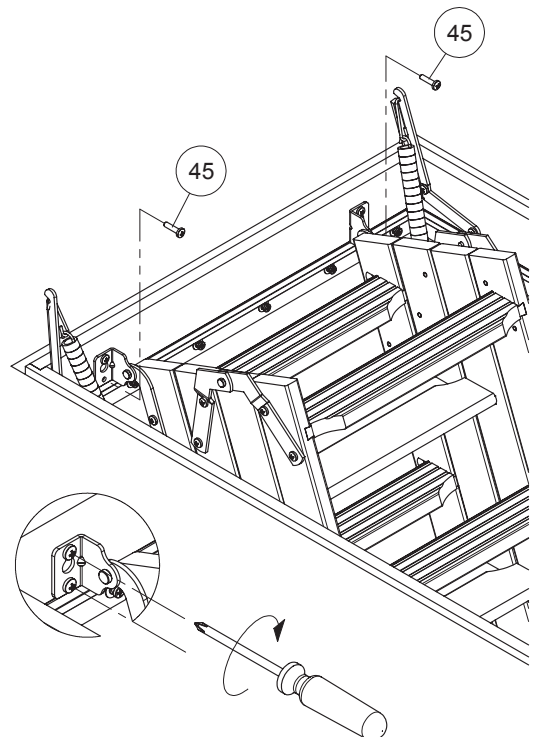
## STEP 7



## STEP 8

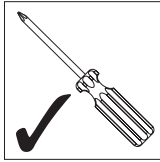
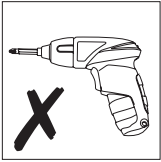


## STEP 9



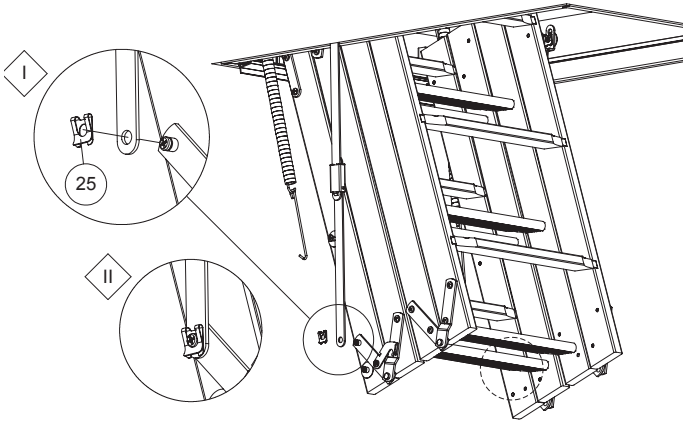
**DO NOT** overtighten the wood fixing screws. Overtightening of the wood fixing screws may cause them to become loose resulting in the detachment of the parts and cause a serious injury.

# INSTALLATION

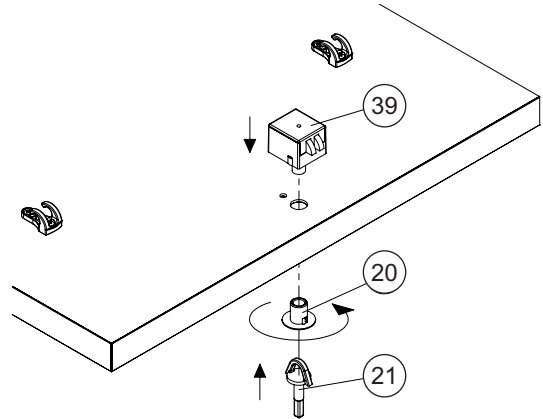


During steps 14 and 15 the wood screws must be fitted manually using a screwdriver – **DO NOT** use power tools.

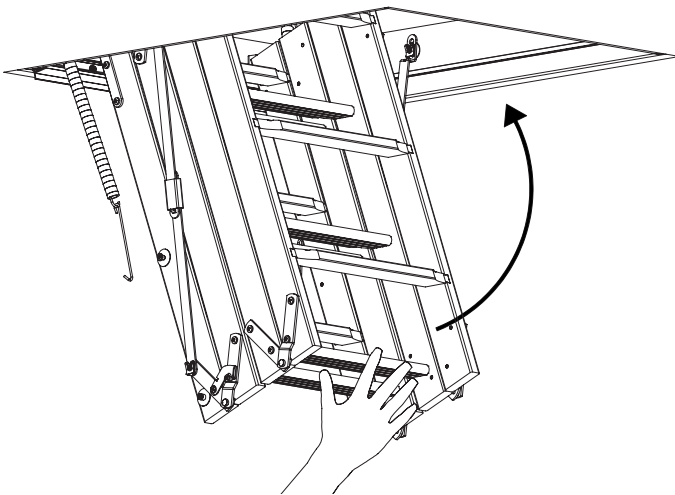
## STEP 10



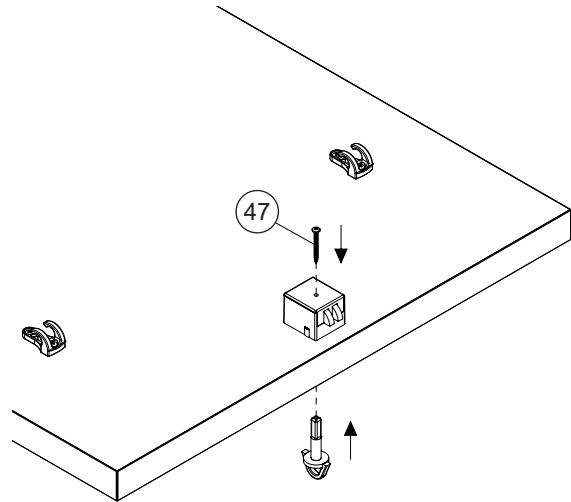
## STEP 13



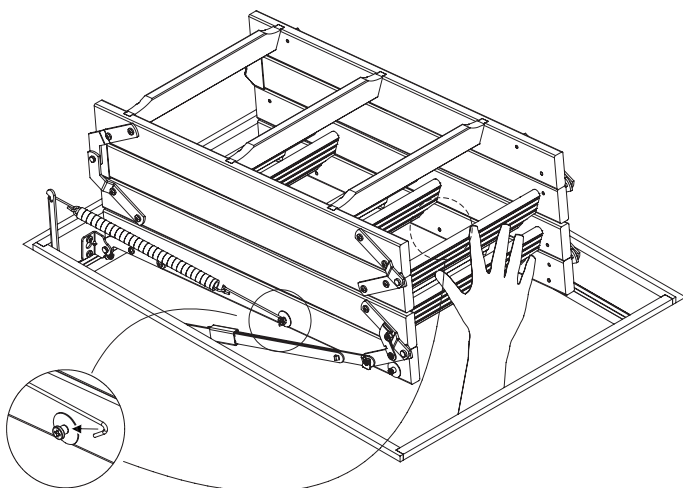
## STEP 11



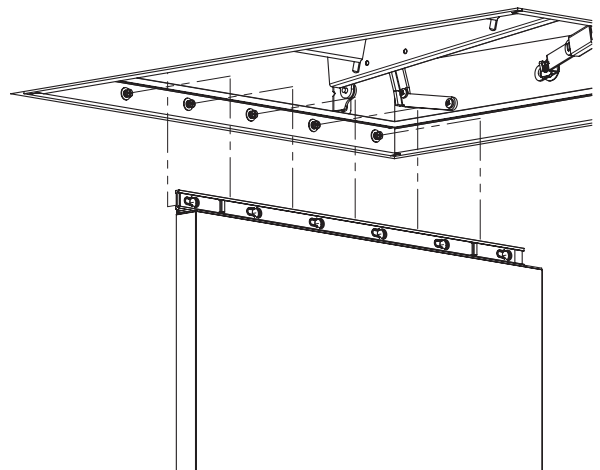
## STEP 14



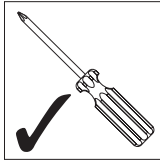
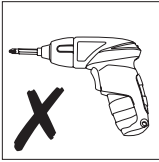
## STEP 12



## STEP 15

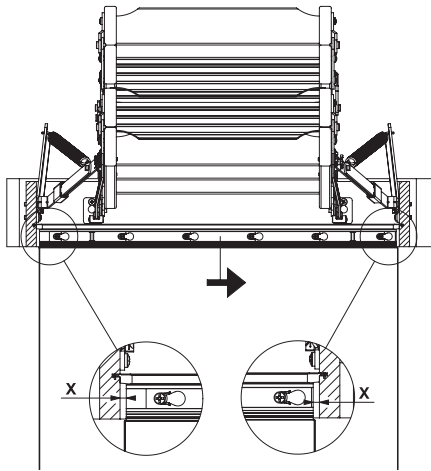


# INSTALLATION

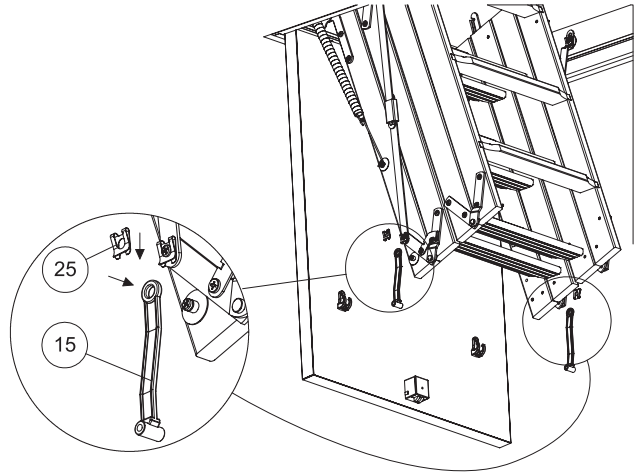


During step 17 the wood screws must be fitted manually using a screwdriver – **DO NOT** use power tools.

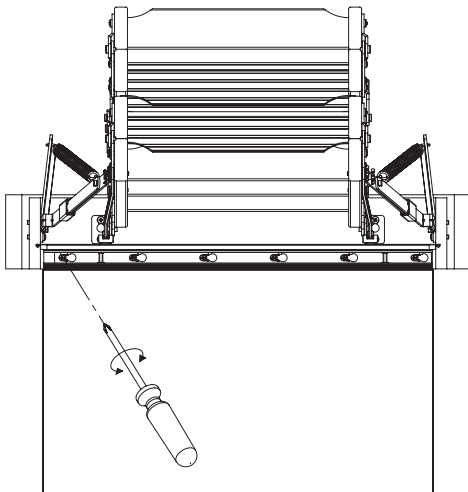
## STEP 16



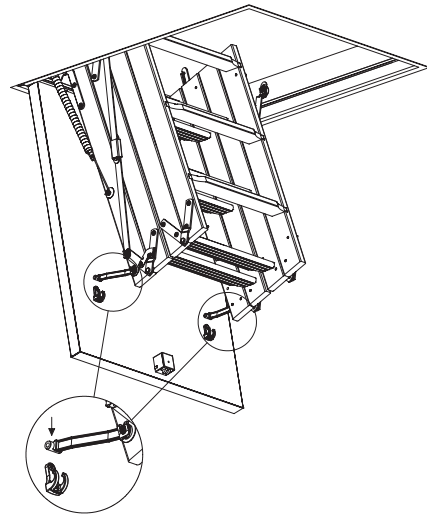
## STEP 19



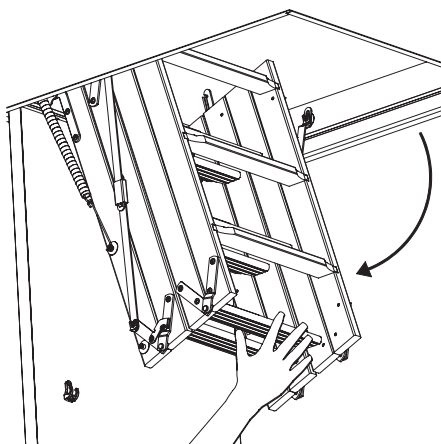
## STEP 17



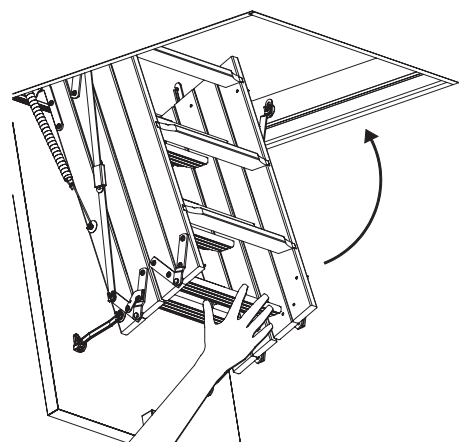
## STEP 20



## STEP 18

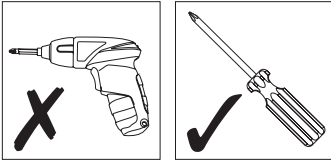


## STEP 21



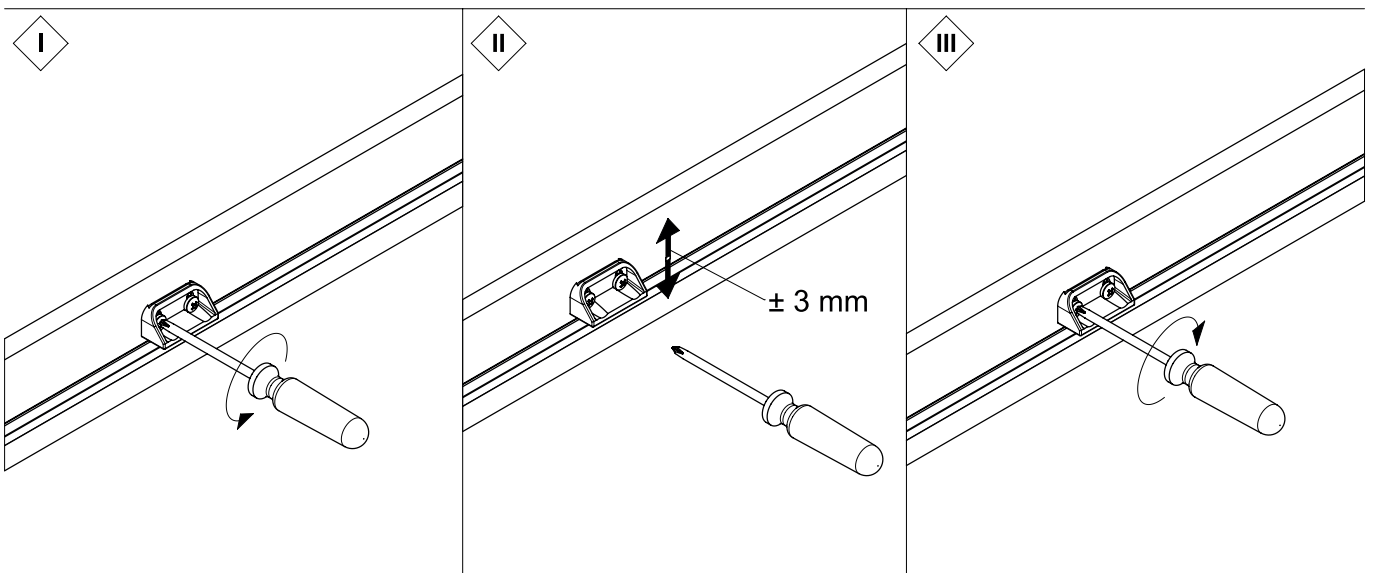
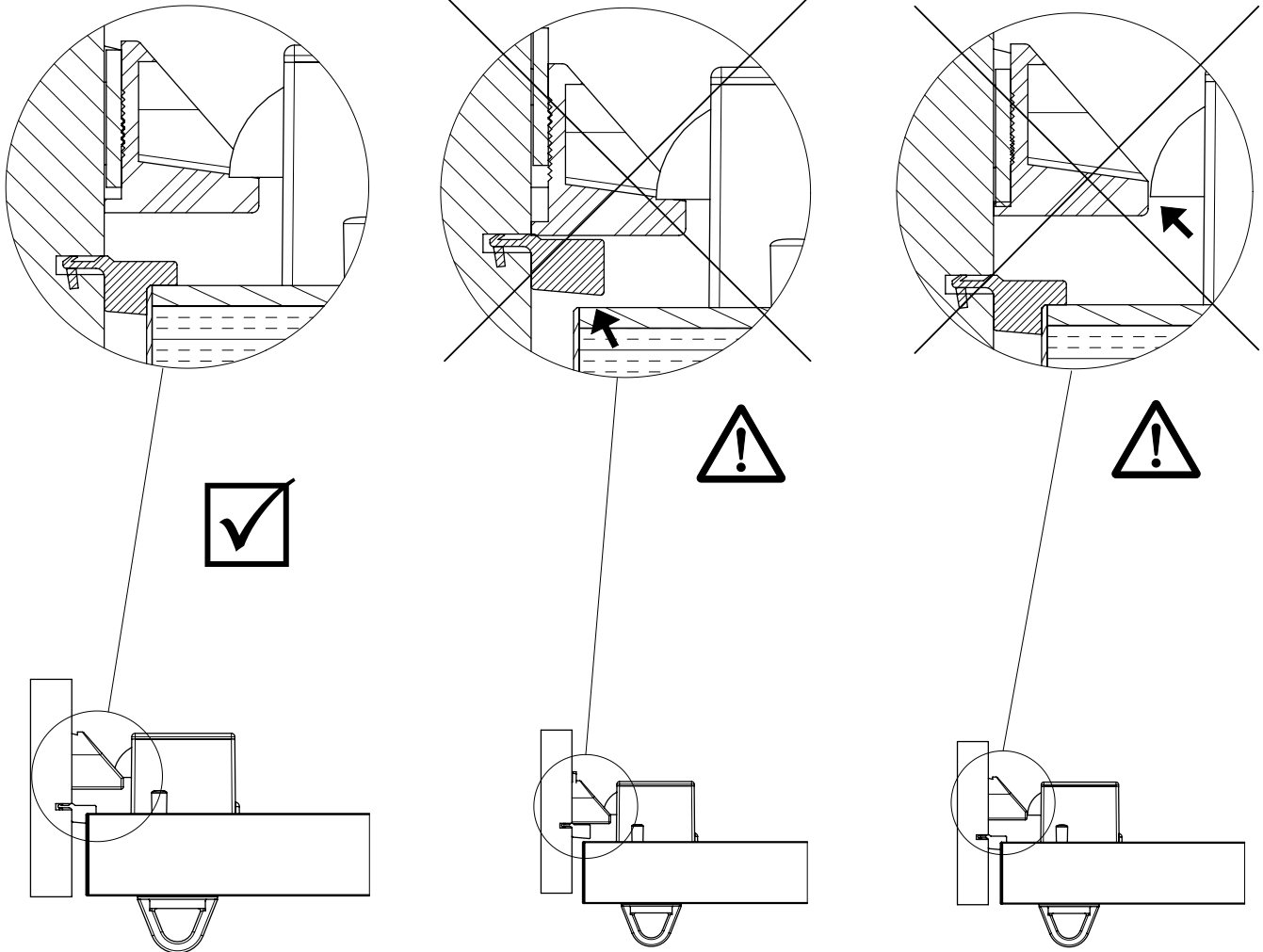
**DO NOT** overtighten the wood fixing screws. Overtightening of the wood fixing screws may cause them to become loose resulting in the detachment of the parts and cause a serious injury.

# INSTALLATION



During step 22 the wood screws must be fitted manually using a screwdriver – **DO NOT** use power tools.

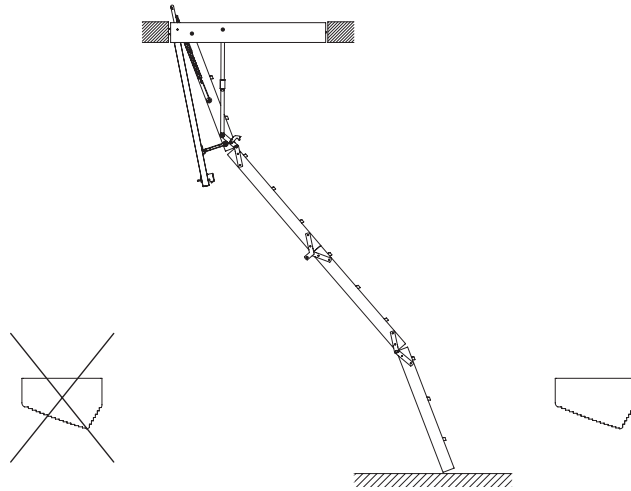
## STEP 22



**DO NOT** overtighten the wood fixing screws. Overtightening of the wood fixing screws may cause them to become loose resulting in the detachment of the parts and cause a serious injury.

# INSTALLATION

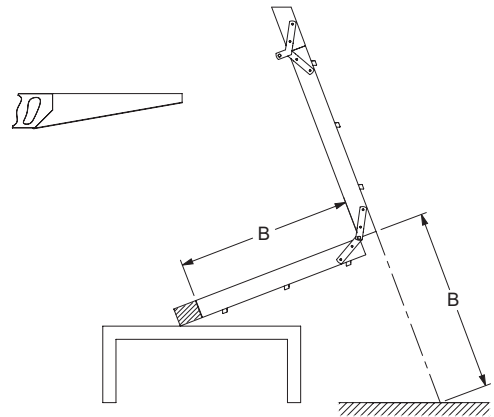
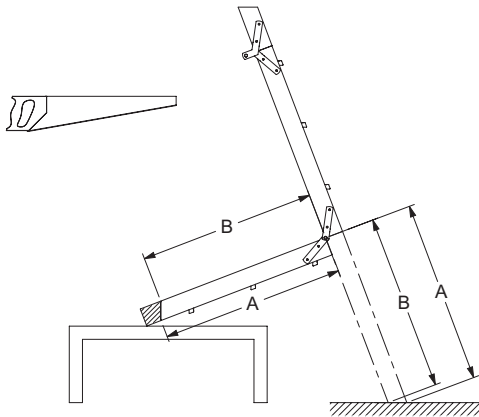
## STEP 23



## STEP 24



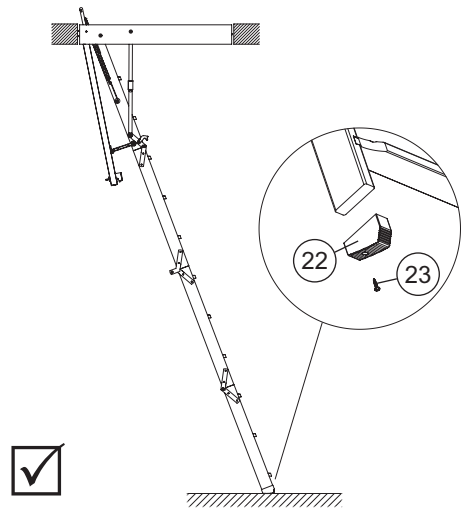
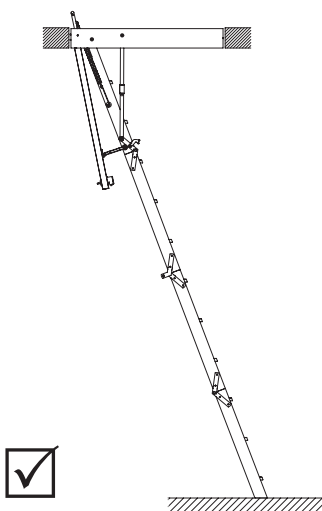
## STEP 24



## STEP 25



## STEP 25



THE INSTALLATION OF YOUR **WERNER STOWAWAY®**  
IS NOW COMPLETE.

## CARE & MAINTENANCE

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- Repairs and maintenance shall be carried out by a competent person and be in accordance with these instructions.

NOTE: A competent person is someone who has the skills to carry out repairs or maintenance, e.g. trained by the manufacturer.

- For repair and replacement parts, contact Werner UK Sales & distribution Ltd. on **01621 745 900** or email **uk.customercare@wernerco.com**.
- Ladders shall always be operated in accordance with the producer's instructions.

- Timber loft ladder stiles and treads should not be painted or varnished.
- Periodically lubricate all moving parts with light oil.
- Periodically clean all timber parts to prevent the build-up of dirt, grease and other contaminants.
- For traceability purpose it can be identified by the manufacturing date or serial number, these can be found on the trapdoor.

## GUARANTEE

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Guarantee includes faults arising from defects in workmanship or materials except for -

- Ordinary wear and tear of the product.
- Damage caused by misuse or abuse of the product.
- Damage caused by failure to comply with all written warnings and instructions for the product.
- Damage caused by an attempted repair of the product.

**Material** - means a material or component used by Werner UK Sales & Distribution Ltd. in the manufacture of the product.

**Workmanship** - means the handling, assembly and manufacturing processes performed by or on behalf of Werner UK Sales & Distribution Ltd. in order to manufacture the product.



**Werner UK Sales & Distribution Ltd.**

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