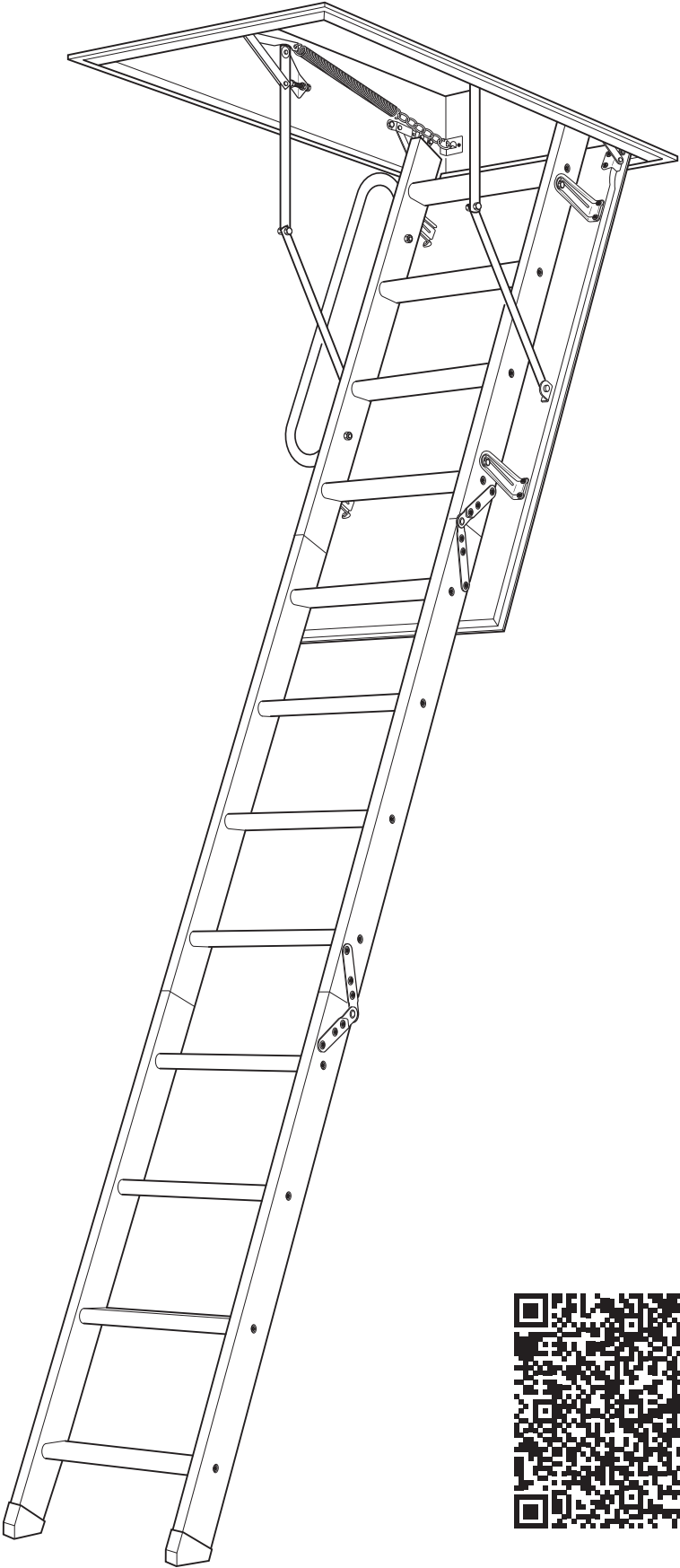


EnviroFold

USER GUIDE & INSTRUCTIONS



CONTENTS

CARING FOR THE ENVIRONMENT

Disposal of packaging

Your loft ladder is supplied in a heavy duty cardboard box, which is easily recycled either with your household collection or at a local authority recycling centre. The plastic sheet cover is not currently recycled and should be disposed of in your general waste collection.

Disposal of your old ladder

If this TB Davies loft ladder is replacing an existing ladder, care should be taken to remove the ladder safely. Aluminium and timber loft ladders can be recycled easily at your local authority recycling centre.



ISO 7010-M002

WARNING & SAFETY INSTRUCTIONS

This loft ladder complies with current safety requirements. Inappropriate use can, however, lead to personal injury and damage to property.

To avoid the risk of accidents and damage to the loft ladder, please read these instructions carefully before using it for the first time. They contain important information on its safety, use and maintenance.



ISO 7010-W008

This loft ladder was manufactured in accordance with international safety regulations and conforms to EN14975, a European safety standard for loft ladders. Please familiarise yourself with these instructions **BEFORE** commencing with the installation.

We also recommend you understand the steps involved in fitting this loft ladder by watching a demonstration of the installation process on the following link - <https://www.tbdavies.co.uk/loft-ladder-installation-video/>

These instructions contain important and essential steps on installation and safety when using your loft ladder. Keep these in a safe place for future reference and ensure that new users are familiar with the content. Pass them on to any future user.

Manufacturer and seller shall bear no liability for failure to comply with the applicable law, building codes and safety requirements by the user of the product, architect, fitter and owner of the building.

The loft ladder is clearly identified on the ID label on the inside of the loft hatch. This shows the Manufacturers Part Number (MPN), EAN Barcode and Date of Manufacture.

This loft ladder product is designed to be permanently fixed in place and is intended to be used inside domestic homes and similar working and residential environments. It is not designed to be a thoroughfare between two floors.











The loft ladder is not designed for outdoor use.

TB Davies cannot be held responsible for incorrect installation or inappropriate usage.

This loft ladder is not intended for use by children or those with reduced sensory, physical or mental capabilities. Please ensure that the loft ladder is retracted and not left open and unattended when not in use.

Care should be taken to ensure that boxes and items being carried into the loft space do not cause you to lose your footing or balance.

GENERAL SAFETY

	This loft ladder is designed for one person to use at a time		Do not use a damaged ladder
	Ensure that you use the loft ladder in the correct upright position		Do not carry heavy items as you may lose your balance or go over the weight limit of the ladder
	Always ascend/descend facing the ladder		Do not descend or ascend facing away from the ladder
	Maximum weight of the user, including boxes or items being carried into or out of the loft space		Do not stand off the ladder without maintaining contact with a 3rd point, which could be a railing or balustrade
	Ensure the ladder is set at the correct angle		Do not use unsuitable footwear

Always keep a secure grip on the ladder. Open the loft hatch carefully, remembering that objects may have moved since last opening. Be aware of the pinch points, in particular when open and closing the ladder section.

Do **NOT** stand on the loft hatch from above.

TECHNICAL SAFETY

Please follow the installation instructions and ensure that the ladder is installed correctly. If you have any doubts about your ability to install this loft ladder, you should immediately stop and call a qualified trades-person to complete the task.

Familiarise yourself with the pinch points to avoid personal injury. [See Page 5.]

NOTE: that the springs are tensioned when in position.

Care should be taken to ensure that the bolts are secured and not loose.

Never force the door to open or to pull the loft ladder section down. This could damage the integrity of the loft ladder and cause personal injury.

Only climb the loft ladder when fully installed and the frame is securely fixed to the joists. Failure to do so could result in personal injury.

INSTALLATION PROCESS

TECHNICAL SAFETY - CONTINUED

Do not modify or make alterations to this loft ladder.

Ensure that your loft space is dry and not damp, or that the loft ladder is exposed to water, which over time can cause the loft ladder to be compromised, leading to personal injury.

We recommend installing the TB Davies Balustrade Kit to secure the loft opening and prevent falls into the space below.

BEFORE FIRST USE

Check the following:

- The treads and stiles are not split
- The screws/nuts/bolts are secure and not loose
- The hatch opens/closes without any resistance or interference and does not catch on the frame
- Check metal parts are not corroded or damaged
- Ensure that you annually lubricate all metal moving parts
- Ensure that the ladder section is not warped or damaged

FURTHER HELP

If you require any further advice or assistance please visit www.tbdavies.co.uk or email support@tbdavies.co.uk or call our technical support helpline on 029 2132 000.

SAFE ASSEMBLY, FITTING & INSTALLATION

Begin by unpacking the loft ladder and identify all the pieces against the instructions, shown on Page 5 & 6. Ensure the loft ladder is not damaged during transport. If damaged, please contact our sales team on 029 2132 0000.

Ensure safe access to your loft space and, if necessary, a safe working platform is available before attempting to install.

Ensure adequate lighting, particularly where detailed or intricate work, is required.

We recommend using goggles and a mask to protect you from dust and other particles generated from fitting the loft ladder.

Ensure the loft ladder fits your loft space and ceiling height of the room below. The maximum floor to ceiling height is 2.8m (9ft 2 inches). The maximum weight capacity is 150kg, which includes the person and any items carried.

Carefully clear the area where the loft ladder is being installed to ensure that you are screwing the frame into joists and not metal, cables or pipework. Ensure that electrical cabling or pipework is not hidden. Consider laying planks of wood to take your weight to avoid falling through the ceiling.

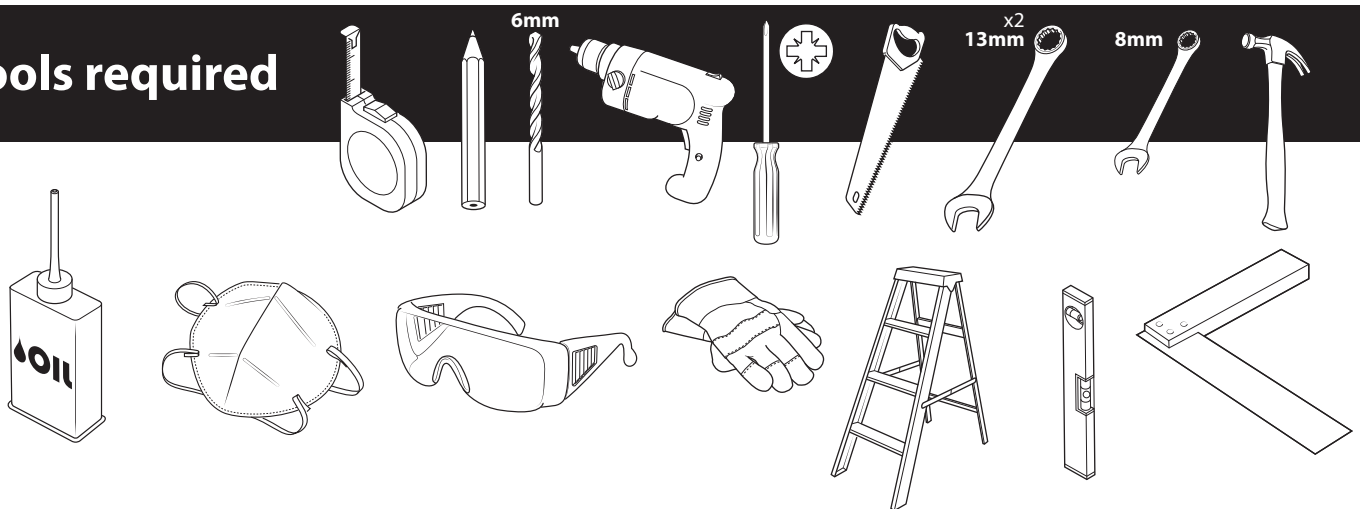
If your joists are not made from timber, please seek specialist advice.

Depending on the size of your loft opening, you may require spacer blocks to ensure a tight fit. Ensure that the frame is level and squarely fitted, otherwise, it will not operate correctly. We recommend fitting temporary battens to support the loft ladder during installation.

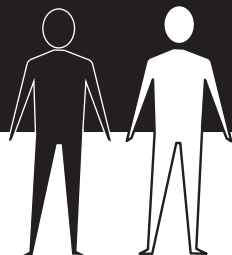
Ensure that you **DO NOT** cut through a load-bearing joist.

Safe operation of this loft ladder can only be guaranteed if correctly installed. If you do not feel qualified to fit, you should immediately stop and call a qualified trades-person to complete the task.

Tools required



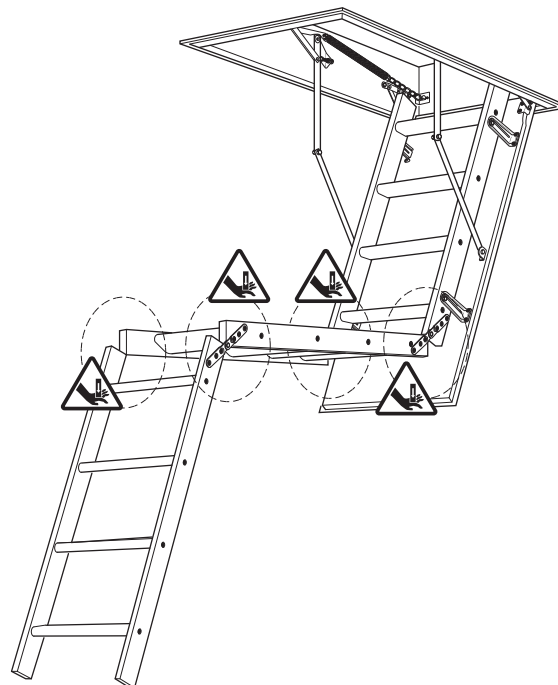
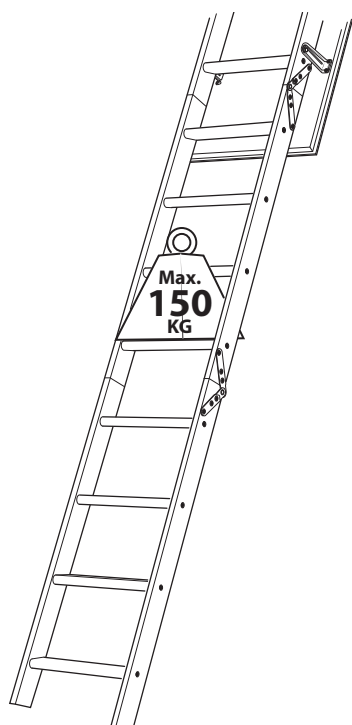
People needed



You will also need (not supplied)



QTY 10_Ø6mm/shaft
70mm min/thread depth 40mm min



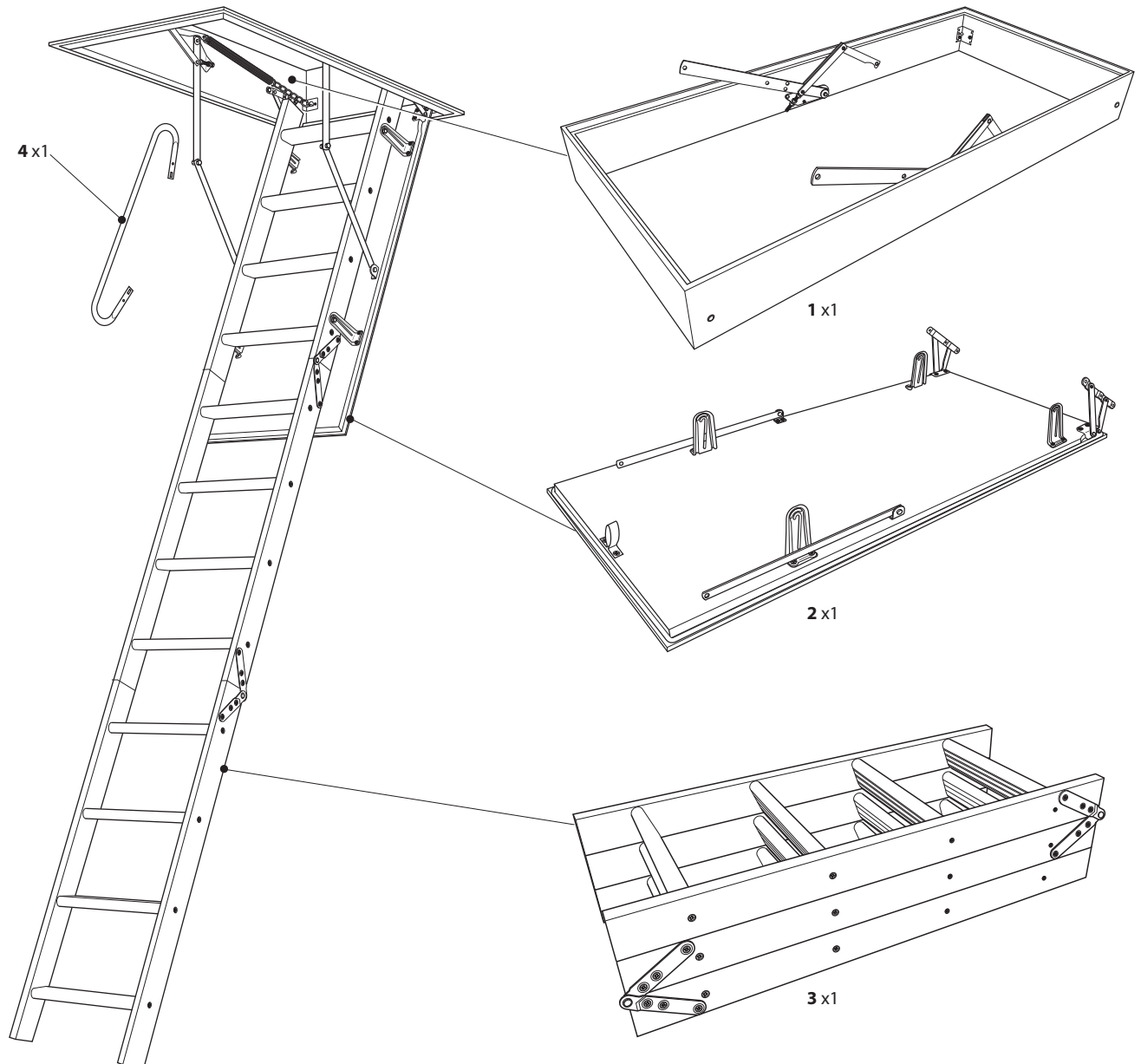
WARNING! Please be aware of all the safety warnings and be sure that you fully understand them before handling the product.

It would be advisable to watch the TB Davies Loft Ladder installation video prior to fitting. This can be found on www.tbdavies.co.uk/loft-ladder-installation-video.

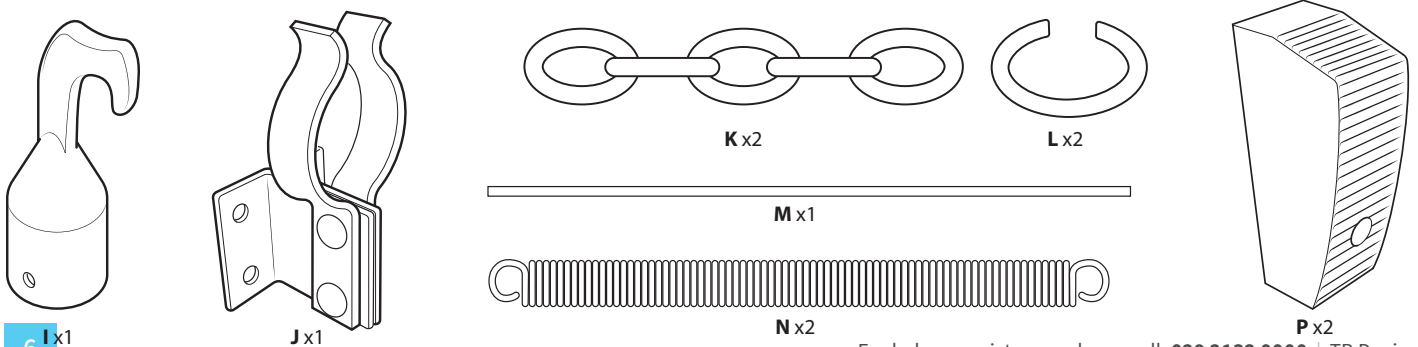
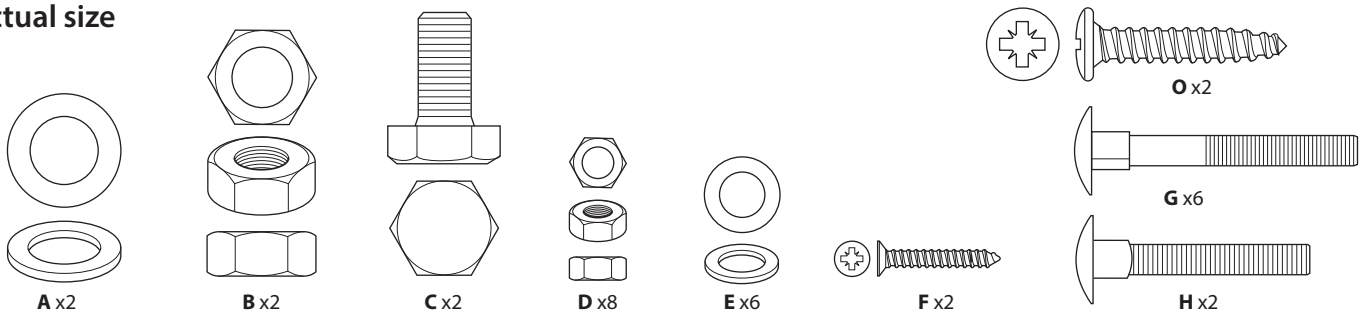
Please note the video shows the Envirofold installation. However, many of the steps are common across the range of loft ladders. Features may vary from the model you have purchased. If you have any doubt about fitting the ladder yourself, please consult a professional.



Whats in the box



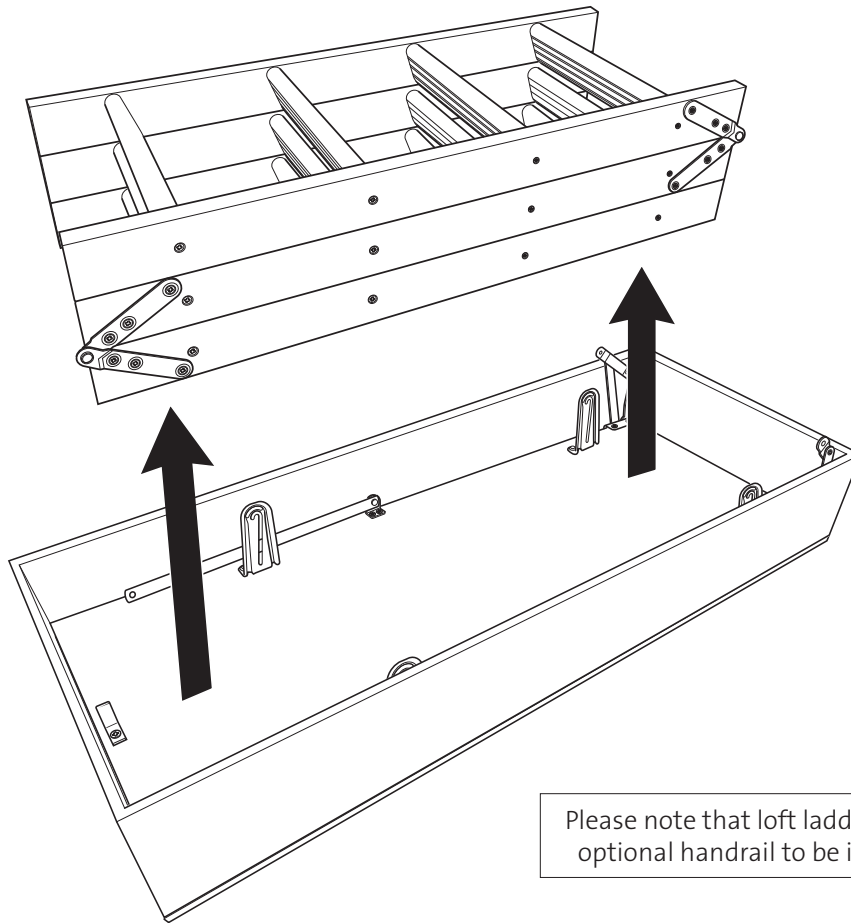
Actual size





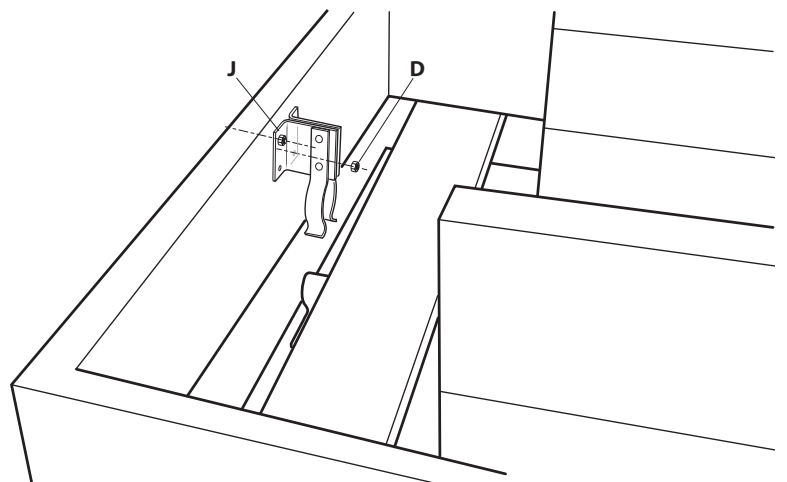
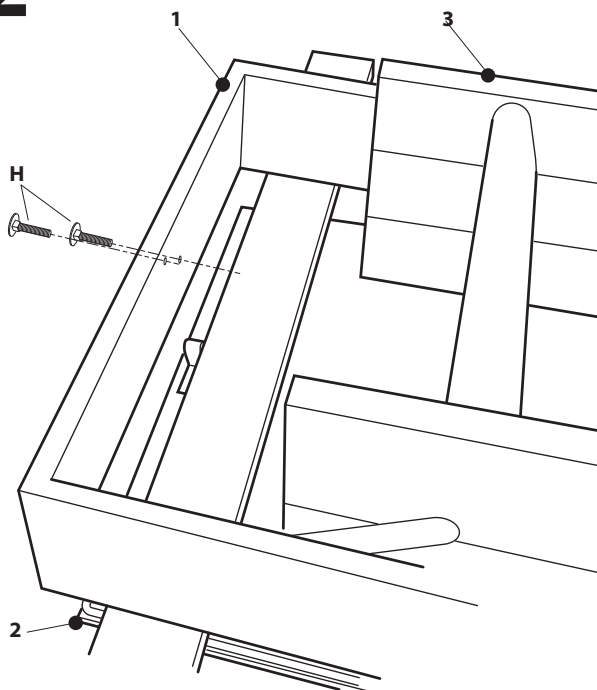
Assembly

1



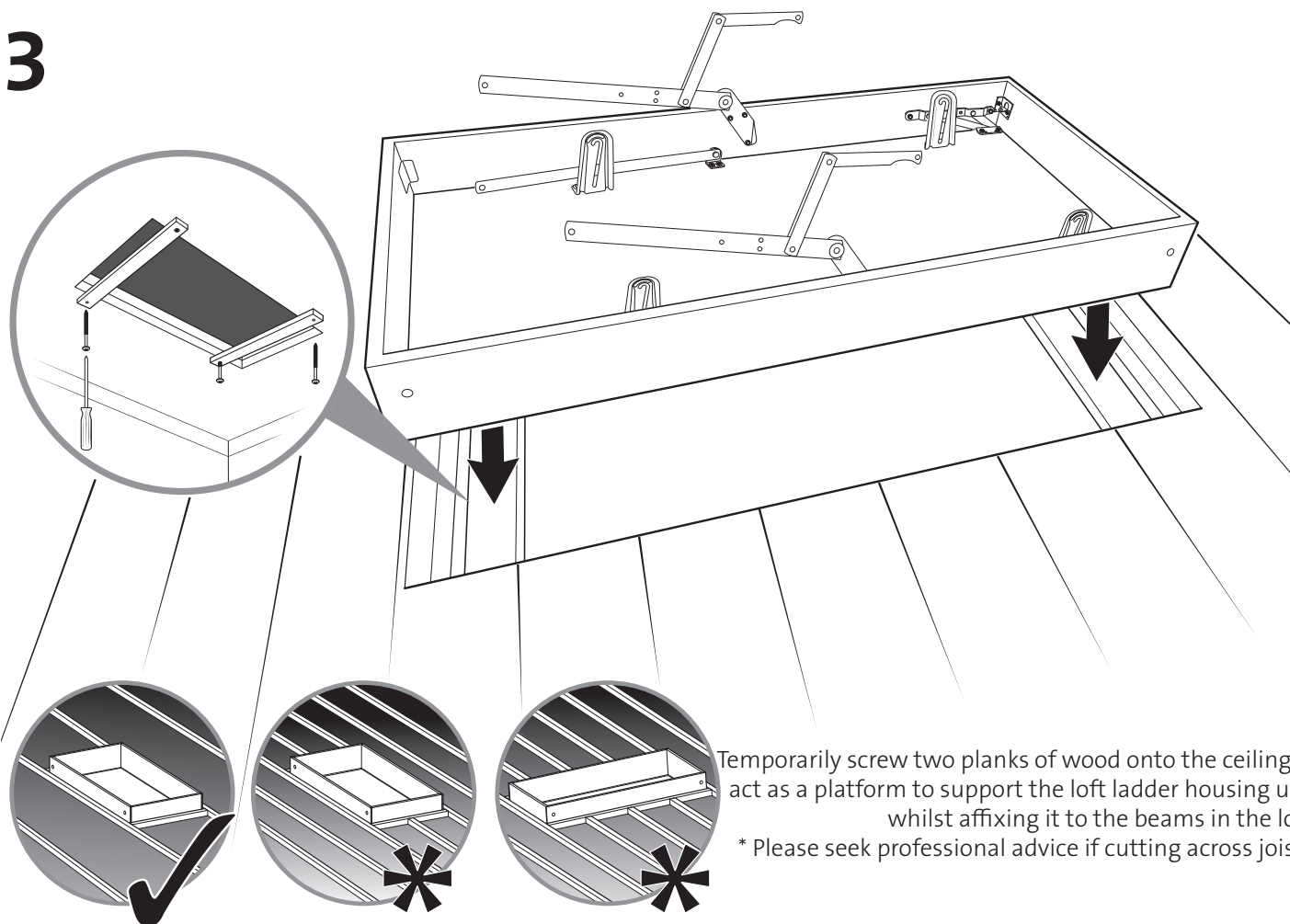
Please note that loft ladder is offset to allow the optional handrail to be installed into position.

2

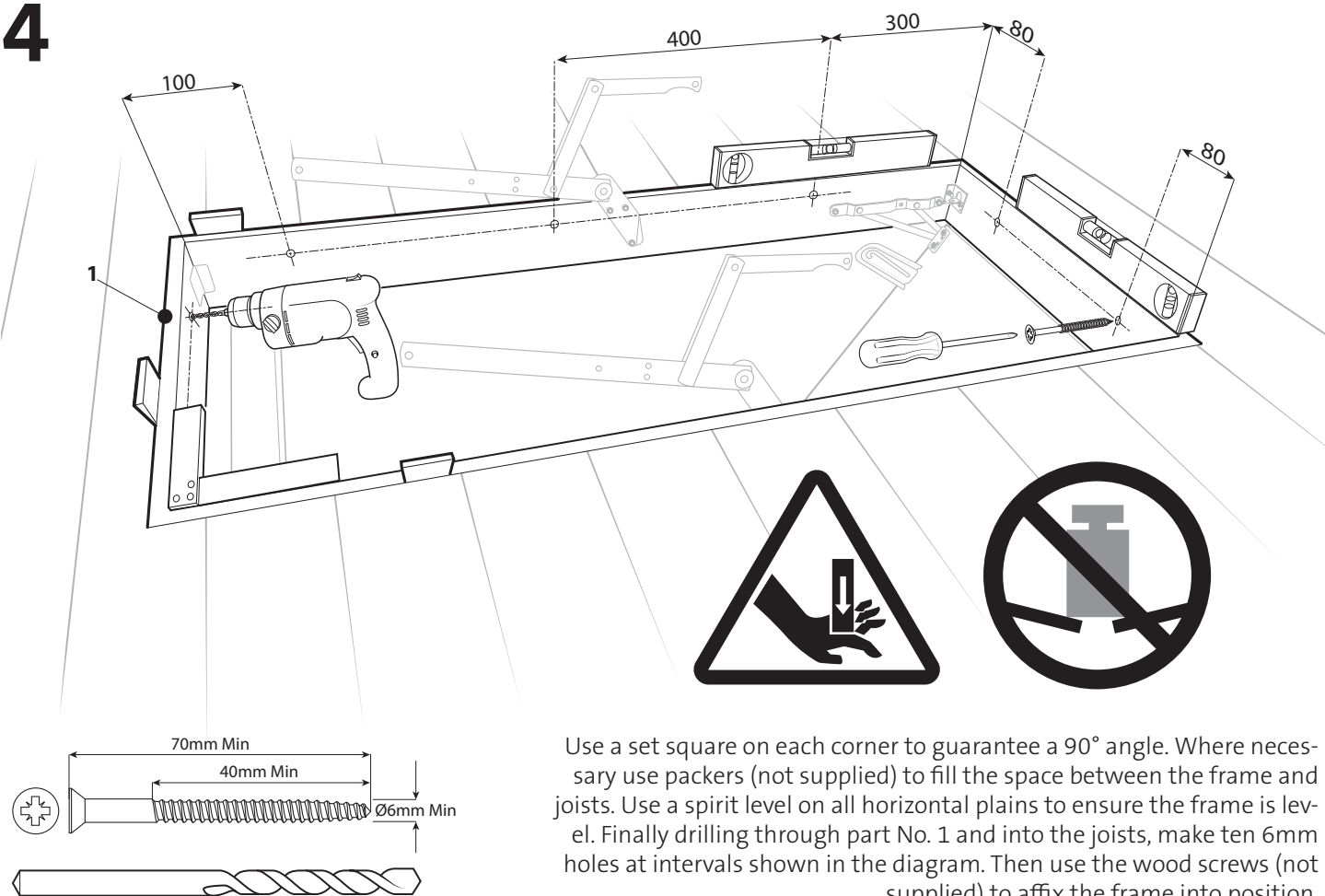


Use a hammer to tap coachbolts 'H' into position.
Place part 1 on top of base board 3 separated by an off-cut of wood

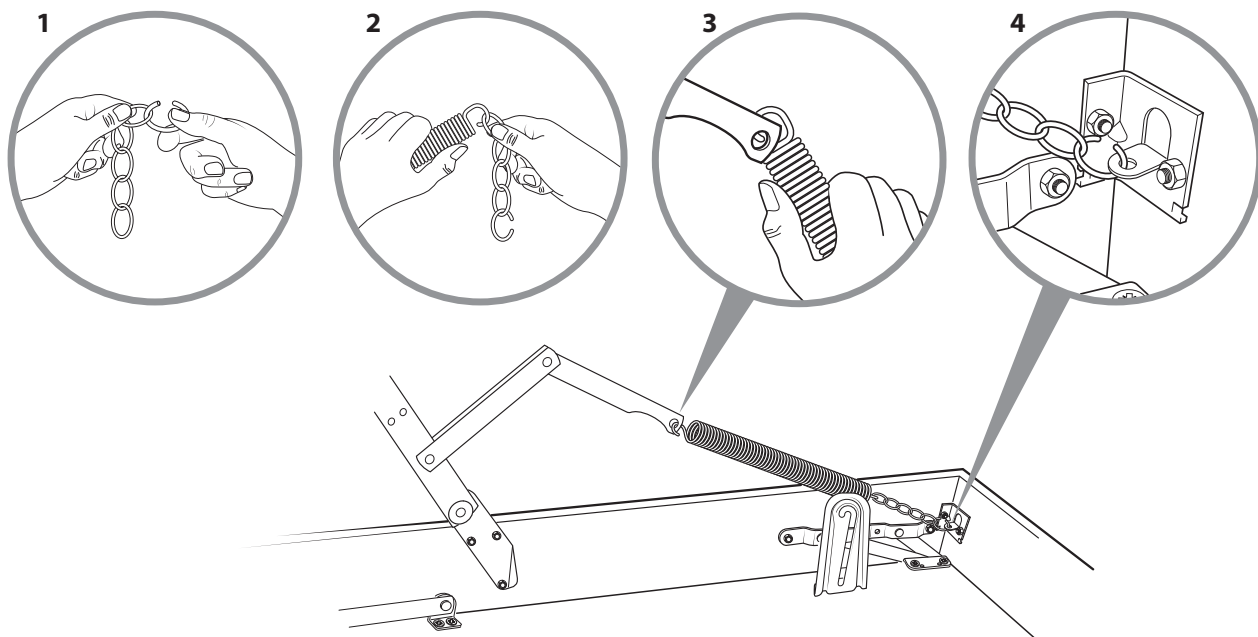
3



4

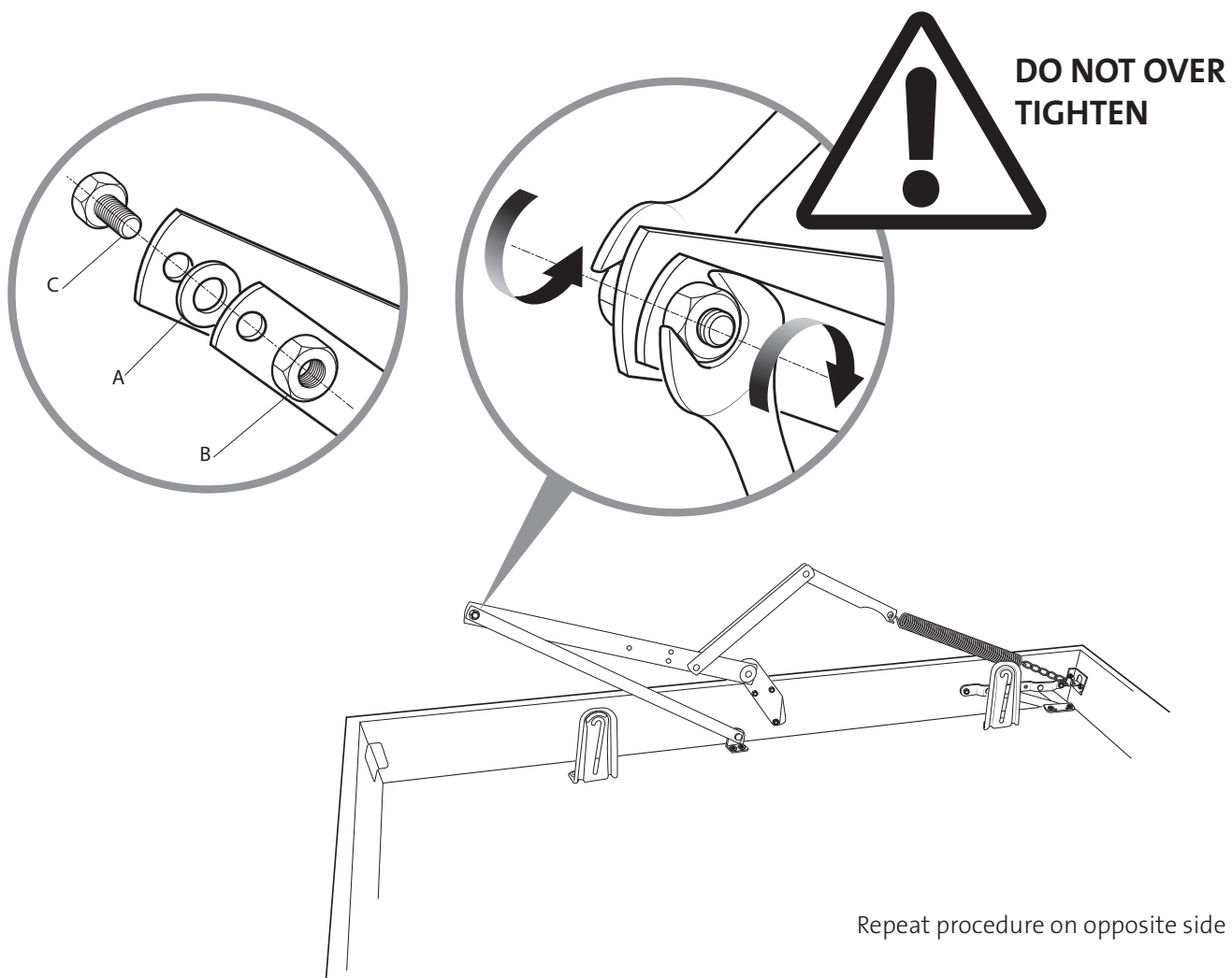


5



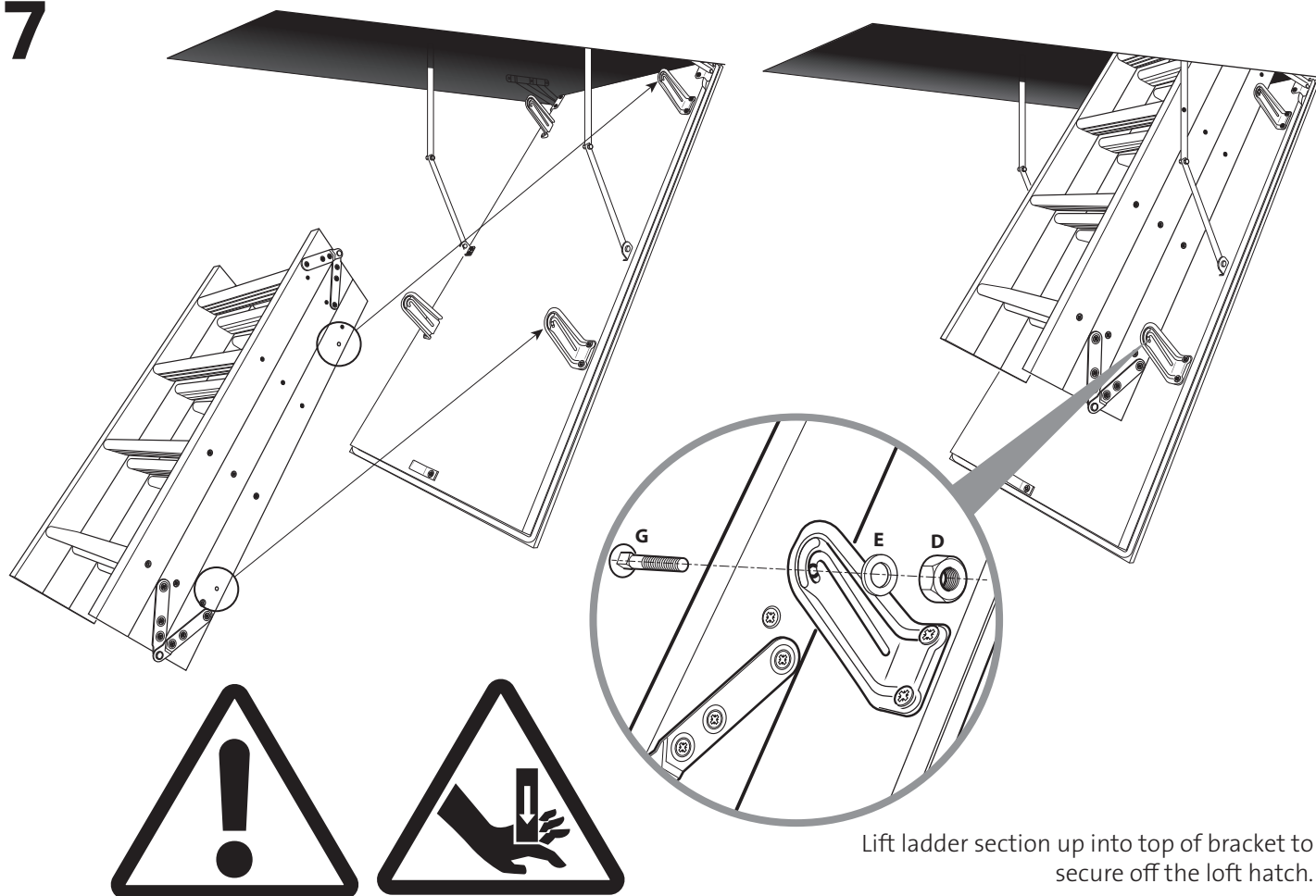
Repeat procedure on opposite side

6



Repeat procedure on opposite side

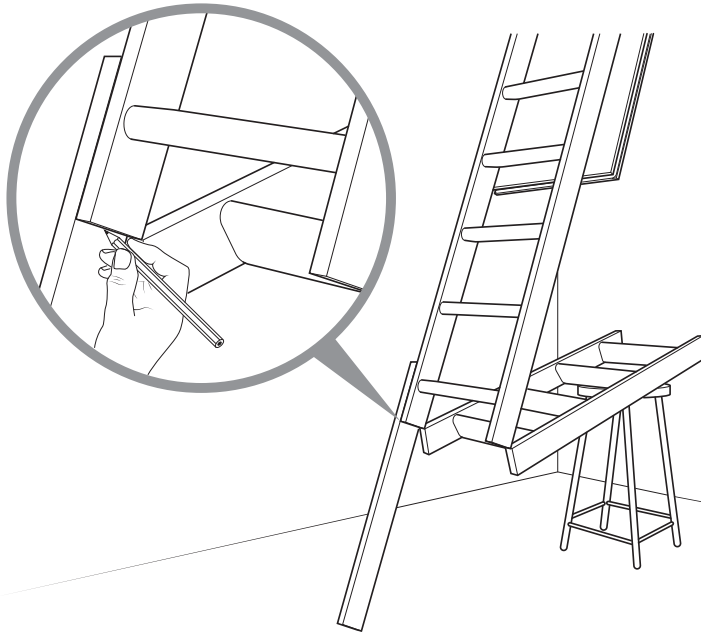
7



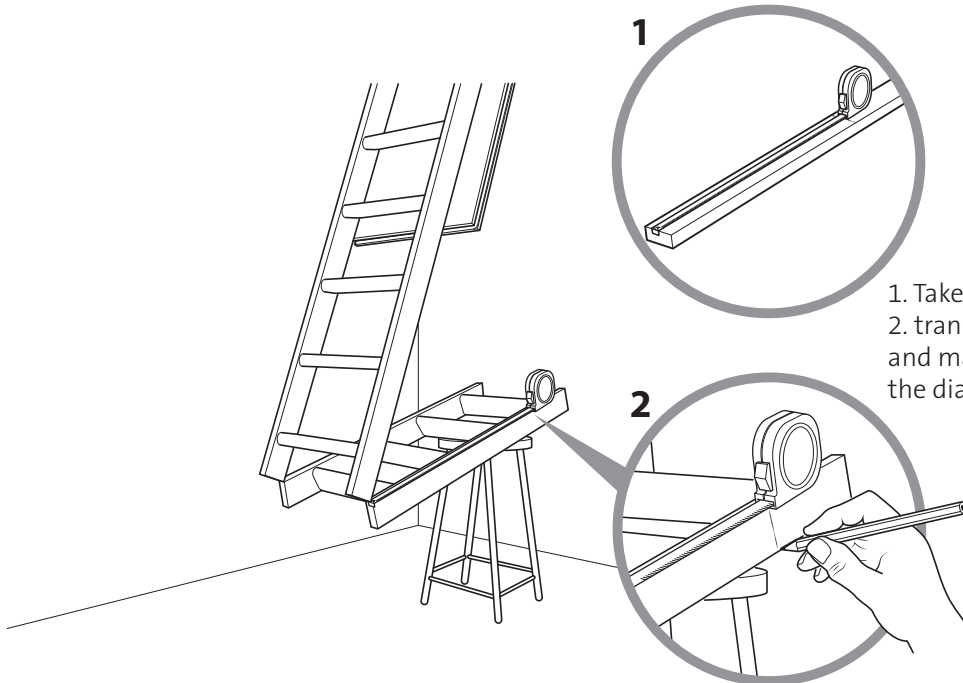
Lift ladder section up into top of bracket to secure off the loft hatch.

Repeat the fixings on all four posts

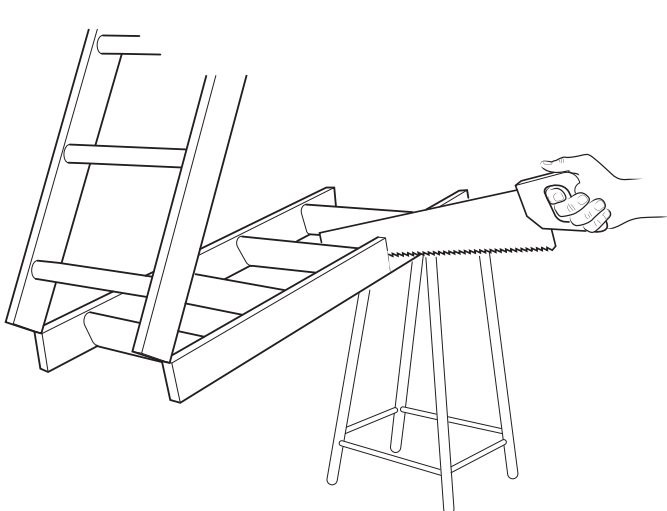
8



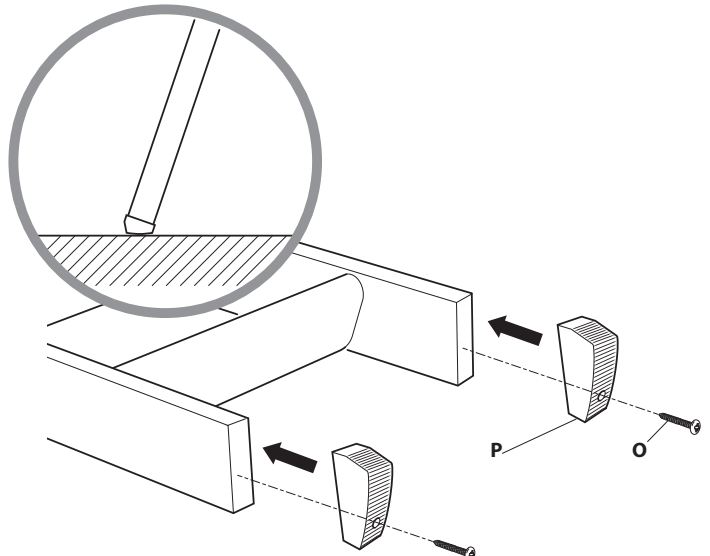
Align an off-cut of wood against the 2nd segment, at the same angle as the ladder, making sure the ends of the ladder rests on the ground. Make a mark on the off - cut as per diagram.



1. Take note of the measurement, and
2. transfer it to the 3rd ladder segment and make a mark on both legs as per the diagram.

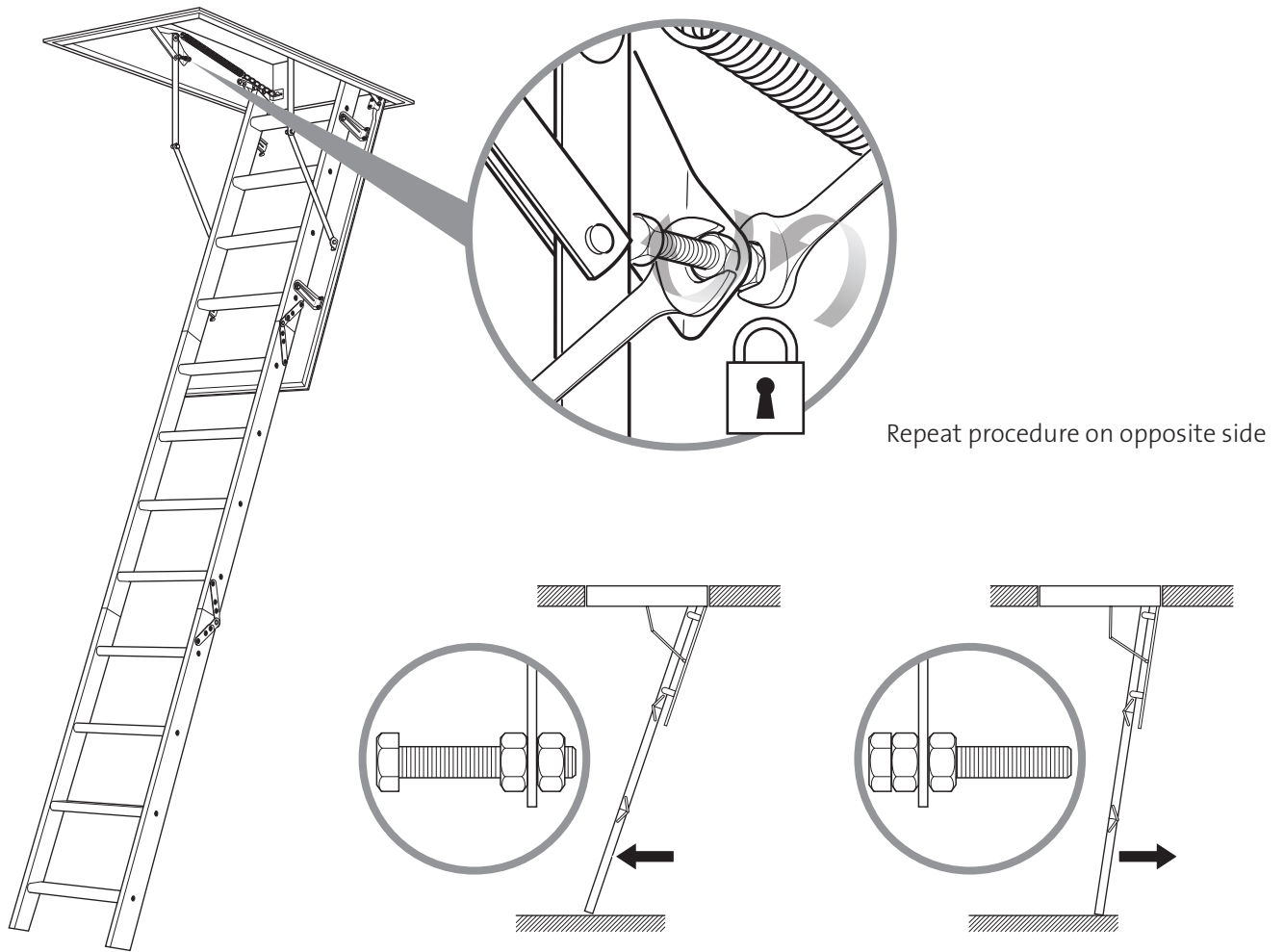


Saw off the excess piece of the ladder on both sides.



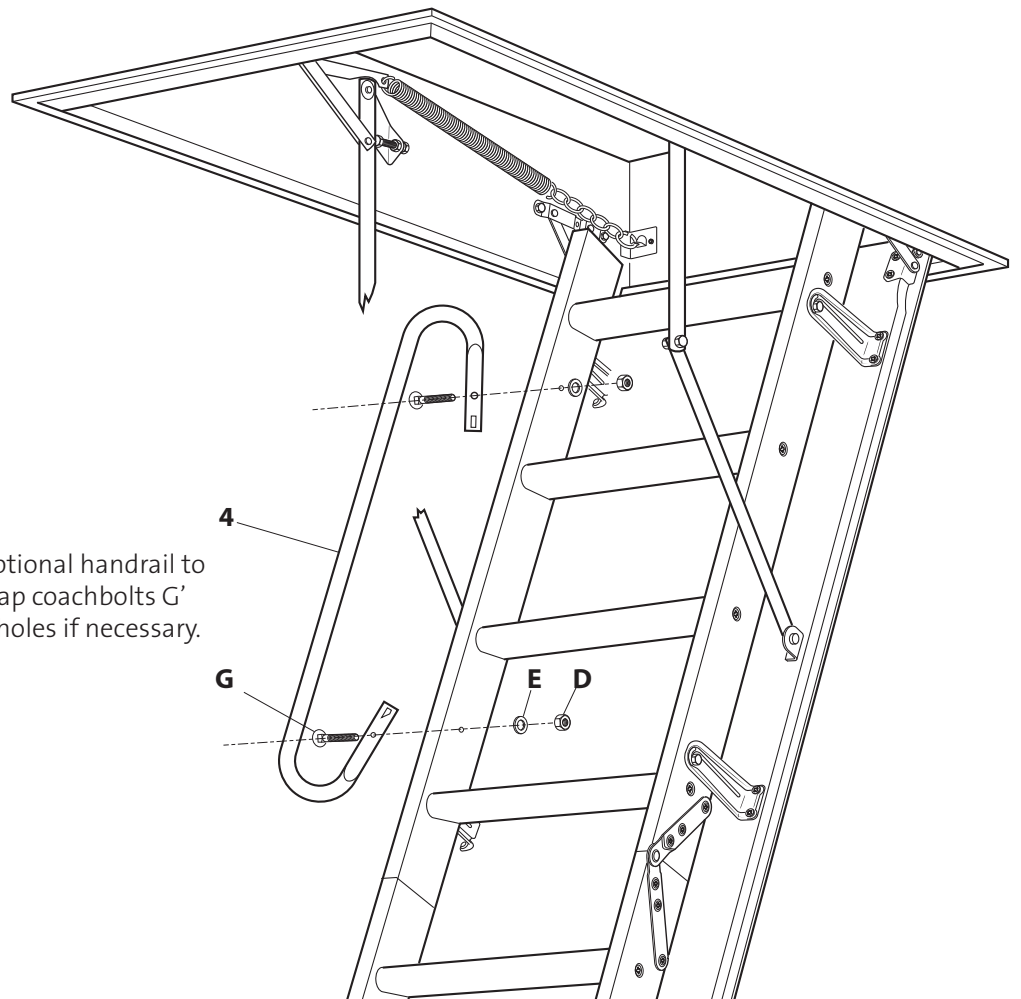
Attach the two rubber feet to the base of each leg.

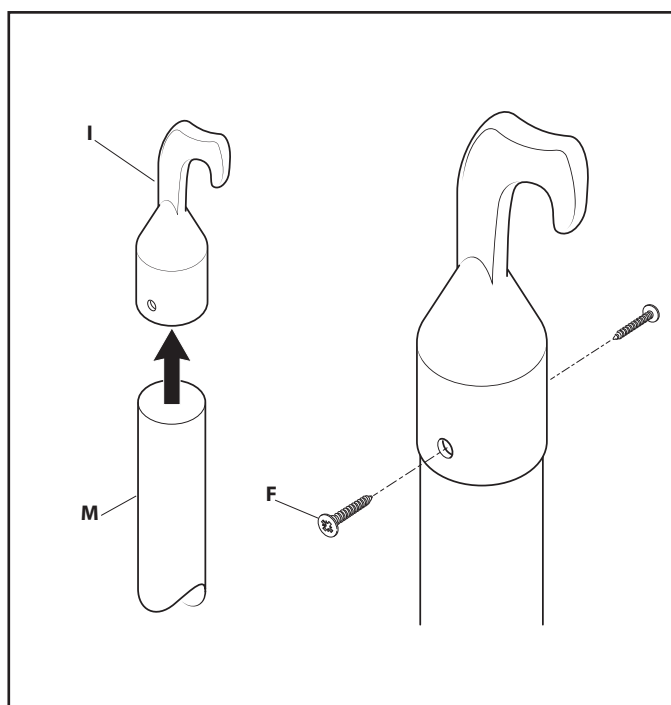
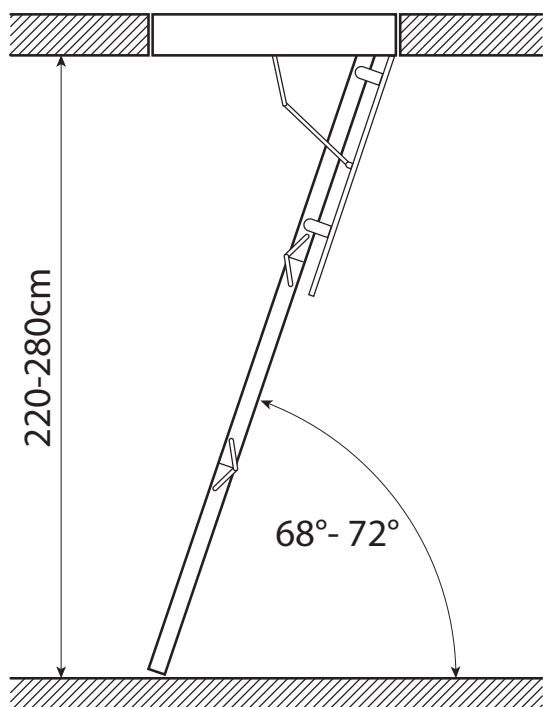
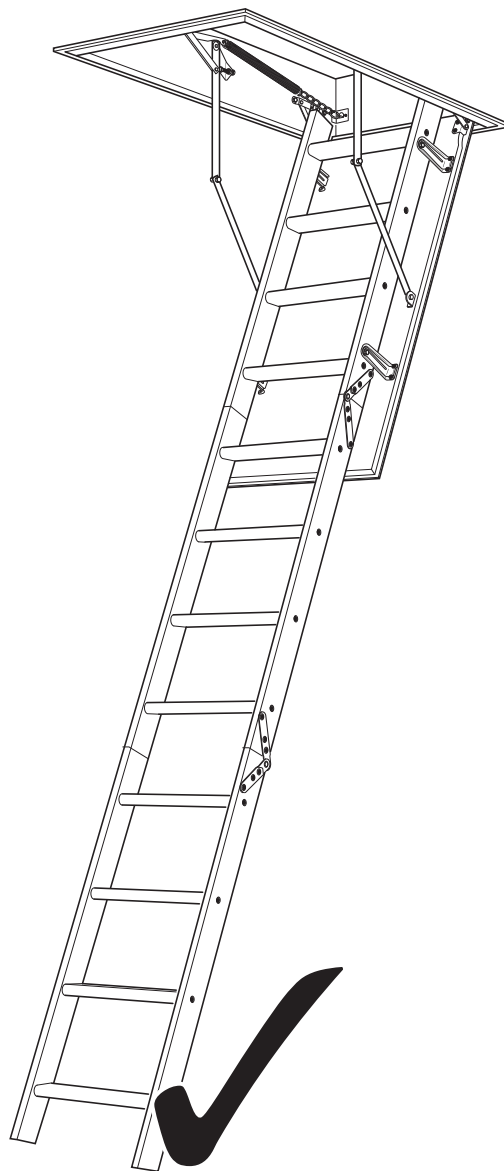
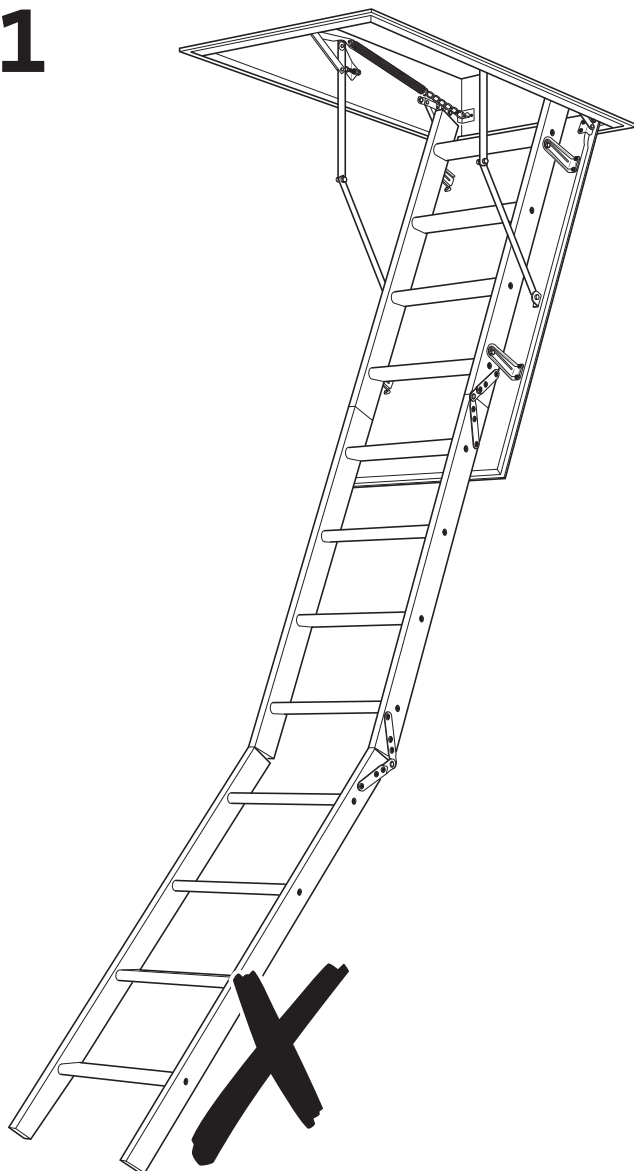
9



10

Loft ladder is offset to allow the optional handrail to be installed into position. Gently tap coachbolts G' with hammer into the pre-drilled holes if necessary.





INSTALLATION & MAINTENANCE RECORDS

The following checklist is to be completed in full by the competent person who is installing the loft ladder. These records should then be kept by the customer/homeowner for future reference.

Failure to install the loft ladder correctly to the manufacturer's instructions will invalidate the warranty. This does not affect the customer's statutory rights.

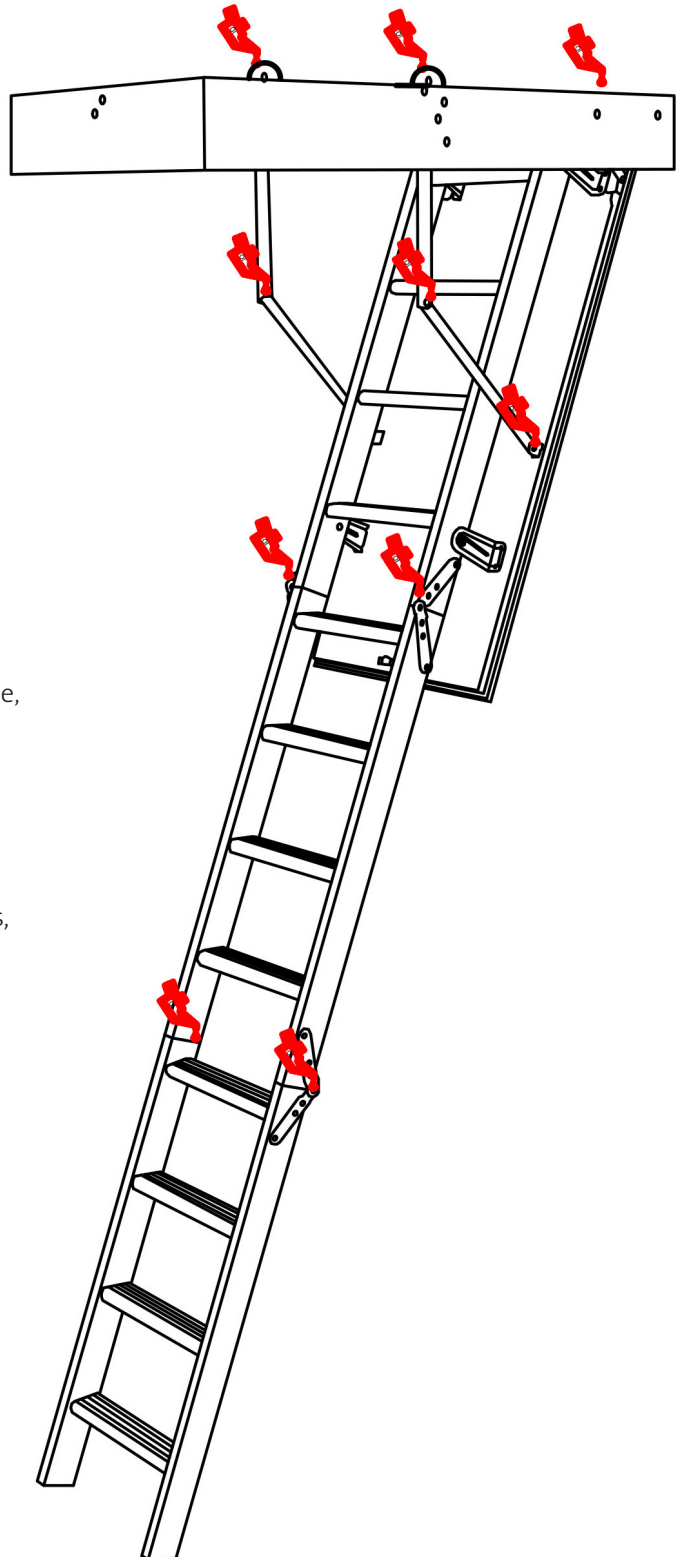
CUSTOMER NAME:	TELEPHONE NUMBER:
ADDRESS:	
LOFT LADDER NAME & PART NUMBER	
INSTALLED BY: (PRINT NAME)	INSTALLED ON:
COMPANY NAME:	
COMPANY ADDRESS:	

Inspection 01	Date:	Inspection 02	Date:
Engineer Name:		Engineer Name:	
Company Name:		Company Name:	
Telephone Number:		Telephone Number:	
Comments:		Comments:	

Inspection 03	Date:	Inspection 04	Date:
Engineer Name:		Engineer Name:	
Company Name:		Company Name:	
Telephone Number:		Telephone Number:	
Comments:		Comments:	

OILING POINTS

It is recommended that your loft ladder is serviced annually and checked before each use. The following red marks indicate the points on the loft ladder that should be lubricated with a good quality oil or silicone spray, e.g., WD40 or GT85 or 3-in-1 oil or similar. The points need a dab of oil to ensure that the hinge mechanisms and points open and close smoothly.



SPARE PARTS

If your loft ladder is damaged, spare parts are available, including the following:

1. Feet
2. Loft opening pole
3. Replacement ladder section
4. Replacement bag with springs, clips and screws

If you require more information about our spare parts, or to place an order, please call our sales team on the telephone number on the back of this document.

TROUBLESHOOTING GUIDE

Problem	Remedy
The loft hatch won't shut correctly	<p>Check that the frame is square - see Section 4. Ensure that you have used packers to fill spaces and keep the frame square. If the frame is square, then the loft hatch will be able to close,</p> <p>The ladder section must also be lifted to the top of the mount bracket and dropped into the correct position. See Section 9. This enables the ladder section to have sufficient clearance so that the loft hatch can be opened and closed successfully.</p>
The ladder flexes when climbed	<p>Check the adjustment bolts have been tightened as per Section 9 on Page 12 of these instructions. Once correctly tightened to take up the slack, the ladder section will not flex at all when climbing.</p>
The ladder section was cut too short.	<p>You may be able to adjust the ladder adjustment bolts, see Section 9 on page 12. This may allow the ladder to touch the ground if it is within a few millimetres. If you have cut more than that, we do supply spare ladder sections. Please contact our sales team for more details.</p>

WE RECOMMEND

We recommend fitting a railing, for example the Loft Balustrade from TB Davies, to protect you or other loft ladder users from falling into the loft opening. The balustrade provides a hand-hold to help you safely get into and out of the loft space. The Loft Balustrade below fixes directly to the loft floor and the wooden sections can be cut to fit your hatch size exactly. Pre-drilled holes make this balustrade kit simple and quick to install. It also offers protection against storage boxes falling from the loft area into the loft opening.



Part Number: 1510-010

tb davies

NEED HELP?
Please call us on
029 2132 0000

Dealer Stamp



Manufacturer and seller shall bear no liability for failure to comply with the applicable law, building codes and safety requirements by the user of the product, architect, fitter and owner of the building.

TB Davies (Cardiff) Ltd, Lewis Road, Cardiff, CF24 5EB. +44(0)29 2132 0000 www.tbdavies.co.uk. Registered in England No. 00534073, VAT Reg No. GB134144207 Awarded Silver by Investors in People, 2018. An ISO 9001 Registered Company. Members of the Ladder Association and PASMA.