



Door Panel Replacement Instructions

In order to replace your door panel you will need the following tools: pliers, adjustable wrench, Phillips head screwdriver, and a step ladder. You will also need a second person to help you once you are ready to remove the springs. This is due to the fact someone must hold the door in place while you remove the hinge bolts. This will prevent the door from swinging open too far and damaging the piano hinge.

DOOR PANEL REPLACEMENT

Removing the existing door panel:

- 1. BEFORE ANY ADJUSTMENT OR REPAIR WORK IS DONE TO THE STAIRWAY YOU MUST REMOVE THE SPRINGS.** The springs of the stair are under significant tension, if removal of a spring should become necessary do to some unusual circumstance, perform this removal and re-attachment with **extreme caution** and do so only when the stair is in a **closed and less tense position**.
- To remove the springs, pull down your stairway to its extended position. Remove the center and lower sections. This will reduce the overall weight of the unit.
- Using your step ladder, enter the attic and have the individual at floor level close the unit. With the unit in the closed position secure both sides of the top ladder section (15, 16). Preventing the unit from opening. This is important due to the fact that once the springs are detached there will be nothing to prevent the unit from opening, possibly causing injury to you or the individual at floor level and also damaging the piano hinge (1).
- Detach each of the springs (3) from the j-bolt and power arm assemblies (5, 6). At this point there will be no tension holding the door in the up position other than your previous securing at each side of the ladder.
- At the bottom end of the left power arm assembly, remove the nut and bolt assembly at the portion of the L-bracket attached to both the power arm and ladder stile. **REMOVE ONE SIDE AT A TIME.**
- With the power arms detached you will need to re-open the stairway. The individual at the floor level should be ready to hold the weight of the unit to prevent it from opening quickly. With the person in position, remove your bracing holding the stairway closed and let the individual at floor level slowly open the unit. Once the unit is open, using your step ladder exit the attic area.
- Now you will need to remove the top section of the ladder from the door. Detach the ladder section by removing the bolt assembly at each L-bracket location (13). Then remove the bolt assemblies at each frame bracket location (18). Now remove the top ladder section.
- To remove the door panel (20), make sure that the left and right side door runners (11, 14) have been removed. Now detach the nut and bolt assemblies connecting the door panel (20) to the piano hinge (1).

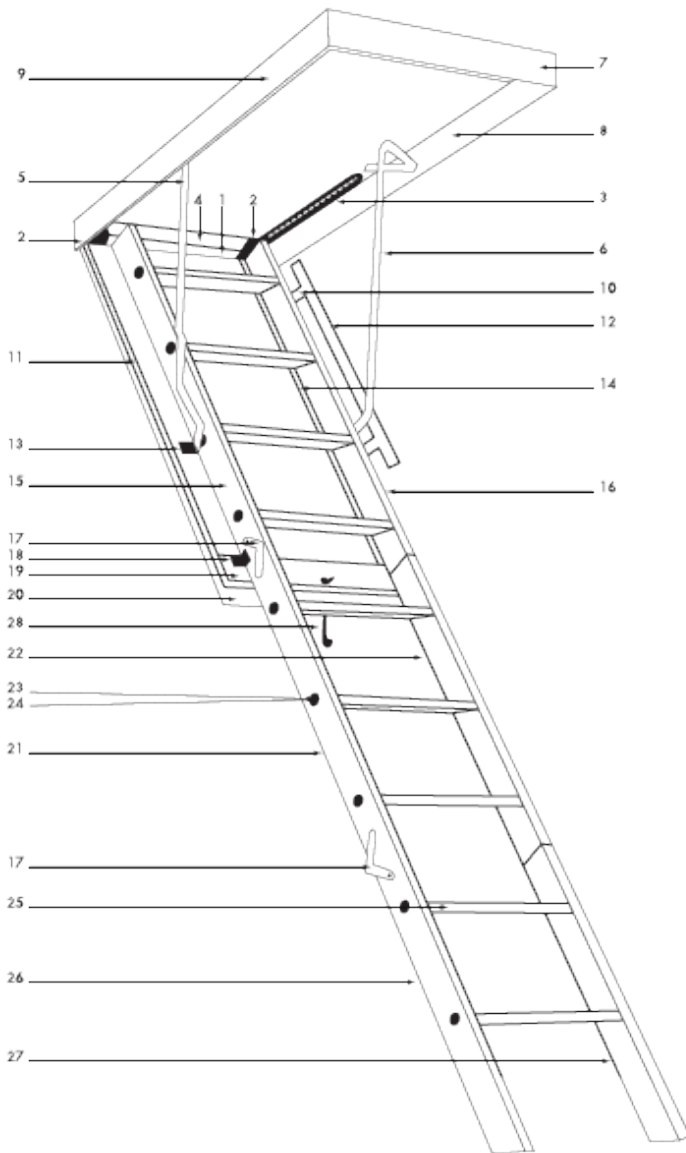


Attaching the new door panel:

1. Align the bolt hole locations on the piano hinge with the hole locations on the new door panel. Attach and tighten each bolt and nut.
2. Reattach the left and right side door runners and the bottom door frame end (20).
3. Reattach the top ladder section to the new door panel by using the door frame bracket, existing bolts and nuts, and tighten. Attach the left and right side L-brackets to the appropriate left and right door runners.
4. To reattach the power arm to the ladder stiles, align the hole at the bottom end of each power arm with the hole in the L-bracket and tighten the bolt assemblies.
5. At this point, the top section should be complete, except for reattaching the springs to the power arms. **CHECK ALL ASSEMBLIES TO ENSURE THAT THEY ARE TIGHT AND THAT EACH ATTACHMENT HAS BEEN MADE PROPERLY.**
6. Using your step ladder reenter the attic area and have the individual at floor level close the unit. With the door closed secure the top section to prevent the unit from opening.
7. Reattach each spring to the appropriate j-bolt and power arm assembly. Once the springs have been reattached, the unit will now be held in place by the tension of the springs. Remove your bracing, enabling the unit to be opened.
8. Before the unit is re-opened you should move away from the door and opening. The individual at floor level should now slowly open the unit to its fully open position, holding the door in this position while you exit the attic area.
9. Check to make sure the unit opens and closes properly and then reattach the center and lower sections of the ladder. Make sure that the ladder still properly meets the floor.
10. Fold the ladder up and again check to see that the ladder properly closes and opens.

If you have any questions, please feel free to call us at 501-897-5253 from 8 am – 4:30 pm CST and we will be glad to assist you.

ATTIC STAIRWAY COMPONENT LISTING



- 1 – Full-width piano hinge
- 2 – Piano hinge bracket
- 3 – Spring (2)
- 4 – Header board
- 5 – Left power arm
- 6 – Right power arm
- 7 – Box end
- 8 – Right box side
- 9 – Left box side
- 10 – Hand rail bracket (2)
- 11 – Left door runner
- 12 – Hand rail
- 13 – Power arm mounting bracket (2)
- 14 – Right door runner
- 15 – Left top stile
- 16 – Right top stile
- 17 – Side hinge (4)
- 18 – Frame bracket
- 19 – Door frame end
- 20 – Door panel
- 21 – Left center stile
- 22 – Right center stile
- 23 – Ladder rods
- 24 – Ladder rod washers
- 25 – Steps
- 26 – Left lower stile
- 27 – Right lower stile
- 28 – Pull cord and tassel