

## ELITE STAIRWAY: OPERATION AND MAINTENANCE

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The stairway would be fitted to an appropriate vertical surface above the trapdoor or ceiling. The stairway is supplied with a nylon hook (for trap door release and stairway raising/lowering) for fitting to a wooden operating pole. The operating pole is not generally supplied with the stairway.

### ***Operating Procedure***

1. Release the catch to the trapdoor and lower to allow access to the stairway.
2. Locate the nylon hook into the 'U' bolt found to the rear of the bottom tread.
3. Move slightly back away from the stairway and with the hook safely located in the 'U' bolt. Hold the pole at an angle and as high up the pole as possible to gain maximum control. Commence lowering the stairway by pulling down towards you.
4. Once the stairway has been lowered to an appropriate height, take hold of the stairway and remove the hook from the 'U' bolt. Continue to lower the stairway with both hands until it has been fully extended and sits firmly on the floor level.
5. Once the stairway is in this position, check that the treads are horizontal to the floor. If the treads are not horizontal when the stairway has been fully extended, then each individual tread can be adjusted in turn. This is carried out by slackening the two nuts on the underside of each tread enough to rotate to the correct level and then retightening the nuts. Repeat on all treads.
6. Once this has been done it is then safe to use the stairway.
7. When you have finished using the stairway have the wooden pole with the nylon hook ready to assist with the closure of the stairway.
8. Take hold of the bottom tread of the stairway and raise to a suitable height to locate the nylon hook into the 'U' bolt. Fully close the stairway by pushing the pole upwards towards the opening in the ceiling. Allow the stairway to fold back on itself to the stored position.
9. The stairway is designed with two counter-balance springs to hold it in the closed/stored position. The correct tension is set at the factory. It is very rare for the stairway springs to require re-tensioning. If however, the stairway does not stay in the stored position on its own, the tension needs to be increased by one notch with a 'Tommy Bar'. This adjustment is detailed in the Installation Instructions and must only be carried out by a qualified Maintenance Engineer.

Elite stairways are well engineered and designed for minimum maintenance. They are supplied with counter-balanced springs set at the factory to ensure that the stairway can be raised and lowered smoothly with a minimum of effort.

We would recommend that regular checks are made to the stairway, to ensure that it is operating correctly. Lubrication of the joints with light duty industrial oil every six months would be advisable.

We would also recommend a visual check for cracks to the castings at the same time. We very rarely experience any faults or problems with the components. Any damage usually occurs through neglect or misuse of the stairway.