



Quality Access Doors - FAST!

INSTALLATION GUIDE

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SKU: BA-EXT

ACCESS DOOR INSTALLATION AND MAINTENANCE INSTRUCTIONS

These are recommended guidelines. Locally accepted and/or mandated practices and procedures should be followed to ensure the long-term durability and operation of the Milcor™ Access Doors installed into the various types of construction systems.

■ HANDLING AND UNPACKING

1. Handle with care during transport and installation to ensure against bending or racking of the access door.
2. Remove all packaging and inspect access door unit for damage.
3. Open and close door panel, operate latch and/or lock mechanism to confirm proper operation.

■ INSTALLATION IN WALL CONSTRUCTION

1. Cut an opening in the wall material that is 1/2" more than the nominal dimensions of the access door size.
Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2".
2. Apply silicone type caulk on the exterior wall around perimeter of the prepared opening.
3. Insert the closed access door into the prepared opening.
4. Center and square the door taking care not to distort the frame. The use of shims are recommended to help provide proper spacing and alignment in prepared opening.
5. With the access door frame seated tight against the wall surface on all four sides, use appropriate screws to fasten through the holes on the inside of the access door frame at the hinge side first. Confirm that unit is plumb, level and square prior to final fastening. Secure the remaining three sides of the frame.
6. Actuate the door several times to its full open and closed positions insuring proper door alignment and engagement of the latch. Adjust the mounting screws as necessary.
7. Apply a final bead of silicone type caulking around the inside perimeter of the frame, completely filling the void between the prepared opening and door frame.
8. Add a small bead of silicone type caulk to each mounting screw head on the frame. In order to assure proper coverage and clearance for the door, use a flat edge tool to press and level the caulk evenly into the mounting hole depressions.
9. The access door is now ready for optional post finishing

■ INSTALLATION IN NEW MASONRY WALL CONSTRUCTION

1. Identify the location for the access door unit as the masonry wall is being constructed.
2. Provide an opening in the wall material that is 1/2" more than the nominal dimensions of the access door size.
Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2".
3. The access door unit is not a structural element. Provide necessary structural support for wall above head of access door unit.
4. Apply silicone type caulk on the exterior wall around perimeter of the prepared opening.
5. Insert the access door into opening. Center and square the door taking care not to distort the frame. Masonry anchors should be inserted into horizontal mortar joints between masonry courses.
6. As the masonry wall is being constructed, confirm that access door unit is plumb, level, and square.
7. Actuate the door several time to its full open and closed positions insuring proper door alignment and engagement of the latch.
8. Apply a final bead of silicone type caulking around the inside perimeter of the frame, completely filling the void between the prepared opening and door frame.
9. Add a small bead of silicone type caulk to each mounting screw hole on the frame. In order to assure proper coverage and clearance for the door, use a flat edge tool to press and level the caulk evenly into the mounting hole depressions.
10. The access door is now ready for optional post finishing.

■ OPERATION

1. The basic components for door operation include; compression latch, gasket, and hinges.
2. If applicable, use a provided key to unlock the compression latch lock.
3. To operate compression latch, lift latch handle and twist 90 degrees in either direction to disengage the latch from the frame.

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ROOF SCUTTLE INSTALLATION AND MAINTENANCE INSTRUCTIONS

INSTALLATION IN EXISTING MASONRY WALL CONSTRUCTION

1. Cut an opening in the wall material that is 1/2" more than the nominal dimensions of the access door size. Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2".
2. The access door unit is not a structural element. Provide necessary structural support for wall above head of access door unit.
3. Apply silicone type caulk on the exterior wall around perimeter of the prepared opening.
4. Remove mortar in joints where required to allow for insertion of masonry anchors.
5. Insert the access door into opening. Center and square the door taking care not to distort the frame.
6. Refill joints at masonry anchors with mortar to secure unit. Confirm that access door unit is still plumb, level, and square.
7. Actuate the door several times to its full open and closed positions insuring proper door alignment and engagement of the latch.
8. Apply a final bead of silicone type caulking around the inside perimeter of the frame, completely filling the void between the prepared opening and door frame.
9. Add a small bead of silicone type caulk to each mounting screw hole on the frame. In order to assure proper coverage and clearance for the door, use a flat edge tool to press and level the caulk evenly into the mounting hole depressions.
10. The access door is now ready for optional post finishing.

MAINTENANCE

This unit is an access door of corrosion-resistant construction and should be regularly inspected and maintained. Access doors should be manually operated annually to check performance.

1. Lubricate moving parts, hinges, latches, with a silicone spray lubricant as required to maintain a smooth opening and closing of the door. Do not over grease. Do not use regular lubricating oil as it can attract dust and grit.
2. Clean non-moving parts with a mild soap and water solution. For access doors that have received a non-factory finish in the field, i.e. paint, refer to finish manufacturer's cleaning instructions.
3. Clean gaskets with a clean, damp, lint-free cloth. Do not apply mineral oils, vinyl dressings, or other lubricants to the gasket. This can cause the gasket to break down over time.
4. If any questions arise during the operation or maintenance of the products, please feel free to contact technical support.

