

OVERVIEW

Access Doors are designed and built for years of convenient and easy access to mechanical areas in commercial buildings.

The following is a general instruction for installing, operating and maintaining Recessed Access Doors. These are recommended general guidelines only. Locally accepted practices and procedures should be followed to ensure the ultimate durability of access door installed into the various different types of construction.

INSTALLATION

All recessed panels are intended for ceiling use. If placed into a wall application, consult factory sales representative.

Ceiling opening is door size plus 1/4 inch. Example: 12" X 12" door, opening should be 12-1/4" X 12-1/4".

1. Install door infill material and allow ample time for adhesive to cure.
 - a. No Flange (RA): Install acoustical tile into face of door using standard construction adhesive.
 - b. Drywall Bead (RW): Install 5/8 inch drywall into face of door using standard construction adhesive.
2. Drill hole through tile or drywall to access the screwdriver cam latch(es). Press grommet into place.
3. Place access door into opening.
 - a. Plaster Bead (RP): Install panel before plastering.
 - b. Drywall Bead (RW): Flange should butt firmly against drywall ceiling.
4. Fasten door to frame.
 - a. No Flange (RA): With door in open position, fasten through predrilled holes in frame into framing material. Fasteners provided by others.
 - b. Drywall Bead (RW): Run drywall screws through drywall bead every 8 inches. Tap and mud flange and face of door to a smooth finish.
 - c. Plaster Bead (RP): Plaster up to exterior of frame and plaster face of door until flush with surrounding plaster surface.
5. Check panel for freedom of movement. Shim frame to adjust to square.

Note: If a keyed cam lock has been furnished, install lock after all the above work has been completed. Each panel has a pre-punched hole in the face of the door to accept the lock. When installed properly, the head of the lock will sit flush with the finish surface.

OPERATION

Access doors are designed and built for years of dependable ceiling access. Our access doors come standard with baked on powder coat finish that offers the best corrosion protection in the industry.

The basic components for door operation include latching and locking mechanism and the hinge:

- Latch: Screwdriver cam latch, key operated cam lock or mortise lock prep
- Hinge: Concealed pivoting rod

MAINTENANCE

- Access doors should be manually operated once a year to check performance.
- Lubricate moving parts such as hinges and latches with a silicone spray lube 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.
- Non-moving parts can be cleaned with a mild soap or dishwashing detergent and water solution.
- Gaskets can be cleaned with a clean, damp, lint-free cloth. Do not apply mineral oils, vinyl dressings, or other lubricants to the gasket as they can cause the gasket to break down over time.
- If any questions arise during the operation or maintenance of the products, please feel call for technical support.