



# Installation, Operation + Maintenance Manual

## Drywall Access Door

Model(s): RGB

### GENERAL DESCRIPTION



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

### Introduction + Safety

Please read the complete instructions carefully before beginning any work. To ensure proper installation and performance of the product, the following actions must be completed by the installing contractor. Failure to do so will affect product warranty

**GENERAL SAFETY PRECAUTIONS** Improper selection, installation, or use can cause personal injury or property damage. It is solely the responsibility of the user, through its own analysis to select products suitable for their specific application requirements, ensure they are properly maintained, and limit their use to its intended purpose. Follow proper local, state and federal regulations for proper installation and operation requirements.

### Transportation + Storage

- Inspect all shipments and materials for missing or damaged components and hardware.
- Material must be stored in a clean, dry location.

### Tools

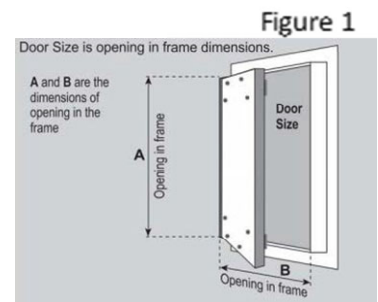
- Screwdriver
- Set Square
- Tape Measure
- Level
- Drywall Saw or Utility Knife

## Preparation

- For larger Access Panels, it is recommended that the door is put in place before applying drywall compound to check that the frame is square and will open and close properly after installation
- When the Access Panel is being fitted into a wall, position the unit with the latches at the top. If the panel is going into a ceiling, it may make access easier if the latches are positioned away from any wall.

## INSTALLATION

Please read the complete instructions carefully before beginning any work. To ensure proper installation and performance of the access door the following actions must be completed by the installing contractor. Failure to do so will affect product warranty.



1. Determine the location for the Access Panel and note the position of the studs or joists

2. Measure the inside dimensions of the frame (not the door). Add 3/8" to each dimension [See Figure 1]

3. Mark a pair of base lines 90o to each other on the ceiling or wall where the hole will be. These must be a minimum of 1-1/4" and a maximum of 4" away from a stud or joist. Mark the opposite sides using the dimensions in Step 2. Accurate marking is very important and make sure that the lines are square [See Figure 2]



4. Cut the opening with a knife, saw or drywall cutter. Make sure the edges are clean.

## OPERATION

Access doors are designed and built for years of dependable wall and ceiling access.

## 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 overlubricate. Do not use regular lubricating oil.
- 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.

## QUESTIONS?

For more information on installation, repair or replacement, please visit [www.babcockdavis.com](http://www.babcockdavis.com).