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Installation, Operation + Maintenance Manual

Recessed Access Door

Model(s): BRA/BRW/BRP

GENERAL DESCRIPTION

Access Doors are designed and built for years of convenient and easy access to mechanical areas in commercial buildings. The Recessed Access Door is for ceiling use only.

Introduction + Safety

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

Transportation + Storage

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.

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

INSTALLATION

RA Series

1. Place door in opening and mark location of attachment on studding using holes in latch and hinge side of door frame as guides.
2. Remove door and drill pilot holes through studs at points marked for attachment hole.
3. Place door into position and fasten to wall as follows:

Wood Substrate	Drywall screws; minimum of 2 per side
Steel Substrate	Drywall screws; minimum of 2 per side

4. Install acoustic tile into face of door using standard construction adhesive. Allow ample time for adhesive to cure. Drill hole through tile or drywall to access the screwdriver cam latch(es).
5. Prior to installing latching mechanism, press plastic grommet into place.

RW Series

1. Place door in opening and mark location of attachment on studding using holes in latch and hinge side of door frame as guides.
2. Remove door and drill pilot holes through studs at points marked for attachment hole.
3. Place door into position and fasten to ceiling as follows:

Wood Substrate	Drywall screws; minimum of 2 per side
Steel Substrate	Drywall screws; minimum of 2 per side

4. Install 5/8" sheet rock into face of door using standard construction adhesive. Allow ample time for adhesive to cure.
5. Drywall bead flange should butt firmly against drywall ceiling.
6. To secure panel, run drywall screws through drywall bead.
7. Tape and mud flange and face of door to a smooth finish

RP Series

1. Place door in opening and mark location of attachment on studding using holes in latch and hinge side of door frame as guides.
2. Remove door and drill pilot holes through studs at points marked for attachment hole.
3. Place door into position and fasten to wall as follows:

Wood Substrate	Drywall screws; minimum of 2 per side
Steel Substrate	Drywall screws; minimum of 2 per side

4. Check door for freedom of movement. If it binds, shim to remove any racking of frame at attachment points.
5. Install panel before plastering.
6. Plaster up to exterior of frame and plaster face of door until flush with surrounding plaster surface.

OPERATION

Access doors are designed and built for years of dependable ceiling access. Our access doors come standard with a paintable powder coat finish.

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.

QUESTIONS?

For more information on installation, repair, or replacement, please visit www.Babcockdavis.com