



Milcor™ SEC - Security or Detention Access Door

For Drywall or Masonry Ceilings or Walls

Milcor™ 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 Drywall or Masonry Ceiling or Wall Construction

1. Cut and/or provide an opening in the wall or ceiling surface material that is 3/4" more than the nominal dimensions of the access door size. Install appropriate framing to the opening per local building and fire code regulations. **Example: If installing a 12" x 12" access door, the rough opening dimensions in the wall or ceiling should measure 12 3/4" x 12 3/4".**
2. Insert the access door into the prepared opening.
3. Open the access door by unscrewing the tamper-proof screws or using the provided key to unlock the door's deadbolt lock.
4. With the access door frame seated tight against the wall/ceiling 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.
5. The access door is now ready for optional post finishing.

Operation:

1. The basic components for door operation include; tamper-proof screws, locking (keyed deadbolt lock) and hinges.
2. Unscrew the tamper-proof screws using the tool provided.
3. Use a provided key to unlock the deadbolt lock.

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 at:

- A. **Milcor™** Company
5030 Corporate Exchange Blvd. SE
Grand Rapids, MI 49512
Phone: 800-624-8642
Fax: 855-549-2674
Email: info@milcorinc.com
Website: <http://www.milcorinc.com>