



Milcor™ Series CT – Recessed Aluminum Access Door

For Suspended Ceilings

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 Suspended Acoustical Tile Ceiling Construction

1. Cut an opening in the ceiling surface material that is 3/4" more than the nominal dimensions of the access door unit. Install appropriate framing in the opening to support the suspended ceiling system. **Example: If installing a 30" x 30" access door, the rough opening dimensions in the ceiling should measure 30 3/4" x 30 3/4".** Cut out additional material from the ceiling at the locations of the four, 2" x 2" x 1/4" hanger brackets provided.
2. Insert the access door unit into the opening
3. Downward Swinging: Open the access door using a removable "T" handle to unlock the door's snap latch and through the open door, guide the integral hanger brackets to the hanger rods (provided by others). Secure with appropriate bolts.
Upward Swing: Open the access door by pushing up on the face of door and through the open door, guide the integral hanger brackets to the hanger rods (provided by others). Secure with appropriate bolts. Adjust the bolts at each of the hanger rods to ensure that unit is level.
4. The access door is now ready for optional post finishing.

Operation:

Downward Swinging:

1. The basic components for door operation include; latching (snap latch), locking (cylinder lock) and hinges.
2. Use the removable "T" handle to operate the snap latch(es).
3. Use the key provided to unlock the cylinder lock.

Upward Swinging:

4. The basic components for door operation include; locking (cylinder lock) and hinges.
5. Use the key provided to unlock the cylinder 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:

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