



## Milcor™ Series DWR - Recessed Access Door

### For Drywall 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 Ceiling or Wall Construction**

1. Cut an opening in the wall or ceiling surface material that is 1/2" 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 1/2" x 12 1/2".**
2. Insert the access door into the prepared opening.
3. Open the access door by operating the cam latch(es) or using the provided key to unlock the door's cylinder lock.
4. With the access door frame and integral drywall bead 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 post finishing. Drywall tape and mud can now be applied to the perimeter access door drywall bead.
6. Prepare drywall finish material for recessed door panel by drilling access holes for cam and keyed latches. (Quantity varies per unit size). Install plastic grommet(s) into holes using adhesive mastic.
7. Secure drywall finish material into recessed door panel using non-mechanical fasteners.

#### **Operation:**

1. The basic components for door operation include; latching (cam latch), locking (keyed cylinder lock) and hinges.
2. Operate the cam latch(es).
3. Use a provided key 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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