



## Milcor™ Series E – Economical Flush Access Door

### For Drywall, Masonry or Tile 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, Masonry and Tile Ceilings or Walls Construction**

1. The access door and frame are surface mounted. Prepare a rough opening in the wall or ceiling surface material that is 1/4" smaller than the nominal dimensions of the access door size. The rough opening framing should be in accordance with 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 11 3/4" x 11 3/4".**
2. Remove the access door from the frame and insert the frame into the prepared opening.
3. With the access door frame seated tight against the wall/ceiling surface on all four sides, use appropriate screws to temporarily fasten through the holes at each corner of the frame. Confirm that unit is plumb, level and square. Continue with permanent fastening.
4. Reinstall the door into the frame and confirm the proper alignment.
5. The access door is now ready for optional post finishing.

#### **Operation:**

1. The basic components for door operation include; latching and hinges.
2. Pull tabs to rotate latches to open position.

#### **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. If any questions arise during the operation or maintenance of the products, please feel free to contact technical support at:

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