



Milcor™ Series UFR – Universal Fire-Rated 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 Ceiling or Wall Construction

1. Cut an opening in the wall/ceiling material that is 1/2" more than the nominal dimensions of the access door size. Install appropriate framing and finish material in the opening to maintain the fire rating of the wall per local building and fire code regulations. **Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2"**. Provide a notched-out area 2 1/4" long x 7/8" wide x 1/2" deep in the framing for the paddle latch/lock bolt cover.
2. Insert the access door into the prepared opening.
3. Open the access door using the provided key to unlock the door's lock and pull the paddle latch.
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.

Installation in New Masonry Ceiling or Wall Construction

1. Identify the location for the access door unit as the masonry wall is being constructed.
2. Provide an opening in the wall material that is 1/2" more than the nominal dimensions of the access door size. Install appropriate framing and finish material in the opening per local building and fire code regulations. **Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2"**. Provide a notched-out area 2 1/4" long x 7/8" wide x 1/2" deep in the framing for the paddle latch/lock bolt cover.
3. The access door unit is not a structural element. Provide necessary structural support for wall above head of access door unit.
4. Insert the access door into opening. Masonry anchors should be inserted into horizontal mortar joints between masonry courses.
5. As the masonry wall is being constructed, confirm that access door unit is plumb, level, and square.

Installation in Existing Masonry Ceiling or Wall Construction

1. Cut an opening in the wall material that is 1/2" more than the nominal dimensions of the access door size. Install appropriate framing and finish material in the opening to maintain the fire rating of the wall per local building and fire code regulations. **Example: If installing a 12" x 12" access door, the opening dimensions in the wall should measure 12 1/2" x 12 1/2"**. Provide a notched-out area 2 1/4" long x 7/8" wide x 1/2" deep in the framing for the paddle latch/lock bolt cover.
2. The access door unit is not a structural element. Provide necessary structural support for wall above head of access door unit.
3. Remove mortar in joints where required to allow for insertion of masonry anchors.
4. Insert access door unit into opening. Confirm that access door unit is plumb, level, and square.
5. Refill joints at masonry anchors with mortar to secure unit.
6. The access door is now ready for optional post finishing.

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Operation:

1. The basic components for door operation include; latching (paddle latch), locking (keyed cylinder lock) and hinges.
2. Use a provided key to unlock the cylinder lock.
3. Pull out to operate the paddle latch.

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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