

INSTRUCTIONS

FOR CHANGING BALANCE ARMS ON A DISSAPEARING ATTTIC STAIRWAY

AMERICAN STAIRWAYS, INC.

Tools Required:

- I - 7/16" wrench
- I - 9/16" wench
- 1 - adjustable wrench or pliers

*Note - Two people required

CAUTION! ! - SPRINGS ARE UNDER HIGH TENSION AND EXTREME CARE IS NEEDED IN CHANGING.

STEPS:

1. With one person in the attic at the top of the stair and one person at ground level, close the plywood door so that it is flush with the ceiling. The person at ground level needs to use a broom handle or pole to help hold the plywood closed while the springs are being removed..
2. The person in the attic needs to stretch either the left or right spring to release the tension on the spring and to completely remove the spring. CAUTION - REMOVE AND REPLACE ONE SPRNG AT A TIME. NEVER REMOVE BOTH SPRINGS AT THE SAME TIME.
3. After removing the spring, slowly open the plywood door and fully extend the ladder so that the bottom section is securely resting on the floor. Standing on the floor, use the 9/16" wrench to remove the one nut that attaches the stair section to the balance arm. The adjustable wrench may be needed to hold the bolt to keep it from turning while removing this nut. Be careful not to lose the flat washer that is between the nut and the balance arm.
4. Next, using the 7/16" wrench, remove the two nuts that attach the balance arm to the top side jamb. When complete the balance arm can be completely removed.
5. Fit the new balance arm into place while the stair is still fully extended Attach the two 7/16" nuts and the 3/8" nut. Be sure to put the flat washer between the 3/8" nut and the balance arm. Be sure all nuts are securely fastened
6. With one person still in the attic, fold the stair sections and close the plywood door so that it is once again flush with the ceiling. The stairway is now closed once again, the person at ground level needs to use a broom handle or pole to help hold the plywood closed while the springs are being replaced
7. Reattach the spring that was previously removed. To do this. first attach the hoop of the spring to the hole in the balance arm and firmly pull the spring and attach to the chain. Be sure this is complete before proceeding.
8. Remove and replace the balance arm that was not previously done by repeating steps 2 through 7.
9. When finished be sure the left and right spring are equally adjusted for tension.

The task is now complete.

Estimated completion time: 15 minutes