



## Milcor™ Series AP – Recessed Access Door

### For Acoustical Plaster 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 New Acoustical Plaster Ceiling Construction

1. Cut an opening in the metal plaster lath material that is 1/4" 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 ceiling should measure 12 1/4" x 12 1/4".**
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 metal lath seated tight against the ceiling structure and lath above 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. Acoustical plaster can be installed tight to outside unit frame and in recess of access door. Install plastic grommet(s) for access to cam or keyed locks. (Quantity varies per unit size).

#### Installation in Existing Acoustical Plaster Ceiling Construction

1. Remove existing plaster from area that is 5 1/2" more than the nominal dimension of the access door unit. This accommodates the metal lath integral to the access door frame.
2. Cut an opening in the existing metal lath that is 1/4" more than the nominal dimensions of the access door unit. 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 ceiling should measure 12 1/4" x 12 1/4".**
3. Insert the access door into the prepared opening.
4. Open the access door by operating the cam latch(es) or using the provided key to unlock the door's cylinder lock.
5. With the access door frame and integral metal lath seated tight against the ceiling structure and lath above 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.
6. The access door is now ready for post finishing. Acoustical plaster can be installed tight to outside unit frame and in recess of access door. Install plastic grommet(s) for access to cam or keyed locks. (Quantity varies per unit size).

#### 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.

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## **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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