

Installation and maintenance for Access Panels 1.1

Important information **prior to** installation

(You will find this information sticker on the inside on each access panel as of 1/5/08)

- **If this panel has been damaged in transit, phone the number on this panel *before* installing.**
- **Check that you have the correct access panel for the intended use and that what was ordered is what you have received.**
- **Ensure that the wall or ceiling surface for the access panel installation is flat and level.**
- Use all of the fixing holes to install this access panel.
- Keep the frame plumb and square. Do not over torque fixing screws.
- When installing, ensure the door to frame margins are maintained.
- Do not cut or alter the frame or door.
- If for hinged set bead doors, the door must be removed, unscrew the hinge cups from the dowel in the doors.
- Ensure that the lock pocket is kept free from plaster and other obstructions.
- Ensure that the access panels are kept dry.
- Ensure that the access panels are not exposed to direct sunlight.
- Ensure that the access panels are stored in a ventilated area.
- Ensure that acoustic seals are not painted.
- Ensure that keys (if required) are with the access panel.
- If in doubt, phone the telephone number on this access panel **before installing.**

ACCESS PANELS



- Acoustic Timber Panels ●
- Passive Fire Retardant Products ●
- Plumbing Products ●
- Metal Pan Ceiling Tiles ●
- Access Panels ●

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Handling and storage

- Ensure that the Access Panels are stored within a temperature range of 10 degrees centigrade to 35 degrees centigrade with the relative humidity not to exceed 50%. Panels stored outside the manufacturer's proper temperature and humidity range, especially panels with M.R MDF doors, may suffer from a poor fit due to expansion and warping. (refer Australian Wood Panels Association Incorporated publication on MR MDF - www.woodpanels.org.au/publications/datasheets/9.asp).
- Panels should remain in their cartons until installation and are to be stored on a level surface. Do not store cartons on their edge as this could result in damage to the panel edges.

Installation

- Under no circumstance is any part of the panel door or frame to be cut in any way.
- The cutout size for the access panel should be between 6mm and 8mm larger than the nominal size for the access panel ie a 600mm access panel should have a wall or ceiling cutout not less than 606 x 606mm and not greater than 608x 608mm.
- We recommend that access panels over 600 x 600 mm are independently supported.
- We recommend that access panels over 600 x 600 are fitted with a safety chain. (Available on request at time of order).
- Mark and cut out the opening size to suit the nominal dimension of the access panel plus 6-8mm ie a 600 mm access panel has a cutout size of 606-608mm.
- Frame out the opening to all four sides.
- Fit the access panel into the opening making it square and flat within the cutout and hard against the ceiling or wall surface. Fix the access panel with minimum 8g x 45mm self tappers in all of the fixing holes provided.
- Ensure correct operation of the access panel. Trowel in as necessary.
- Panels must be painted as soon as possible.



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Safety and maintenance

- **Do not stand on or support your body weight or heavy item from the access panels. Use a separate support mechanism to the access panel.**
- We recommend protective gloves be worn when handling metal products and that hands are washed before eating.
- It is the responsibility of the contractor to ensure that his employees are trained in OHS procedures as these can vary from site to site.
- Handmarks can be removed from the panels by using a soft damp cloth with a mild liquid detergent. Avoid excessive rubbing as scratching or permanent marking of the surface may occur.
- Como Access Panels are designed to be maintenance free. A periodic check to ensure that all fasteners are secure will ensure trouble free operation.

Warranty

- Como Building Products Pty Ltd access panels are precision manufactured in Australia and our products are sold throughout Australia, New Zealand and the South Pacific.
- We take pride in the quality of the product that we manufacture and only manufacture products that comply with Australian and industry standards. As such we only use raw material products that meet the appropriate Australian Standards.
- The access panel doors are manufactured from MR MDF that meets Australian Standard AS/NZS 1859.2:2004 for MR MDF.
- In addition to any rights the customer has at law, all products manufactured by Como Building Products Pty Limited are warranted to be free from defects in material and workmanship.
- When a product manufactured by Como Building Products Pty Limited that has been stored, handled and installed correctly is found to be defective it will be replaced/repaired at no charge.
- This warranty does not cover normal wear and tear and or abuse or incorrect use of the product.
- Como Building Products Pty Limited has a whole of life manufacturing process and will recycle any of the products manufactured by Como Building Products Pty Ltd in an environmentally friendly method.



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Australian owned/Designed/made June 2013

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