

# ACCESS HATCH

## Installation Instructions/Operation and Maintenance Manual

### Models:

AH-710  
Standard  
High Neck  
Radius Cut

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Standard Low Profile Frame



High Neck Frame  
for special applications.



Frame with radius cut—out  
for curved surfaces.

## Contact Information

### Mail

PS Access Solutions  
1150 South 48th Street  
Grand Forks, ND 58201

### Local Phone

701.746.4519

### Toll Free Phone

877.446.1519

### Website

psaccesssolutions.com

### Email

4psinfo@psdoors.com

### Hours of Operation

8 A.M. to 5 P.M. CT  
Monday – Friday

**IMPORTANT!** Read entire Instruction and Operations Manual to become familiar with the product.

**NOTICE** This product is a commercial product. The effectiveness of the product is directly related to the proper installation and operation of this product. Failure to properly maintain this product **will** affect performance.

### Publication Notice

This manual has been compiled and published covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

PS Access Solutions reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

PS Access Solutions and/or its respective suppliers may make improvements and/or changes in the product(s)/ service(s) offered and/ or the program(s) at any time without notice.

Retain this manual for future reference.

If you would like to download a copy of this manual, please go to  
psaccesssolutions.com



## Safety Precautions

**The following icons are used throughout this Manual.**

**▲ DANGER** Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.

**▲ WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

**▲ CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderated injury.

**NOTICE** Indicates manufacturer's statement of additional information.

**IMPORTANT!** Indicates a required action.

**CRITICAL** Indicates a vital component to product performance.

## Product Information

**NOTICE** Unauthorized modification of or to the Product voids this Limited Warranty. Authorized modifications, received in writing from PS DOORS, as long as the modification is accomplished in strict accordance with PS DOORS' instructions, does not void warranty. To request product modifications contact PS DOORS, 1150 S. 48th Street, Grand Forks, ND 58201, phone 877-446-1519, email: 4psinfo@psdoors.com

### I. General Information

This manual contains information regarding installation, operation, and maintenance of the PS DOORS' Access Hatch, all models.

### II. Operation Guidelines

The following procedures and information are supplied for the operation of the Access Hatch. Operation in a manner other than intended could result in damage or less than acceptable performance at time of need, for which the manufacturer will not be held responsible.

### III. Storage Prior To Installation of Product

- A. Store materials in a dry, ventilated location. If outdoor storage is required, block materials and tarp in a tent-like arrangement, elevated above the product with open sides to allow airflow.

### IV. Installation Site Preparation

- A. Clear work area of any debris.
- B. Ensure you have necessary tools available. \*See recommended tool list next to specific installation instruction.
- C. Ensure any required permits have been obtained.

**▲ WARNING** Ensure mounting surface is capable of supporting Access Hatch (by others).

### V. Installation Safety Precautions

- A. Ensure opening is clear of all obstructions.
- B. Comply with all OSHA Safety Regulations and/or company safety policies when installing.
- C. Install only on surfaces capable of supporting Access Hatch. Structural analysis of mounting surface is the responsibility of the owner.

### VI. Operation

- A. When opening the Access Hatch:
  1. Turn the quarter turn mechanical latch/latches to the open position.
  2. Open the Access Hatch Cover.
- B. When closing the Access Hatch:
  1. Ensure no material is between the gasket and Access Hatch frame.
  2. Close the Access Hatch Cover.
  3. Turn quarter turn mechanical latch/latches to the closed and latched position.

### NOTICE Additional Information

1. Please keep these instructions and Approved for Construction Drawings for later reference and read them before attempting any maintenance of the product.
2. PS Access Solutions recommends that the owner implement a regular maintenance program to inspect the Access Hatch as necessary.

## Installation - Standard Hatch; Weld in Place

### VII. Standard Hatch Installation—Weld in place option:

For installation on a flat surface.— See Illustration 1.  
For cutting a new opening see Illustration 5, Page 5.

#### Recommended Tools:

Welding Equipment

**STEP 1.** Align the Access Hatch with the opening to ensure correct hatch size and fit.

**STEP 2.** Once Access Hatch is in desired position, tack weld in place and verify alignment.

**STEP 3.** Weld in place.

- A. Note: Weld in small increments. If welding in large increments, warping of Access Hatch may occur.
- B. Number of welds is dependent on size and load requirements of Access Hatch. If not seal welding, caulk as required.
- C. When welding, shield gasket from sparks. Burning holes in gasket may cause product to fail.

**STEP 4.** Field verify Installation.

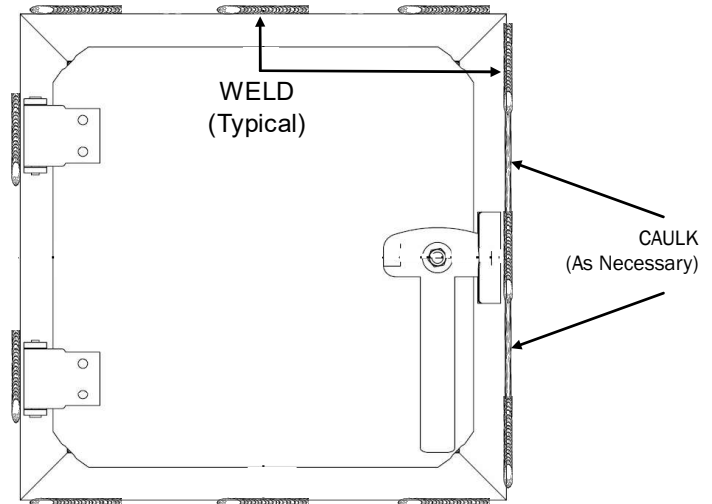
**STEP 5.** Touch up finish at welds. (Touch up paint not provided)

#### CRITICAL Verify Installation

- 1. Ensure all welds are tight and no gaps are left between Access Hatch and Material being mounted to.
- 2. Operate hatch cover to ensure free movement.

**Illustration 1.**

#### INSTALLATION - WELD IN PLACE OPTION



## Installation - Standard Hatch; Bolt in Place

### VIII. Standard Hatch Installation—Bolt in place option:

For installation on a flat surface.— See Illustration 2.  
For cutting a new opening see Illustration 5, Page 5.

#### Recommended Tools:

- One (1), Socket and Ratchet Set
- One (1), Wrench Set
- One (1), Electric Drill
- One (1), Measuring Tape
- One (1), Drill Bit Set
- App. Number of Clamps

**STEP 1.** Align the Access Hatch with the opening to ensure correct hatch size and fit

**STEP 2.** Once Access Hatch is in desired position, open hatch door and clamp the frame to the material being mounted to.

**STEP 3.** Match drill holes in Access Hatch Frame and material being mounted to.

- A. Note: Number of mounting holes is dependent on size and load requirements of the Access Hatch.
- B. Caulk as necessary if airtight seal is required.

**STEP 4.** Mount with appropriate hardware. (BY OTHERS)

**STEP 5.** Tighten all bolts to final position.

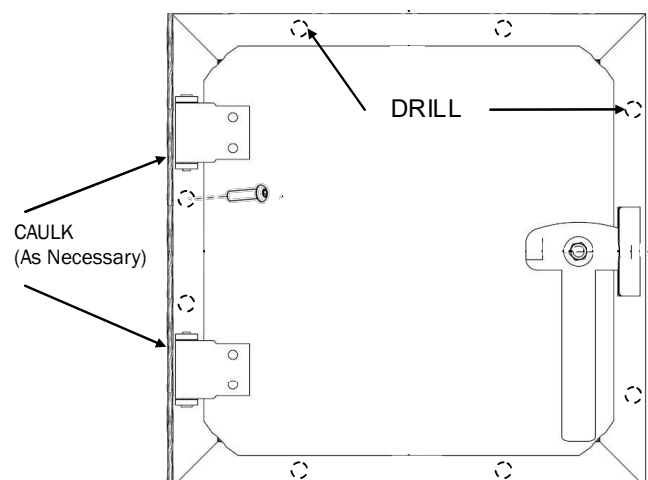
**STEP 6.** Field verify Installation.

#### CRITICAL Verify Installation

- 1. Ensure all bolts/nuts are tight.

**Illustration 2.**

#### INSTALLATION - BOLT IN PLACE OPTION



## Installation - High Neck Hatch; Weld in Place

### IX. Standard Hatch Installation—Weld in place option:

For installation on a flat surface.— See Illustration 3.

#### Recommended Tools:

Welding Equipment

**STEP 1.** Align the Access Hatch with the opening to ensure correct hatch size and fit.

**STEP 2.** Once Access Hatch is in desired position, tack weld in place, verify alignment.

**STEP 3.** Weld in place.

- A. Note: Weld in small increments. If welding in large increments, warping of Access Hatch may occur.
- B. Number of welds is dependent on size and load requirements of Access Hatch. If continuous seal welding is not required, weld as required and caulk.
- C. When welding, shield gasket from sparks. Burning holes in gasket may cause product to fail.

**STEP 4.** Field verify Installation.

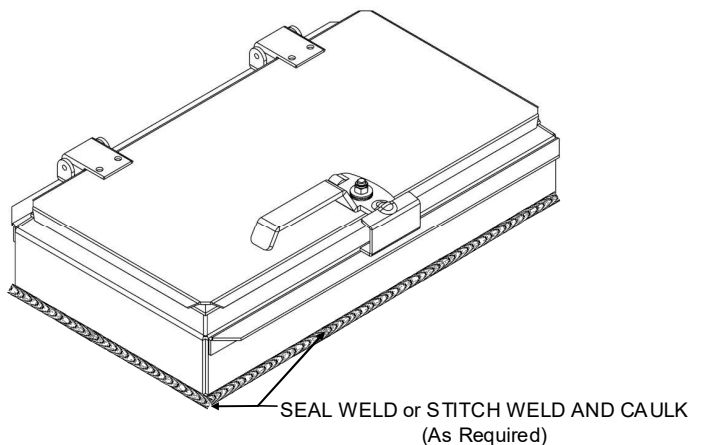
**STEP 5.** Touch up finish at weld. *Touch up paint NOT provided.*

#### CRITICAL Verify Installation

- 1. Ensure all welds are tight and no gaps are left between Access Hatch and Material being mounted to.
- 2. Operate hatch cover to ensure free movement.

**Illustration 3.**

#### HIGH NECK HATCH—WELD IN PLACE



## Installation - Radius Cut Hatch; Weld in Place

### X. Standard Hatch Installation—Weld in place option:

For installation on a round surface. See Illustration 4.

#### Recommended Tools:

Welding Equipment

**STEP 1.** Align the Access Hatch with the opening to ensure correct hatch size and fit.

**STEP 2.** Once Access Hatch is in desired position, tack weld in place, verify alignment.

**STEP 3.** Weld in place.

- A. Note: Weld in small increments. If welding in large increments, warping of Access Hatch may occur.
- B. Number of welds is dependent on size and load requirements of Access Hatch. If continuous seal welding is not required, weld as required and caulk.
- C. When welding, shield gasket from sparks. Burning holes in gasket may cause product to fail.

**STEP 4.** Field Verify Installation.

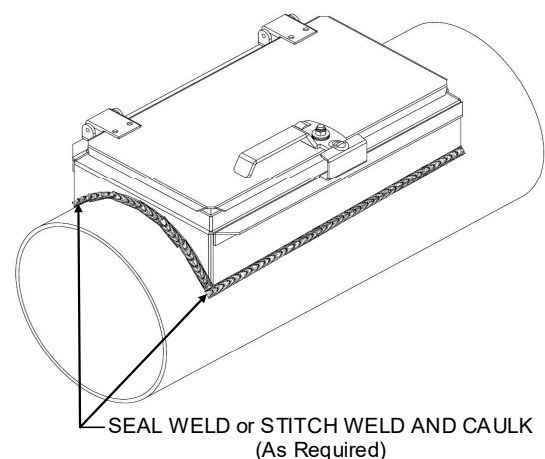
**STEP 5.** Touch up finishes at welds. *Touch up paint NOT provided.*

#### CRITICAL Verify Installation

- 1. Ensure all welds are tight and no gaps are left between Access Hatch and Material being mounted to.
- 2. Operate hatch cover to ensure free movement.

**Illustration 4.**

#### RADIUS CUT HATCH—WELD IN PLACE



## Determining Cut Out Size

### XI. Installation—Cut Out Size

See Illustration 5.

**STEP 1.** Determine the opening width and height of the Access Hatch. Dimension **A** and **B** on the illustration below.

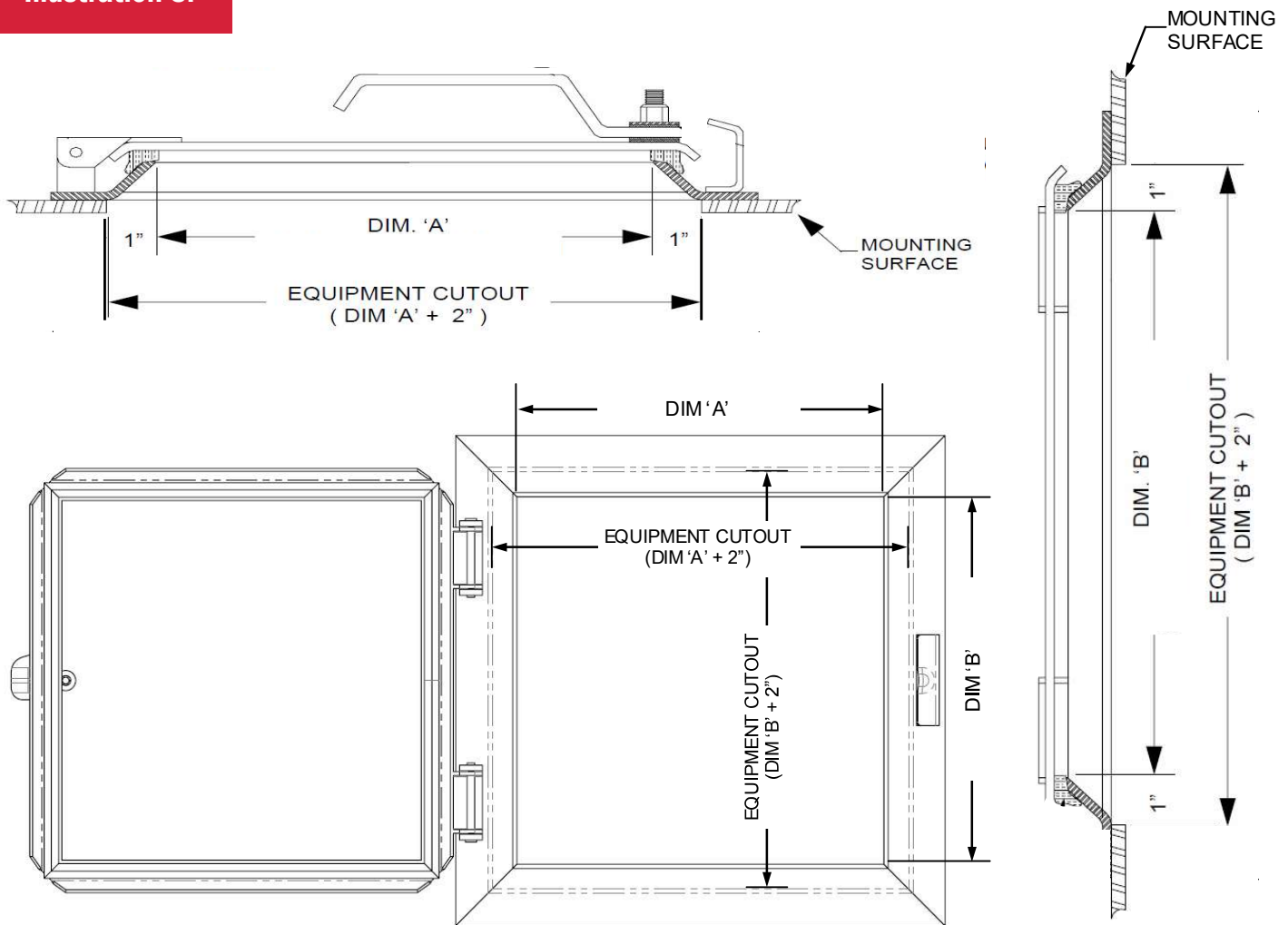
**STEP 2.** Once the opening width and height is determined add two (2) inches as shown in “equipment cutout” measurement below.

**STEP 3.** Make an outline of the area to be cut out and trace that outline on the material that the access hatch is being mounted to.

**STEP 4.** Use appropriate cutting tools for the material being mounted to and cut out the opening.

**Illustration 5.**

#### INSTALLATION - CUT OUT SIZE



## Replacement Gasket

### XII. Replacement Gasket—Installation:

See Illustration 6.

**STEP 1.** Determine amount of gasket needed.

A. Measure perimeter of hatch lid and add 2”.

**STEP 2.** While original gasket is still in place, use a scratch awl to scribe a permanent outline of the original gasket.

**STEP 3.** Remove old gasket.

**STEP 4.** Clean hatch cover where original gasket with adhesive was placed.

A. Clean thoroughly, isopropyl alcohol is recommended. Surface must be dry and free of adhesive residue, dust, or moisture.

**STEP 5.** Start replacement gasket at center of lid on the hinge side. Follow the scribed line or follow line of original gasket when applying the replacement gasket. Gasket must be pressed firmly in place along the entire length to ensure that there are no voids where the adhesive bonds to the cover.

**STEP 6.** Cut a “pie shape” cut out of the corners for smooth corners and proper gasketing of hatch.

**STEP 7.** Cut off excess gasket as required.

**NOTICE** Gasket stretches when cutting – do not cut off too much.

**CRITICAL Verify Installation**

1. Ensure hatch seals properly.
2. Ensure the gasket does not “pinch” or fold around the perimeter upon closing the cover for the first time.  
**Pull the gasket flange out by hand in the corners if required.**

**Recommended Tools:**

One (1), Knife

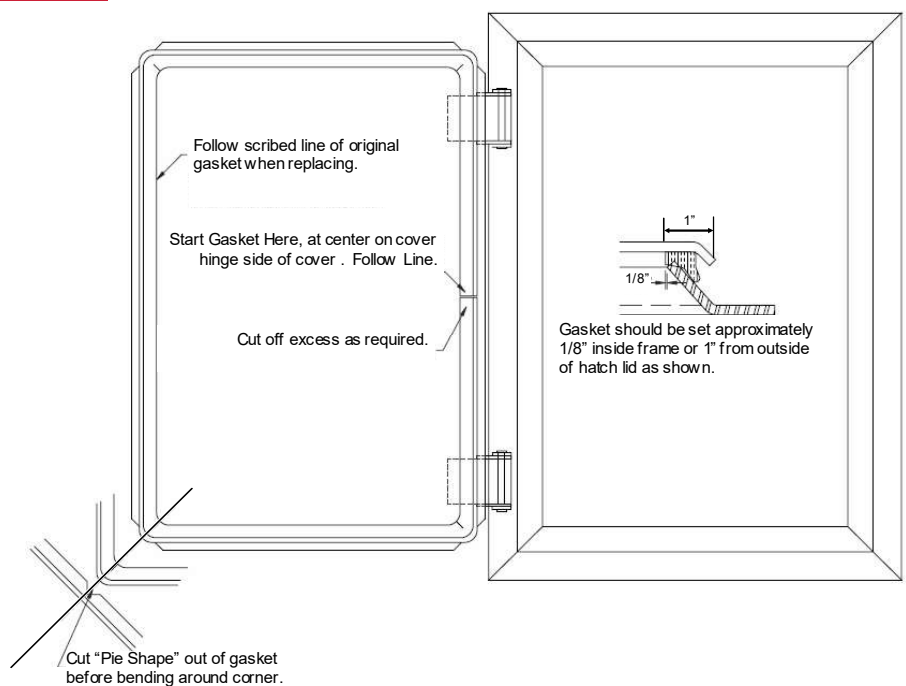
One (1), Scraper

One (1), Scratch Awl

Cleaning Solution

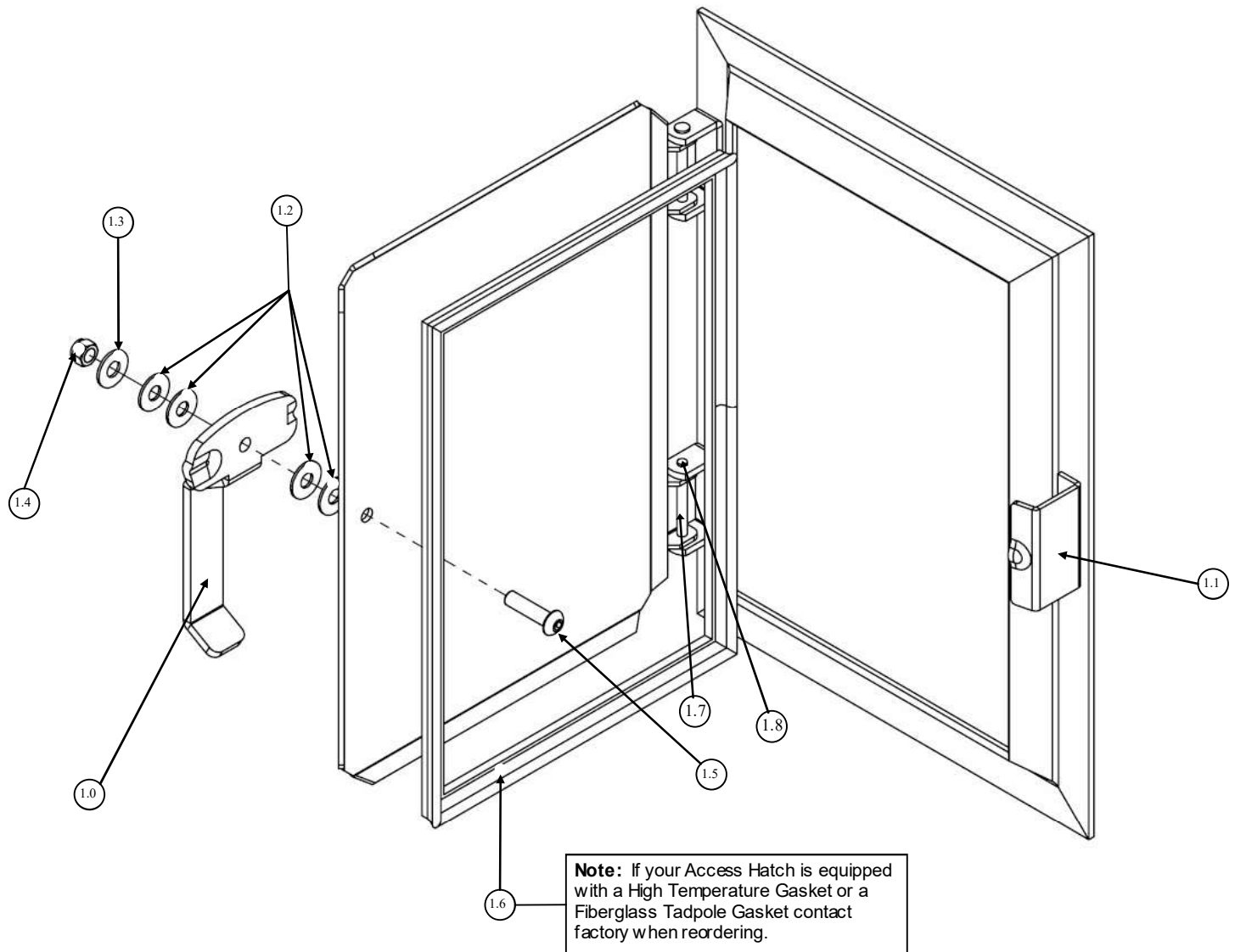
**Illustration 6.**

**INSTALLATION - GASKET REPLACEMENT**



## Parts Diagram

**Note 1:** Access Hatch is shipped fully assembled. Diagram is for part identification only.



**\*Hardware on Stainless Steel Gates To Be 304 Alloy**

#	Description	Qty.	Mild Steel PN	Stainless Steel PN
1.0	Detent Handle	1	503304	503120
1.1	Detent Catch	1	503123	503123
1.2	Washer; Nylon Flat	4	501955	501955
1.3	Washer; Flat	1	501945	501945
1.4	Nut; Nylock	1	502176	502176
1.5	Screw; Factory Welded	1	508378	508378
1.6	EPDM; Gasket	1	502012	502012
1.7	Bolt, Hex 1/4" 20x2-3/4" SS	2	511677	511677
1.8	Nut, Revlock 1/4" 20 SS		511679	511679

**To Order Parts Contact PS D00RS at 877.446.1519 or [4psinfo@psdoors.com](mailto:4psinfo@psdoors.com)  
[www.psaccesssolutions.com](http://www.psaccesssolutions.com)**

## Inspection and Maintenance

### XIII. Inspection and Maintenance

#### A. Fasteners and Mechanical Connections:

1. All fasteners must be in place and adjusted to their original design standards. Replace any damaged components.
2. Check gaskets periodically to ensure proper functionality. Replace as necessary

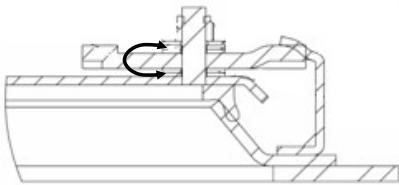
#### B. Quarter Turn Mechanical Latch Adjustment

1. To increase or decrease tension on Quarter Turn Mechanical Latch, move washers from over or under mechanical latch as required. See Illustration 7.

#### C. Finishes: Touch up and repair finishes as necessary.

#### Illustration 7.

Move washers to adjust latching.





Inspection and Maintenance Log

**CRITICAL** Periodic Inspection and Maintenance Required. Inspect at minimum annually.

Date Purchased:

Product: ACCESS HATCH

Model Number:

Serial Number:

Door Identifier / Number:

Location:

DATE INSPECTED	INSPECTED BY <i>(Print &amp; Sign)</i>	INSPECTION ITEMS NOTED	CORRECTIVE ACTION	CORRECTED BY <i>(Print &amp; Sign)</i>

## PS DOORS – LIMITED WARRANTY

**Limited Warranty:** Subject to the terms of this Limited Warranty, Production Specialties Corporation, doing business as PS DOORS ("PS DOORS") warrants to the original user or consumer (the "Owner") of a PS DOORS product (the "Product") that, for a period of one (1) year from date of shipment, the Product will be free from defects in material and workmanship under normal use and service, and provided the Product is installed, operated and maintained in accordance with instructions supplied by PS DOORS. The terms and limitations of this Limited Warranty apply to all repaired or replacement Products for a term equal to the balance of the warranty remaining on the Product that was repaired or replaced as of the date of such repair or replacement.

**PS Flood Barriers™ Product Warranty Registration:** For PS DOORS Flood Barrier™ Products, this Limited Warranty will only be valid if the Owner completes the Warranty Registration Form provided within thirty (30) days of Product installation. To request a copy of the Warranty Registration Form, contact PS DOORS, 1150 S. 48th Street, Grand Forks, ND 58201, phone 877-446-1519, email: 4psinfo@psdoors.com. Additional Warranty Registration Forms can be downloaded at [www.psfloodbarriers.com/download-center/](http://www.psfloodbarriers.com/download-center/)

**Warranty Exclusions:** Notwithstanding anything to the contrary, this Limited Warranty does not cover any of the following:

1. Normal wear and tear (including, but not limited to, normal wear and tear to gaskets and weather seals); damage or accidents resulting from freight damage, from failure to follow precautionary safety measures, or applied paint failure; abuse, misuse or unauthorized modification of the Product; misapplication; improper installation; or any defects, damage or other harm that is not the result of the acts or omissions of PS DOORS.
2. Cost of field labor or other charges incurred by Owner in removing and/or re-affixing the Product or any part or component thereof.
3. Transportation costs.

Unauthorized modification of or to the Product voids this Limited Warranty. Authorized modifications, received in writing from PS DOORS, as long as the modification is accomplished in strict accordance with PS DOORS' instructions, does not void warranty. To request product modifications contact PS DOORS, 1150 S. 48th Street, Grand Forks, ND 58201, phone 877-446-1519, email: 4psinfo@psdoors.com.

**Claim Procedure:** To make a claim under this Limited Warranty, the claim must be received by PS DOORS before the expiration of the above stated Limited Warranty period together with proof of purchase. Contact PS DOORS at the address shown below.

PS DOORS	Toll Free: 877-446-1519
Attention: Warranty	Phone: 701-746-4519
1150 S. 48th Street	Fax: 701-746-8340
Grand Forks, ND 58201	E-mail: 4psinfo@psdoors.com

An authorized PS DOORS representative must be given a reasonable opportunity to inspect and investigate the alleged Product defect prior to any work being done that affects the Product or its installation. PS DOORS reserves the right to charge reasonable amounts for travel and labor associated with investigation of claims. PS DOORS may also require photographs of the alleged Product defect or return of the Product or part to a designated PS DOORS location, freight prepaid. A return goods authorization must be received prior to the return of the Product or part. Please contact PS DOORS to determine the designated location for return and to obtain the return material authorization.

**Exclusive Remedy:** In the event of a warranty claim that PS DOORS determines to be covered by this Limited Warranty, PS DOORS will replace or repair, at PS DOORS' discretion, the Product or any part of the Product found to be defective.

**Disclaimers:** The above warranty and remedy is the sole express warranty and remedy given by PS DOORS on its Product. No warranties or representations at any time made by any representative from PS DOORS shall vary or expand the provisions hereof. TO THE EXTENT PERMITTED BY LAW, ALL EXPRESS AND IMPLIED WARRANTIES (INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT) OTHER THAN THE EXPRESS LIMITED WARRANTY SET FORTH ABOVE ARE EXPRESSLY DISCLAIMED. UPON THE EXPIRATION OF THE ABOVE STATED LIMITED WARRANTY PERIOD, ANY AND ALL APPLICABLE IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT, ARE DISCLAIMED. SOME STATES DO NOT ALLOW LIMITATION ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO OWNER.

**LIABILITY LIMITATION:** In no event will PS DOORS' liability to Owner or any other person or entity exceed the price paid to PS DOORS for the defective Product. IN NO EVENT SHALL PS DOORS BE LIABLE TO OWNER OR ANY OTHER PERSON OR ENTITY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY (INCLUDING ANY IMPLIED WARRANTIES) OR ANY OTHER CONTRACT, STRICT LIABILITY, NEGLIGENCE OR OTHER TORT, OR OTHERWISE, INCLUDING ARISING FROM INSPECTION OR REMEDY DELAYS. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION AND EXCLUSION MAY NOT APPLY TO OWNER.

THIS WARRANTY GIVES OWNER SPECIFIC LEGAL RIGHTS AND OWNER MAY ALSO HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE.