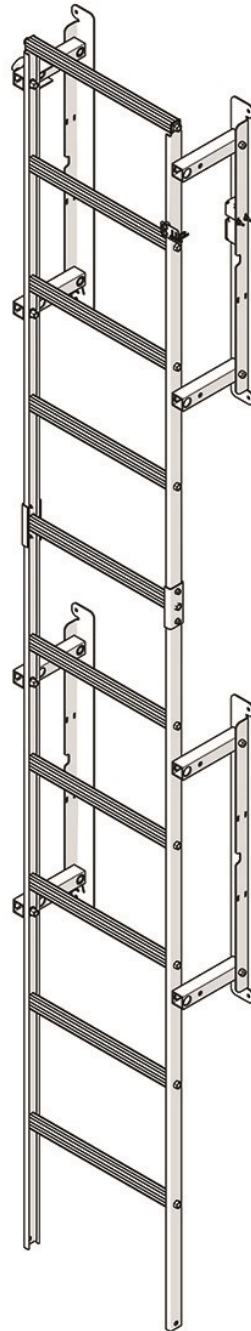




RETRACTABLE PIT LADDER

Part No. 20-102-XX



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NOTICE

GENERAL WARNINGS

The equipment covered in this manual should only be installed, used, and serviced by qualified personnel trained in proper work and safety procedures. This manual is intended to assist such trained individuals in the installation and use of this equipment and is not intended as a substitute for proper training and experience.

This document or any other information regarding this equipment is not intended to cover all of the possible situations which may be encountered while using the equipment described herein. Should specific situations arise which are not covered by the information provided, or should the user desire further details, the specifics should be directed to Wurtec, Inc.

Note: In the effort of continuous product improvement, Wurtec, Inc. reserves the right to modify the design and specifications of this product at any time without notice.

WARNING

Failure to comply with the following guidelines can result in death or serious injury.

- Ensure the ladder is properly anchored and in good working order before use.
- Never climb the ladder while it is retracted against the pit wall.
- Always climb the ladder carefully and use both hands.
- Never enter the pit while the elevator is in operation.
- Always wear proper safety equipment when entering the elevator hoistway.



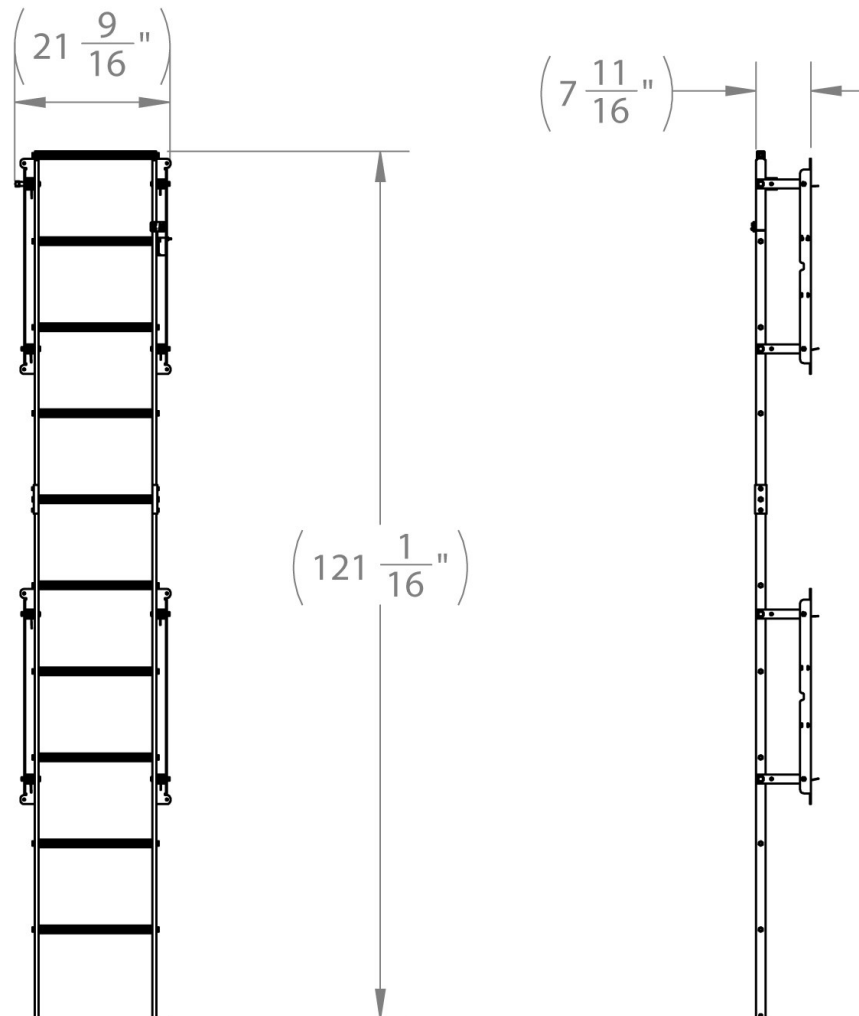
EQUIPMENT DESCRIPTION & INTENDED USE

The Retractable Pit Ladder provides a safe, space-saving, and code-compliant means of accessing the pit of an elevator hoistway. It features both a positive stop assembly and an integrated safety switch that prevent the ladder from extending when the elevator is in operation—helping to eliminate the risk of unauthorized or unsafe pit entry.

Designed for direct wall-mount installation, the ladder collapses to under 2 inches thick when not in use and extends to just 8 inches from the wall when deployed, providing a stable and secure climbing surface. It can be customized to accommodate a wide range of pit depths and configurations, making it suitable for both new construction and modernization projects.

The Retractable Pit Ladder meets the requirements of **A17.1-2022 / CSA B44:22 Section A17.1 2.2.4.2.7**, ensuring safe and convenient pit access in full compliance with elevator code standards.

PRODUCT DIMENSIONS



INSTALLATION / ASSEMBLY TOOLS REQUIRED

The following tool list is the minimum required for installation. This process can be completed with the following tools:

- 3/8" and 9/16" Sockets
- 3/6" and 7/32" Hex Keys
- Electric Drill
- Hammer Drill and Bits for 1/4" Concrete Anchors
- Socket Wrench
- 1/4" Concrete Anchors (1-1/4" minimum embedment)

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PACKING LIST

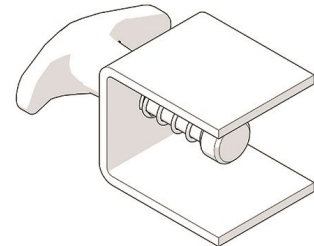
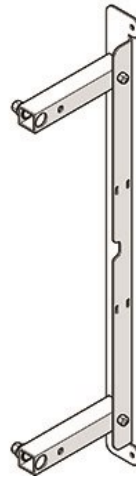
Model	Rail Length	Rail Quantity	Rungs	Thread Cutting Screws	Self Drilling Screws
20-102-08	4'	4 Total	8	16	4
20-102-10	4', 6'	2 of Each Length	10	20	4
20-102-12	6'	4 Total	12	24	4



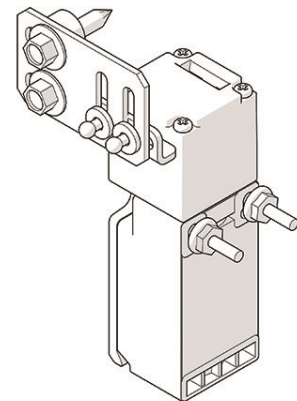
(4) Rails



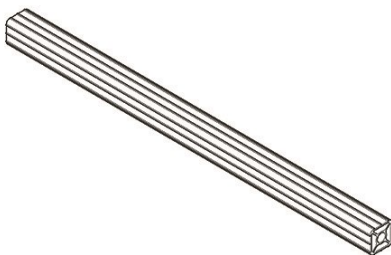
(2) Left Wall Mount Assembly
(2) Right Wall Mount Assembly



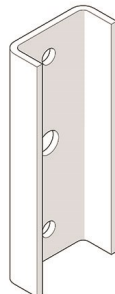
(1) Positive Stop



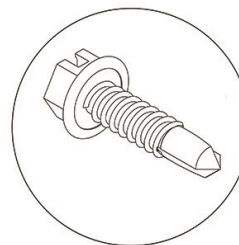
(1) Switch Kit



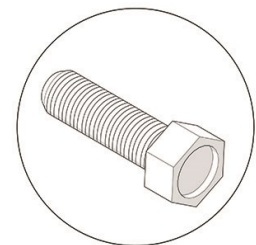
(10) Ladder Rungs



(2) Joint Stiffeners

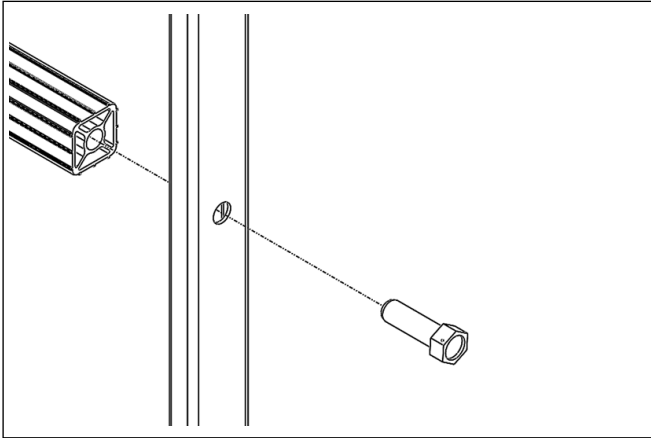


(4) Self Drilling Screws



(20) Hex Head
Thread Cutting Screws

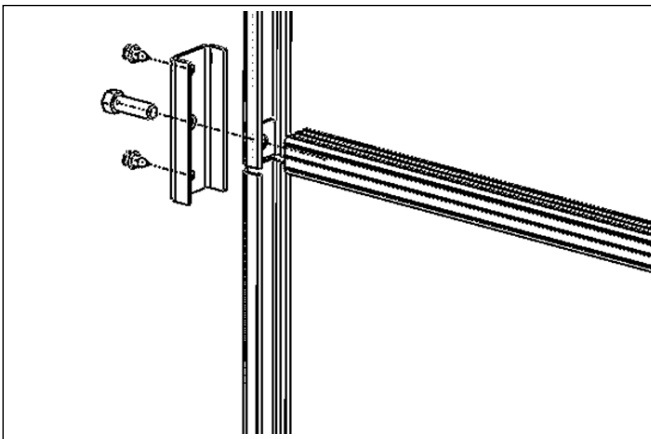
INSTALLATION INSTRUCTIONS



Step 1: Attaching the Rungs

Step 1: Attaching the Rungs

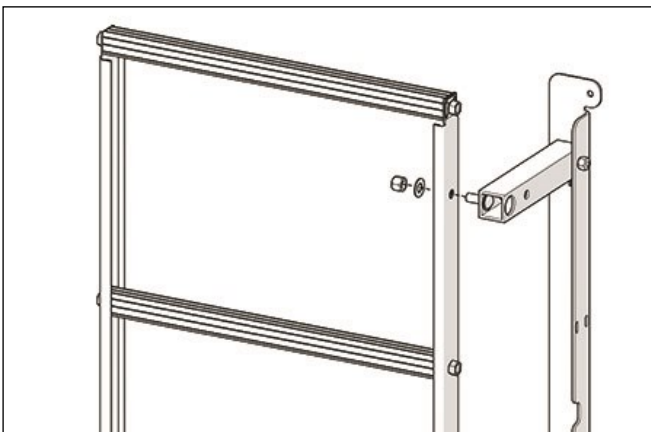
- Fasten the Rungs to the Rails using the Thread Cutting Screws.
- *NOTE: Do not attach the Rung where the ladder sections meet until after the ladder sections have been slotted into place and connected.



Step 2: Connect the Ladder Sections

Step 2: Connect the Ladder Sections

- Slot the ladder sections together.
- Attach the Joint Stiffeners on the outside of each rail using the Self Drilling Screws.
- Attach the last Rung to the Joint Stiffeners using the Thread Cutting Screws.

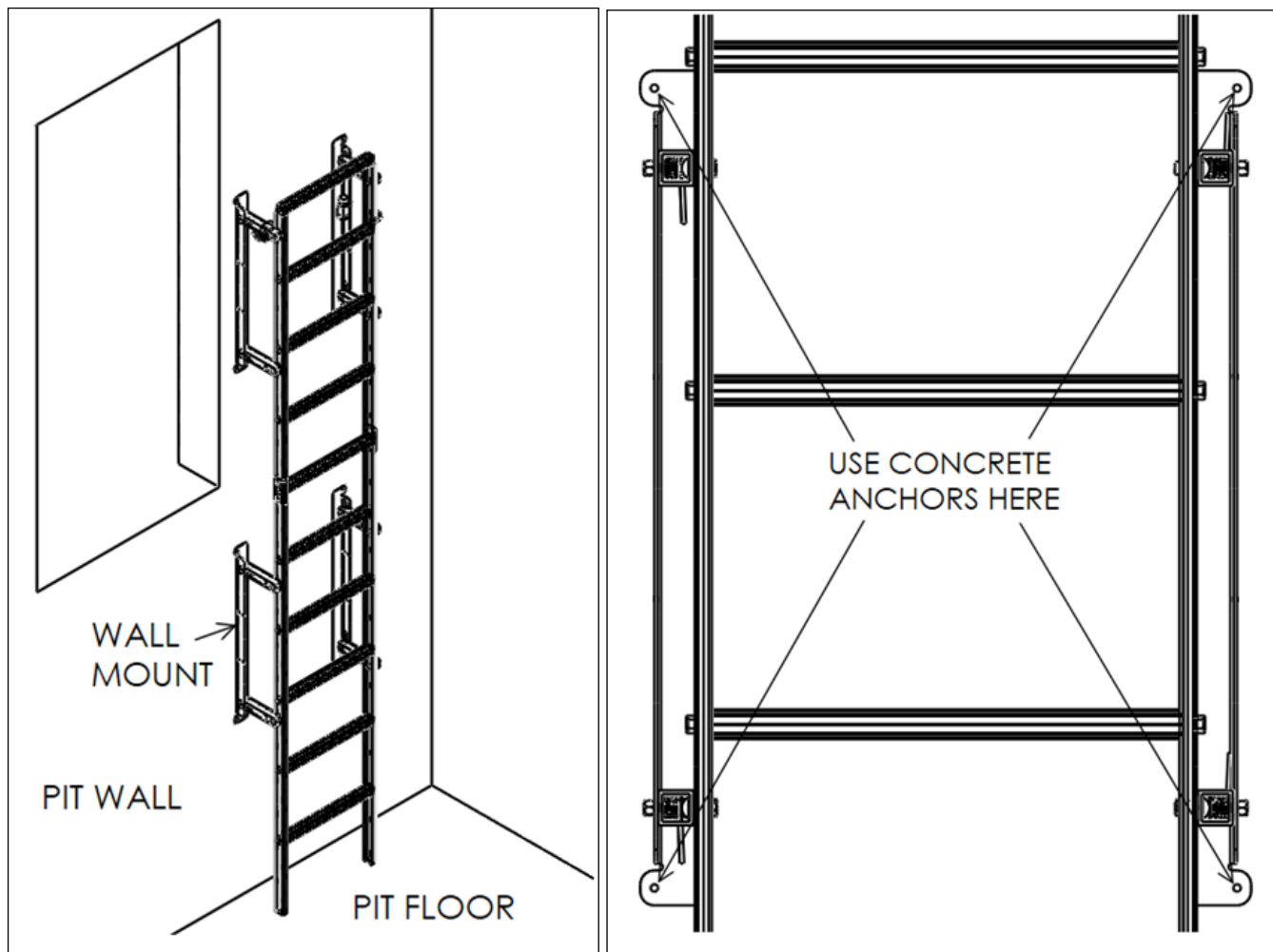


Step 3: Attach the Wall Mount Assemblies

Step 3: Attach the Wall Mount Assemblies

- Unfasten the Nylon Insert Lock Nut on the Wall Mount Assemblies. Remove it and the Flatwasher.
- Thread the Button Head Cap Screw through the Ladder Rail.
- Add the Flatwasher and fasten with the Nylon Insert Lock Nut. *NOTE: The connection should be snug, but the arm should still be able to rotate freely.
- Repeat for all four Wall Mount Assemblies.

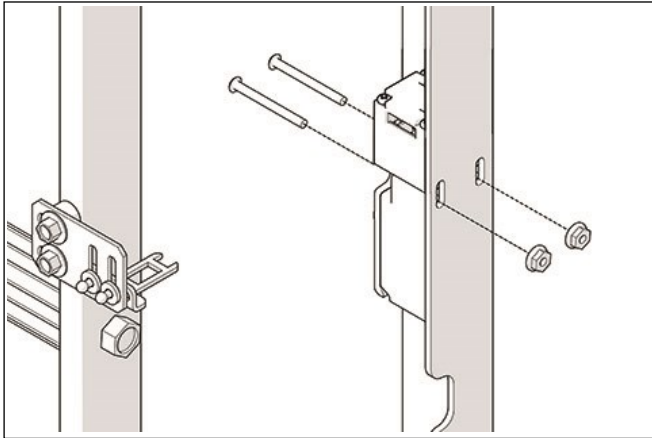
INSTALLATION INSTRUCTIONS



Step 4: Installing the Ladder

- With the ladder in the extended position, place the bottom of the ladder rails on the floor of the pit and push the Wall Mount Brackets against the wall.
- Fasten both sets of brackets to the wall using 1/4" concrete anchors. *NOTE: The anchors must be embedded into the concrete a minimum of 1-1/4".

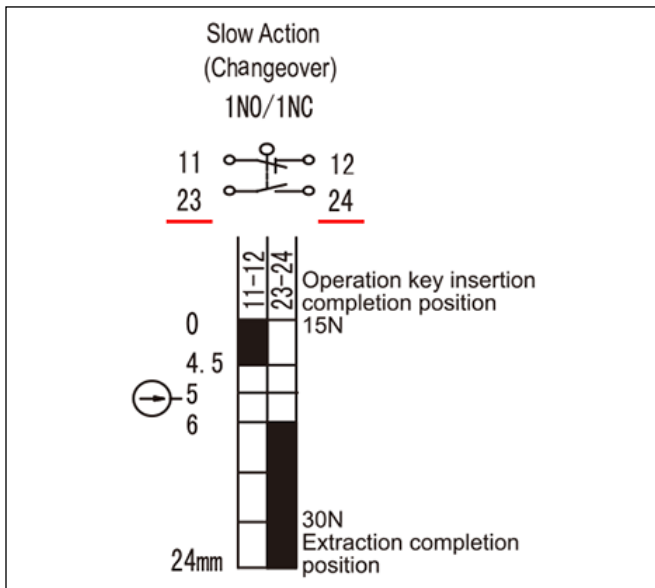
INSTALLATION INSTRUCTIONS



Step 5: Installing the Safety Switch

Step 5: Installing the Safety Switch

- Align the Safety Switch with the Right Mounting Bracket Rail as shown in the Step 4 image.
- Align the holes of the Safety Switch with the holes in the Right Mounting Bracket.
- Attach the Switch to the Wall Mount Bracket using the Button Head Screws.
- Wire the safety switch to the controller per ASME A17.1 (2013) Code.

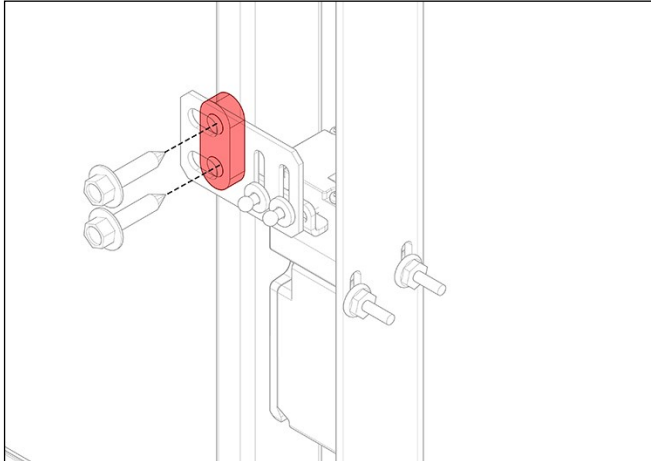


Step 6: Wiring the Safety Switch

Step 6: Wiring the Safety Switch

- Wire the Safety Switch into your existing safety chain. *NOTE: The elevator must automatically shut off when the key is removed.

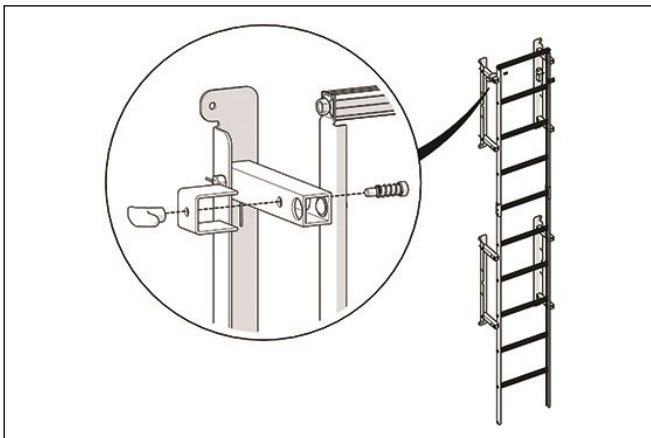
INSTALLATION INSTRUCTIONS



Step 7: Attaching the Key

Step 6: Attaching the Key

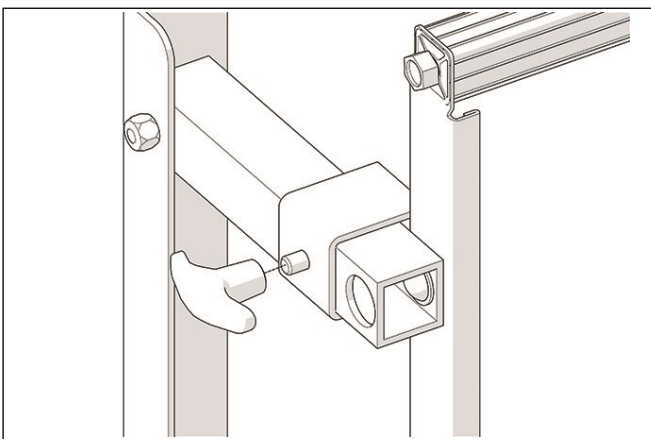
- With the ladder in the retracted position, insert the key into the switch and press the Key Bracket against the ladder rail.
- Attach the Key Bracket to the ladder rail using the Self Drilling Screws.
- *NOTE: When installing the Key Bracket, ensure the spacer is present! The ladder will not fully lock without the spacer.



Step 8: Attaching the Positive Stop

Step 7: Attaching the Positive Stop

- Unscrew the handle from the socket shoulder screw. Remove the Socket Shoulder Screw and Compression Spring from the Stopper Bracket.
- Align the holes on the Stopper Bracket with the holes on the Wall Mounting Bracket.



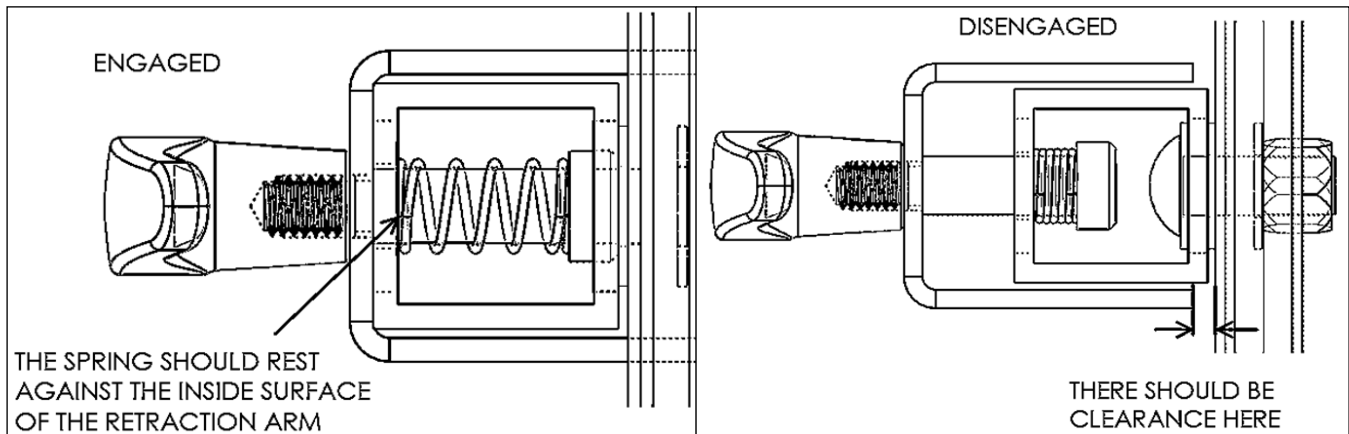
Step 9: Securing the Positive Stop

Step 8: Securing the Positive Stop

- Unscrew the handle from the socket shoulder screw. Remove the Socket Shoulder Screw and Compression Spring from the Stopper Bracket.
- Align the holes on the Stopper Bracket with the holes on the Wall Mounting Bracket.

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INSTALLATION INSTRUCTIONS



Step 9: Testing the Positive Stop

- Test the Positive Stop to ensure proper operation.
- Pull and hold the handle out to disengage the Positive Stop.
- Move the ladder to the desired position.
- Release the handle to engage the Positive Stop.

! WARNING

RETRACTABLE PIT LADDER PRESENT



Important Reminders

- Ensure the ladder is properly anchored and in good working order before use.
- Never climb the ladder while it is retracted against the pit wall.
- Verify that the ladder is fully retracted prior to ascending or descending.
- Always climb the ladder carefully, maintaining 3 points of contact with the ladder at all times.
- Never enter the pit while the elevator is in operation.
- Always wear proper safety equipment when entering the elevator hoistway.

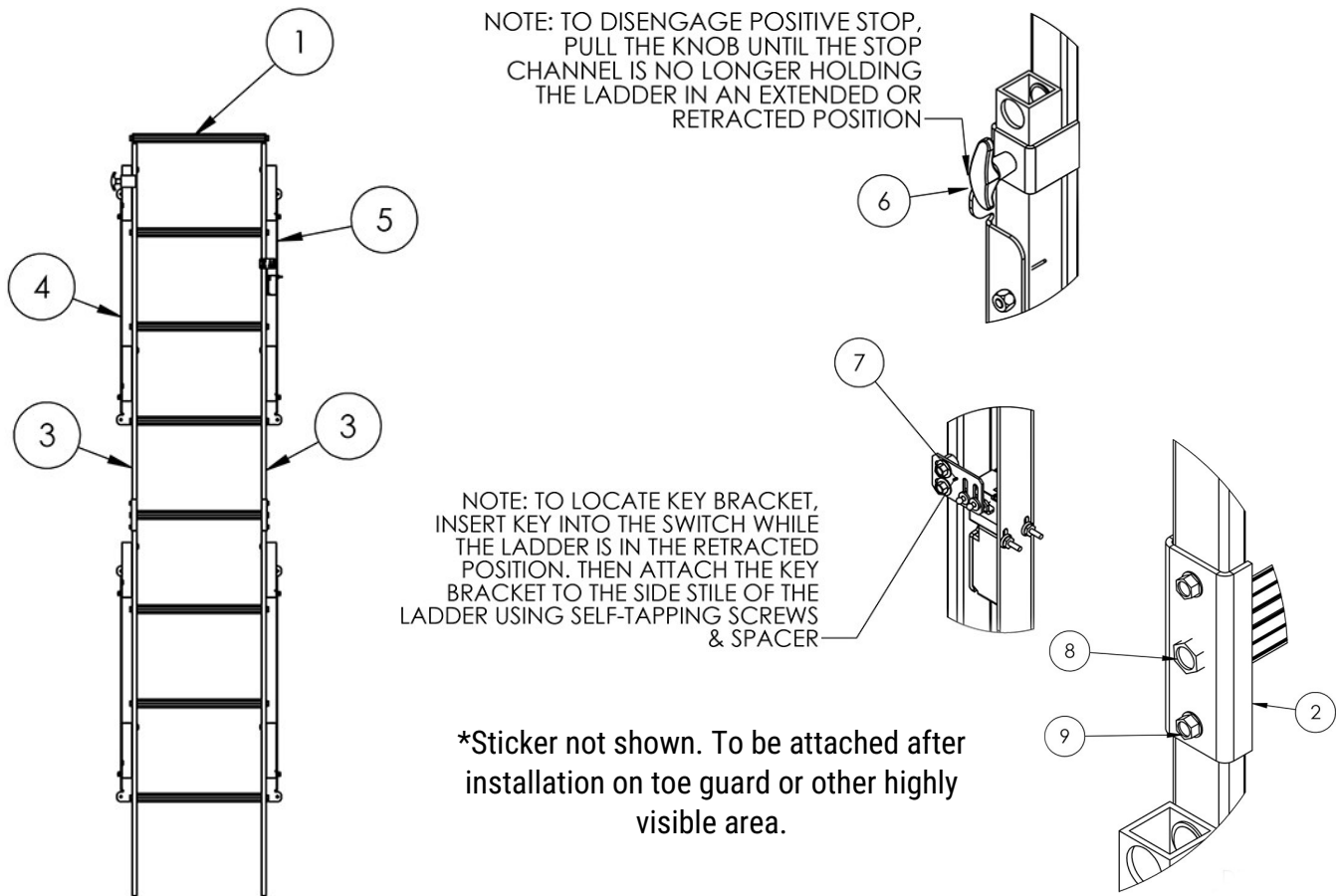


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Step 10: Applying the Sticker

- Once installation is complete, apply the warning sticker to the toe guard of the ladder, or other highly visible area.

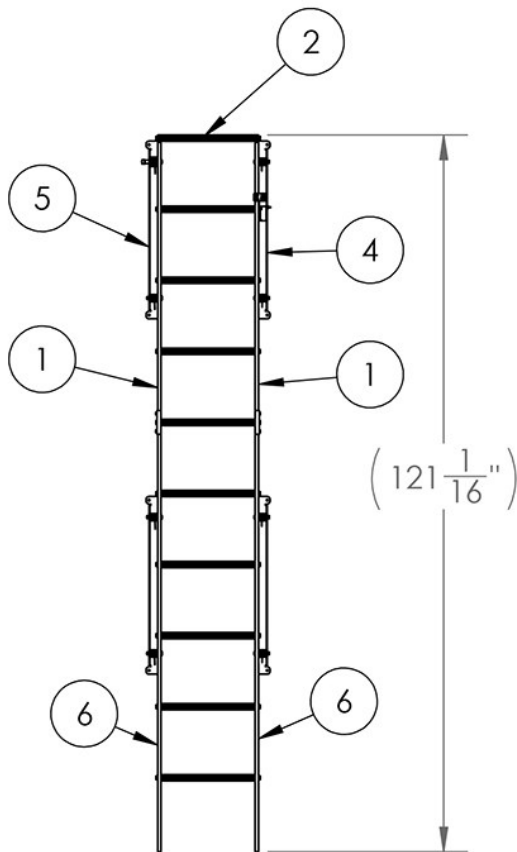
BILL OF MATERIALS - 8 FT - RETRACTABLE PIT LADDER



Item	Qty	Part No.	Description	Size	Length
1	8	20-101-07	PIT LADDER RUNG	-	-
2	2	20-101-12	JOINT STIFFENER	-	-
3	4	20-102-01	4 FT RAIL	-	-
4	2	20-102-03L	WALL MOUNT ASSEMBLY	-	-
5	2	20-102-03R	WALL MOUNT ASSEMBLY	-	-
6	1	20-102-11	POSITIVE STOP	-	-
7	1	20-10063820	SWITCH KIT, RETRACTABLE PIT LADDER. 2021	-	-
8	16	32426	HEX HEAD THREAD CUTTING SCREW	3/8-16	1-1/4"
9	4	0143568	SELF DRILLING SCREW	1/4-14	1/2"
*10	1	20-10075542	RETRACTABLE PIT LADDER STICKER	-	-

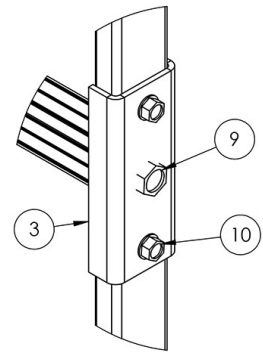
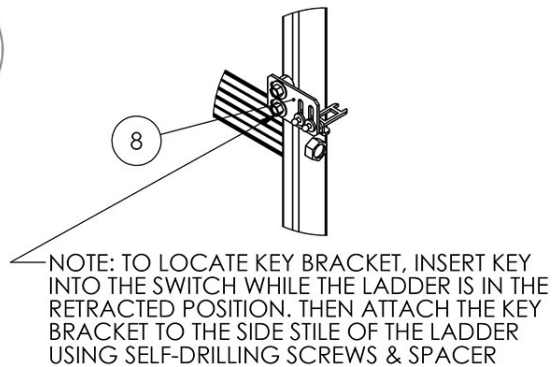
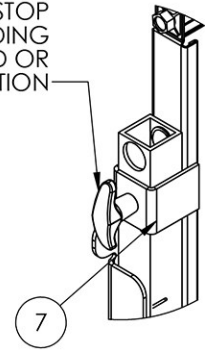
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BILL OF MATERIALS - 10 FT - RETRACTABLE PIT LADDER



NOTE: TO DISENGAGE POSITIVE STOP, PULL THE KNOB UNTIL THE STOP CHANNEL IS NO LONGER HOLDING THE LADDER IN AN EXTENDED OR RETRACTED POSITION

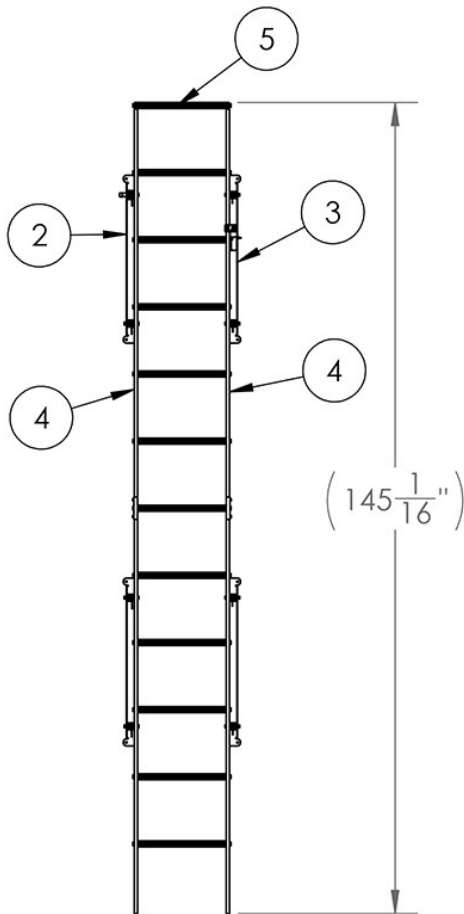
*Sticker not shown. To be attached after installation on toe guard or other highly visible area.



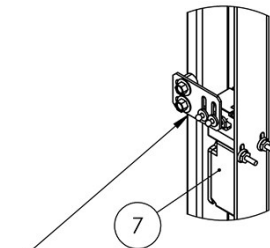
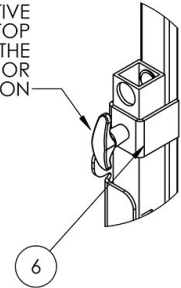
Item	Qty	Part No.	Description	Size	Length
1	2	20-102-01	4 FT RAIL	-	-
2	10	20-101-07	PIT LADDER RUNG	-	-
3	2	20-101-12	JOINT STIFFENER	-	-
4	2	20-102-03R	WALL MOUNT ASSEMBLY	-	-
5	2	20-102-03L	WALL MOUNT ASSEMBLY	-	-
6	2	20-102-05	6 FT RAIL	-	-
7	1	20-102-11	POSITIVE STOP	-	-
8	1	20-10063820	SWITCH KIT, RETRACTABLE PIT LADDER, 2021	-	-
9	20	32426	HEX HEAD THREAD CUTTING SCREW	3/8-16	1-1/4"
10	4	0143568	SELF DRILLING SCREW	1/4-14	1/2"
*11	1	20-10075542	RETRACTABLE PIT LADDER STICKER	-	-

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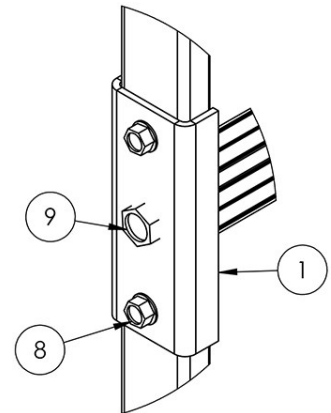
BILL OF MATERIALS - 12 FT - RETRACTABLE PIT LADDER



NOTE: TO DISENGAGE THE POSITIVE STOP, PULL THE KNOB UNTIL THE STOP CHANNEL IS NO LONGER HOLDING THE LADDER IN AN EXTENDED OR RETRACTED POSITION



NOTE: TO LOCATE KEY BRACKET, INSERT KEY INTO THE SWITCH WHILE THE LADDER IS IN THE RETRACTED POSITION. THEN ATTACH THE KEY BRACKET TO THE SIDE STILE OF THE LADDER USING SELF-TAPPING SCREWS & SPACER

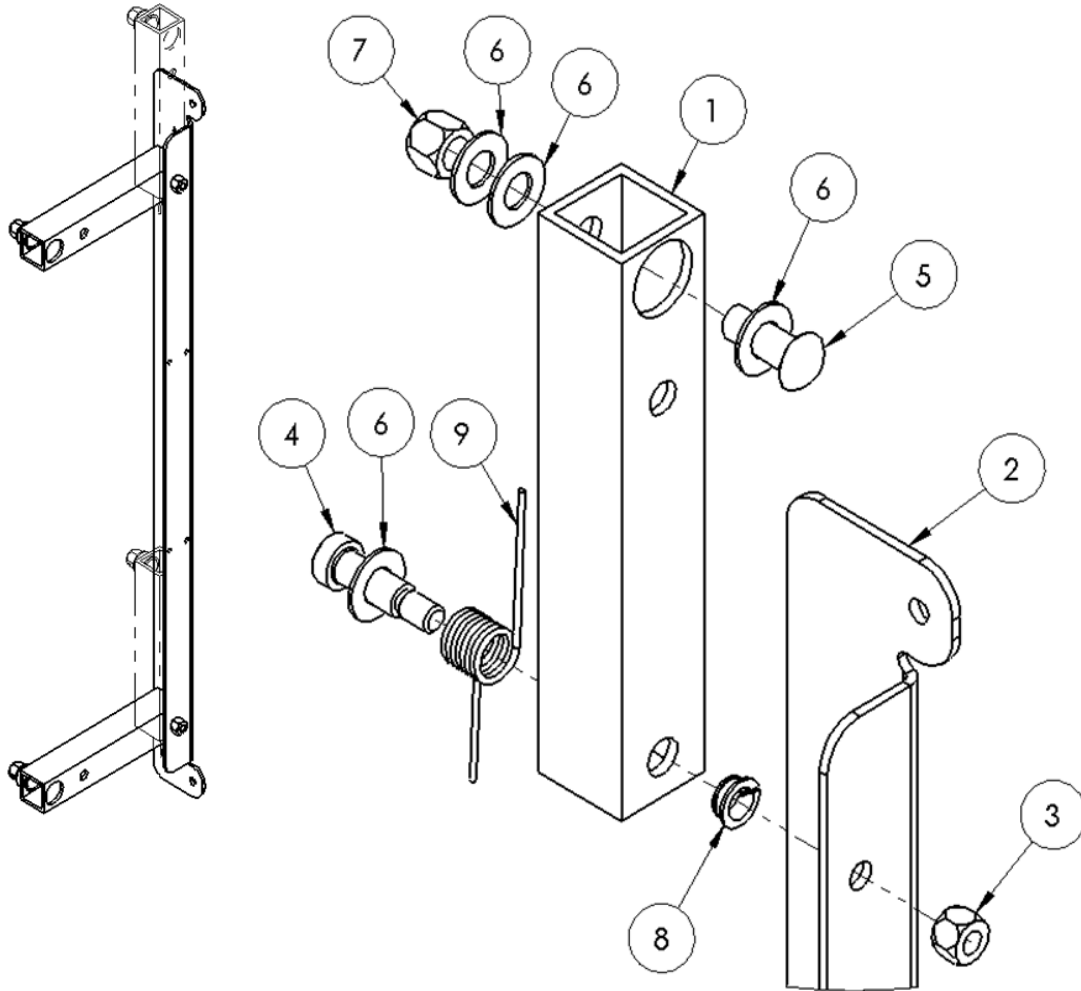


*Sticker not shown. To be attached after installation on toe guard or other highly visible area.

Item	Qty	Part No.	Description	Size	Length
1	2	20-101-12	JOINT STIFFENER	-	-
2	2	20-102-03L	WALL MOUNT ASSEMBLY	-	-
3	2	20-102-03R	WALL MOUNT ASSEMBLY	-	-
4	4	20-102-05	6 FT RAIL	-	-
5	12	20-101-07	PIT LADDER RUNG	-	-
6	1	20-102-11	POSITIVE STOP	-	-
7	1	20-10063820	SWITCH KIT, RETRACTABLE PIT LADDER, 2021	-	-
8	4	0143568	SELF DRILLING SCREW	1/4-14	1/2"
9	24	32426	HEX HEAD THREAD CUTTING SCREW	3/8-16	1-1/4"
*10	1	20-10075442	RETRACTABLE PIT LADDER STICKER	-	-

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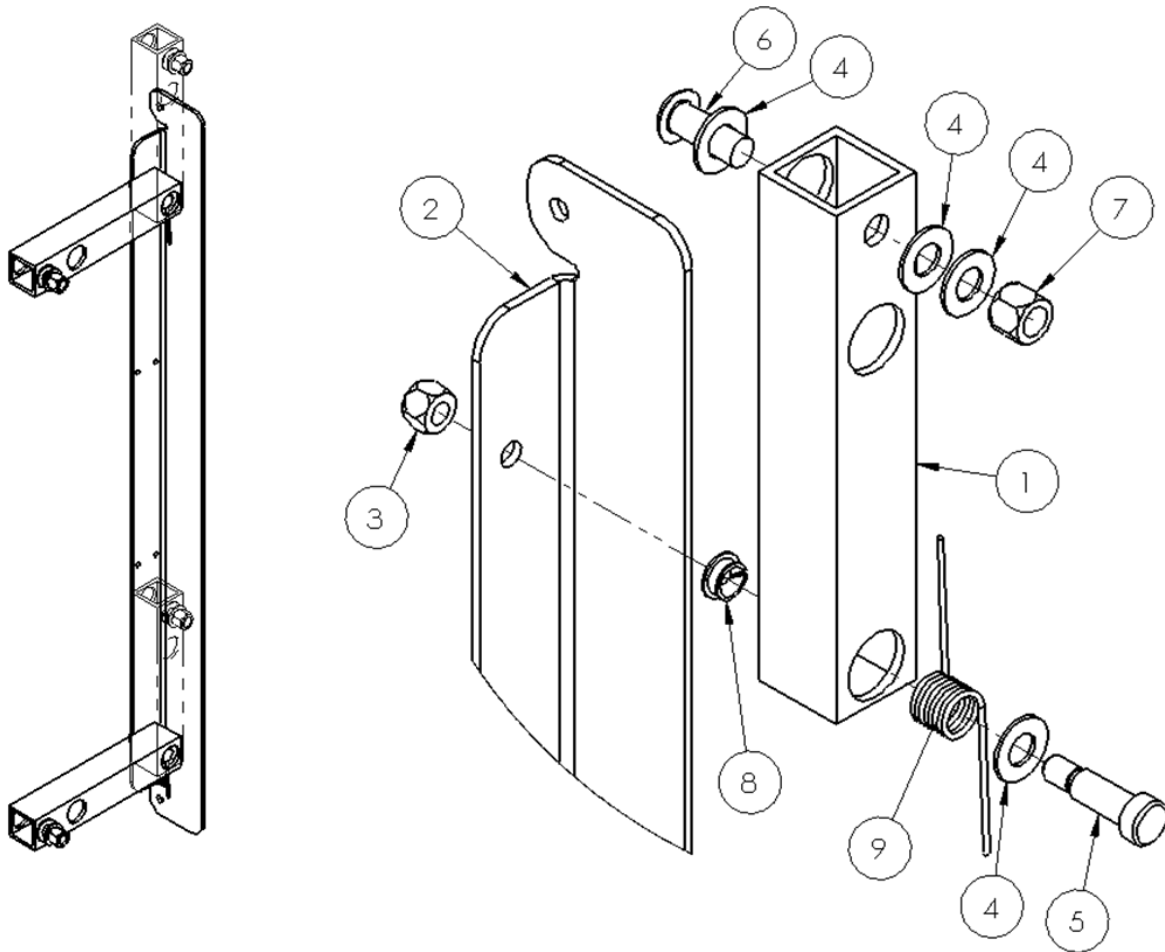
BILL OF MATERIALS - WALL MOUNT ASSEMBLY (RIGHT)



Item	Quantity	Part No.	Description	Size	Length
1	2	20-102-02	TUBULAR ARM	-	-
2	1	20-102-04	WALL MOUNT	-	-
3	2	37021	HEX NUT NYLON INSERT Z	5/16-18	-
4	2	26331	SOCKET HEAD SHOULDER SCREW	3/8"	1"
5	2	94092	BUTTON HEAD SCREW	3/8-16	1"
6	8	33082	FLATWASHER	3/8"	-
7	2	37024	HEX NUT NYLON INSERT Z	3/8-16	-
8	2	MCI-06-02	NYLON INSERT	3/8"	-
9	2	9271K581	TORSION SPRING	-	-

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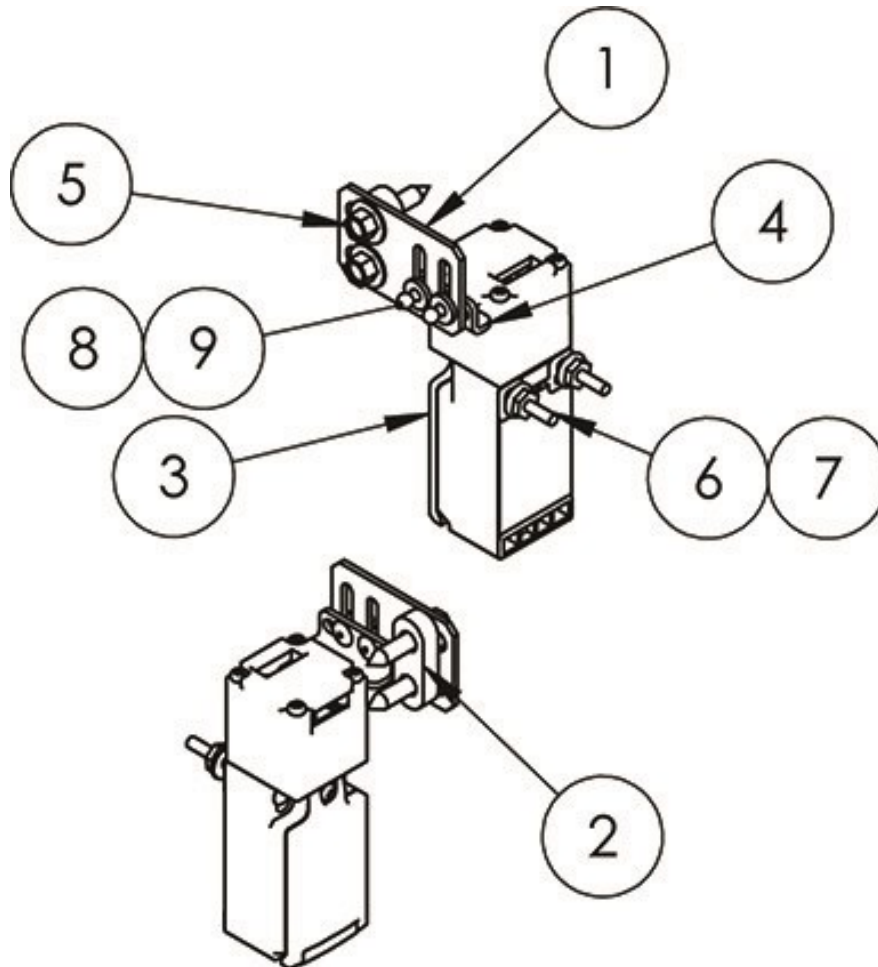
BILL OF MATERIALS - WALL MOUNT ASSEMBLY (LEFT)



Item	Quantity	Part No.	Description	Size	Length
1	2	20-102-02	TUBULAR ARM	-	-
2	1	20-102-04	WALL MOUNT	-	-
3	2	37021	HEX NUT NYLON INSERT Z	5/16-18	-
4	8	33082	FLATWASHER	3/8"	-
5	2	26331	SOCKET HEAD SHOULDER SCREW	3/8"	1"
6	2	94092	BUTTON HEAD SCREW	3/8-16	1"
7	2	37024	HEX NUT NYLON INSERT Z	3/8-16	-
8	2	MCI-06-02	NYLON INSERT	3/8"	-
9	2	9271K581	TORSION SPRING	-	-

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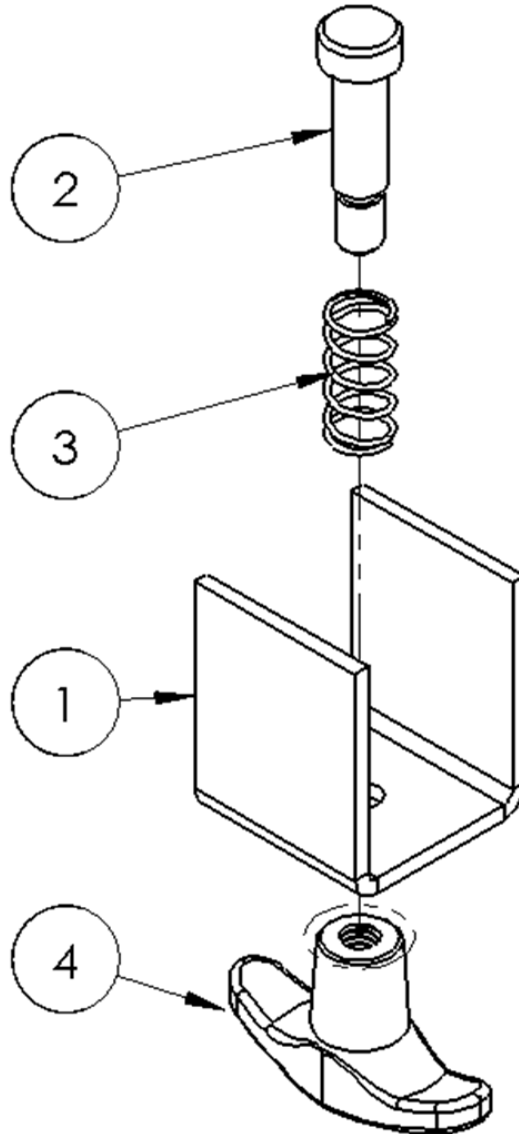
BILL OF MATERIALS - SWITCH KIT



Item	Quantity	Part No.	Description	Size	Length
1	1	20-10063820	KEY BRACKET	-	-
2	1	20-10063814	SPACER, PIT LADDER SWITCH	-	-
3	1	SND4191-SL	SLOW ACTION INTERLOCKING SAFETY SWITCH	-	-
4	1	SND-K5	SUNS INTERLOCKING SAFETY SWITCH KEY, SND-K5	-	-
5	2	0123043	SELF-DRILLING SCREW WITH BONDED SEALING WASHER	12-14	1"
6	2	94687	BUTTON HEAD SCREW	6-32	1-1/2"
7	2	37332	SERRATED HEX FLANGE NUT	6-32	-
8	2	33070	FLATWASHER	#6	-
9	2	0156176	STEEL RIVET	1/8"	.125-.187"

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BILL OF MATERIALS - POSITIVE STOP



Item	Quantity	Part No.	Description	Size	Length
1	1	20-102-11-01	STOPPER	-	-
2	1	26331	SOCKET HEAD SHOULDER SCREW	3/8"	1"
3	1	9657K309	COMPRESSION SPRING	0.480" OD x 0.45 WIRE	1.00"
4	1	CL-442-TH	T HANDLE	5/6-18	-

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NOTES



NOTES