

# **Kwik-Step Stairway System**

## **Installation Instructions**



**These instructions describe the general procedure for site preparation and installation**

**They should be used with the Site Installation Notes which provide details and diagrams specific to each site**

**Each stairway is normally delivered with a Standard Toolkit (unless previously supplied). Other recommended tools and equipment are listed in the Site Installation Notes**

### **Safety**

- 1 When preparing the site and installing the stairway:
  - Wear gloves, safety helmets and eye protection
  - Wear safety boots with adequate grip
  - Use other PPE as appropriate and avoid over-lifting
  - Check for buried services and obstructions
  - Follow your Risk Assessment and Method Statement

## Site Preparation

- 2 Remove any dense vegetation using a brush-cutter or the blade on the stake extractor.
- 3 Mark out the route of the stairway with a rope along one side, then prepare the site as shown in the Site Preparation Diagram. The gradient must be constant across the site of the stairway so that the treads will not slope sideways.
- 4 The standard toolkit includes a stake extractor, rope, tape measure and Angle Finder.

## Installation

- 5 It is normally easiest and safest to install the stairway from the bottom so that each module provides a firm footing for installing the next one.
- 6 Working from the bottom, check/adjust the gradient of the slope and then move the first module into position, following the Assembly Diagram.
- 7 Install the required number of stakes except for the top pair. Drive the stakes into the ground at 90° to the slope.

Permanent stairways are normally installed with 1m ribbed stakes in:

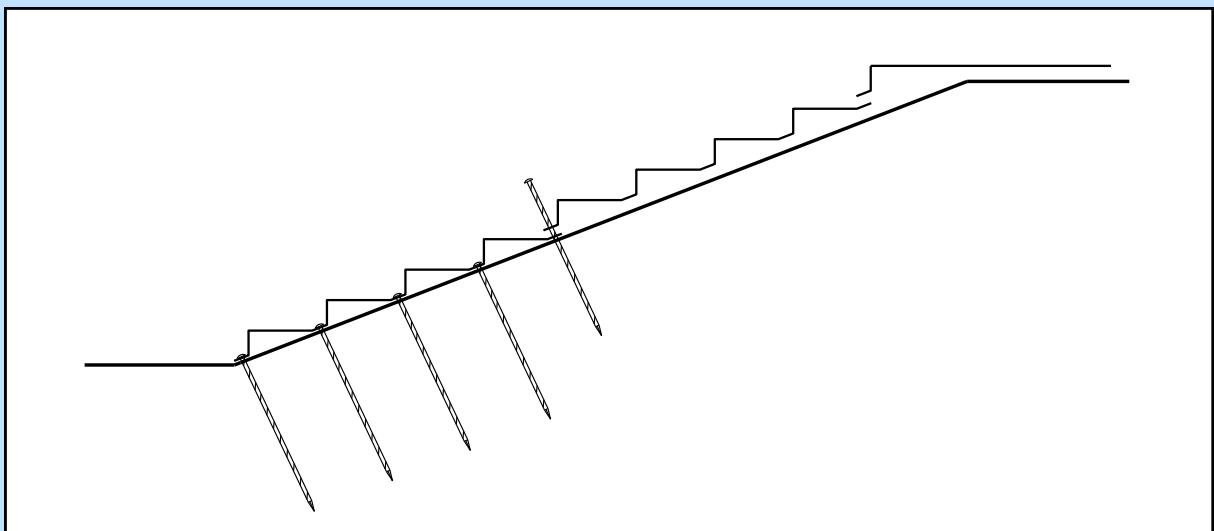
- Every hole on the flights
- Alternate holes along the sides of landings

- 8 Check/adjust the gradient of the slope above and position the next module, overlapping the top end of the previous module. Install the bottom pair of stakes through both modules, then install the remaining stakes except for the top pair (as before).

Repeat this sequence until all the stair modules are in place, then install the top landing.

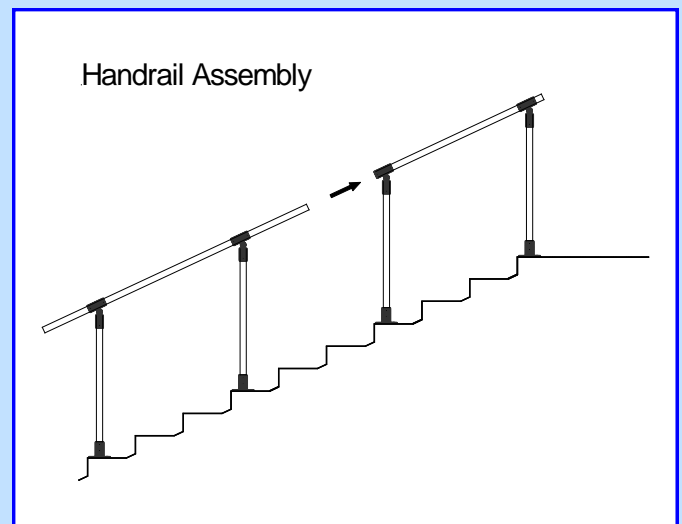
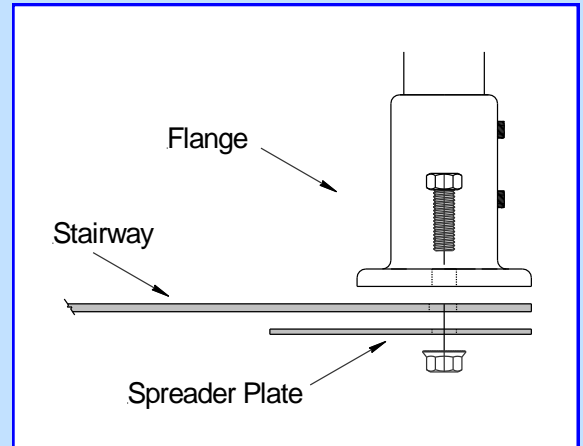
- 9 Working from one end of the stairway check that all the stakes are driven fully into the ground and the modules are level and secure. Adjustments can be made by driving some of the stakes further into the slope, compacting the ground under the stairway.

Check/adjust every tread and landing using the small spirit level in the tool-kit.



## Handrails

- 10 Handrails can be fitted to the stairway and landings, but not to the walkway. They are normally supplied pre-cut to fit the proposed design of the stairway, but they can be adapted by cutting or swapping the lengths of tubing.
- 11 Bolt the flanges to the modules as shown in the Assembly Diagram.
- Ensure that they are bolted in the exact positions shown in the diagram, so that the joints in the tubing are concealed in the handrail fittings
  - The grub-screws on the flanges should face outwards
  - A spreader plate should be fitted under each flange for increased rigidity
  - The nut should be fitted at the bottom
- 12 Loosely fit all the handrails with the grub-screws on the swivel fittings facing outwards from the stairway.
- 13 Working from one end of the stairway adjust the alignment of each stanchion using the small spirit level, then tighten the grub-screws on the flange and swivel.
- 14 Tighten the bolts on the swivel fittings.
- 15 Working from one end of the stairway, re-check/tighten all the grub-screws and bolts and ensure that the handrails are aligned and rigid.
- 16 Working down from the top of the stairway, remove any mud or debris from the modules and ensure that the ground on either side is splayed and compacted to prevent it from falling onto the stairway.



## Maintenance

- 17 Inspect the stairway regularly and keep the stair treads clean for safety.
- 18 In wet or icy conditions the grip can be improved with a light dusting of sand.

## Removal

- 19 Remove the stairway using the stake extractor and the tool-kit supplied, reversing the sequence for installation.
- 20 All the components are re-usable and any damaged or missing items should be replaced.

# Kwik-Step Stairway Example

