



# Experience. Innovation.

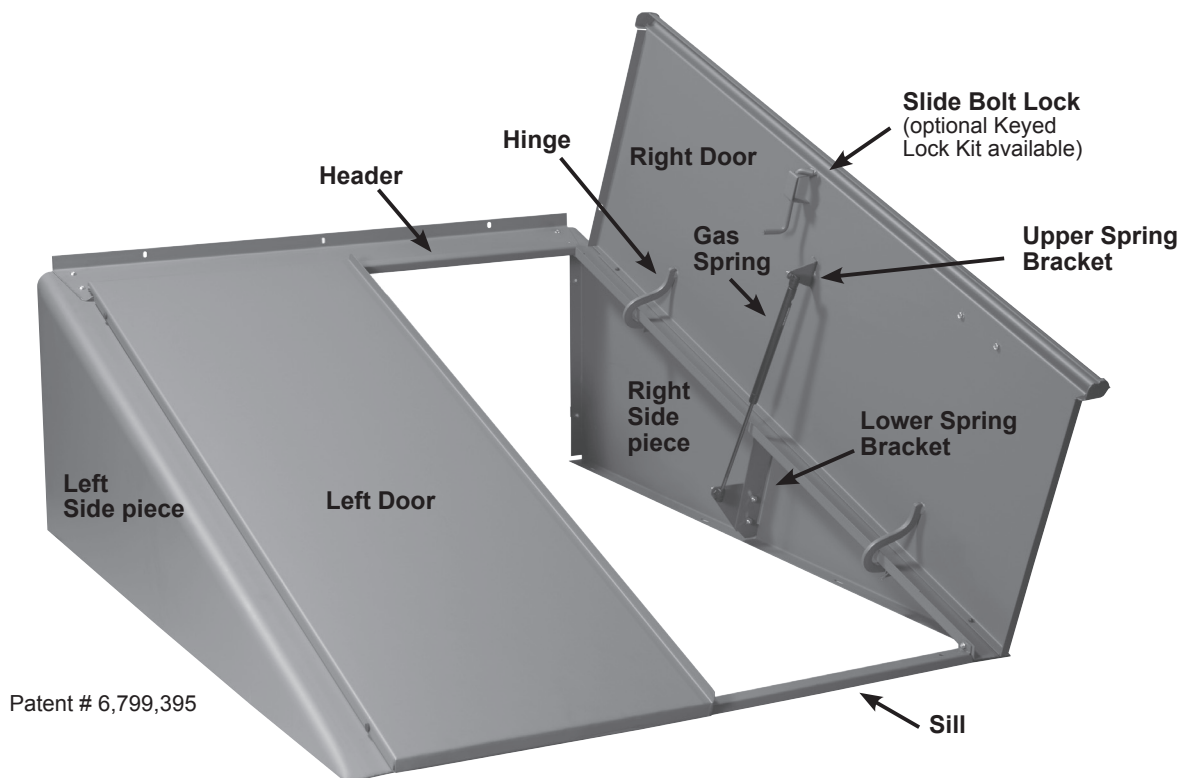
## Classic Series BILCO Basement Door Installation Instructions

BILCO Customer Service (800) 854-9724  
www.BILCO.com

### About These Instructions

It may be helpful to you to look through this entire folder before proceeding with the detailed assembly and installation instructions. The names of the various parts referred to in the instructions are indicated below.

**IMPORTANT:** If your door was supplied with a red oxide primer finish, it must be painted within forty-five (45) days of installation. See paint label on interior of door leaf or go to [www.BILCO.com](http://www.BILCO.com) for complete painting instructions. If your door has a powder coat finish, no additional finishing is required.



Depending upon the type of installation, some or all of the following will be required:

- |                             |   |
|-----------------------------|---|
| • Hammer and Nails          | • Wrenches and Sockets:<br>7/16" and 1/2"       |
| • Circular Saw              | • 1/4" Carbide Masonry Drill Bit                |
| • Masonry Chisel            | • Exterior Grade<br>Polyurethane Caulk (Opaque) |
| • Shovel and Trowel         | • Work Gloves                                   |
| • Level                     | • Safety Goggles                                |
| • Tape Measure              |   |
| • Electric Drill            |   |
| • Phillips head screwdriver |   |

### CAUTION

When the doors are open for access, the area should be personally guarded to prevent anyone from falling down the stairs. Doors should be closed and locked when not in use.

### KEEP OFF DOORS TO AVOID INJURY

Surface may be slippery. In extreme conditions, steel in the summer sun can become hot and cause injury. White or a light color finish coat will reflect sunlight and reduce the temperature of the metal. **KEEP OFF DOORS.**

# Installing the door on an areaway that is smooth, level and properly sized to fit the door

The BILCO basement door will shed water in all normal conditions only when installed and caulked in accordance with these instructions. If there are no rain gutters above, a diverter must be installed to prevent roof water from flowing directly onto the door. If the foundation areaway that you are installing the door on is not smooth and level, or does not fit the door properly, see the bottom of page 3 of these instructions.

Before installing the door, verify that you have all the parts shown and that you have the tools required for installation, which are listed on page 1 of these instructions. If you are replacing an existing door, mix a small batch of concrete and patch any holes in the present concrete caused by the anchors that held the old door in place.

**STEP 1: Frame Assembly:** The BILCO basement door consists of six parts (the names of the parts are on page 1) plus a set of gas spring operators, and the hardware\* packed with this instruction sheet. Start frame assembly by attaching header to side pieces with four round head bolts as shown in Figure #1A. The header must rest on top of the side pieces, with heads of bolts outside and nuts below. Tighten bolts with wrench to complete header installation.

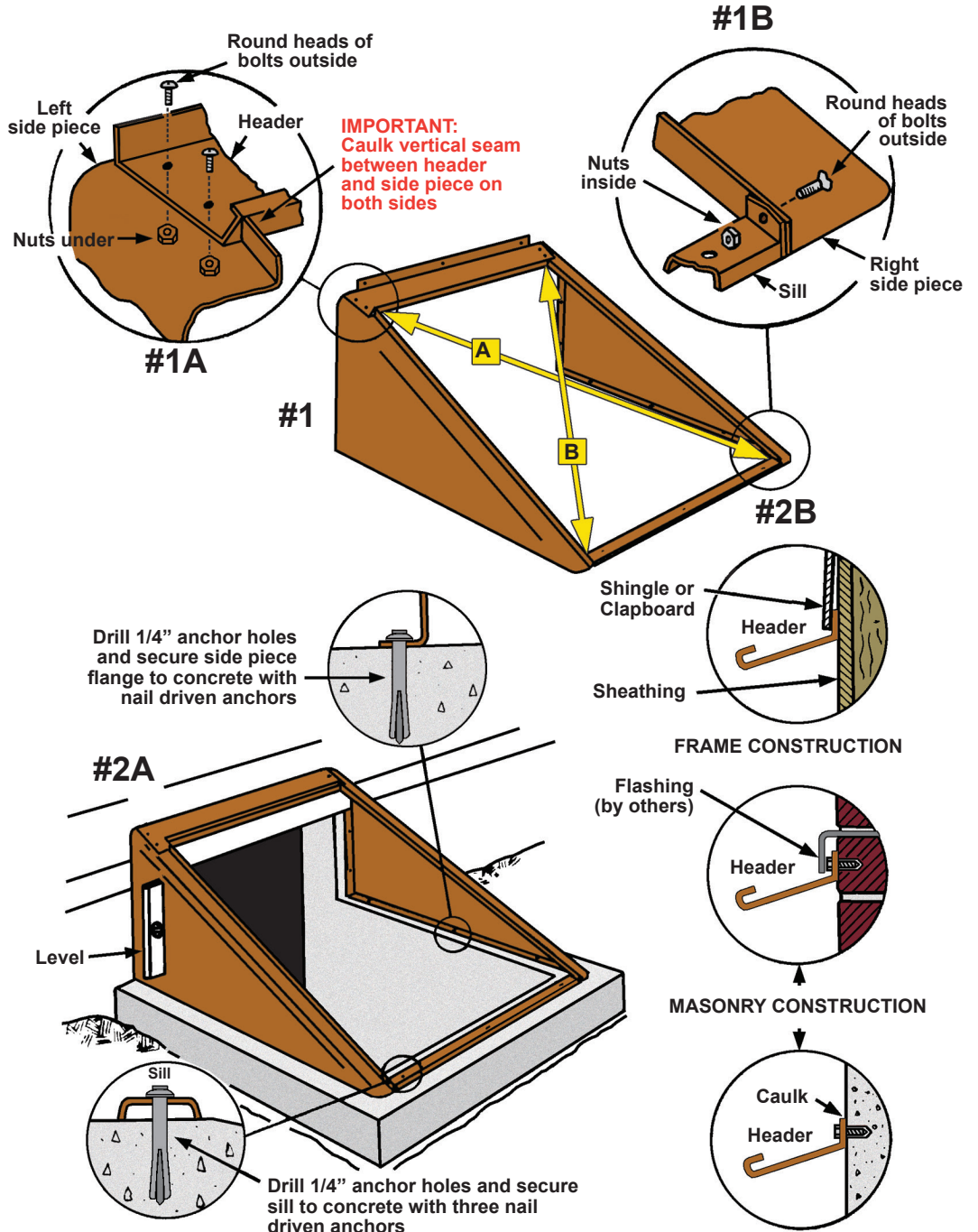
Next, attach sill to side pieces using two round head bolts as shown in Figure #1B. It is essential that the heads of bolts are on the outside and the nuts are inside as shown.

**STEP 2: Anchoring the door frame to the house and areaway foundation:** Move assembled door frame into place on foundation areaway. Make sure the vertical edge of side pieces are flush against the house. For replacement applications, siding may need to be removed and replaced to position door frame properly. Place a level against each side piece and check plumb as shown in Figure 2A. Square door by measuring diagonal dimensions as shown in Figure 1. Shift frame as required until measurements A and B are equal.

With the door plumb and square, mark all anchor hole locations on foundation areaway and wall with pencil or marker. Remove frame from areaway and drill all masonry holes. Use a 1/4" bit for the side panel anchor holes and a 1/4" bit for the sill anchor holes. Once all anchor holes are drilled, reposition the frame on the areaway and anchor each side piece to areaway foundation using (3) 1/4" x 2" nail driven anchors provided as shown in Figure 2A. Anchor the sill to areaway foundation using (3) 1/4" x 2" nail driven anchors provided.

Finish anchoring vertical flange and header to wall using the appropriate fasteners for the wall construction as shown in Figure 2B. (**Note: these fasteners are not included in the hardware package.**)

When anchoring is complete, replace shingles as required and caulk all around the exterior of the frame where it meets the masonry with polyurethane caulk (opaque). (Do not caulk using mortar).

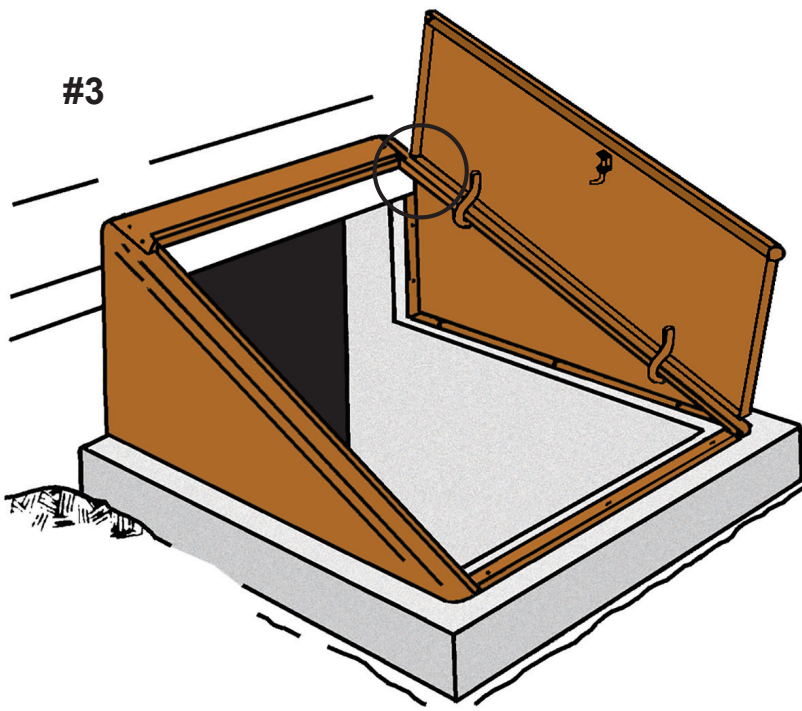


**\*Hardware**

- (6) 1/4" x 1/2" round head bolts & nuts
- (9) 1/4" x 2" nail driven anchors
- (4) 5/16" x 1-1/4" hinge & cotter pins
- (2) Lower spring brackets
- (4) 5/16" x 3/4" bolts & nuts
- (1) Pair of gas springs & fasteners
- (4) Rubber bumpers

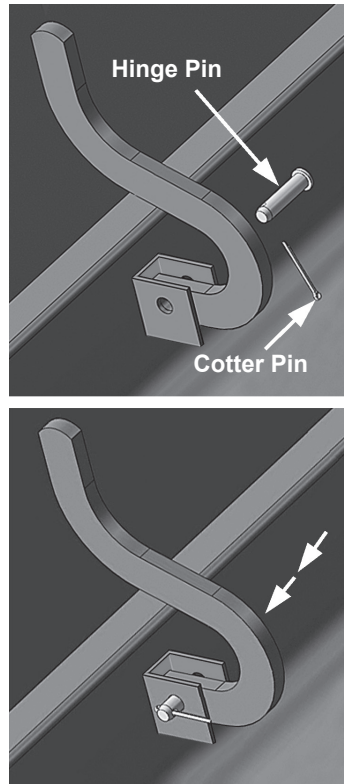
Note: 5/16" fasteners are not used on doors with torsion rod lift assistance

**IMPORTANT: Caulk vertical seams between header and side pieces as shown in Figure #1A.**



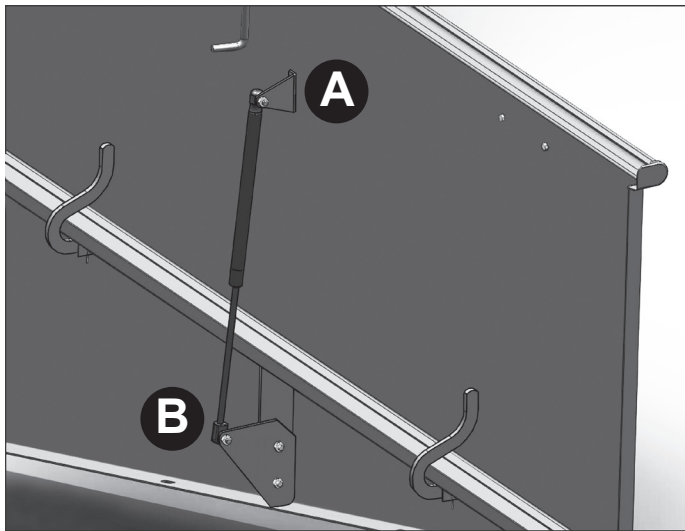
#3

Install hinge pin so that head of pin is facing towards the house as shown (Left door and side piece shown)



**STEP 3: Door Installation: CAUTION: Doors are heavy until gas spring operators are installed. Two people may be required for door assembly.** Install right door by holding it vertically over the right side piece as shown in Figure #3. Position the door so that the door hinges fit into the hinge brackets that are welded onto the side piece as shown. Line up the holes in the hinges with the hinge pivot holes in the brackets and insert the 5/16" x 1-1/4" hinge pins and cotter pins as shown. Install the left door in the same manner.

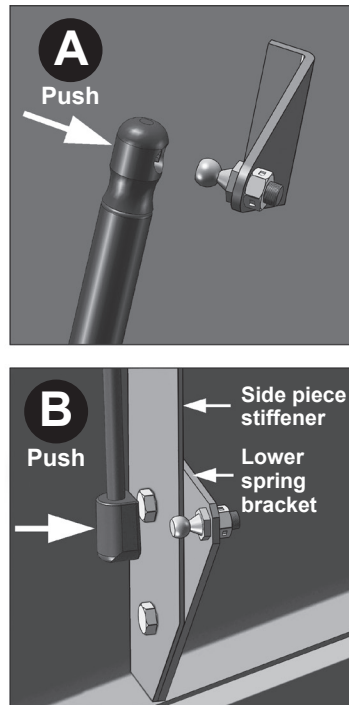
**IMPORTANT!** An interior door at the bottom of the steps is required to prevent heat loss and reduce condensation.



**Figure #4**

A: Upper Spring Bracket    B: Lower Spring Bracket

**IMPORTANT: Install Gas Springs as shown with larger diameter portion of spring on top.**



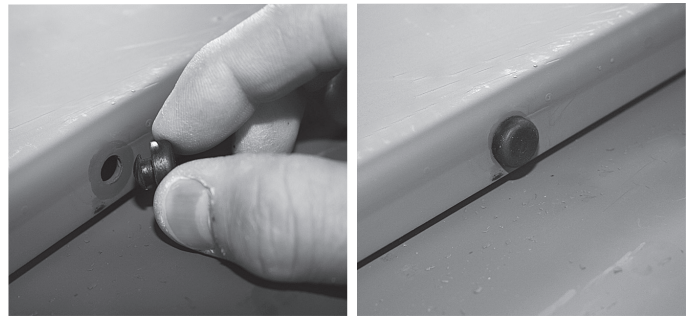
**STEP 4: Gas Spring Installation:** With the BILCO basement door frame solidly anchored, the gas spring operators can now be installed. Attach lower spring bracket to side piece stiffener (on side of stiffener facing top step) using (2) 5/16" x 1/2" bolts and lock nuts as shown in Figure 4B. Attach ball fasteners supplied in bag with gas springs to lower spring bracket and upper spring bracket as shown in Figure #4A & B. **Note: Make sure the ball portion of the fastener is facing towards the house on both brackets.** With fasteners securely tightened and door in the open position, push gas spring onto lower ball fastener as shown in Figure 4B until you hear it snap into place. Position and snap other end of gas spring onto upper spring bracket shown in Figure 4A to complete spring installation. Repeat process on other door leaf.

**STEP 5: Painting the BILCO basement door:**

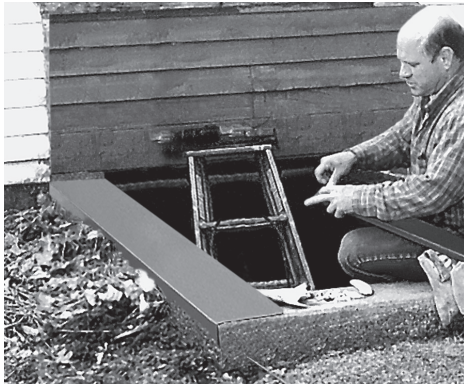
BILCO Basement doors are supplied in either a red oxide primer or powder coat paint finish. If your door has a powder coat finish, no additional finishing is required.

**IMPORTANT: Doors supplied with a primer finish must be painted within forty-five (45) days of installation. BILCO requires the use of an exterior alkyd base enamel.** For best results, carefully follow the directions on the paint label and apply one thin coat of paint followed by a second coat on both the exterior and interior primed steel surfaces of the door. Two quarts should be sufficient to coat the entire door. Application of paints that are not alkyd based may void product warranty.

**STEP 6: Rubber Bumper Installation:** After the finish paint has dried, install two rubber bumpers in the holes on the outside edge of each door. Bumpers are installed by twisting the small end into the hole until it is fully seated. Bumpers cushion the doors in the open position and protect the finish paint.



## Replacing a door where concrete areaway is in need of major repair



**BILCO Foundation Plates**

If the surface of your concrete areaway is in need of major repair, you will need to recap it or install BILCO foundation plates before installing your basement door.

### Foundation Plates

Optional Foundation plates are the fastest and easiest way to improve the surface of an areaway with minor damage. They easily cover rough masonry to improve the areaway's appearance and can be used to reduce the width of an odd-sized areaway to allow installation of a standard size door. Foundation plates are constructed of steel with a primer finish and are available with a factory applied powder coat paint finish. Contact BILCO or your local dealer for more information.

### Capping your Concrete Areaway

If the surface of your foundation areaway is in need of major repair, the top of the areaway should be recapped with concrete before installing a BILCO basement door. Contact BILCO for guidelines on recapping your areaway or log-on to [www.BILCO.com](http://www.BILCO.com) to find a certified BILCO basement door installer in your area.

## Installation on sloped masonry side walls

### Side walls in poor condition

If the sloped masonry side walls of your areaway have loose or crumbling masonry and are not structurally sound, they can be removed and a door can be installed on the new flat areaway after a concrete cap is poured. Contact BILCO for guidelines on recapping your areaway or log-on to [www.BILCO.com](http://www.BILCO.com) to find a certified BILCO basement door installer in your area.



### Side walls in good condition

Doors can be installed on side walls if they are structurally solid, have no loose or crumbling masonry, and have a uniformly flat and level surface on which to anchor a door. If your side walls meet these conditions, it is best to return your door and use a BILCO Sloped Wall Basement Door (see photo on far right).

## How to correct installation errors

**Door not shedding water.** If your BILCO basement door does not shed water, look for and correct these installation errors.

1. **Header not properly caulked at side pieces.** Run a bead of polyurethane caulk along the small vertical seams between the header and side pieces (see instruction 2 on page 2).
2. **Doors do not fully close.** Stand on steps and slowly close each door to see if the bottom flange of one or both is binding on the concrete. Chip away or rub down excess concrete with mason's stone so flange is not obstructed.
3. **Masonry not high enough.** The masonry under the BILCO basement door should be 4" higher than the surrounding grade and concrete should be level so water cannot accumulate in front of the sill.
4. **Water seeping between steel and masonry.** Door should be caulked all around the exterior where the steel and masonry meet, as well as where the unit joins the building wall. If side pieces have been buried in concrete, the unit should be removed and stairwell recapped so that the assembly rests on top of the areaway.
5. **Blocked header channel.** Make certain channel is clear. Any blockage in this channel will cause water to overflow the header.

### BILCO Basement Door Warranty

*Every BILCO product is designed to operate properly and to provide trouble-free service. Should a part fail to function, due to defects in material or workmanship during normal use, a new part will be furnished by The BILCO Company. This warranty extends for a period of 5-years from the date of manufacture. Please visit [www.BILCO.com](http://www.BILCO.com) for complete warranty details.*



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**(Mon- Fri)**  
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