

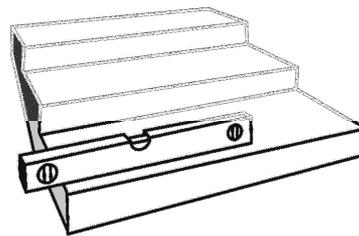


GD Woodworking
National Staircase Manufacturers



Installation Guide: Timber stairs

A Guide to safe stair installation from the BWF Stair Scheme



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i Introduction

The BWF Stair Scheme Installation Guide is intended to provide general information about installing timber staircases, focusing on key areas to ensure that the stairs are safe to use and not compromised by poor practice. The members of the BWF Stair Scheme design and manufacture their stairs so that they will support the necessary loads in both the flights and the balustrades, but poor installation can cause the stability of the stair to be reduced, possibly leading to premature failure of components and ultimately the collapse of the stair.

The installation process itself has inherent risks and care should be taken to adequately support the stair until all the necessary fixings to the surrounding structure are in place. No stair should be used for access until its full load bearing capacity has been achieved and it is securely fixed in place.

If you are looking for simple factsheets and toolbox talks to help project the essence of this guide –“Top Ten Tips to avoid common staircase problems” is available via www.bwfstairscheme.org.uk as a fact sheet and electronic presentation.

Top tips to avoid common staircase problems

- Did everything arrive?**
Check that all the parts are here and report any missing or damaged components to the manufacturer. **Don't** be tempted to take parts from another staircase or make do on site.
- Fit it now or store it carefully**
The staircase should be stored in a dry, well-ventilated place and supported to stop distortion of any of the components or pre-assembled flights.
- Get the first step right (literally)**
Ensure you have a copy of manufacturer's assembly and installation instructions (if available) and that you have the right equipment to complete the job. If unsure contact the manufacturer for advice.
- It might not be just a tweak**
Do not modify any of the components unless the instructions require this to be done (e.g. do not remove tenons from handrails or strings). Any site adaptation will impact on performance, could negate your warranty and even make the staircase unsafe.
- Level it, fix it, snag it**
Treads must be level (no more than 3 mm drop from riser to nosing and no more than 5 mm drop in width), nosing posts upright (within 5 mm deviation over their length), all joints should be tight and well-made and all glue blocks, wedges and fixings secure. Remember loose joints are the main cause of squeaks. Ensure that any fixings (screws, bolts, etc.) used to secure the stair into position are appropriate for the structure to which the staircase is being fitted. If in doubt consult the manufacturer of the fixings or the staircase.
- Safety on Site from DAY ONE**
Temporary guarding of the flights and Landings must be completed before anyone other than the installer can use the staircase.
- Take care and protect the stair**
During construction works protect the staircase from damp muddy boots, knocks and scrapes, and the general damp conditions associated with the 'wet trades'. Consider installing later in the build, when the building is dry. If fitting a carpet take care when securing the 'tripper rods' - hammering nails into the riser can cause it to become detached from the back of the tread, a common cause of a squeaking stair.

It's all in the badge
www.bwfstairscheme.org.uk
The mark UK approved for ascending staircases

It's All in The Badge

The BWF Stair Scheme is the only accreditation and certification scheme of its kind in the UK. Ranging from domestic, common and fire protected common stairs, the standard expected of the manufacturers for their stairs is high with a drive to improve quality and safety in use, supported by an effective factory production control system and adherence to the core principles and values laid down in the BWF Code of Conduct.

All companies within the scheme are regularly audited to ensure their products and their production meet these high standards, and the new third-party certification for fire protected common stairs, supported by The Loss Prevention Certification Board (LPCB) is opening up new markets for timber stairs. The scheme is managed by the BWF, and includes manufacturers, as well as approved suppliers, who play an important part in maintaining these high standards.

Whilst the BWF Stair Scheme does not accredit installation, guidance is available on the installation of staircases.



1 Before Installation

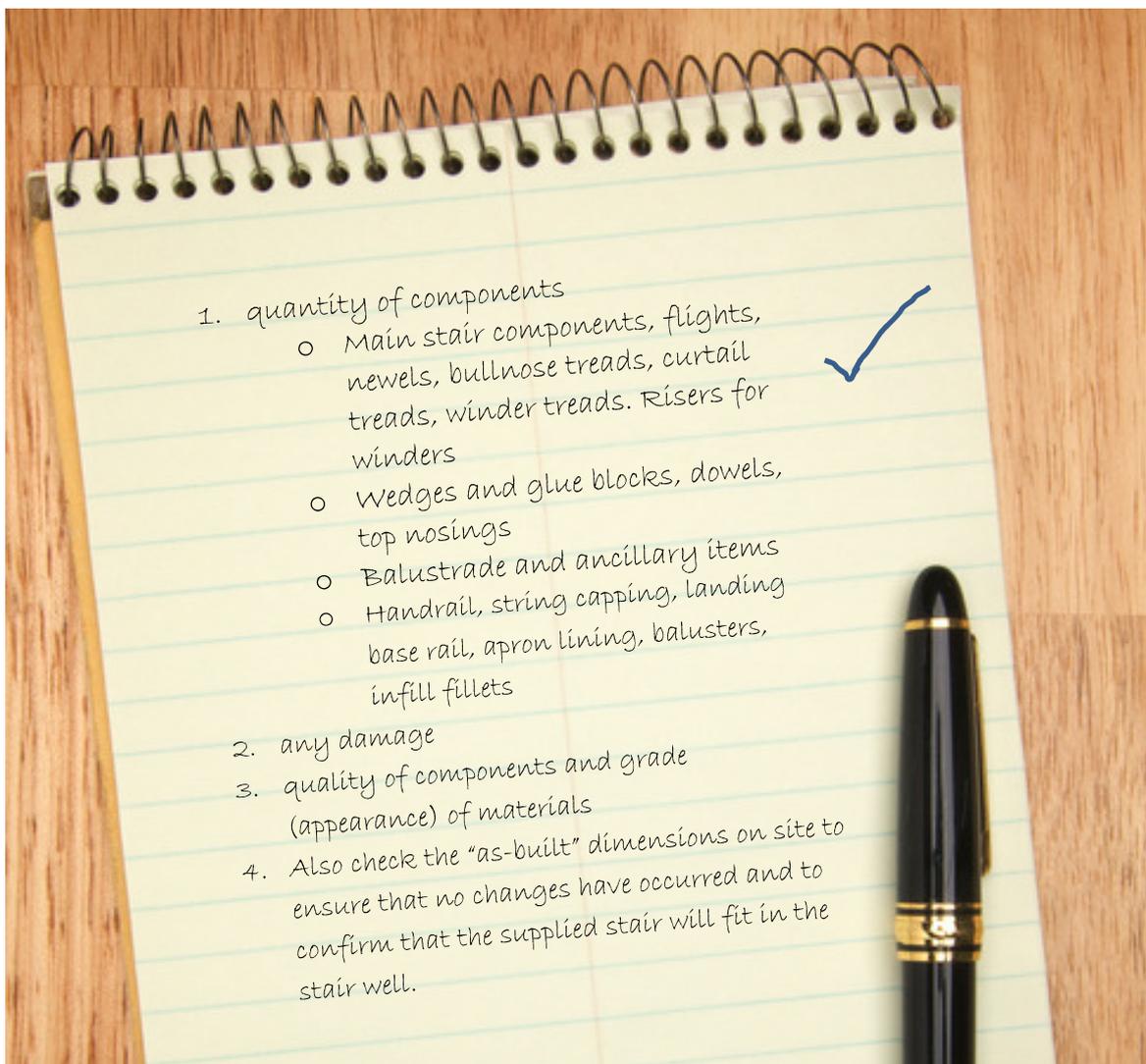
1.1 General

To ensure the minimum time required for site storage plan the delivery of the stair to be close to the time when it will be installed.

Take care when handling stair components, particularly long flights, as these can be heavy and may need an assisted lift.

1.2 Checking the delivery

When the stair is delivered to site check the delivery against manufacturer's documentation:



1.3 Storage

- Ideally arrange for the staircase to be delivered when you are ready to install it.
- If necessary stair components should be stored in clean, well ventilated conditions, protected from damp and direct sunlight.
- Long items should be kept flat on bearers.
- If components are delivered for more than one stair, store the parts for each stair separately or mark each item so that they can be easily identified. Do not mix stair parts when installing as stairs will usually be made to suit a particular stairwell arrangement.
- If storing stairs in the building take care not to overload any part of the structure by stacking too many parts together. On upper floors store components near to walls on which the floor joists bear, rather than in the centre of rooms.



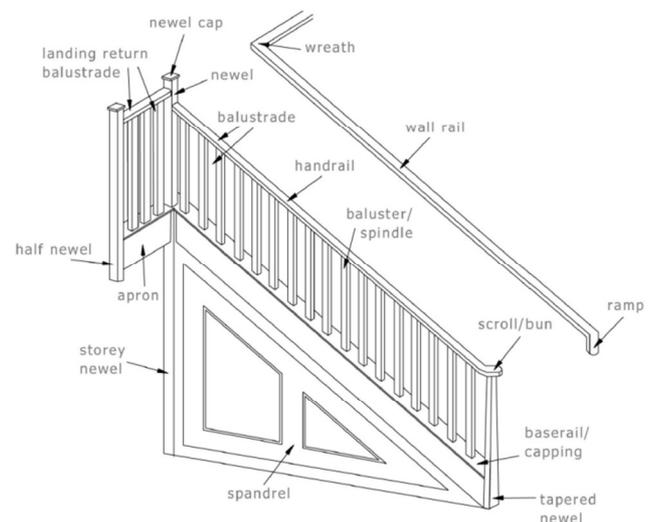
2 Installation

2.1 General

These instructions are intended as a guide only. We assume installers are fully conversant with good trade practices & are fully qualified to install timber staircases.

Prior to starting any work on any stair, please ensure that you have the correct stair & the correct handing stair for the plot you are working in.

Wherever Glue is mentioned in our fitting instructions, we recommend the use of a Polyurethane Wood Glue.



When installing a stair it is usual to start from the top and work down. There may need to be some preparation of joints and trimming to size of components, where required, before the components are fixed in position and this should be checked prior to starting the installation.

Wall strings, newels and landings will need to be fixed to the supporting structure. Consideration should be given to the type of fixings used to ensure that they provide a suitable level of support and that they are appropriate for the timber, block or other material to which the stair is being fixed.

All fixing points should be prepared with clearance holes (through the piece being secured) and pilot holes (into the structure being secured to). Never force a fixing into any material, unless the fixing is intended for that purpose, as this will cause splitting of timber and will weaken the joint. Care when handling should be taken to protect the delicate birdsmouth joint.

2.2 Working at height

Care should be taken when installing a stair as the nature of the work will present a risk of falling.



Full protection to the outside of any stair will not be afforded until the complete guarding system, balusters or infill panels and handrails have been fixed in place.

As an alternative, a suitably accredited temporary guarding system may be used until the final guarding is in place. (Accredited to EN 13374:2004, Temporary edge protection systems. Product specification. Test Methods.)

The Health and Safety Executive publish advice on working at height on their website at:

<http://www.hse.gov.uk/construction/safetytopics/workingatheight.htm>

2.3 Temporary fixing of stairs

A staircase will not be able to provide its full support until it is installed completely with all fixings in place. Until this is achieved there is a chance that elements of the stair could become dislodged from their positions, for example, a newel could fall from its location over a trimmer, or a missing fixing or anchor, could cause unexpected loading to a part of the stair leading to failure.

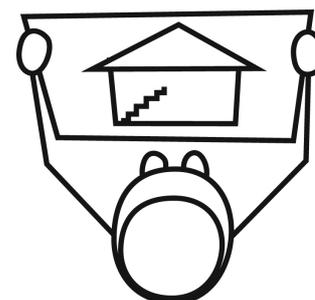


During the installation process it may be necessary for the installer to use the stair, but this should only be undertaken with caution having ensured that temporary supports, such as a block at the base of the stair to prevent slipping, or temporary propping, is in place before the installer applies any load to the stair. At this time, no guarding will have been fitted so the installer should also consider any risks associated with falling from the stair.

Before a staircase is used for access between storeys the trunk should be fully installed and capable of supporting its intended loads with all fixings, packers and supports in place. Any edges where there is a risk of falling should be protected by the supplied guarding or balustrade or by adequate temporary guarding. (Temporary guarding should be accredited to EN 13374:2004, Temporary edge protection systems. Product specification. Test Methods)

2.4 Clearances

The finished size of the stair should not be equal to the sizes measured on site, as this will not afford any flexibility while installing the stair and may not permit parts of the flight to be manoeuvred into position. Consideration should also be given to any finishes that are yet to be applied to the walls of the stair opening, such as, dry lining or plastering. The finished size of a stair can be up to 40 mm less than the "tight" sizes measured on site but any clearances between



the stair and any fixing points should be packed out prior to fixing.

2.5 Wall string fixings

Structural screws, which are CE marked to EN 14592, should be used to fix wall strings to timber stud walls or masonry walls. The screws should have a nominal diameter of 5 mm (10 gauge), and should either be of the self-drilling type, or should be installed in predrilled holes. The length of the screw should be chosen to achieve a minimum penetration of 50 mm into the timber stud/nogging or into the masonry wall, and 50 mm long wall plugs should be used in masonry walls (see Figure 1a).

A continuous timber packer of sufficient width to avoid the possibility of splitting should be fixed directly to the wall to fill the gap between the stair string and the timber/masonry wall.

The centres appropriate for fixing stair wall strings (including winder strings) are given in Table 1, depending on the size of the gap between the stair string and the wall, and whether the stair is for private or general access.

Figure 1a. Section through wall string at stud wall and blockwork

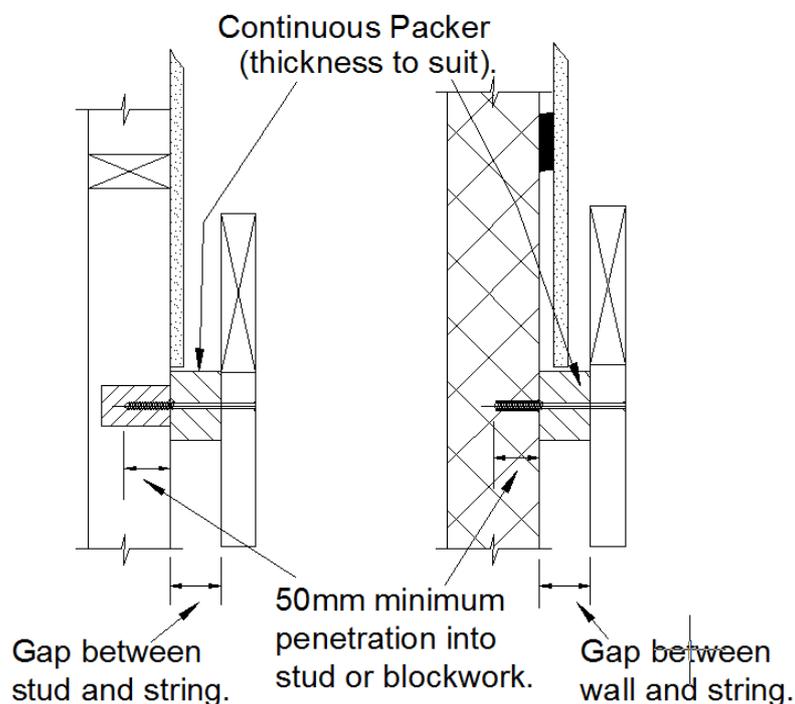


Table 1 – Recommended Stair String Fixing Centres
(Using 5 mm diameter screws penetrating min 50mm into the wall)

Stair usage	String-wall gaps up to 40 mm	String-wall gaps exceeding 40 mm
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Private (domestic)	Max 600 mm centres (see Fig 1b)	Max 300 mm centres (see Fig 1c)
General access (eg flats)	Max 300 mm centres (see Fig 1c)	Seek specialist advice from a structural engineer

Stair string fixing should begin with screws being provided beneath the top and bottom treads.

Working from these top and bottom fixings, additional screws should then be inserted at centres no greater than those noted in Table 1, working toward the centre of the string. Note that this will often result in two fixings being necessary beneath winder treads.

Figure 1b
Fixing Centres for private stairs with gaps between string and wall of less than 40 mm

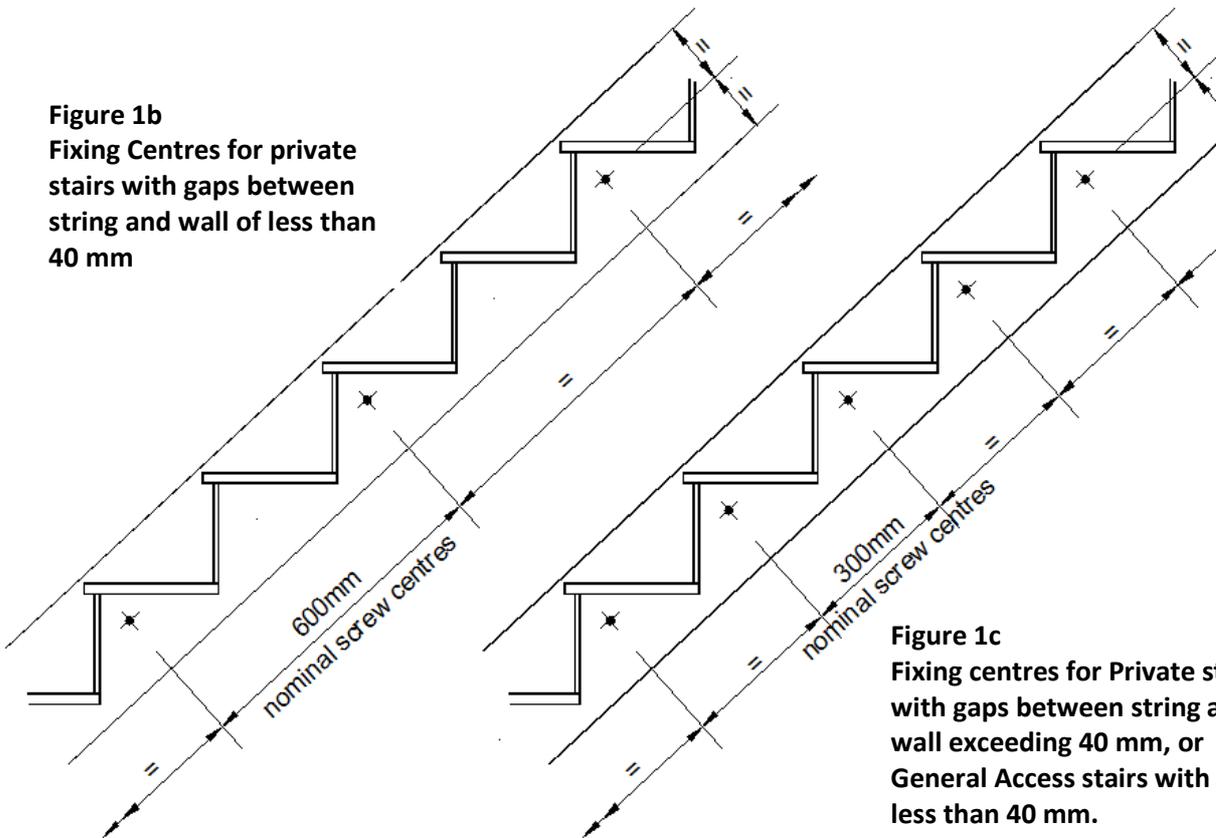
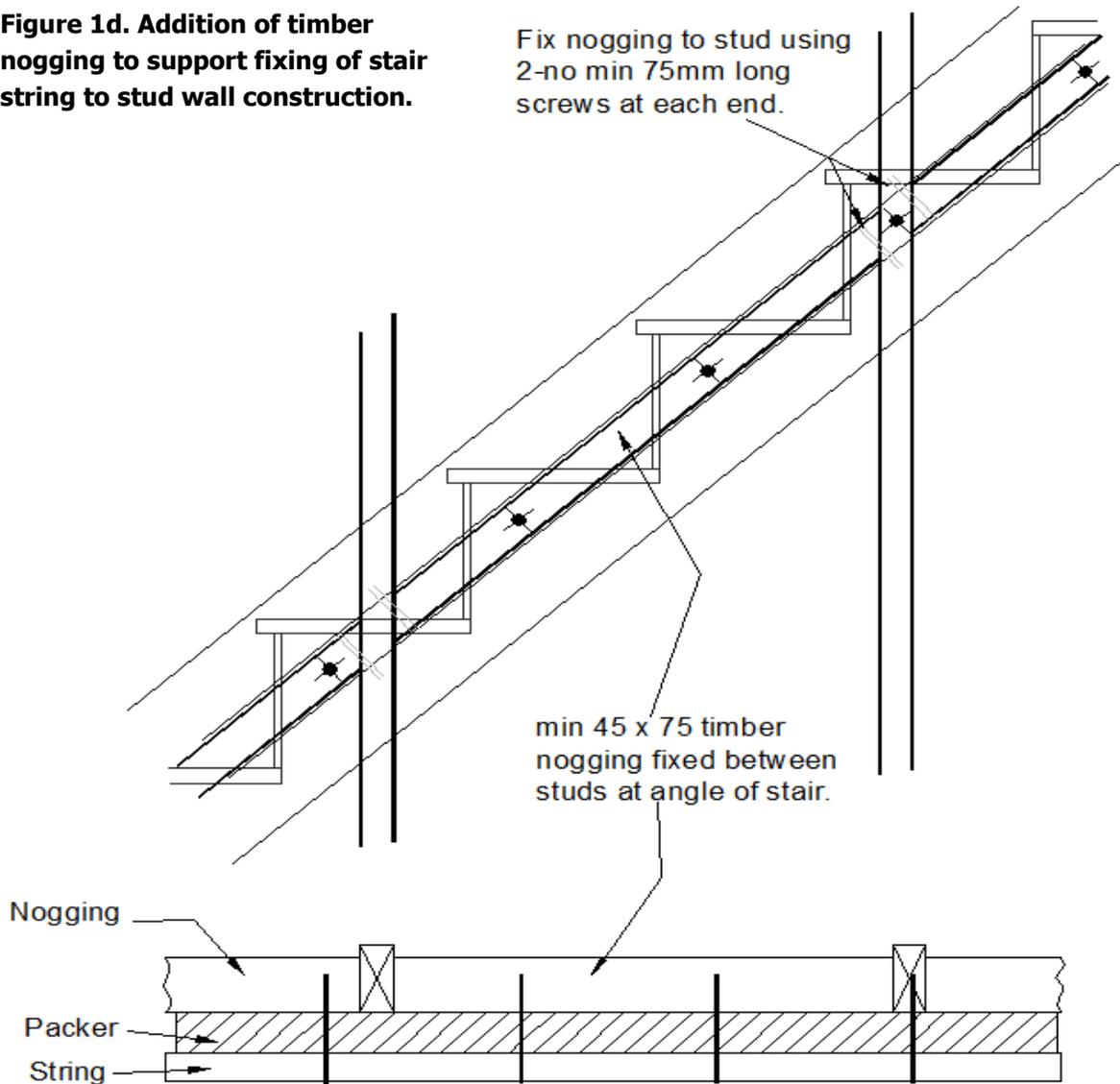


Figure 1c
Fixing centres for Private stairs with gaps between string and wall exceeding 40 mm, or General Access stairs with gaps less than 40 mm.

To facilitate fixing into timber stud walls, timber noggings should be provided between the vertical timber studs which follow the intended line of the fixings. These timber noggings should be a minimum of 45 mm wide x 72 mm deep, and be fixed to the timber studs at each end using 2 No 75 mm long screws inserted perpendicular to the nogging (see Figure 1d). Alternatively, additional studs may be provided at 300 mm c/c to enable direct fixing into studs and avoid the need to insert noggings.

Figure 1d. Addition of timber nogging to support fixing of stair string to stud wall construction.



2.6 Assembly

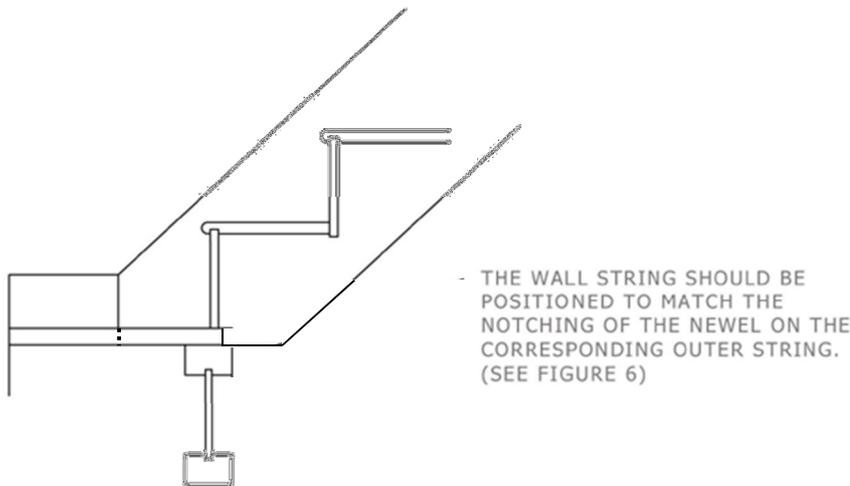
2.6.1 Straight flight

2.6.1.1 Wall string (inner string)

2.6.1.1.a Notching top of wall string to fit over trimmer

Cut the underside of the string so that the top face of the top nosing piece will sit flush with the surface of the flooring and the back of the top riser sits against the trimmer but a clearance of up to 5 mm can be accepted. Cut the upper side of the string so that it aligns with the skirting.

Figure 4 – Bottom of wall string to trimmer



2.6.1.1c Positioning of Stair in Opening

Position the flight into the stairwell & check the treads are level. Make sure the top riser is tight up to the trimmer as described above. Fix a temporary lath to the floor up to front face of the bottom riser and then move the stair out so that a permanent lath (minimum 32 x 32mm) can be fixed to the floor behind the bottom riser ensuring the gap between the laths is the same thickness as the bottom riser.

2.6.1.2 Outer String

The outer string is usually jointed at the top and bottom ends into newel posts (or newel bases). The most common form of joint is a mortise and tenon joint, although stair manufacturers may provide an alternative method of securing the newels to the outer string.

Follow the instructions from the stair manufacturer to ensure the string-to-newel joints are formed correctly.

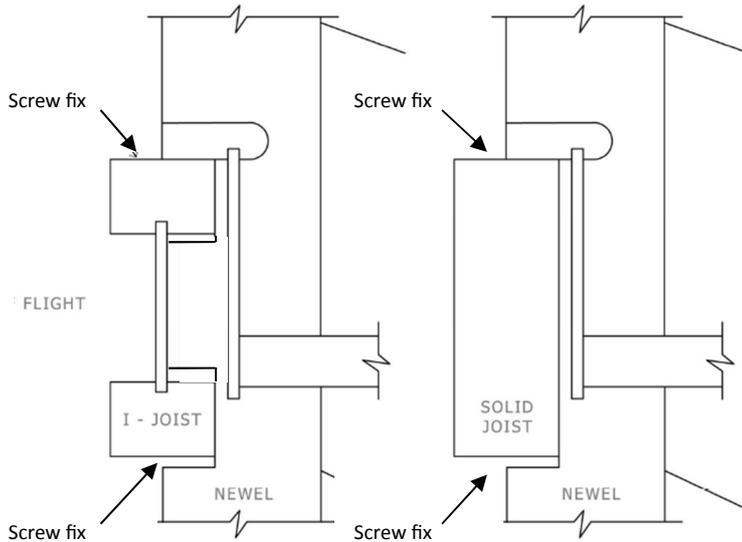
Before fixing, the newels to the outer string will need to be prepared as follows;

2.6.1.2.a Notching top newel to fit over trimmer

The back face of the newel will need to be notched to receive the trimmer. The notching should position the top of the top nosing flush with the surface of the floor and the back face of the top riser with the same clearance as created by the cutting of the wall string.

Note: Notch the newel to the depth of the trimmer, but do not fit the newel over the flooring. Remove the flooring (i.e. chipboard) to accommodate the wall string, newel and top nosing.

Figure 5 – Top of outer string



Fixings are to be structural screws, which are CE marked to EN 14592, 6mm x 90mm

2.6.1.2.b Trimming newel at bottom of outer string

Before fixing the bottom newel to the outer string the bottom end of the newel may need to be trimmed to the correct total rise or floor to floor site measurement. (refer back to the section on cutting the wall string).

Note: the bottom newel may not be at the bottom of the flight. There could be up to two additional steps to be fitted, for example, a bullnose step, or a bullnose step together with a curtail step.

Figure 6 – Bottom of wall string on trimmer

It may be necessary to remove bottom of newel to assist with access for fitting

Fixings are to be structural screws, which are CE marked to EN 14592, 6mm x 90mm

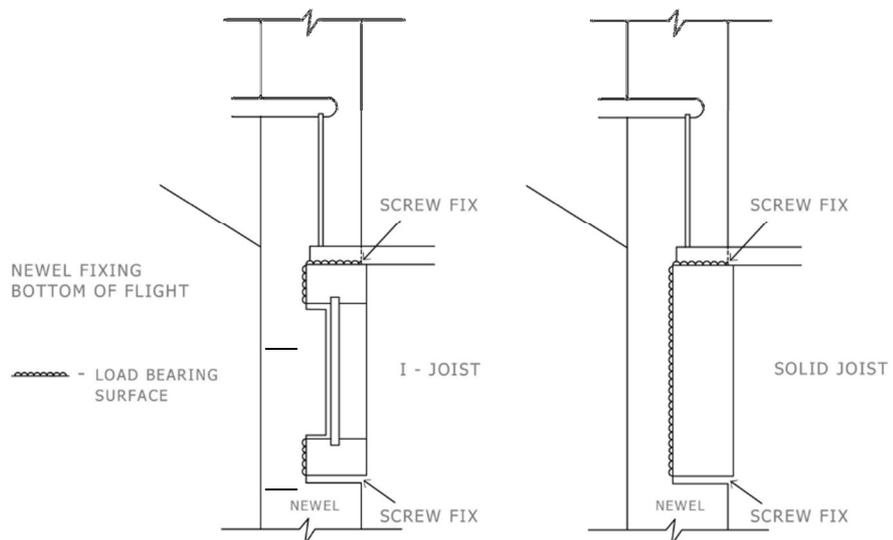


Figure 7 – Bottom treads - side view

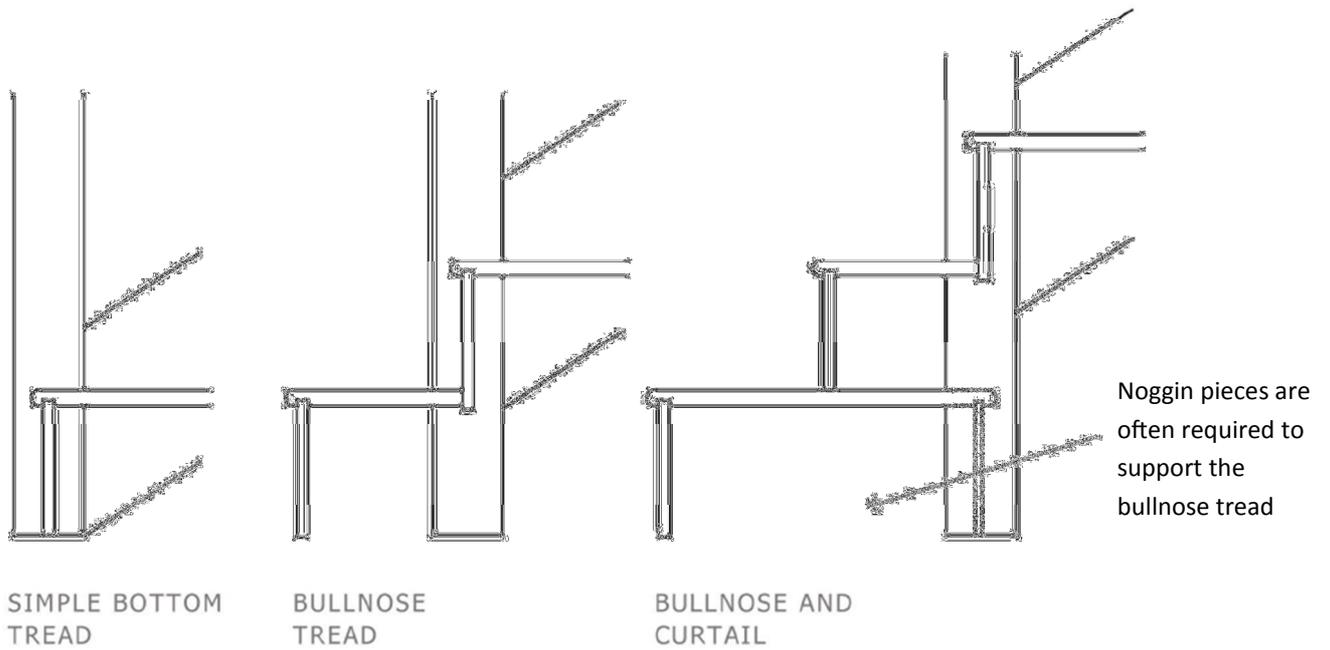
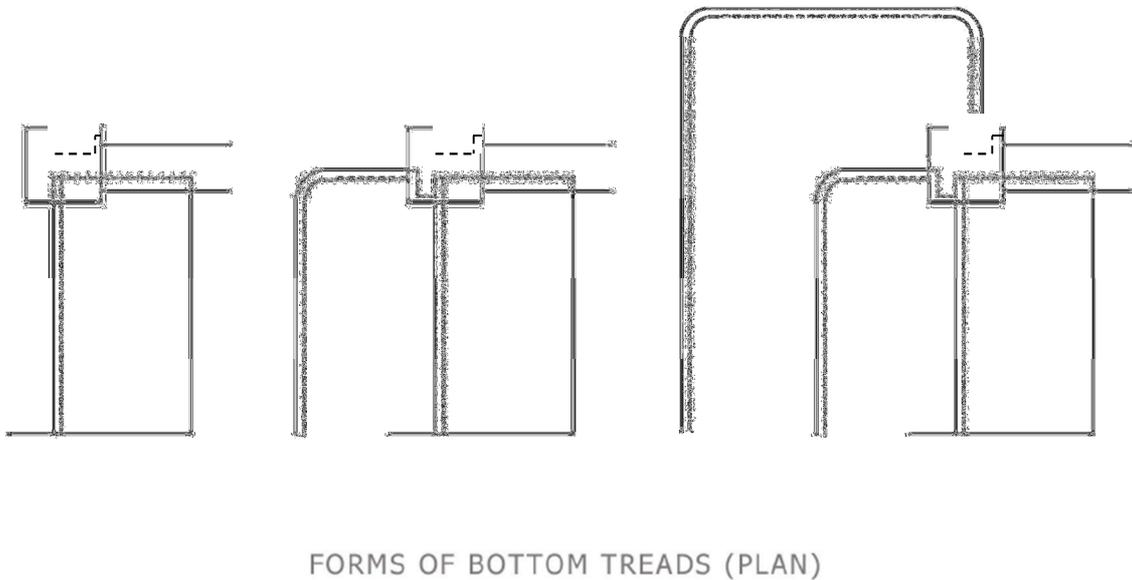


Figure 8 – Bottom treads - plan view



Fitting Newel Posts which are supplied for Screw Fixing

The newels will arrive on site loose but trenched & mortised. Each newel is coded according to plot & location. Dry fit all newels prior to gluing, and then apply glue to the tenon on the string. Locate the newel onto the string ensuring all shoulders are tight up to the newel & all nosings & risers are tight in their trenching. Screw fix through the newel, using 75mm long screws, into the string tenon from underneath the stair (i.e. through the trenched area on the newel). The screws need to be fixed so as they pull the newel tight into place. Check the newel is square & plumb to the tread.

Fitting Newel posts which are Draw-Bored & Doweled.

The newels will arrive on site loose but trenched & mortised & pre-drilled for the dowels. Each newel is coded according to its plot & location. Dry fit all newels prior to gluing, and then apply glue to the tenon on the string. Locate the newel onto the string ensuring the shoulder is tight up to the newel & all nosings & risers are tight in their trenching. Two dowels are required per newel (found attached to one of the newels). Apply a thin layer of glue to the dowel, $\frac{3}{4}$ up from the tapered end, from the outside face of the newel insert the dowel tapered end first into the newel, then knock through using a suitable hammer leaving approximately 10mm exposed. Using a suitable saw cut off the last 10mm as close to the newel as possible without creating damage to the newel, then finish off by sanding the end of the dowel flush to the newel.

2.6.1.2.c Preparing the outer handrail

Handrails are used to support a person using the stairs in the event of a trip or a slip and to provide assistance to people with impaired movement. Handrails can also form the top of a balustrade or "safety barrier" protecting users of the stair from falling. It is essential that handrails are fixed securely.

Balustrades need to be fitted using the mortise & tenon joints provided or by other means of suitable mechanical fixing (e.g. bolt fixings through the newel into the end of the handrail). Do not remove the tenons we supply as this will weaken the joint between the handrail and the newel.

If the handrail is provided with a mechanical fixing system please refer to the manufacturer's instructions.

Note: A handrail on its own cannot act as a safety barrier. Full protection from falling will only be afforded by the completed guarding system or a suitably accredited temporary guarding system.

2.6.2 Half Landings

Half landings will need to support the same loads as the floors of the property into which the stair is being installed.

The trimmer onto which the top of one flight and the bottom of the second flight will bear will need to support the loads imposed when the flights are being used.

Unless specified otherwise half landings should use the following minimum joist sizes up to a maximum landing size 1.2 m x 2.6 m.

Table 2 - Joist and trimmer sizes for half landings

Type of stair	Joists at walls and at 600 mm centres max (mm)	Trimmer between walls (mm)
Domestic	47 x 147	2 x 47 x 195
Common	47 x 195	2 x 47 x 225

Trimmers should be let into the walls, but not into cavities, for support or supported by joist hangers. Joists can be screwed or bolted to walls. Where trimmers are doubled, the two sections should be screwed or bolted together to avoid slippage and to share the imposed loads from the flights.

The top of the lower flight should be prepared as if the landing was an upper floor (see Figure 4). The bottom of the upper flight should be prepared as if the landing was the lower floor with the newel finishing in-line with the bottom riser (see Figure 5).

The flights should bear on the trimmer and not on the boarding used to form the surface of the landing. This will allow the boarding to be replaced if it becomes damaged. To maintain the rise of the bottom step is consistent with the rest of the flight, an allowance equal to the thickness of the boarding of the landing will need to be made when cutting the string or newel and bottom riser for height.

2.6.3 Quarter landing

Quarter landings will need to be able to support the same loads as the floors of the property into which the stair is being installed.

The newel forming the corner of the stair where the outer string turns through 90 degrees will need to be notched to receive and support the outer corner of the landing, unless the newel is designed to be face fixed.

If the newel is to be notched, it will need to act as both a "top" and "bottom" newel for the outer strings and be prepared in two directions accordingly.

The joist sizes should be as given above for half landings in Table 2. (Trimmers are not required for quarter landings.)

2.6.4 Winder flight

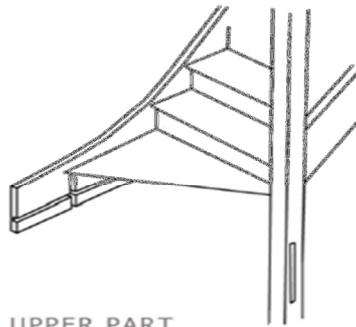
Winder flights are usually formed of three or four tapered treads radiating from a central newel. This newel will be housed to receive the narrow part of some of the treads and one side of the risers in between. The winder flight may form the top or bottom of the stair or may have straight flights continuing the stair above and below.

Where the winder flight is at the top of the stair, the newel and wall string will need to be prepared to fit over the trimmer in a similar manner to the top of a straight flight. If the winder flight forms the bottom of the stair, the newel and wall string will need to be prepared in a similar manner to the bottom of a straight flight.

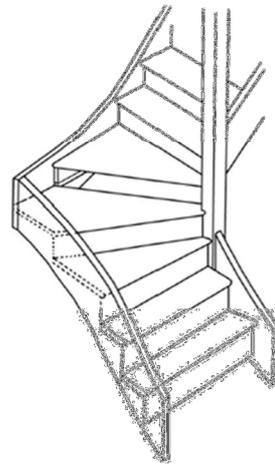
Where the winder flight has straight flights above and below, the outer strings of these flights will need to be fixed to the winder newel in the appropriate manner.

In all cases the two sections of the wall string will need to be joined together. If the stair is being installed from the top down then the upper wall string will be extended to the full width of the stair and the end of the wall string of the lower flight will be fixed to it.

Due to site limitations, it is not always possible to assemble a winder flight as described above. In this instance the flight should be fully assembled and either lowered or raised into position.



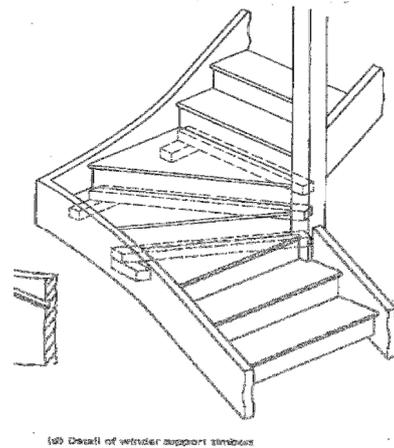
UPPER PART
OF WINDER



LOWER PART
OF WINDER ADDED

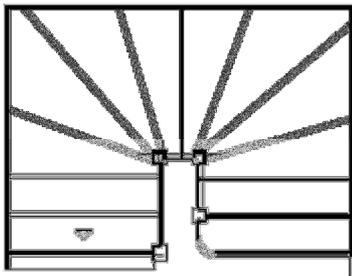
2.6.4a Winder flight

Winder treads require additional support. Support the underside of the winder treads at the junction with the risers above using timber of adequate strength & stiffness fixed between the strings. Glue & screw blocks to the strings to carry the supports. Please note the stair manufacturer does not supply these supports.



2.6.4b Double Mid Winder flights

Double Mid Winder stairs are particularly difficult to get fitted correctly. These stairs often get fitted "in twist" meaning that the newels end up leaning. It is imperative that this type of stair is checked for level & plumb as it is being assembled & fixed. If you suspect the stair may be in twist a simple check is to check the corners of the stairs are fixed at the correct height. Calculate what height the tread in each corner should be from the No. of risers x individual rise & then measure down or up from the floor to check the height. If the stair is "in twist" remove the fixings & get these corners to the correct height & square & plumb up the newel posts. Re-fix as required.



2.6.5 Balustrade

Other than at the two bottom steps, a barrier is required to protect users of the stair from falling. This is often provided by a balustrade formed by individual balusters or spindles. So as to provide the necessary protection it is important that the balustrade is fixed securely.

standard expected of the manufacturers for their stairs is extremely high to ensure quality and safety.

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Note: Whilst every effort has been made to ensure the accuracy of advice given, the BWF cannot accept liability for loss or damage arising from the use of the information supplied in this publication.