

**GENERAL:**

Roof hatches are designed for safe and easy access to rooftops using interior ladders and stairways. The following guide suggests recommendations; please install according to local building codes. For fixed vertical ladders, position roof hatch so the hinged side is opposite of the ladder at the back side of the climber. For stairways, position the roof hatch so the hold-open arm is at the head of the stairway. The hinged side runs parallel to the stairway.

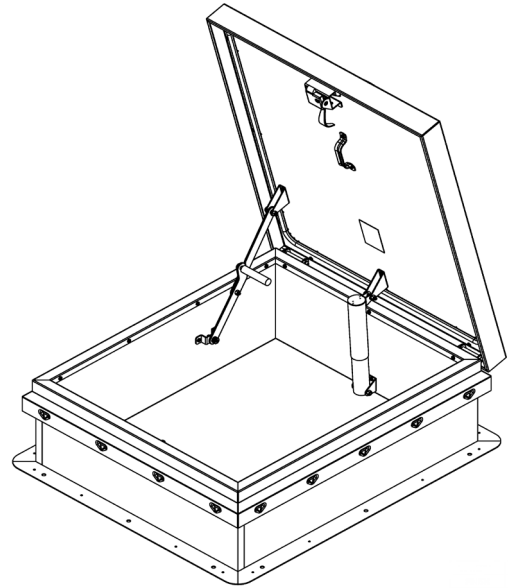
When mounting roof hatch on pitched roofs up to 7:12, mount hinge side parallel to slope.

Caution: Roof hatch cover is spring loaded. Make sure hatch is in horizontal position prior to opening cover.

Steel roof hatches come standard with a powder coat finish, so do not need additional paint for corrosion protection. However, powder coat can be re-coated, provided the following procedures are followed:

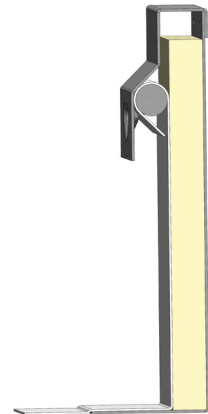
- Abrade the entire paint surface with an abrasive pad that does not shred, rust or splinter.
- Wipe the surface with an alcohol-based product that cleans and helps reopen the surface for the best adhesion of the topcoat. Be sure to read the product directions prior to use.
- Use a high-quality paint that is suitable for metal. Activar Construction Products Group, Inc. cannot accept liability for the performance of specific brands of paint.

\*NOTE - Painted roof hatches may be recoated in the field; however, painting mill finish stainless steel and aluminum is not recommended.



**INSTALLATION:**

1. Prepare opening through roof deck of width and length as specified by details on submittal drawing. The roof opening size is equal to the roof hatch size, which is measured inside curb to inside curb.
  - A ladder access roof hatch that measures 36" width (hinge to latch) x 30" length (hinge side), will have a roof rough opening of 36"x30".
2. Opening must be positioned so as to not impair structural integrity of roof. Supporting structure must withstand lateral and thermal stresses as well as load pressures.
3. Check that the frame rests flat on plane and is not twisted or uneven. Shim, if required, to ensure proper door operation.
  - Secure the roof hatch to the roof deck using fasteners (by others) through the mounting holes provided in the base flange; .437 or .218. Recommended fasteners include 3/8" bolts or #10 screws, respectively.
  - Complete the roofing installation in accordance with local building codes. For single ply type roofing, apply adhesive to back side of membrane and along roof hatch curb insulation. Allow at least a 4" fold at top edge. Place a 1" foam backer rod up in membrane and insert under the counterflashing until it's pressed beyond the Diamond Grip feature. Complete on all four sides. The membrane automatically stays secured in place above the Diamond Grip feature without the use of additional tools, or sharp edged tabs.



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**Installation & Maintenance Guide**

**OPERATION:**

Caution: Make sure to consider weather conditions prior to using the roof hatch. Use caution at all times, especially when hatch cover is open.

Opening from below: Turn slam latch handle and, with one hand, raise cover to full open position while maintaining three points of contact with the ladder.

Closing from below: With door open fully open, descend ladder or stair to a position where your head is at the curb level. With one hand, grasp the red vinyl grip handle on the hold open arm and pull forward to disengage. Then, grasp the pull handle to fully close the cover, making sure slam latch engages the catch.

Opening from above: Rotate the exterior L turn handle and raise cover to full open position.

Closing from above: Grasp red vinyl grip of the hold open arm and pull to disengage, then push on the handle or edge of the cover to fully close and latch door.

**MAINTENANCE:**

Manually operate once a year to check functionality of moving parts such as latches, hinges and turn handles. Test outside and inside manual operation of latches. Rotate exterior handle from exterior to release slam latch and open door. From inside, rotate the slam latch lever. Adjust (if required) latch keepers to insure full secure latching in closed position.

Periodically clean latches and strikes of old grease and dirt using a clean dry cloth. Reapply lubrication as needed.

**REPLACEMENT PARTS:**

#	PART NUMBER	DESCRIPTION
1	RHD-KIT-LHANDLE	KIT, L HANDLE
2	RHD-KIT-LATCH	KIT, SLAM LATCH
3	RHD-KIT-PULL	KIT, PULL HANDLE
4	RHD-KIT-LATCH-FULL	KIT, LATCHES, L HANDLE, SLAM, PULL
5	RHD-KIT-HOA	KIT, HOLD OPEN ARM
6	RHD-KIT-GSKT-15FT	KIT, GASKET 15FT FOR 36X30
7	RHD-KIT-SPR-G1	KIT, SPRING ASSEMBLY, STEEL 36X30
8	RHD-KIT-HINGES	KIT, HINGES
9	RHD-KIT-LID-G1	KIT LID. STEEL 36X30
10	P13WTEX-MC-SPRAY	KIT, PAINT, WHITE TEXTURE

