

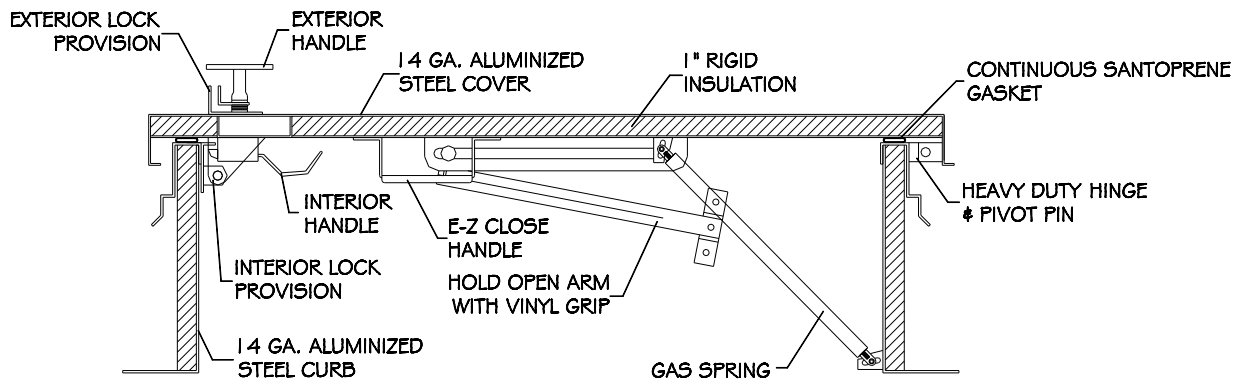
ROOF ACCESS / EQUIPMENT HATCH INSTALLATION & MAINTENANCE INSTRUCTIONS

Revised: 02/01/14

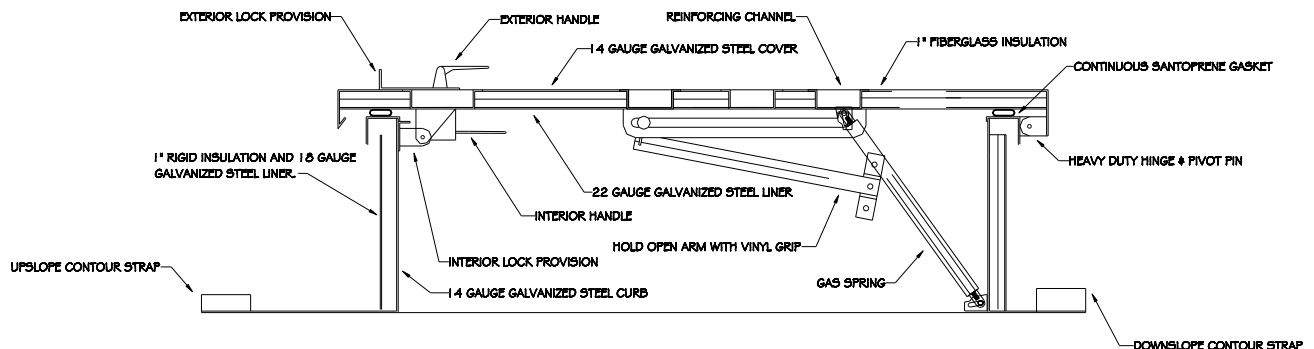
INSTALLATION

When over a ladder, position the hatch so the hinge side is opposite the ladder side. The roof opening over which the hatch is installed must be square and flat. If the mounting surface is out of square or not level, racking of the hatch may result and may compromise the operation of the vent. Apply appropriate sealant on the curb, set the hatch in place, and secure in place using fasteners as necessary. Typical base arrangements are shown below.

Conventional Roof Application



Metal Building Roof Application



MAINTENANCE

Maintenance	Frequency	Action
Hatch Door Assembly	Once per twelve (12) months, preferably in the spring or as often as conditions warrant	Hinges, springs, and latches should be lubricated annually. Replace gas spring(s) when necessary.
Exterior Inspection	Once per six (6) months, preferably in the spring and fall or as often as conditions warrant	Inspect base for: <ul style="list-style-type: none"> • Corrosive materials or dirt build-up on curb walls or base flanges • Chips in paint or coated surfaces • Damage from service personnel on roof • Leakage of chemicals from HVAC units • Loose seam clips on Standing Seam Roofs
Flashing	Once per six (6) months, preferably in the spring and fall or as often as conditions warrant	Keep curb base flashing, counter flashing and seam clips sealed and watertight at all times. Look for any early signs of separation or sealant failure and correct immediately.
Clear Roof Debris	Once per twelve (12) months, preferably in the spring or as often as conditions warrant	Keep the roof surface around the curb clean to avoid obstructing water flow. Check to ensure water is not pooling in any area around the curb base.
Clean Base Finish	Once per twelve (12) months, preferably in the spring or as often as conditions warrant	Clean exterior of roof access hatch / equipment hatch base once every year with a standard detergent.

Procedure for Reporting and Repair of Leakage

Should your curb develop a leak, it is very important that it be handled expeditiously. If left unrepaired, leaks can not only damage the building and its contents, but can also damage your roof system.

If a leak is discovered that is directly associated with the curb, please contact our offices at 800-423-1619 directly for assistance. Our hours are 8:00 am to 6:00 pm, Monday through Friday, US Pacific Coast Time.