

ROOF ACCESS / EQUIPMENT HATCH MAINTENANCE INSTRUCTIONS

Revised: 09/1/17

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	<ul style="list-style-type: none"> Chips in paint or coated surfaces Damage from service personnel on roof Leakage of chemicals from HVAC units
Clear Roof Debris	Once per twelve (12) months, preferably in the spring or as often as conditions warrant	Keep the roof surface around the hatch clean to avoid obstructing water flow.
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 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.



Manufacturer's Warranty and Guarantee

ROOF ACCESS HATCH, SELF FLASHING

Project: [Project Name]
Location: [Project Street Address]
[Project City, State, Zip]
Owner: [Property Owner / Corp]
Warranty Begins: [Date]
Contractor: [Contractor Name]
Product: [Product]
Reference #: [R&S Reference #]

Description of Warranty Terms

R&S Manufacturing and Sales Company, Inc. (R&S) warrants the product listed above for the project referenced above to be free from defects in workmanship and material for a period **FIVE (5) years** from the date of delivery. Coverage under this warranty requires that product is installed and maintained in accordance with R&S recommendations. Should a part fail to operate under normal use within a period of five (5) years from the date of delivery, a new part will be furnished at no charge.

The sole liability of R&S under this warranty is to repair or replace the defective product only, at a total cost not to exceed the original purchase price of the product.

This warranty does not cover normal wear and tear, or damage caused by misuse, neglect or accident. This warranty is void if the purchaser makes any alteration to the product, and does not cover incidental or consequential damages to persons or property. The purchaser is responsible for all costs associated with the removal or reinstallation of the product. This warranty is non-transferable, and applies only to the original purchaser. R&S reserves the right to make changes or improvements to its products without incurring any obligation to similarly alter products previously purchased.

For warranty service please contact R&S Customer Service at (800) 423-1619

R&S MANUFACTURING AND SALES COMPANY, INC.

Eric McClung, President

Date