

# THERMALLY BROKEN ROOF HATCH - RHTBA

## Installation & Maintenance Guide

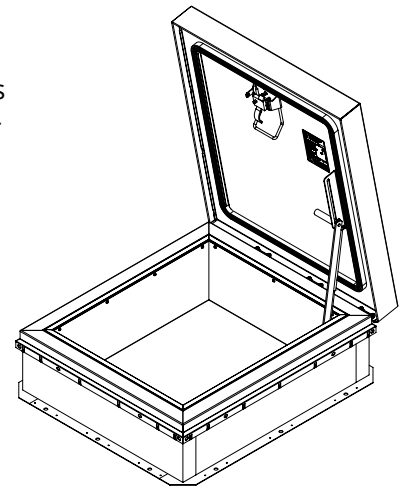
### GENERAL:

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. Please read the complete instructions carefully before beginning any work.

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:** Improper selection, installation or use can cause personal injury or property damage. It is solely the responsibility of the user, through their analysis to select products suitable for their specific application requirements, ensure they are properly maintained and limit their use to its intended purpose. Roof hatch cover is spring loaded. Make sure hatch is in horizontal position prior to opening cover.



### TOOLS:

- Screwdriver
- 3/8" or 1/2" bolts with washers or #10 screws (by others)

### 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.) 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. 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.
3. 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. Press tab feature to provide additional mechanical support to secure membrane. Complete on all four sides. (Fig. 1)

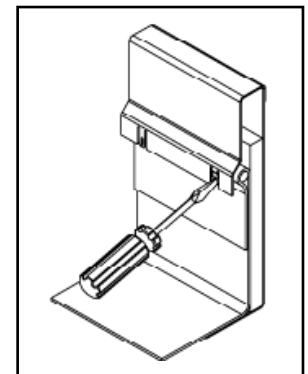


FIG.1

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### 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.

**Note:** Larger hatches, especially over 72 inches in length, may need two people to ensure proper closure.

### 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.

### CLEANING:

Gaskets can be cleaned with a clean, damp, lint-free cloth. Do not apply mineral oils, vinyl dressings, or other lubricants to the gasket as they can cause the gasket to break down over time.



**RHTBA - Thermally Broken Roof Hatch  
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