

Milcor Roof Hatch Installation and Maintenance Instructions

These are recommended guidelines. Locally accepted and/or mandated roofing and sealing practices and procedures should be followed to ensure the ultimate weatherability of roof hatches installed into the various types of roofing systems.

Installation

Handle with care during transport and installation to ensure against bending or racking of the roof hatch.

1. The roof mounting surface at the hatch rough opening shall be level and free of any debris.
2. Place the roof hatch over the existing opening in the roof that has been prepared with appropriate roofing material, if applicable
3. The curb flange comes with predrilled mounting holes to accommodate various fastening methods practiced and accepted at a local level. Mark the pre-drilled holes from the mounting flange through to the roof deck.
4. Drill roof deck for installation of anchors or other fasteners (provided by others).
5. Confirm that unit is plumb, level and square prior to final fastening. The unit must be reasonably level to open properly. If more than 1/8" out of level, open the unit and shim between the roof vent bottom at appropriate corners to bring the unit into line.
6. Secure roof hatch curb flange to roof deck using appropriate sized bolts, screws, or anchors for wood, steel and concrete mounting applications.
7. Do not remove curb insulation. Install cant strips(provided by others) on all sides of the roof curb to allow for slope away from the curb. Roofing material shall extend up all sides of curb and secured under the integral counterflashing.
8. Complete the installation in accordance with accepted roofing industry practices.
9. Conduct an acceptance performance test and inspection immediately following installation to establish that all operating mechanisms function properly.

Maintenance

This unit is an egress/access Roof Hatch of corrosion-resistant construction and should be regularly inspected and maintained. Roof hatches should be manually operated annually to check performance.

1. Open and close the unit by turning the latch release handle from inside the building. Repeat opening and closing the unit from the roof line.
2. Check the latch mechanism, latch points, pivots, hinges etc. for freedom of action. Note any indication of corrosion. Initiate maintenance corrections as required.
3. Lubricate all mechanisms, latches, pivots, hinges, etc. with a silicone spray lubricant as required to maintain a smooth opening and closing of the hatch door. Do not use regular lubricating oil as it can attract dust and grit. Non-moving parts can be cleaned with a mild soap or dishwashing detergent and water solution. 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.
4. **Important. For hatches with center snap latch: to close doors from the outside push at the center of the door after releasing the hold open arm locking mechanism. Do not push on the door ends.**
5. **Important. For hatches with Double throw slam latches: to close doors from the outside push at the ends of the door above the location of the latch after releasing the hold open arm locking mechanism.**