Fitting instructions
Flush Floor Hatch.

Please read all of these instructions before starting installation.

1. Carefully read all instructions and drawings prior to fitting the unit, ensuring that the method of assembly and fixing is fully understood. Ensure that the structure to which the frame unit is to be fixed to can support the unit. The units are delivered to site fully built up, with the gas springs/actuators, etc. fitted. Remove gas springs/actuators before installation. As the bottom brackets for the actuators etc protrude downwards below the line of the hatch frame, the units are shipped with “packing” blocks bolted to the corners and centre of the frame fixing flange to protect the actuators etc. these should be left in place to protect the unit until such time as the unit is to be placed in its final position.

2. The unit is typically set into a recess all 4 sides with the top face flush with the finished floor level. When fully installed the rebate can be backfilled up to the frame. The unit can also be floor mounted all four sides.

3. Using a suitable method of lifting (eg. Soft slings/ lifting beam/ block and tackle) manoeuvre into position. At this point the packing blocks should be removed. Take care not to damage the actuators, and brackets etc which protrude. **It is the installer’s responsibility to determine a satisfactory method of lifting/ positioning the unit.**

4. The hatches are to be fixed down by bolting through the external angle brackets on the frame. The fixing points for the unit can be marked through the frame angle once the unit is in position. (Fixing bolts etc supplied by others.)

5. Align, level and pack the hatch as required.

6. Open lid and check gas spring/actuator brackets are plum with frame and backed up. Pack if necessary. **Actuator/Gas Spring brackets must remain plum with frame**.

7. When positioned is finalised close lid and drill suitably sized holes for the fixings. Clean away drilling debris and then fix unit down in position.

8. Re open Lid and fix gas spring/actuator backets back to structure. Pack if necessary.

9. Re-Install gas spring/actuator into position.

10. **Electrical Connections.**
    Connect the actuators in accordance with the details of the wiring diagram.
    There should be a permanent 240v/1ph/50hz from a none switched fused spur.

Maintenance.

There is little maintenance required to the hatch but regular attention depending on its situation and use will help to give a long and trouble free service life.

Clean out any debris which may collect in the channel of the frame, particularly around the concealed hinges and drain points, and the clearance gap between the lid and frame.

Lubricate moving parts- a light machine oil should be applied to the hinge, and the pivot bolts of the actuators and safety grids.

An aerosol applicator is the easiest method to access the hinges to ensure the oil penetrates along and around the hinge pins.

Periodically check that all bolted connections for the brackets etc. remain tight and tighten if necessary.

Cleaning.

Clean off any accumulation of dirt/debris from the top of the lid and frame using a proprietary detergent solution. It may be necessary to use a stiff brush for any stubborn areas.

Clean out any dirt/ debris from the channel of the frame, particularly around the hinges and drain points.

If the unit is to be power washed then be aware that the lid/frame are not water tight and water will pass through to the frame channel. If drain points are fitted then the channel will empty. Ensure that no debris blown under pressure into the drain points to avoid blockages. If drain points are not fitted then the channel will fill and water may enter below, past the lid buffer seals.

Actuator Failure:

In the unlikely event that the actuator fails to operate:

1. Check the main supply to the control box. The green neon on the top of control box should be illuminated. The control box contains a battery backup set which needs to be constantly trickle charged. The batteries are always in circuit and failure to maintain a charge may result in the actuator not operating and/or damage to the batteries requiring replacement.
2. Check all external controls/switches.
3. Ensure that the actuator “jack plug” is fully seated into the socket and the retaining collar in place.
4. If the actuator is found to have physically failed or the electrical supply failed it is possible to disengage the actuator and raise the hatch lid manually. Refer to drawing for manual lift points. Refer to drawing for actuator release points if access is only available from above. Insert an M12 threaded eyebolt into manual lift points. Attach a suitable method of lifting to the eyebolt to raise the lid. **Extreme care should be taken to ensure the capacity and suitability of the lifting method. When the lid is open ensure that the safety hold open stay is engaged.** Manual closing of the lid should be the reverse of the above ensuring that the safety stay has been disengaged. The actuator should be repaired/replaced as necessary and when re attached to the lid, operated as normal.

For further information contact;
Surespan Limited
Leamore Close,
Leamore Enterprise Park,
Walsall, West Midlands,
WS2 7NL
Tel: +44 (0)1922 711185
E-mail: sales@surespancovers.com

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