SURESPAN Fitting Instructions

Fitting instructions- Sliding Hatch

Please read all of these instructions before starting installation.

Definitions:
X-rail = steel track on which hatch lid slides.
Structural opening = internal dimensions of opening in structure.
Clear opening = internal dimensions of hatch frame.
(if electric) Motor pinion = Drive gear on motor shaft which engages with toothed rack.

1. **Check the structural opening size** against the clear opening size of the hatch to ensure correct dimensional match.

2. It is important that you do not try to open the sliding lid before securely fixing down both the hatch and the x-rail extensions securely, in their correct respective positions. Place the hatch into position over the structural opening and fix in place with adequate fixings to suit the fabric (not supplied), utilising the fixing holes provided in the unit frame flange. Before tightening the fixings the unit should be fully lined and levelled to ensure that the frame is not twisted or bowed. Use suitable packing shims if required to make sure that the frame is fully supported and secure when the holding down bolts are tightened. If the unit is to be sited externally or needs to be sealed then it is recommended that the unit be sat on a bead of sealant or ribbon mastic prior to bolting down, and then be fully weatherproofed around the perimeter of the frame flange. There is a weathering lip incorporated in the frame under which a weathering membrane can be fitted.

3. Remove the transportation brackets that are fitted at the rear of the hatch and attached to the x-rails, as these will impede the fitting of the rail extension pieces. This can be done by unscrewing and removing the bolts. These brackets may be discarded after.

4. **Fitting the X-rail extensions(if hatch has rail extensions) :** Identify and fit the x-rail extensions to both sides of the hatch using fixings and jointing plates provided. Note that the x-rails are handed and you must ensure that the correct one is fitted to the correct side.

5. Fix down rear x-rail angle brackets at the extreme end of the rails with adequate fixings to the fabric (not supplied) utilising the fixing holes provided. Ensure that the x-rails are not twisted and are parallel to each other and correctly in line in all planes with the sections of rail within the hatch. This is important to ensure the correct and smooth operation of the sliding lid (See photo # 5). With the hatch frame and x-rails correctly in place, manually slid the hatch open/ closed to check the correct operation of the sliding lid.

6. **Fitting of the drive motor assembly (electric version only)** (The motor is already fitted to its base own plate and this base plate needs to be attached to the side frame of the hatch. With the motor drive gear wheel facing the hatch, the base plate has a small flat lug protruding, with two holes in the leading edge. Locate the holes in the protruding lug over the two studs set in the hatch main frame flange Fix motor assembly into position onto the studs using nuts provided.).

7. Fix down motor assembly base plate to the fabric with adequate fixings (not supplied) using fixing holes provided in the plate.

8. **Engaging the motor pinion gear:** To engage the motor pinion gear onto the gear rack, slacken the four nuts holding the motor mounting bracket. Push the motor towards the hatch. Slots are provided in the mounting bracket.(See Fig 9-10) with the motor pinion engaged in the gear rack, check the gear alignment to the rack and when correctly aligned, tighten the four holding nuts over the slotted holes

9. **Fit motor assembly cover** and fix to plate using fixing bolts provided.

10. Make all electrical connections to the control scheme in accordance with wiring diagram supplied and in accordance with local electrical regulations.

11. If the hatch is manually operated it will be fitted with a latch for opening from inside only – to open hatch operate latch then using internal pull handle slide the hatch fully open.

When all electrical connections have been made and proved, test the opening and closing operation of the hatch using the motor (See photos #15-16). **Before operating the hatch ensure that the area is clear of obstructions and other personnel.**

– Operating instructions in case of electric motor failure. (if fitted) Sliding Hatch Motor disengagement – internal.

Please read all of these instructions before starting work.

1. Remove the internal cover cap by un-screwing two fixing screws.
2. Screw in threaded tee key provided into the exposed motor shaft from inside of the cover.
3. Pull the tee key to disengage the motor pinion
4. The hatch can now be opened and closed manually.
5. To re-engage the motor follow reverse of above.

- Operating instructions in case of electric motor failure. (if fitted) Sliding Hatch Motor disengagement external

Please read all of these instructions before starting work.

Before operating the hatch ensure that the area is clear from obstructions and other personnel.

1. Remove the motor shroud by un-screwing the fixing holes.
2. Loosen the four motor bracket fixings that are located within slots.
3. Pull the motor back away from the hatch to disengage the motor pinion.
4. The hatch can now be opened and closed manually.
5. To re-engage the motor follow reverse of above.

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