



### 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/upstand.

Clear opening = internal dimensions of hatch frame.

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.

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. The unit frame is supplied with insulation fixed to the side of the upstand and an integral weather lip. To weather proof the unit, the roof finishes need to be taken over the fixing flange, up the sides of the upstand over the insulation and be tucked under the weathering lip.

2. Fix down the x-rail angle brackets 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. The rails are fitted with a cross bar between the end brackets to help maintain the parallelism. 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. Please note that in order to manually operate the sliding lid the motor will need to be disengaged as below.
3. **The drive motor assembly: (See drawing 14897-4-32).** The motor (item 5) is already fitted to its base own plate and attached to the side frame of the hatch. The motor drives the hatch open and closed via a reduction gearbox and shaft through a interlocking plate clutch (item 13) to a rack and pinion. The drive gear/shaft is permanently engaged with the rack.
4. **Disengaging the motor drive (externally):** first remove the outer cover of the motor protection box (item 11) by removing the bolts. To disengage the motor drive, slacken the four nuts holding the motor mounting bracket (item 3). Pull the motor away from the hatch. Slots are provided in the mounting bracket to allow this. The drive will separate at the plate clutch (item 13). The hatch can now be operated manually.

5. **Engaging the motor drive (externally):** To engage the motor drive, slacken the four nuts holding the motor mounting bracket (item 11). Push the motor towards the hatch. Slots are provided in the mounting bracket. Align the lugs on the clutch plates (item 13) with the corresponding holes in the opposing clutch plate and push the motor forward until the clutch plates fully engage. With the motor drive/pinion engaged in the gear rack (item 10), check the alignment to the rack and when correctly aligned, tighten the four holding nuts over the slotted holes in the motor plate. It is important for the correct and smooth operation of the hatch movement that the motor/ drive pinion are correctly aligned and meshed.
6. **Limit Switch:** the hatch is fitted with 2no limit switches (item 6) which control the limit of travel for the hatch. The position of the limit switches is factory set and should not need to be altered.
7. **Fit motor assembly cover** and fix to plate using fixing bolts provided.
8. **Electrical Connections:** Make all electrical connections to the control scheme/panel in accordance with wiring diagram supplied and in accordance with local electrical regulations.
9. **First operation:** When all electrical connections have been made and proved, test the opening and closing operation of the hatch using the motor. **Before operating the hatch at any time ensure that the area is clear of obstructions and other personnel.**  
**See operating instructions.**

For further information contact;  
Surespan Limited  
Leamore Close  
Leamore Enterprise Park  
Walsall  
West Midlands  
WS2 7NL  
Tel: +44 (0)1922 711185  
Fax: +44 (0)1922 714099  
E-mail: [sales@surespancovers.com](mailto:sales@surespancovers.com)





### **Operating/Maintenance instructions - Sliding Hatch.**

**Please read all of these instructions before starting work.**

**1. Before operating the hatch at any time ensure that the area is clear of obstructions and other personnel.**

The hatch is operated by a simple three position switch (open/centre return/close). Ensuring that there is a maintained power supply to the hatch the unit can be opened/ closed by operating the switch.

**2. The hatches are fitted with an internal hinged safety grid, which covers the aperture when the hatch is open, for safety. The safety grid is hinged at one side so that if access is required through the hatch the grid can be raised out of the aperture and locked in the vertical position. This is done by manually lifting the grid, rotating on the hinges. To lock in place lift the grid until the locking pin through the lower portion of its frame locates in the top of the support bracket fixed to the hatch frame. Lower the locking pin into the slot in the top of the bracket.**

To close the grid, lift until the locking pin disengages from the bracket and then lower the grid back into the aperture to rest on the support brackets on the opposite side of the hatch.

Ensure that the hatch is not operated whilst the safety grid is in the upright position or if the grid is not correctly stowed in the closed position.

### **Sliding Hatch Motor disengagement in case of motor failure – internal.**

**Please read all of these instructions before starting work.**

**Refer to drawing 14897-4-32**

- 1. Remove the internal cover cap (item 8) by un-screwing two fixing screws. This will reveal the end of the drive shaft with internally threaded hole.**
- 2. Screw in threaded tee key (item 12) provided into the hole in the exposed motor shaft from inside of the cover.**
- 3. With the tee key inserted, pull the tee key towards you to disengage the interlocking clutch plates/motor pinion**
- 4. The hatch can now be opened and closed manually.**
- 5. To re-engage the motor drive, follow the reverse of above.**

## Maintenance:

1. Always ensure that the path of the sliding section is clear of all obstructions.
2. Periodically (6 months) inspect the brush seals and rubber seals around the hatch internal perimeter and clean/replace as necessary.
3. **Slide rails:** Periodically (monthly) inspect the slide rails for cleanliness. Remove any debris, dirt or grit and wipe over with light machine oil. WD40 will suffice. The slide rollers are greased and sealed.
4. **Motor:** The motor and associated reduction gearbox is sealed for life and requires no maintenance.
5. **Rack and pinion:** the drive mechanism should be inspected periodically, wiped clean of any debris and greased with light, water resistant grease.
6. **Cleaning:** it is recommended that the units are regularly cleaned to maintain their appearance and smooth operation. The units are finished in polyester powder coating and can be cleaned with a mild solution of detergent and sponge. Ensure that any gritty dirt has been removed prior to washing down. Do not use any abrasive materials or any chemical cleaning agents.
7. **Electrical;** by their nature, all electrical components are likely to sudden failure and not subject to diminishing capability. Replace as required.

Periodically check all wiring terminals and tighten as necessary.

Periodically check all plug in components, such as relays, are correctly seated and secure.

For further information contact;  
Surespan Limited  
Leamore Close  
Leamore Enterprise Park  
Walsall  
West Midlands  
WS2 7NL  
Tel: +44 (0)1922 711185  
Fax: +44 (0)1922 714099  
Email: [sales@surespancovers.com](mailto:sales@surespancovers.com)

