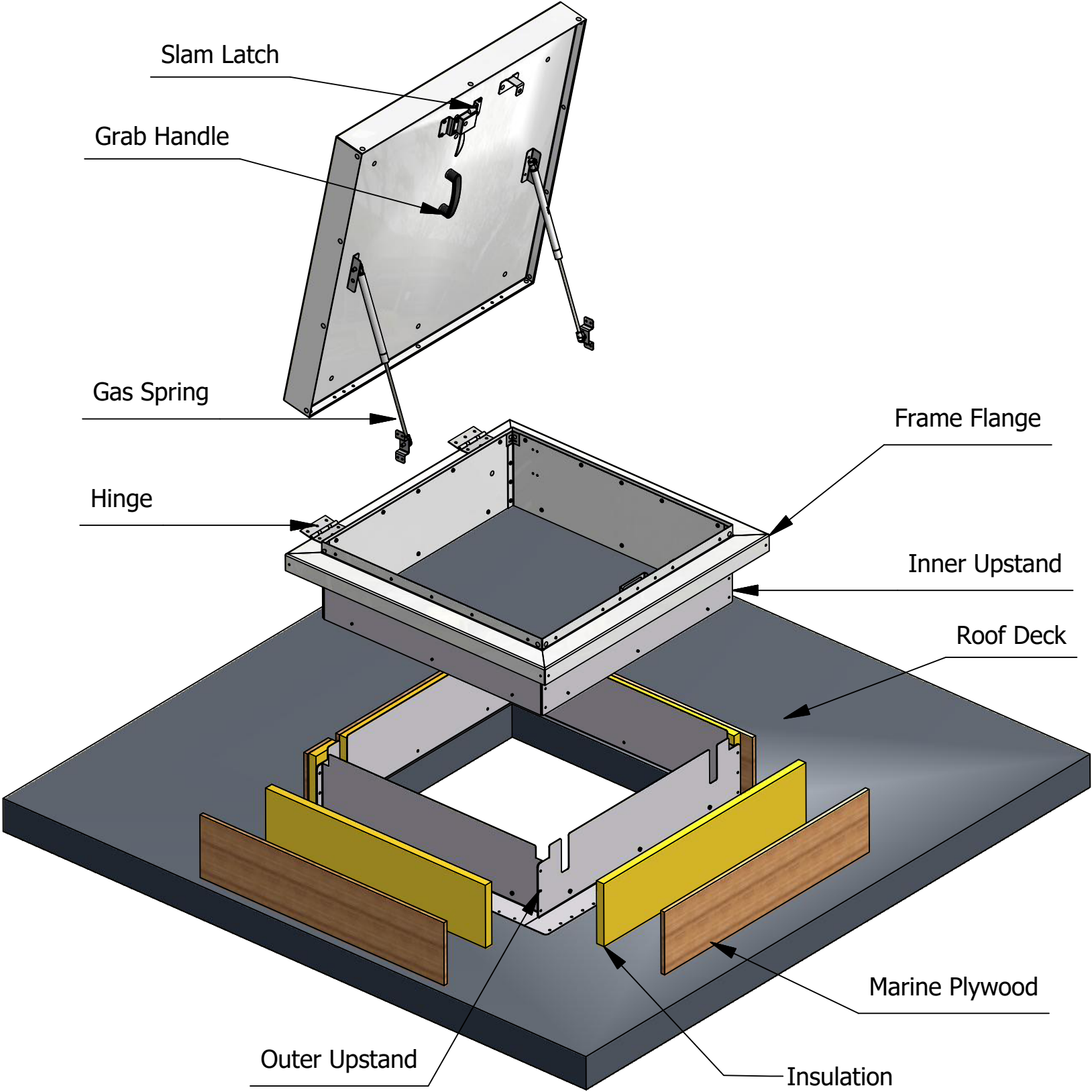


# Roof Hatch Fitting Instructions



## DESCRIPTION:

The hatch is designed for occasional roof access typically for maintenance to plant and machinery. The hatch is manufactured from lightweight aluminium and stainless steel with the exception of the gas struts.

For corrosive environments please order the fully stainless steel version. The finish is either mill finish or powder coating. In either case a soft damp cloth is sufficient for cleaning.

The maintenance requirement is to make sure that hatch is operated periodically to prevent hinges and gas struts from seizing. The hatch comes complete with no on site assembly required.

Read all the way through this guide before fitting the hatch. No fixings are supplied for fitting to the roof structure

## TOOLS REQUIRED:

### Single Part Upstand Version

- Flat head screwdriver, 10mm & 13mm Spanner

### Two Part Upstand Version

- Flat head screwdriver only



**THE ACCESS PANEL**  
COMPANY LTD

Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.

The Access Panel Company Ltd  
The Old Water Works  
Winterton Road  
Scunthorpe  
DN15 0BA  
Tel: 0800 07 123 11  
Fax: 0870 20 123 11

Material

DESIGN BY

AW

DATE

22/11/10

CHECKED

SHEET NUMBER

1/8

TITLE

Roof Hatch Fitting Instructions

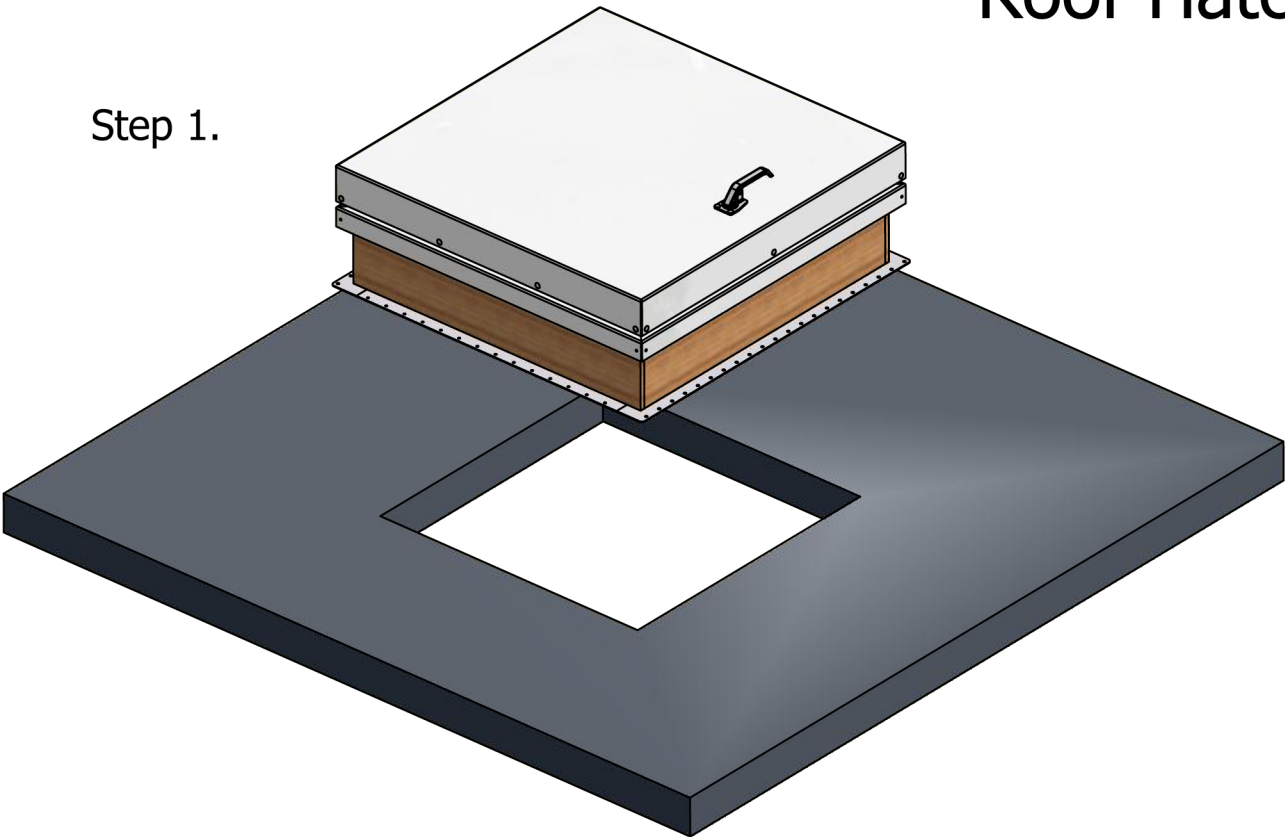
Data Sheet N.o

R001

REV

# Roof Hatch Fitting Instructions

Step 1.



Step 1.

Position the hatch over the roof opening. Ensure the hatch is going to open to the side and not upwards or downwards; this will reduce stress to the opening mechanism.

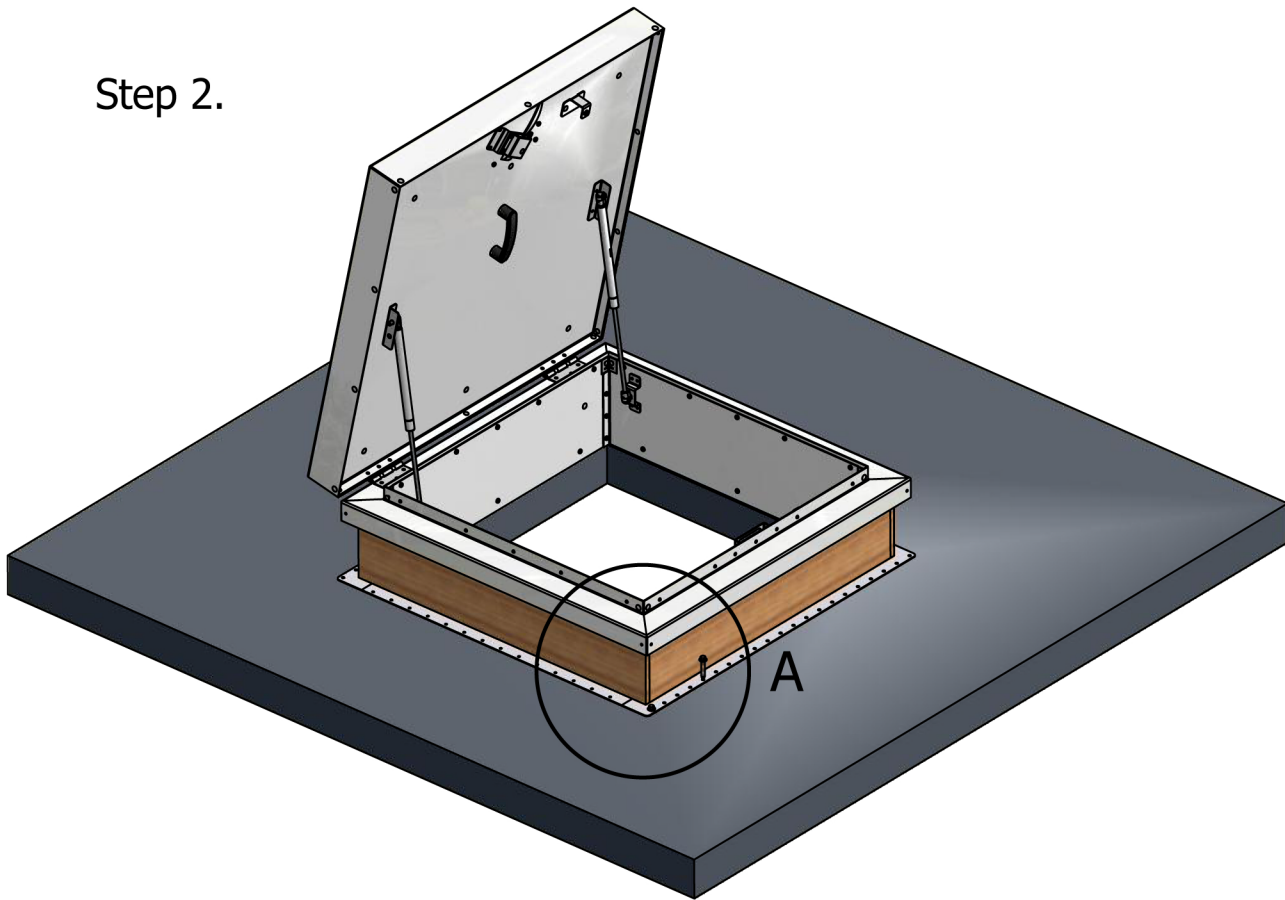
Step 2.

Screw the hatch down using the pre-punched holes in the upstand as shown. Use appropriate fixings for your roof type.

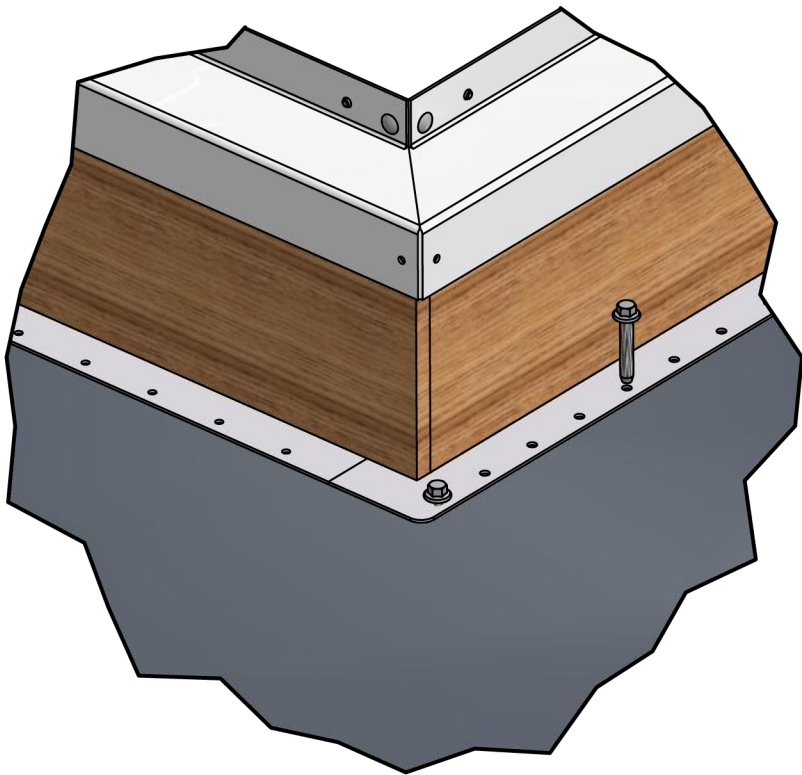
Step 3.

For two part upstand go to Step 4. For single part upstand go to Step 10.

Step 2.



A



**THE ACCESS PANEL**  
COMPANY LTD

The Access Panel Company Ltd  
The Old Water Works  
Winterton Road  
Scunthorpe  
DN15 0BA  
Tel: 0800 07 123 11  
Fax: 0870 20 123 11

Material

DESIGN BY

AW

TITLE

Roof Hatch Fitting Instructions

DATE

22/11/10

Data Sheet N.o

REV

CHECKED

SHEET NUMBER

2/8

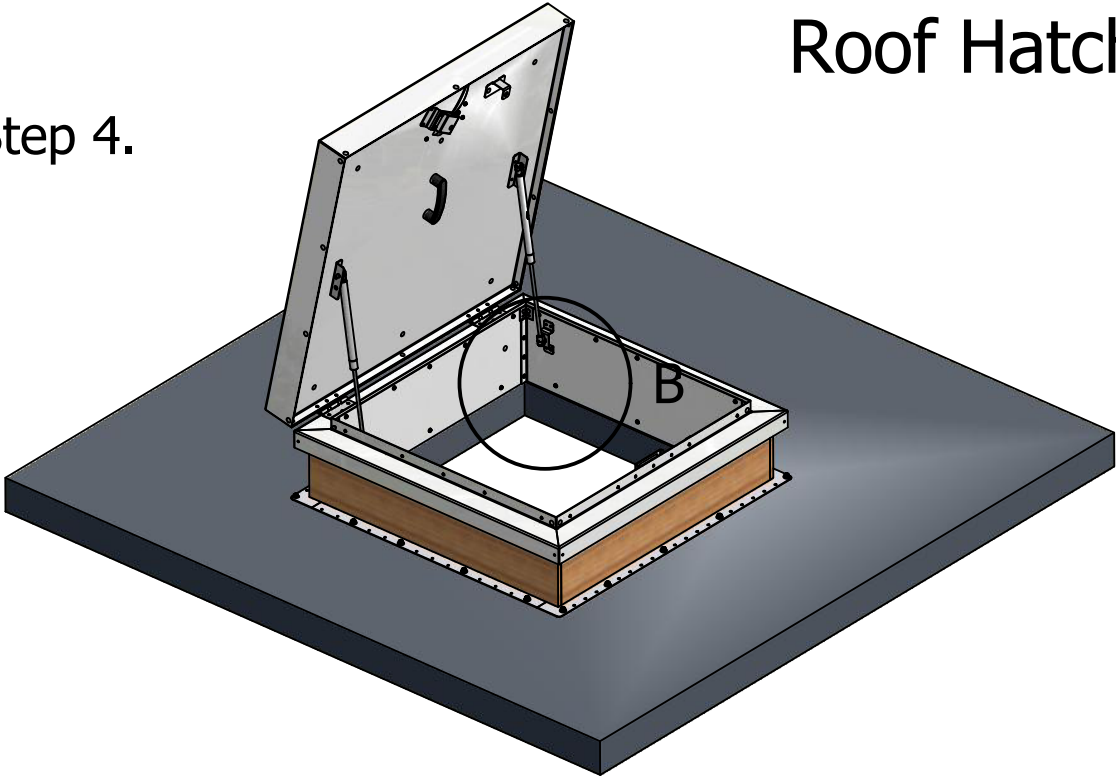
**R001**

Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.



# Roof Hatch Fitting Instructions - Two Part Upstands

Step 4.



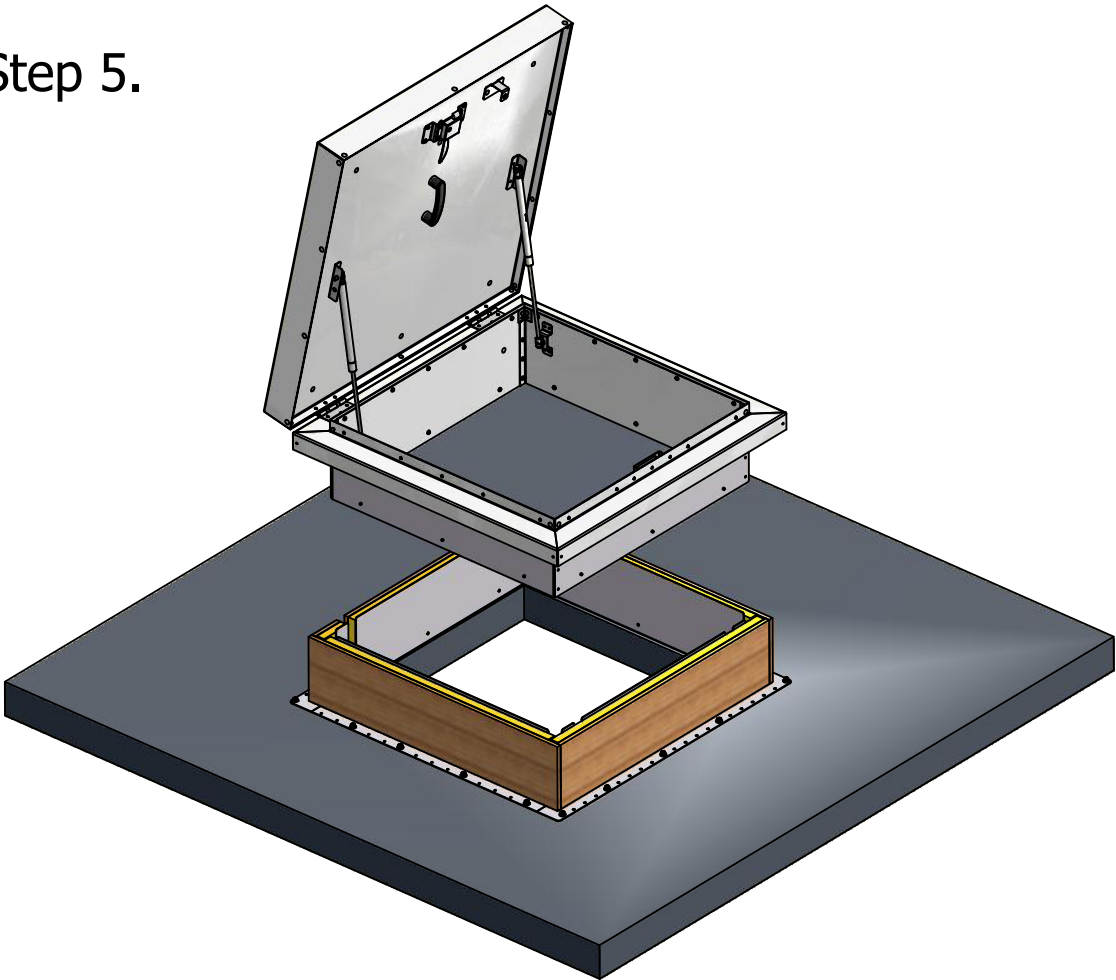
Step 4.

Remove the 12 No. M5 screws (C) around the base of the upstand using a flat-head screwdriver.

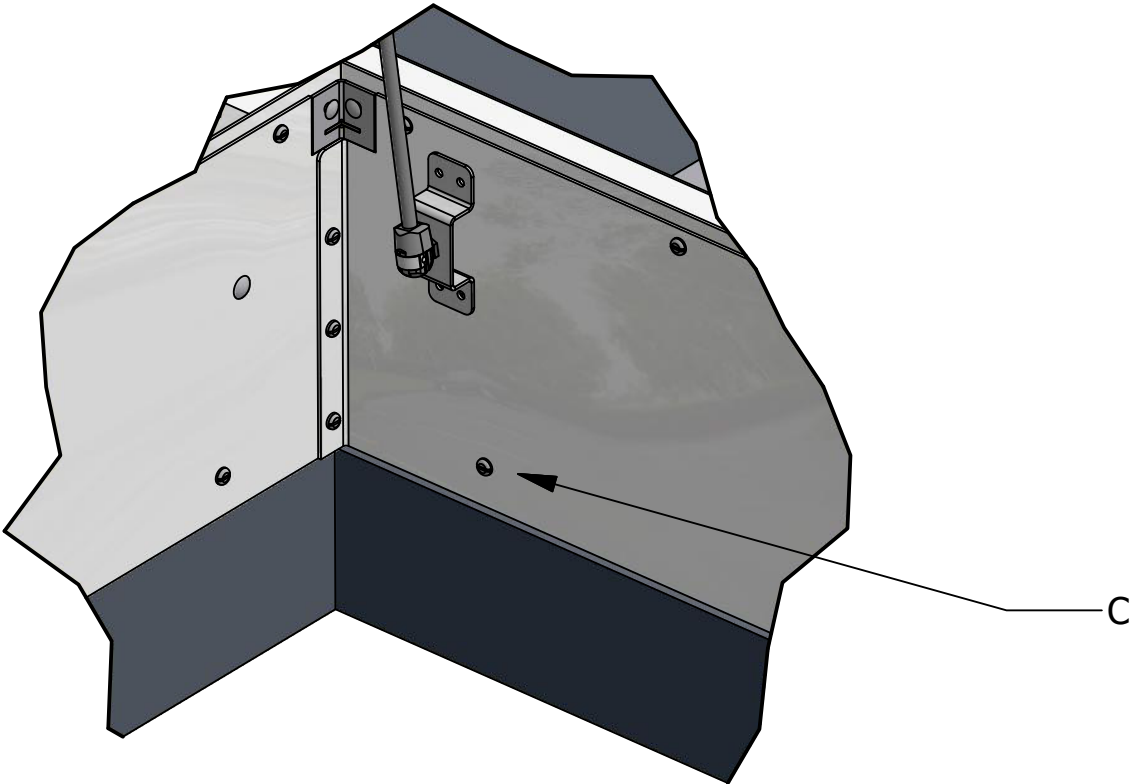
Step 5.

Lift the lid, frame and inner upstand away from the outer upstand base which is now fixed to the roof.

Step 5.



B



**THE ACCESS PANEL**  
COMPANY LTD

Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.

The Access Panel Company Ltd  
The Old Water Works  
Winterton Road  
Scunthorpe  
DN15 0BA  
Tel: 0800 07 123 11  
Fax: 0870 20 123 11

Material

DESIGN BY

AW

TITLE

Roof Hatch Fitting Instructions

DATE

22/11/10

Data Sheet N.o

REV

CHECKED

SHEET NUMBER

3/8

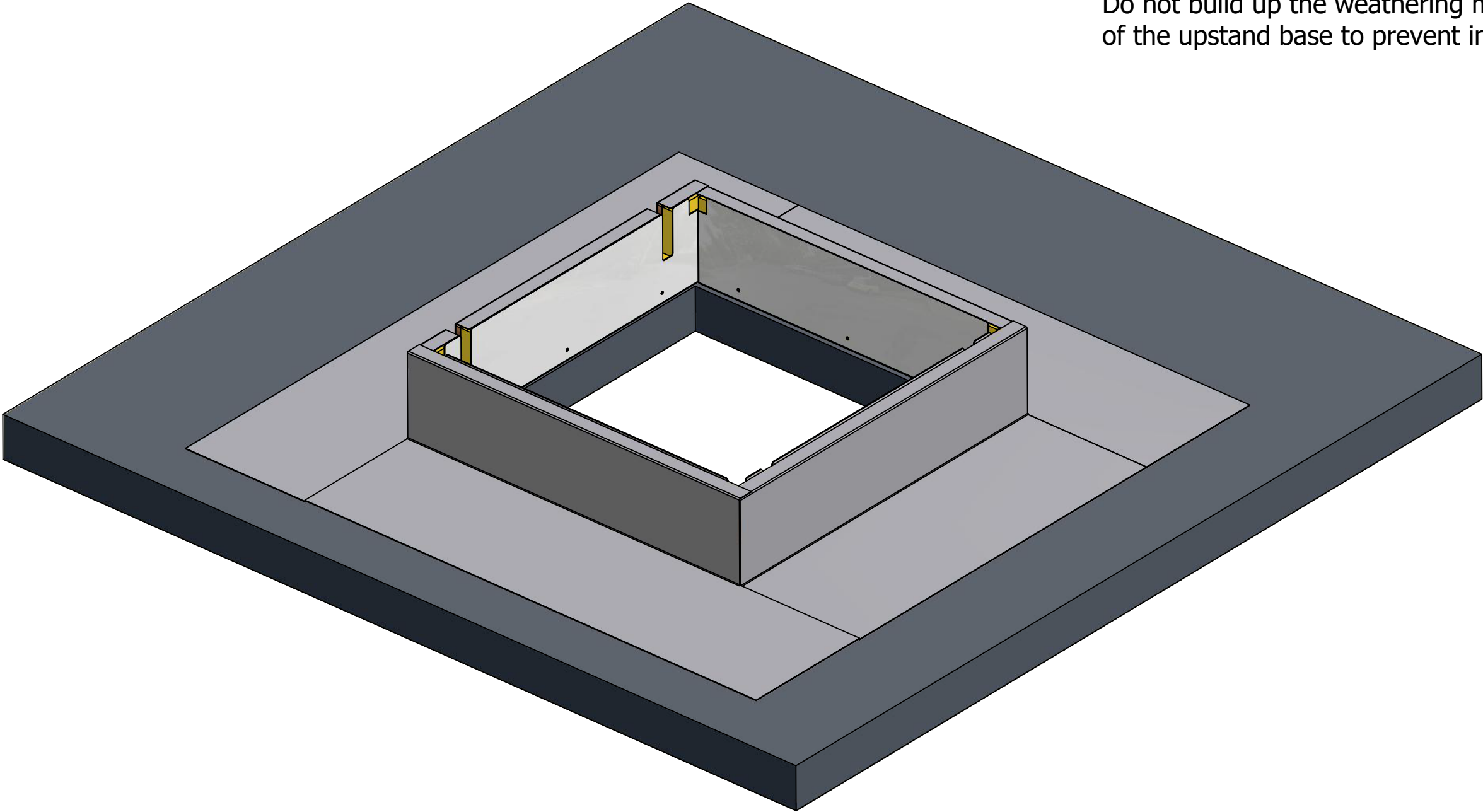
R001


# Roof Hatch Fitting Instructions - Two Part Upstands

Step 6.

Weather the upstand using standard accepted industry procedures for your type of roofing material.

Do not build up the weathering material above the height of the upstand base to prevent interference with the lid and frame.

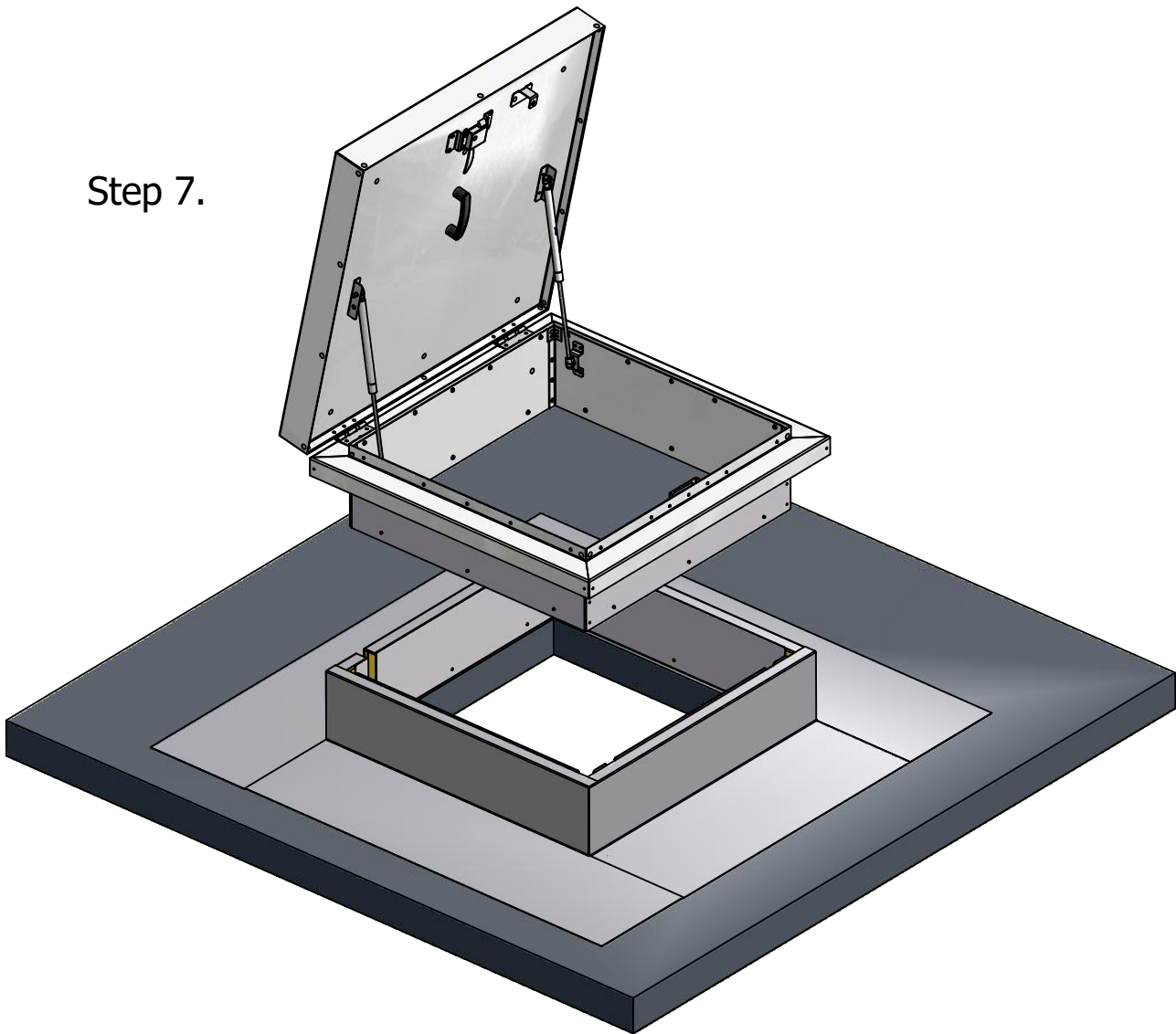


 <div><b>THE ACCESS PANEL</b> COMPANY LTD</div> <div>Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.</div>	The Access Panel Company Ltd The Old Water Works Winterton Road Scunthorpe DN15 0BA Tel: 0800 07 123 11 Fax: 0870 20 123 11	Material	DESIGN BY	AW	TITLE	
			DATE	22/11/10	Roof Hatch Fitting Instructions	
			CHECKED		Data Sheet N.o	REV
			SHEET NUMBER	4/8	R001	



# Roof Hatch Fitting Instructions - Two Part Upstands

Step 7.



Step 7.

Lift the lid, frame and inner upstand back onto the weathered base.

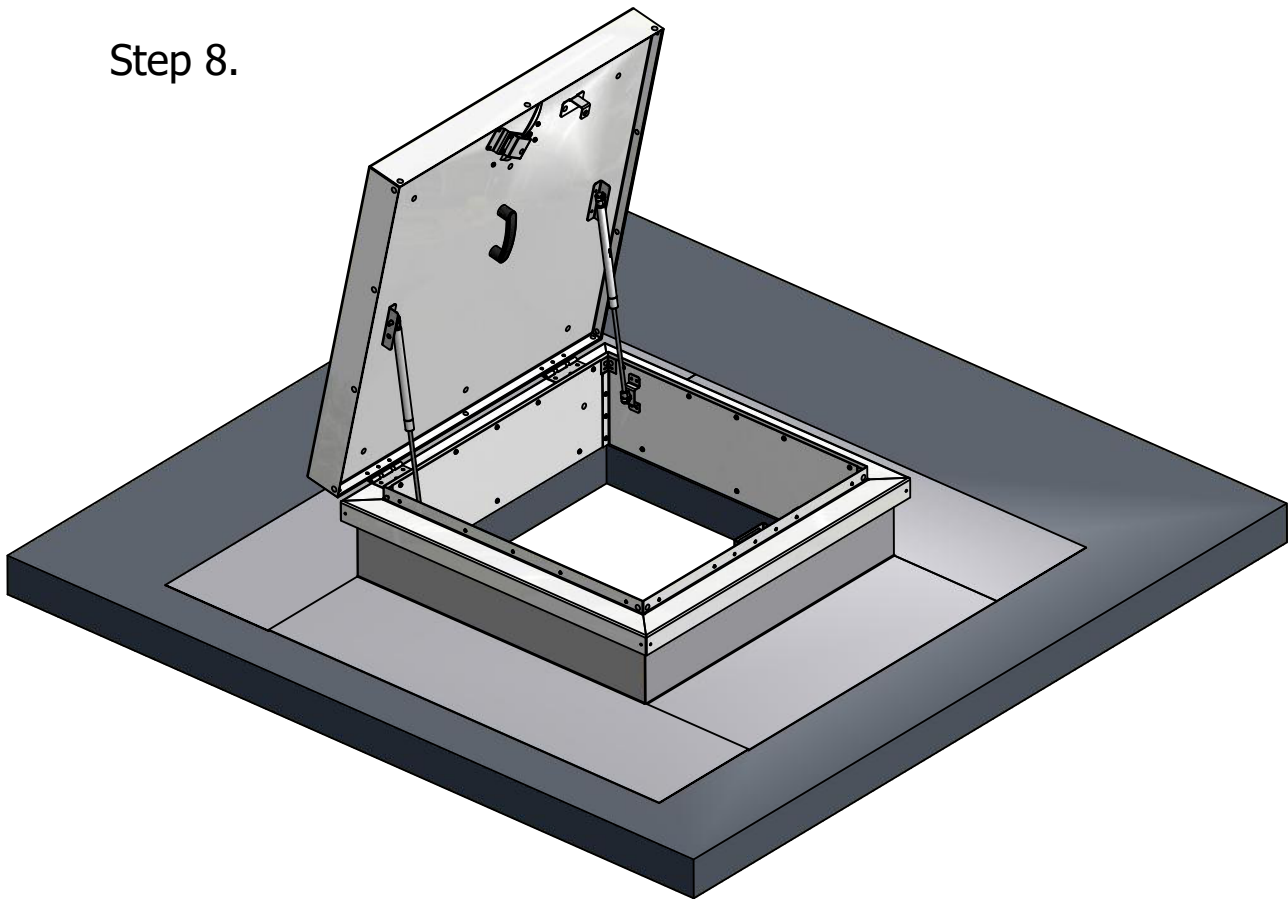
Step 8.

Replace the 12 No. M5 screws removed in Step 4 to secure the two upstands together. If the machine screws do not line up exactly with the captive nuts then use Tek screws to join the upstands together.

Step 9.

You have finished.

Step 8.



**THE ACCESS PANEL**  
COMPANY LTD

Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.

The Access Panel Company Ltd  
The Old Water Works  
Winterton Road  
Scunthorpe  
DN15 0BA  
Tel: 0800 07 123 11  
Fax: 0870 20 123 11

Material

DESIGN BY

AW

DATE

22/11/10

CHECKED

SHEET NUMBER

5/8

TITLE

Roof Hatch Fitting Instructions

Data Sheet N.o

R001

REV

# Roof Hatch Fitting Instructions - Single Part Upstands

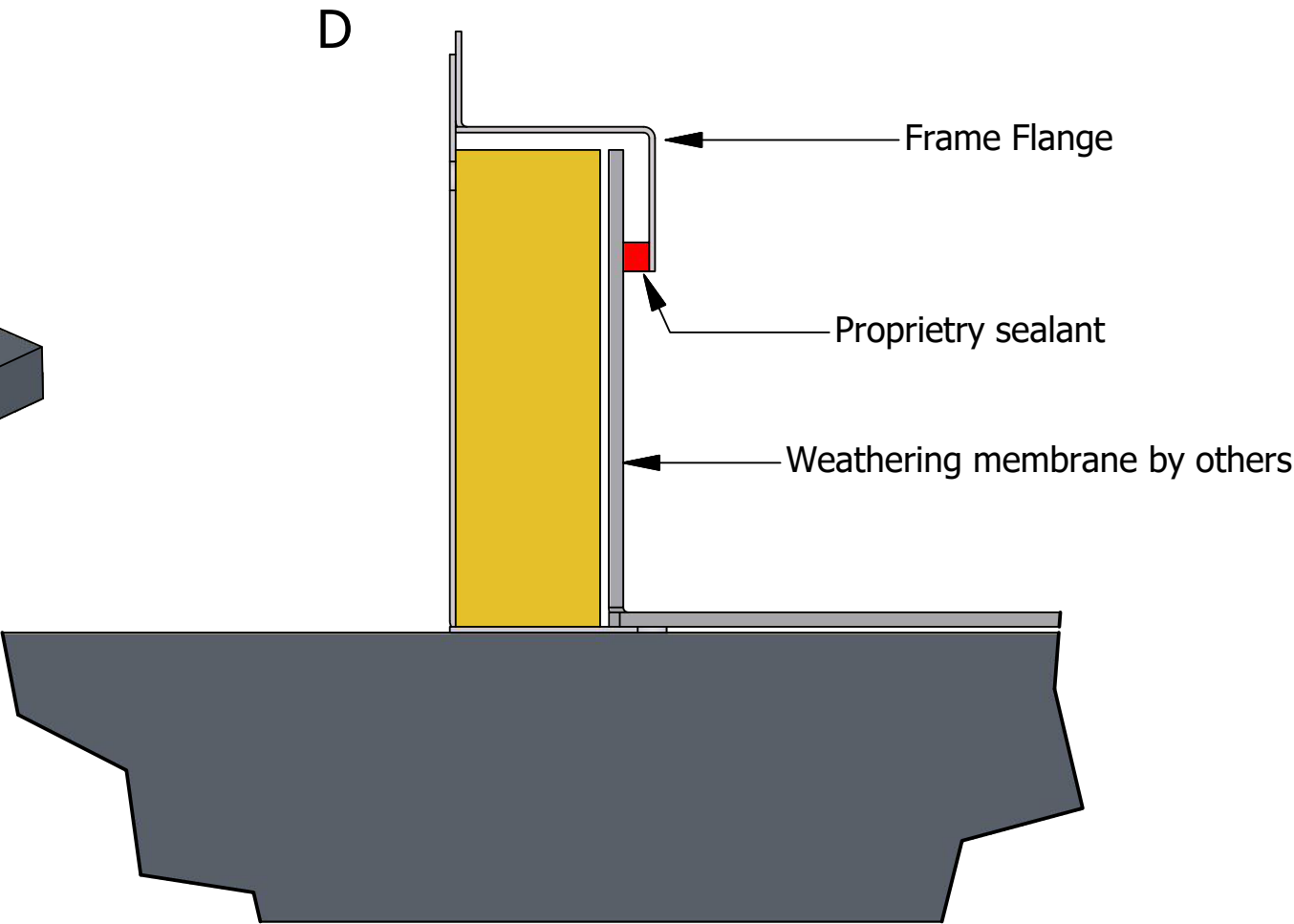
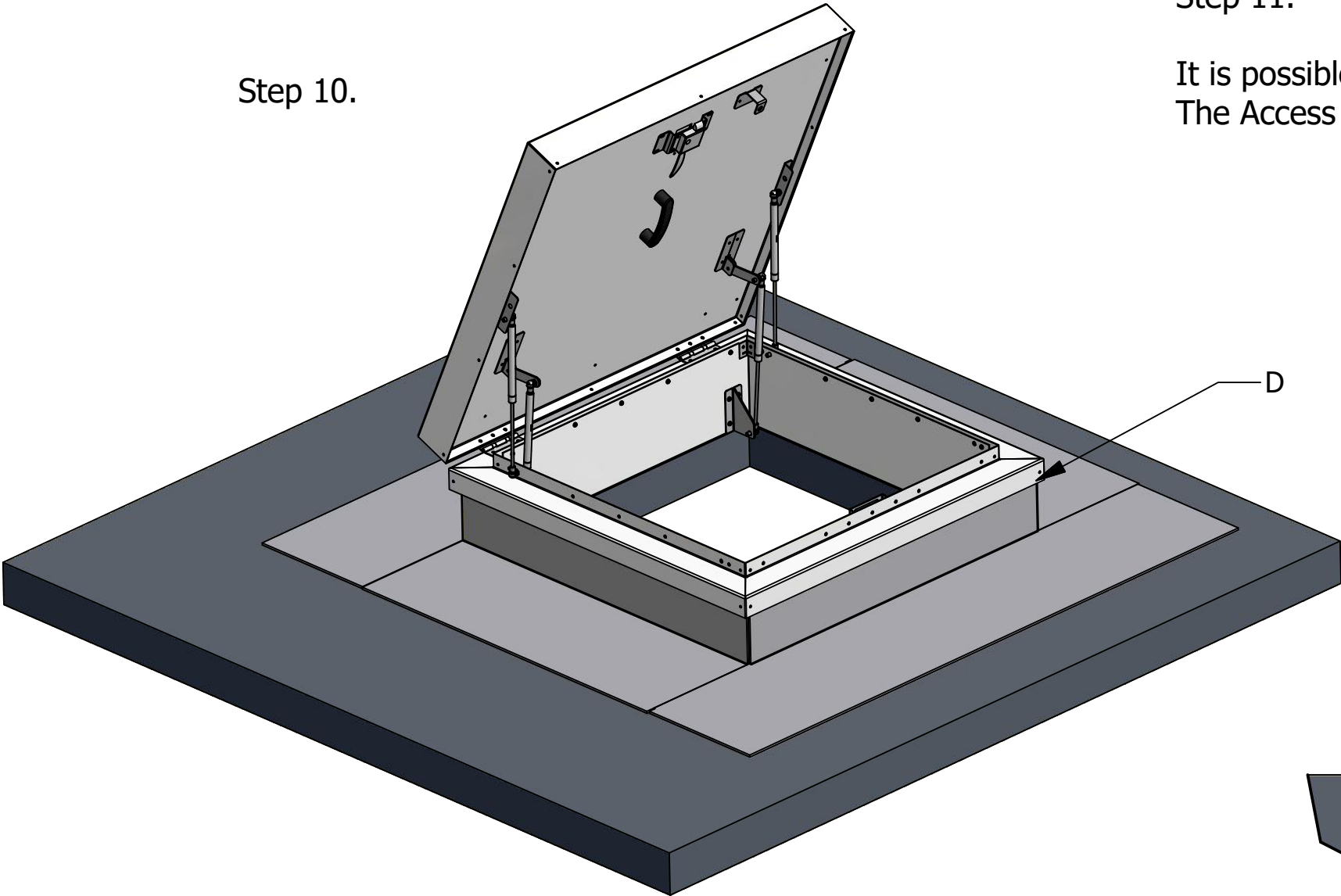
Step 10.

Weather the upstand tucking the roofing material under the frame flange (D).

Step 11.

It is possible to split the lid and frame from the upstand. Please call The Access Panel Company for fitting instruction data sheet R002.

Step 10.



**THE ACCESS PANEL**  
COMPANY LTD

Copyright Notice: The contents of this drawing are the property of The Access Panel Company Ltd and must not be reproduced without the express written consent of the company.

The Access Panel Company Ltd  
The Old Water Works  
Winterton Road  
Scunthorpe  
DN15 0BA  
Tel: 0800 07 123 11  
Fax: 0870 20 123 11

Material

DESIGN BY

AW

DATE

22/11/10

CHECKED

SHEET NUMBER

6/8

TITLE

Roof Hatch Fitting Instructions

Data Sheet N.o

**R001**

REV

### Instructions How to Use:

The hatch is opened from the inside by the stainless steel spoon handled slam latch. Pull this handle to one side whilst holding the black plastic handle located in the middle of the lid. If the hatch has been padlocked on the inside, remove the padlock first. The gas struts will balance the weight of the lid which can then be pushed open. Avoid opening in gusting windy conditions which may damage the hatch.

If fitted erect the ladder extender and use it to aid your way out of the hatch. Once outside, the lid should be closed to avoid anyone falling into the opening. Ensure the padlock on the external handle has been removed before closing the lid.

### Features:

The locking from the inside is via a stainless steel spoon handled slam latch with a hasp and staple for a padlock. The external handle is also designed to be padlocked. We recommend the external handle to be left padlocked unless a man is on the roof. The locking mechanism has a clutch which allows the internal handle to open the hatch whilst the outside handle remains padlocked and secure.

We recommend the hatch be used in calm weather conditions only. In calm conditions the gas struts will hold the lid in the open position.

We recommend that once your operative has climbed through the hatch onto the roof that the hatch is closed behind him. This is to prevent the operative or debris falling into the open hatch and to avoid any possibility of wind damage. The hatch will withstand light wind but we do not recommend its use in gusting/windy conditions.

### Two Part upstand vs. Single part upstand:


The two part upstand is easier to weather and will produce a neater job. The two part upstand is a sandwich of aluminium, 25mm insulation board and 18mm marine plywood. This provides a rigid structure that is suitable for roof finishes that have to be nailed in place or where a torch applied finish is required. Usually site time savings will compensate for the price difference from the single part upstand.

The single part upstand is an aluminum frame with 60mm of rigid board insulation. This version is slightly more economical and suitable for more flexible cold applied membranes that do not require heat to fix or where fiberglass is being used. This upstand can also be ordered with a marine ply timber face depending on user preference.

Both upstand types satisfy the building regulations for height above the roof deck.

### Insulation:

The hatch lid contains a rigid insulation board that alone offers a 0.35u-value. We suggest using the weighted average calculation for insulation rather than an elemental calculation. If required we can further insulate the hatch lid by increasing the overall depth of the product. This is not normally required, affects the operation, and is an optional extra.

 <b>THE ACCESS PANEL</b> COMPANY LTD	The Access Panel Company Ltd The Old Water Works Winterton Road Scunthorpe DN15 0BA Tel: 0800 07 123 11 Fax: 0870 20 123 11	Material	DESIGN BY	AW	TITLE Roof Hatch Fitting Instructions	
			DATE	22/11/10		
			CHECKED		Data Sheet N.o <b>R001</b>	REV
			SHEET NUMBER	7/8		



### Accessories:

Ladder Extender - Providing a hand-hold above the line of the roof hatch making it easier and safer to use.

Guard Rails - Integral to the hatch and can be fitted to all sides.

Ladder Hooks to connect your ladder.

Integrated fold away telescopic ladders.

Matching access panels to finish the ceiling appearance below.

Fire ratings up to 2 hours achieved by UKAS fire rated access panel below protecting the hatch.

Powder Coating to any RAL number.


Angled upstands.

Bespoke sheet metal work to fit hatch to individual site conditions.

## Smoke Vents.

Bespoke solutions to fit existing apertures and upstands.



 <b>THE ACCESS PANEL</b> COMPANY LTD	The Access Panel Company Ltd The Old Water Works Winterton Road Scunthorpe DN15 0BA Tel: 0800 07 123 11 Fax: 0870 20 123 11	Material	DESIGN BY	AW	TITLE	
			DATE	22/11/10	Roof Hatch Fitting Instructions	
			CHECKED		Data Sheet N.o	REV
			SHEET NUMBER	8/8	<b>R001</b>	