



**Simplis®** | **THE ACCESS PANEL**  
COMPANY LTD

# Roof Hatch

With & Without Existing Upstand



## Installation

[simplis.co.uk](https://simplis.co.uk)

# Thank you for choosing the Simplis Roof Hatch.

Please read this installation guide to help make the fitting process easier. Further installation guidance can be found on our website.



## Overview

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

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

To prevent hinges and gas struts from seizing, the hatch should be operated periodically. The hatch is supplied complete with no on site assembly required.

Read this guide fully before fitting the hatch. No fixings are supplied for securing the hatch to the roof structure.

## Required Tools



Impact Driver



10mm & 13mm  
Spanner

### **Not Included:**

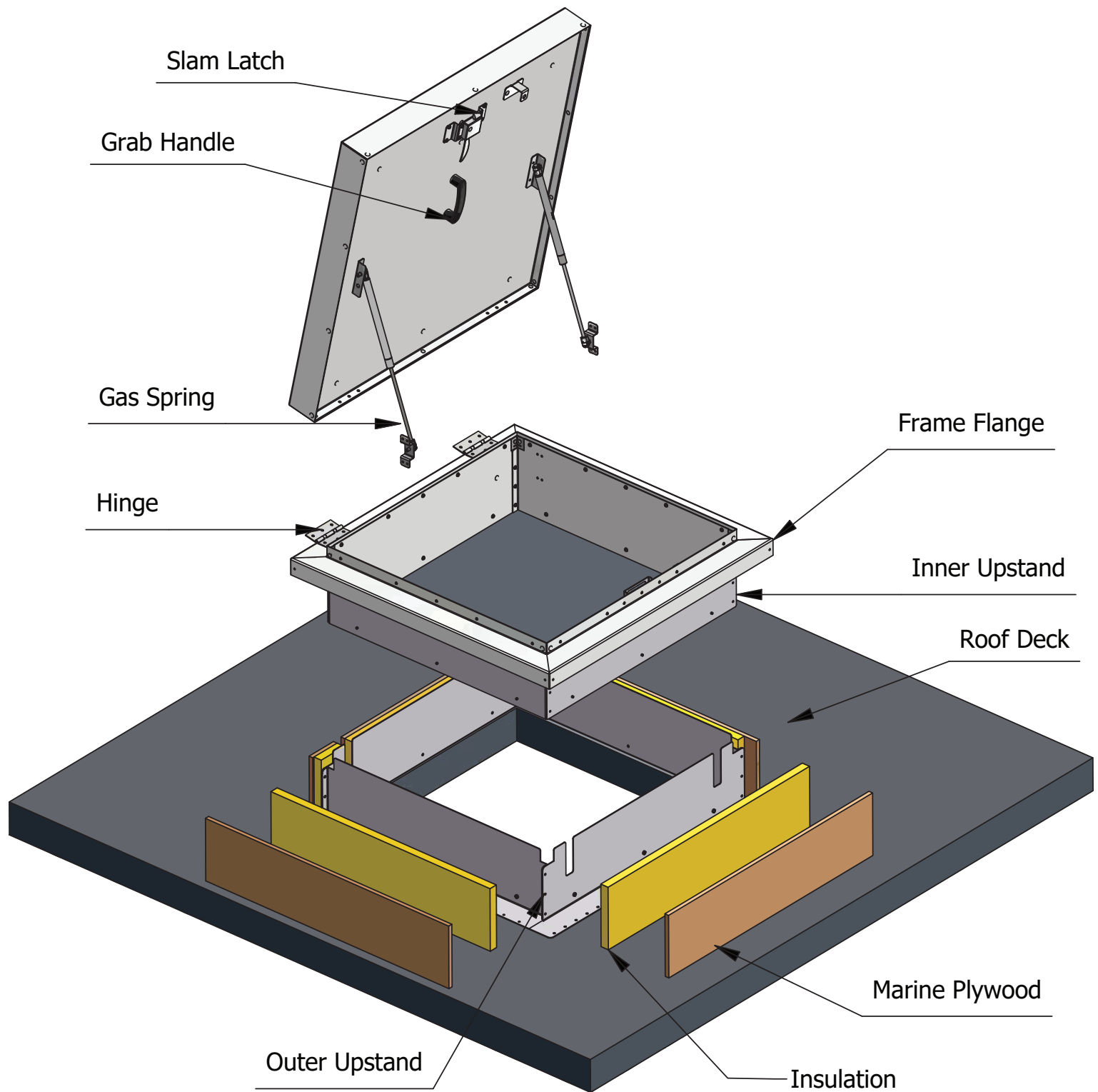
Insulation boards

Marine plywood

Roofing weathering materials (unless specifically ordered as part of a factory assembled upstand)

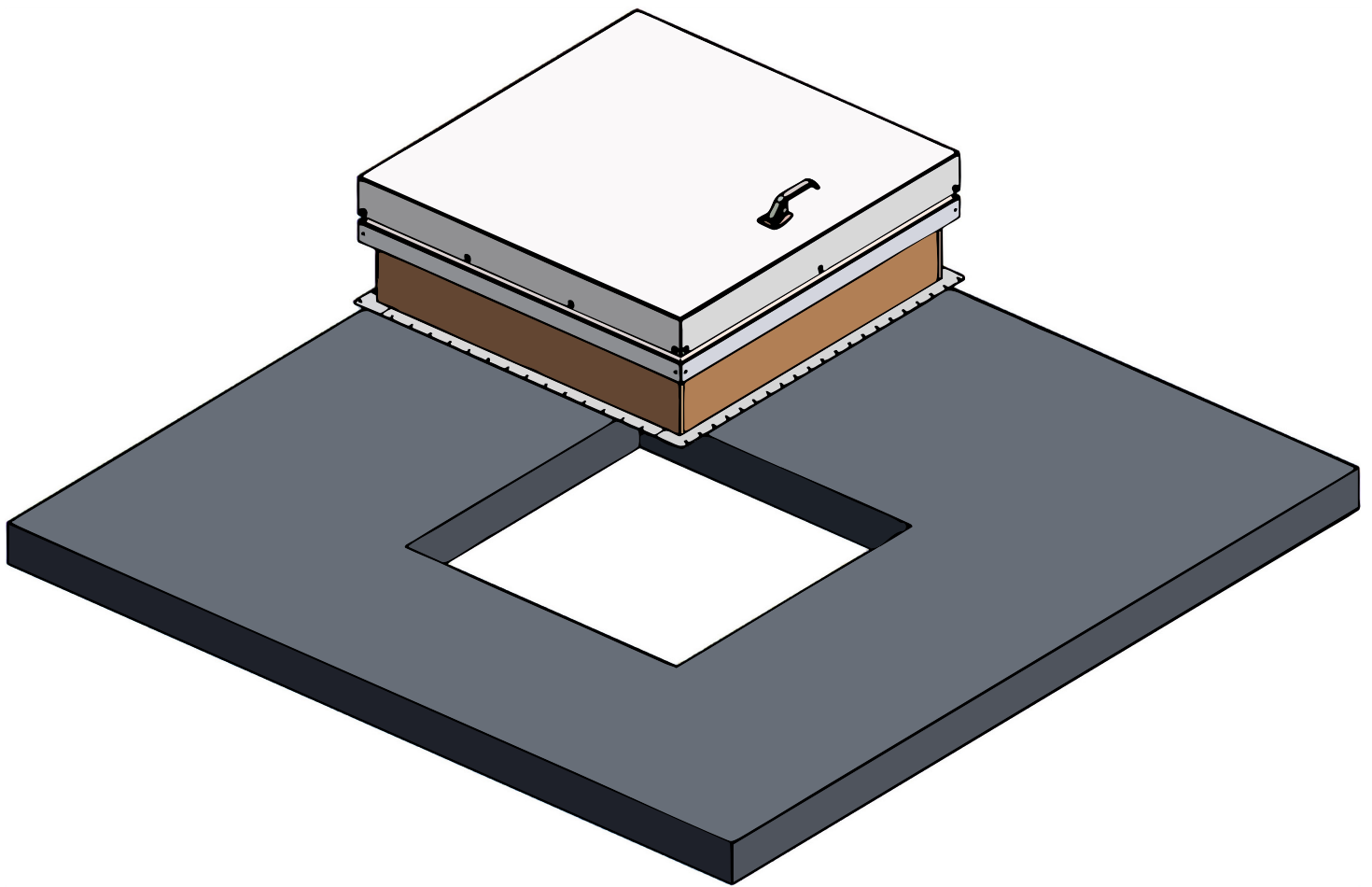
Fixings for securing the hatch to the roof structure

**Note:** The above items must be provided and installed by others.



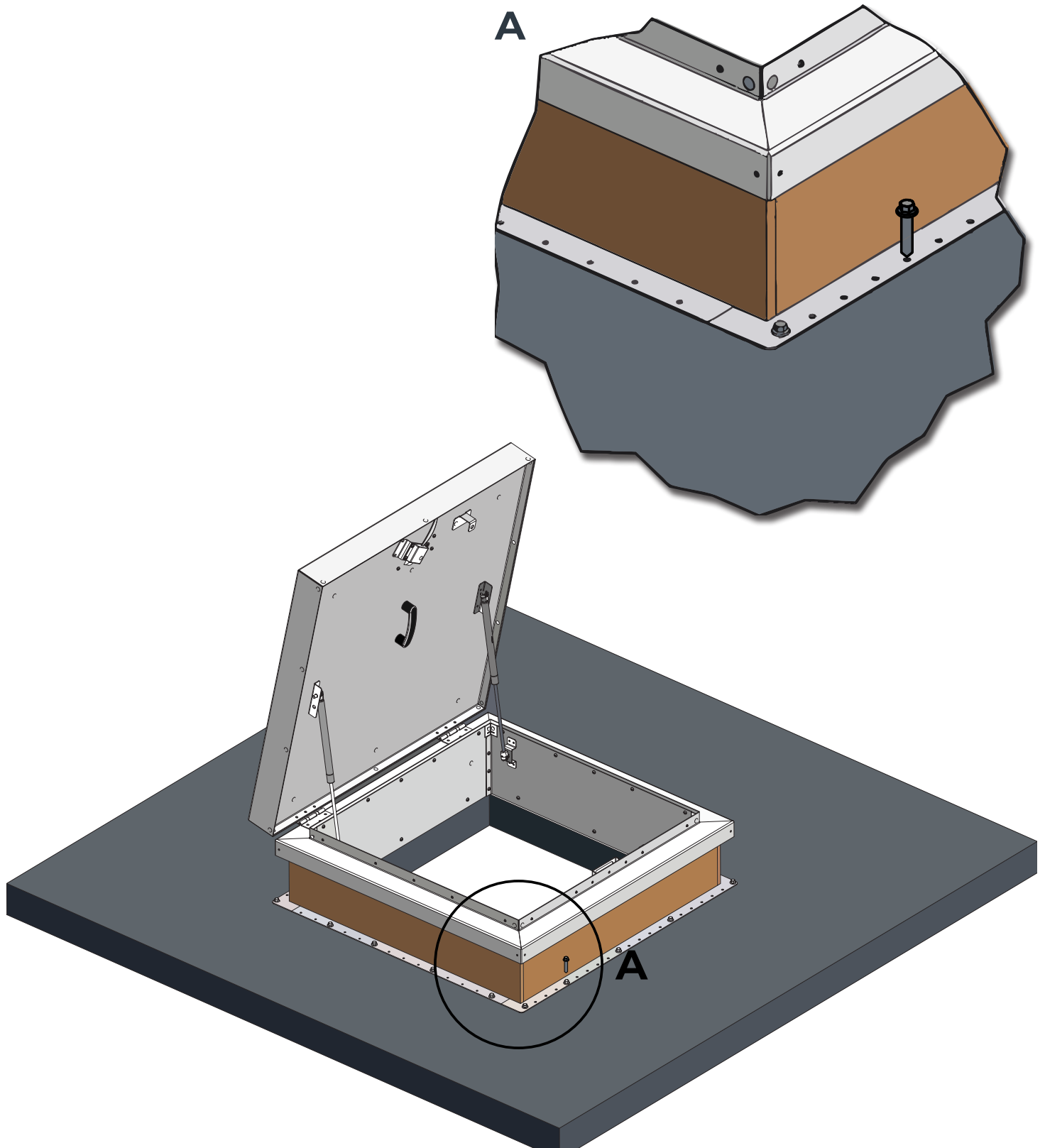
# 1. Position the Hatch

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.



## 2. Fix Hatch to Roof

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



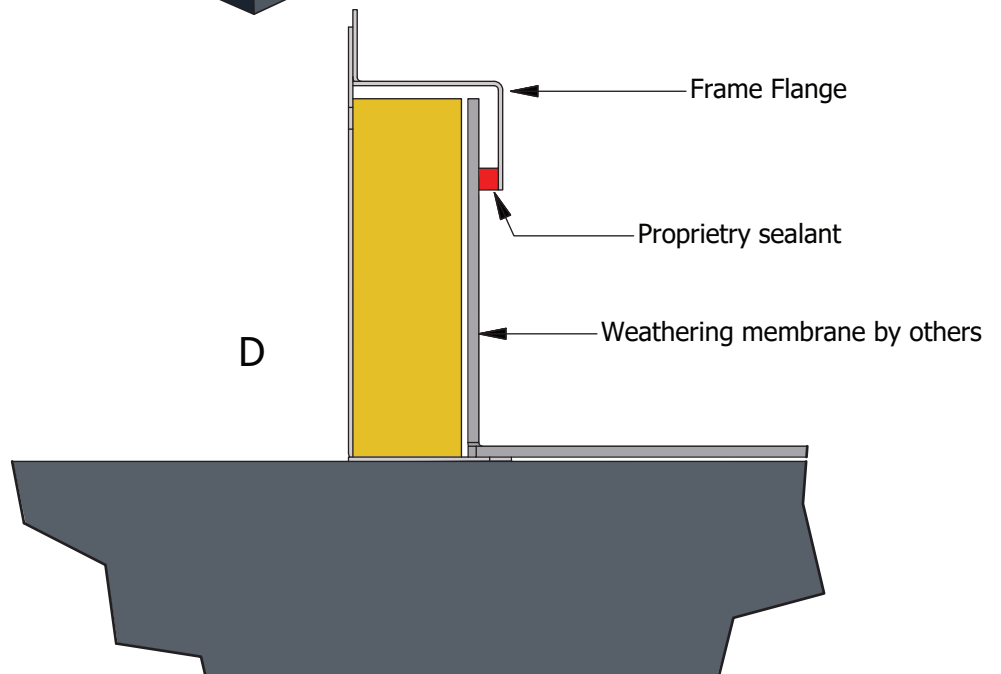
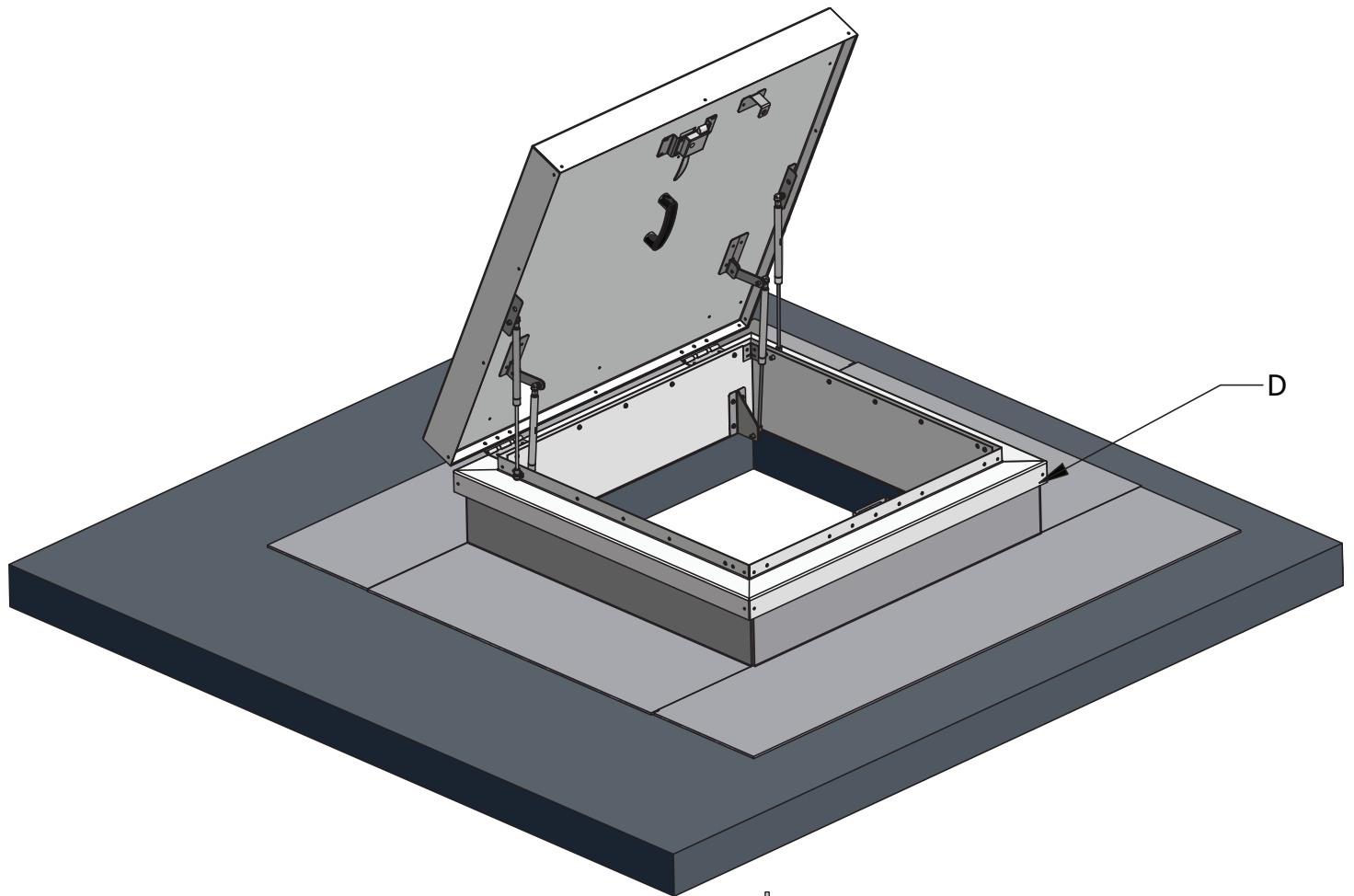
For installation **with** a **pre-existing upstand** go to **Step 3**.  
For installation **without** a **pre-existing upstand** go to **Step 4**.

# Installing **with** Pre-Existing Upstand

## 3. Weather the Upstand

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

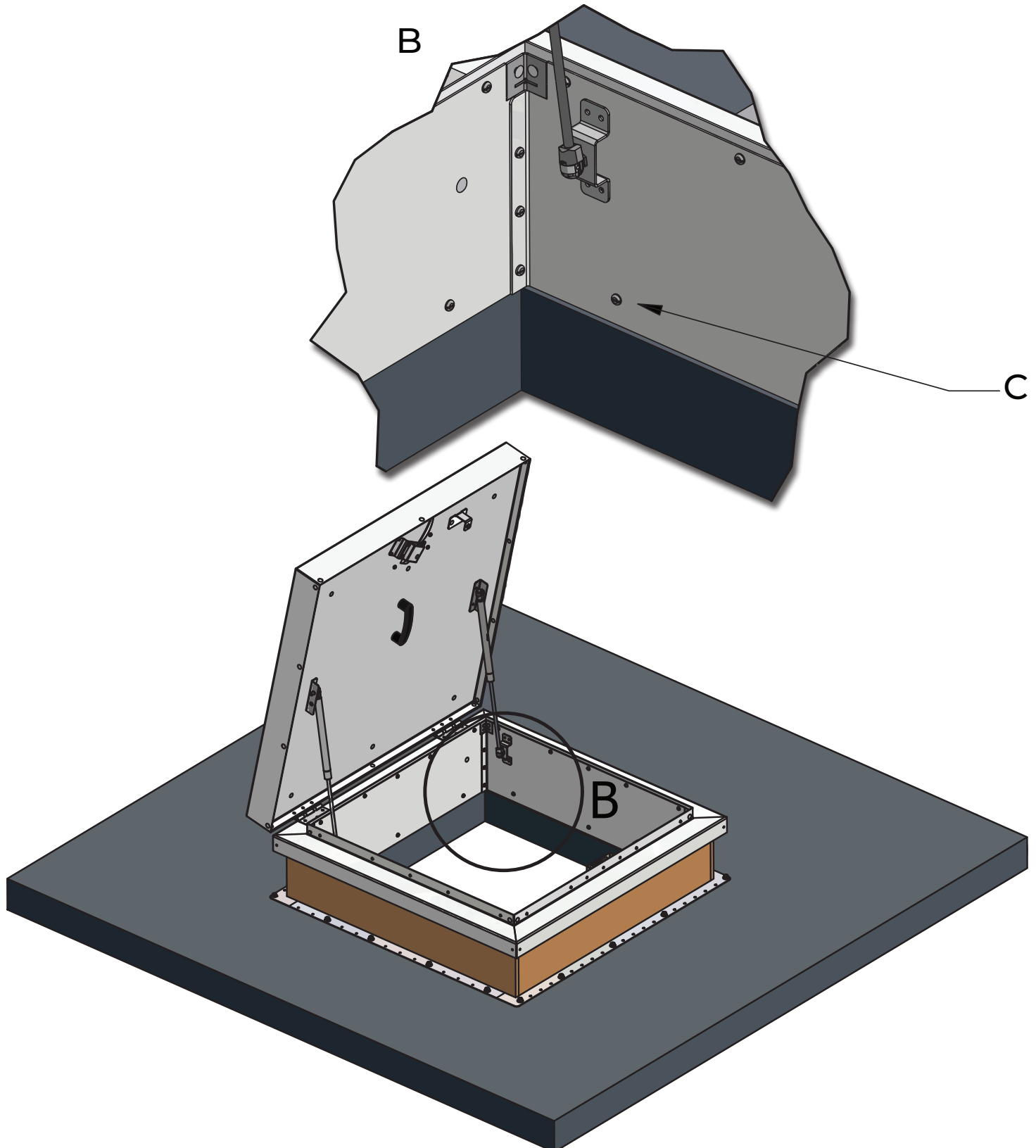
**Your Roof Hatch is now installed.**



# Installing **without** Pre-Existing Upstand

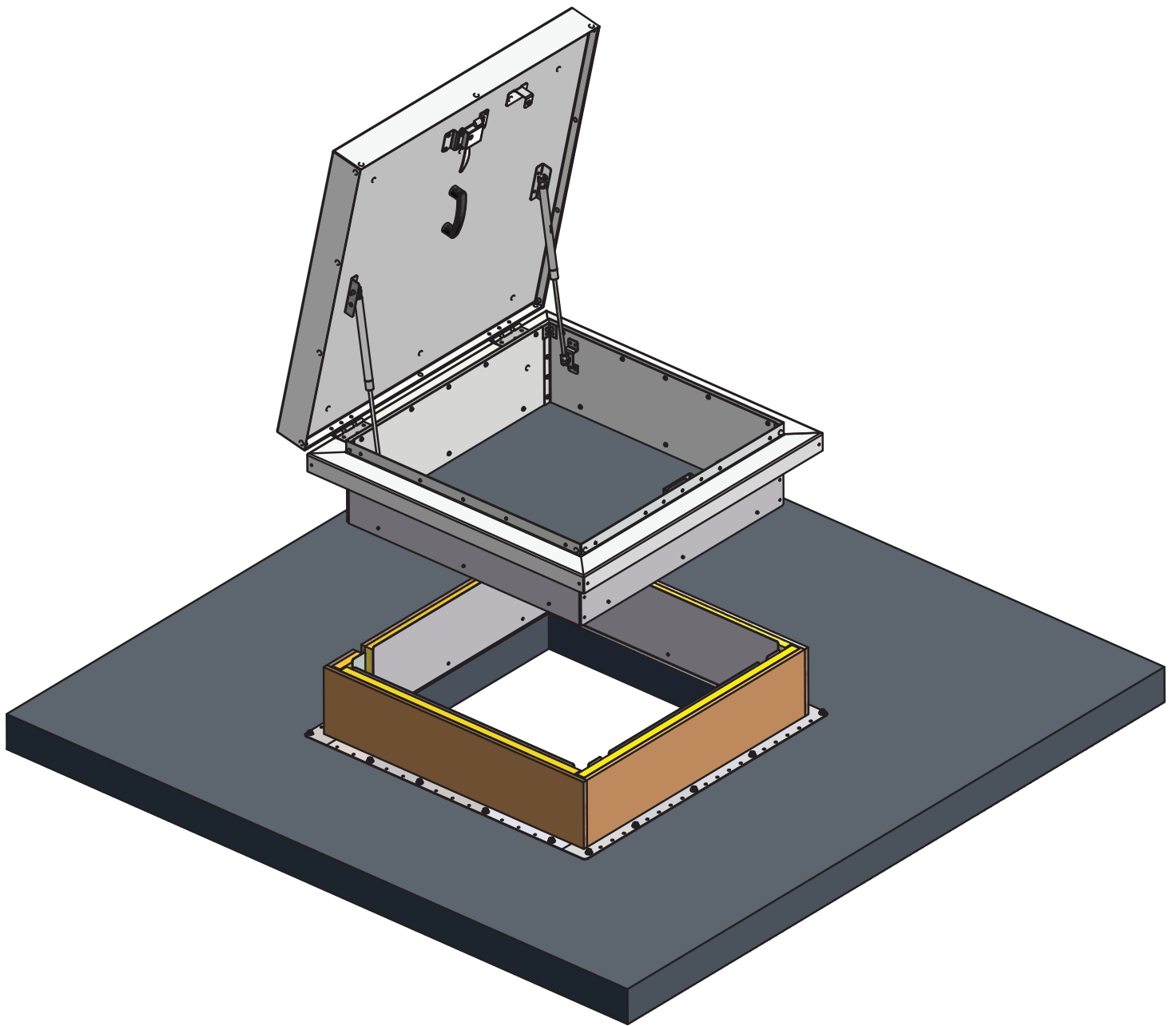
## 4. Remove Inner Assembly

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



## 5. Separate Inner and Outer Upstands

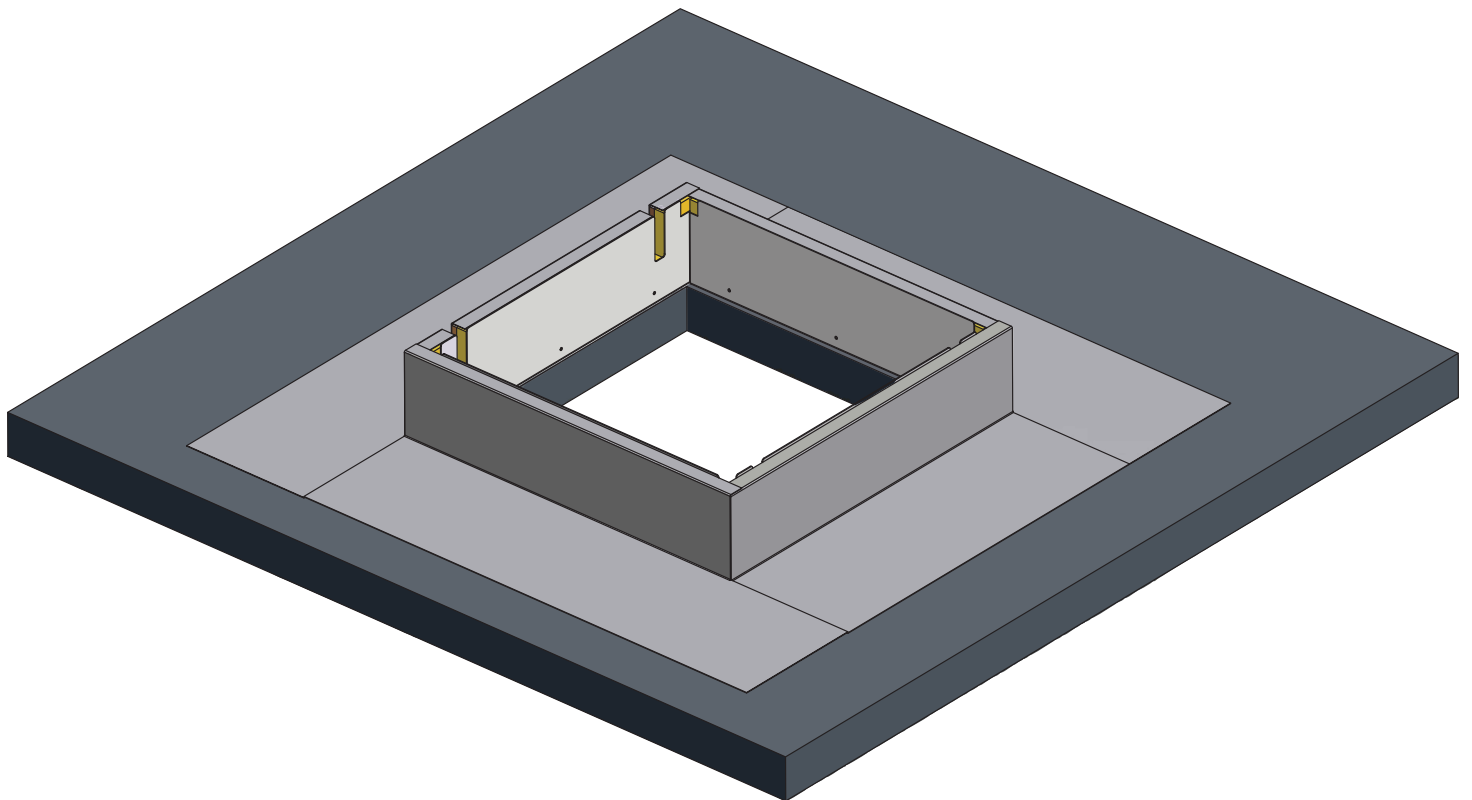
Lift the lid, frame and inner upstand away from the outer upstand base which is now fixed to the roof.



## 6. Weather Outer Upstand

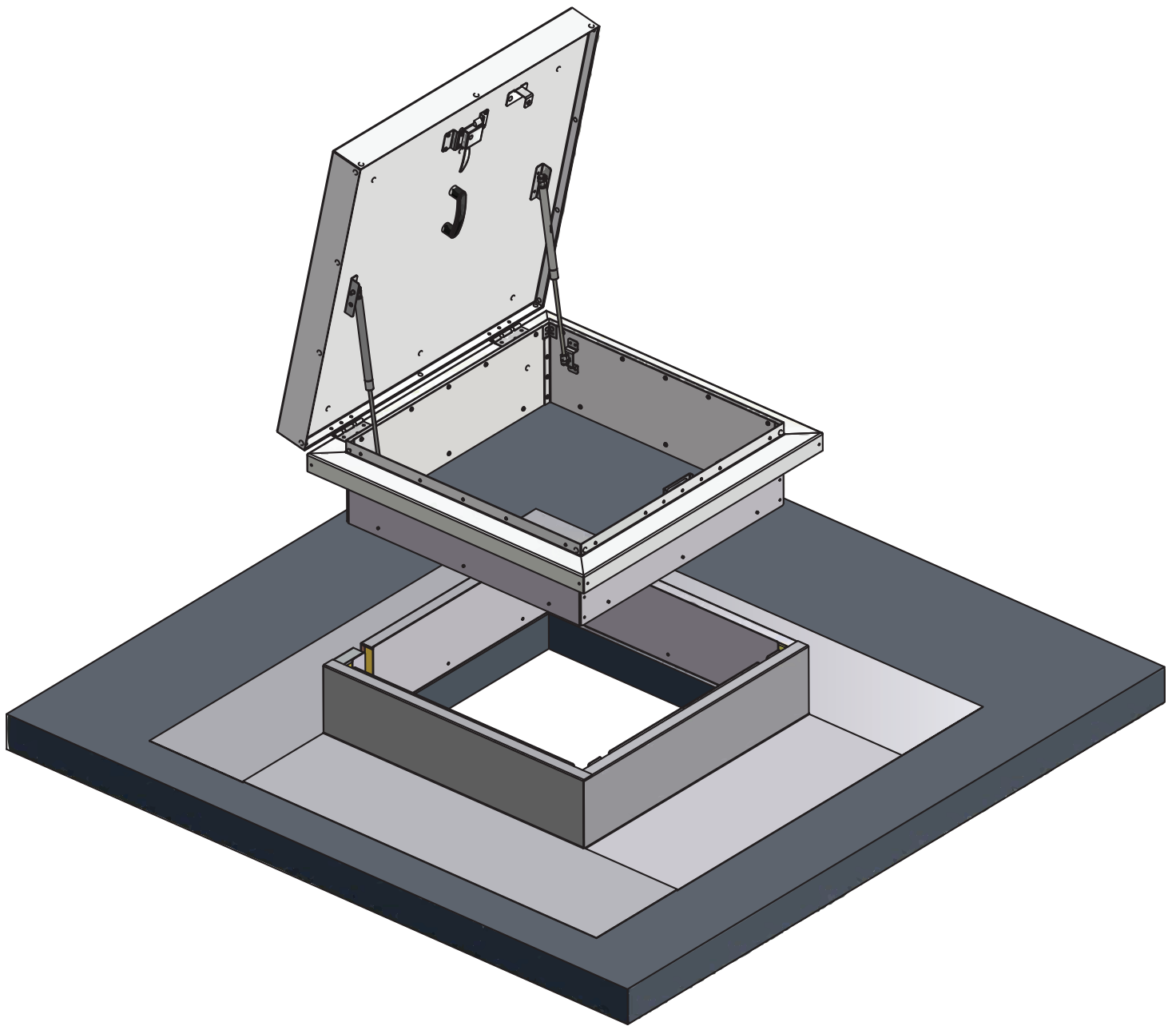
Weather the upstand using standard accepted industry procedures for your type of roofing material.

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



## 7. Refit Inner Assembly

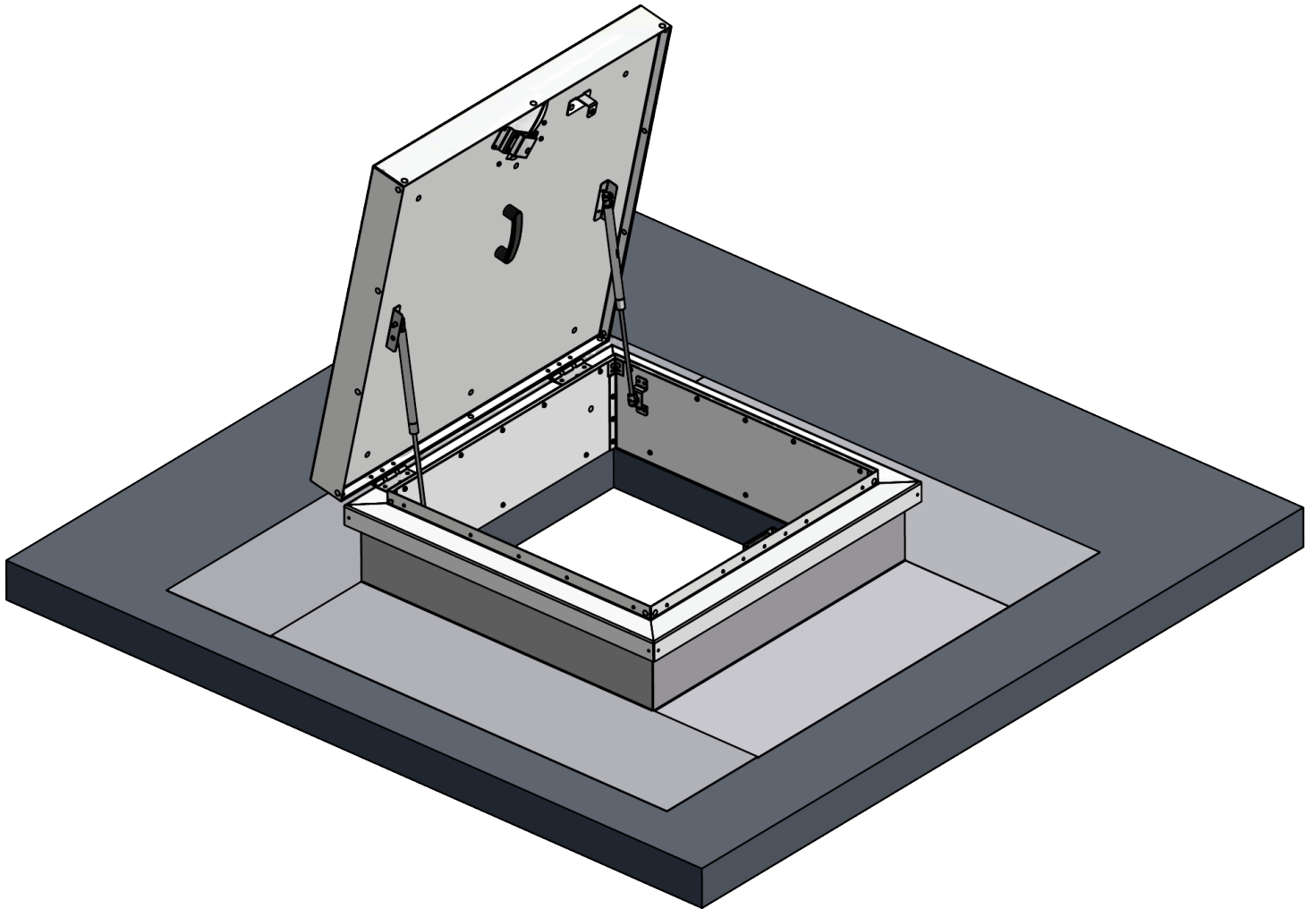
Lift the lid, frame and inner upstand back onto the weathered base.



## 8. Secure Upstands Together

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.

**Your Roof Hatch is now installed.**



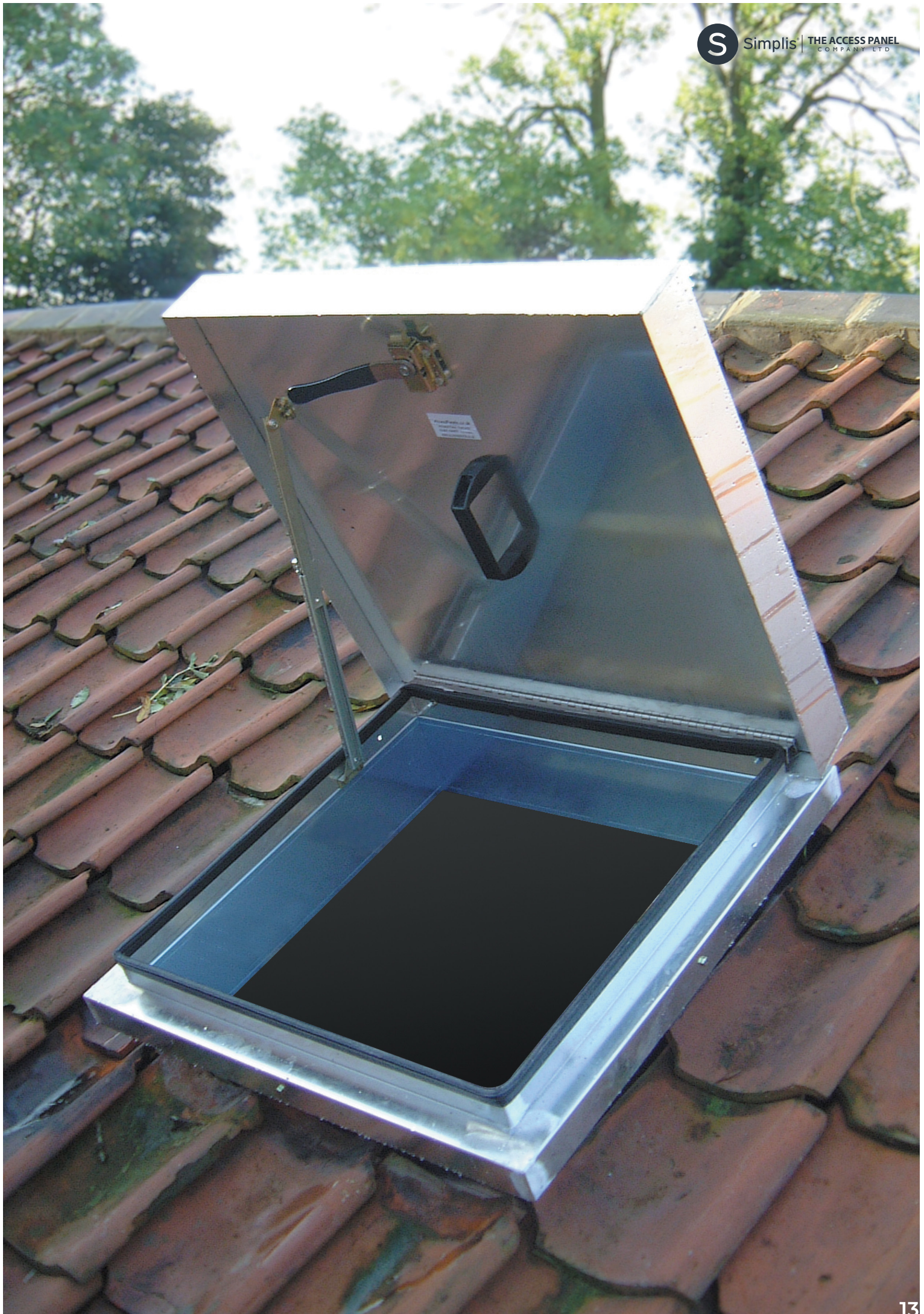
# Operating Instructions

To open the hatch from inside, use the stainless steel spoon-handled slam latch. Pull the latch to one side whilst holding the black plastic handle in the centre of the lid. If the hatch has been padlocked internally, remove the padlock first.

The lid is supported by gas struts which balance its weight and hold it open in calm weather conditions. The hatch is intended for use in calm conditions only and should not be opened in windy weather, as this may cause damage.

If fitted, erect the ladder extender and use it to assist your exit through the hatch. Once outside, close the lid behind you to reduce the risk of falling, prevent debris entering the opening, and minimise the risk of wind damage. Ensure any padlock on the external handle has been removed before closing the lid.

The internal slam latch includes a hasp and staple to accept a padlock. The external handle is also designed to accept a padlock and should remain padlocked unless roof access is required. A clutch mechanism allows the hatch to be opened from inside even when the external handle remains padlocked and secure.









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Manufacturer

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