

## Sellwood Roof Hatch (SRH) > INSTALLATION INSTRUCTIONS

### IMPORTANT

These instructions are not intended to be a complete lesson in the installation of roof hatches but as a procedural guide for competent tradespeople.

**NB: Do not build an upstand for the roof hatch.** Sellwood Roof Hatches come with their own, built-in upstand.

### CAUTION REQUIRED

Installation of Sellwood Roof Hatches involves working at heights and over voids. All care must be taken to prevent falling. Use appropriate fall arrest / restraint equipment.

### SUITABLE FIXINGS

Timber - 12g x 40 Galv (T17) Hex Washer Flange + Neo  
Steel - 12g x 40 Galv Drill head Hex Washer Flange + Neo  
Concrete - Metal Pin Anchors 6.5 x 38 and DPC

### CHOOSING THE LOCATION

When choosing a location for the installation of the roof hatch a compromise between where you would like it to be located in relation to the floor plan and what is possible in relation to the roof structure may be required.

- If the roof hatch is to be installed within 2m of an unprotected edge of the roof, edge protection and/or a fall arrest system will be required.
- Check that the preferred location is clear both below the roof and above the roof.
- Choose a location with good access to the hatch from the floor below. Install a Sellwood retractable ladder or roof access system if appropriate, to ensure safe, easy access to the roof hatch. See back page.
- Choose a location that is clear of other services such as air conditioning ducts, wires, plumbing or fire sprinklers.

### ROOF HATCH SIZES

Model	Inside	Outside
SRH800800	800mm x 800mm	860mm x 860mm
SRH900700	900mm x 700mm	960mm x 760mm
SRH1200700	1200mm x 700mm	1260mm x 760mm
SRH1200900	1200mm x 900mm	1260mm x 960mm
SRH1500700	1500mm x 700mm	1560mm x 760mm

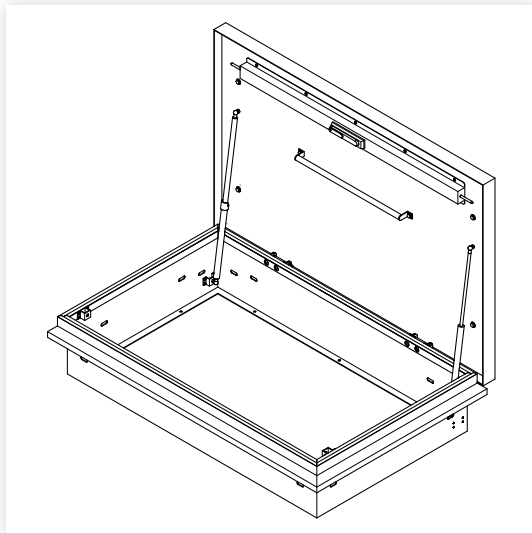


figure 1

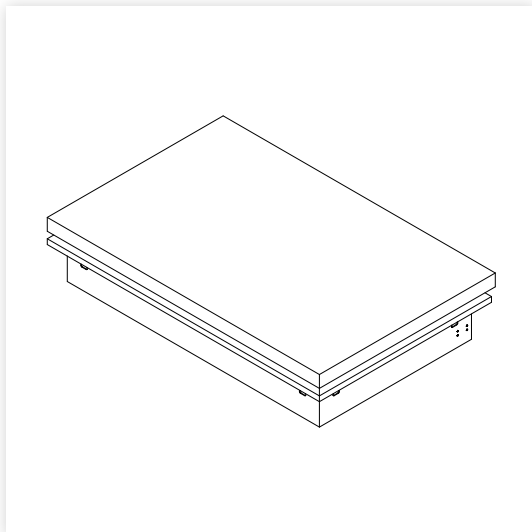


figure 2

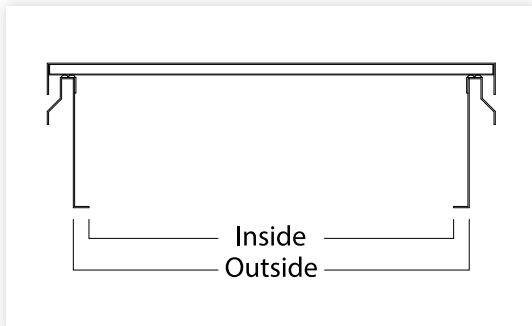


figure 3

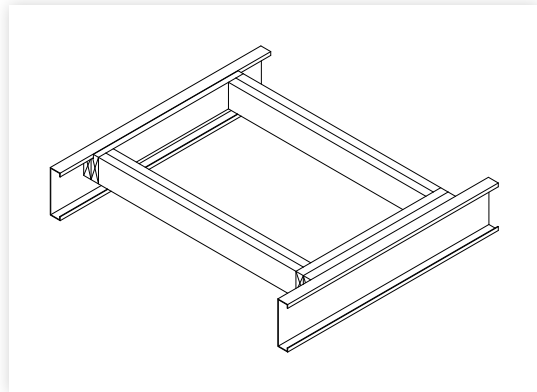


figure 4

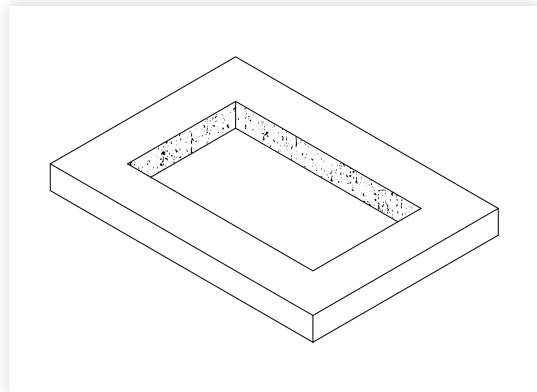


figure 5

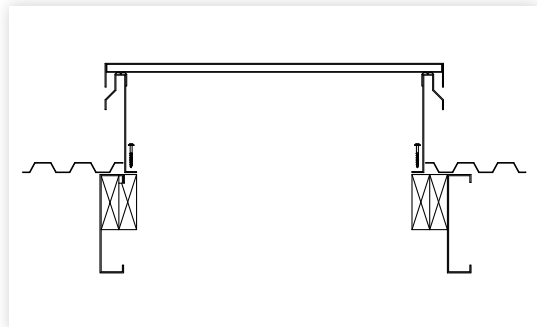


figure 6

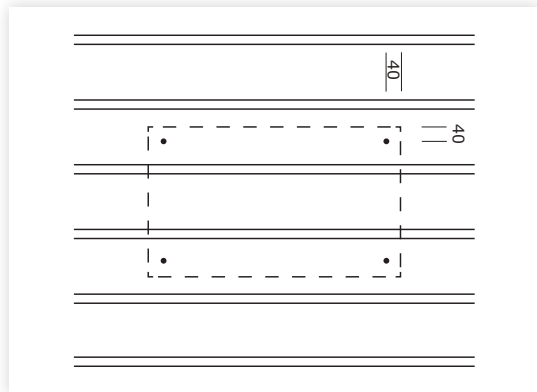


figure 7

## PREPARING THE OPENING

### Steel or Timber Frame Roof

On a steel or timber frame roof, create an opening in the roof frame with an internal trim size the same size as the **inside measurement** of the roof hatch model to be installed. See Figure 4. See Roof Hatch Sizes table on page 1.

### Concrete Roof

On a concrete roof, which is to have a torch down membrane, create an opening in the roof the same size as the **inside measurement** of the roof hatch model to be installed. See Figure 5. See Roof Hatch Sizes table on page 1. There is no need for an upstand around the opening as the torch down membrane can be taken up the side of the roof hatch upstand. (See later instructions).

## INSTALLING THE ROOF HATCH - STEEL OR TIMBER FRAME ROOF

### Before Roofing is Installed

Place the hatch square over the prepared opening and fix to the frame in the roof through the predrilled holes in the flanges. See Figure 6. See Suitable Fixings on page 1.

The roofer is to bring the roofing material to approximately 10mm from the walls of the hatch.

### After Roofing is Installed (i.e. Retrofit)

Identify where the roof is to be cut out by drilling holes through the roof in the corners of the prepared opening. NB: Ensure roofing is supported on all four sides.

Cut out the roofing material in a line at least 40mm outside the line of the location holes on the sides. See Figure 7.

Place the hatch square over the prepared opening and fix to the frame in the roof through the predrilled holes in the flanges. See Figure 6. See Suitable Fixings on page 1.

### Flashing

The hatch must be flashed in accordance with the NZ Metal Roof and Wall Cladding Code of Practice and good roofing practice.

The vertical section of the flashing that goes up the sides of the hatch must go to the top of the sides under the overhang, and be fixed to the sides of the hatch with rivets. A bead of roofing silicon is to be applied along the full length of each side at the top of the flashing under the overhang. It is easier to apply this bead of silicon to the top edge of the flashing before placing in position.

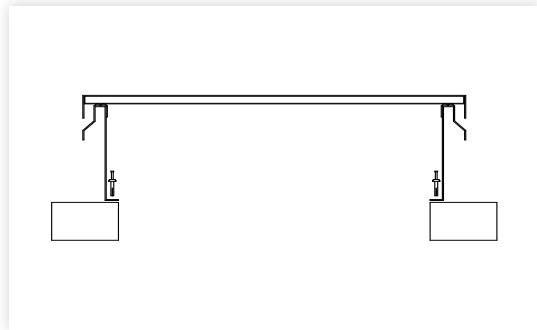


figure 8

## INSTALLING THE ROOF HATCH - CONCRETE ROOF

Damp Proof Course must be placed between hatch flanges and concrete. Locate the hatch square over the prepared opening and fix to the concrete through the predrilled holes in the flanges. See Figure 8. See Suitable Fixings on page 1.

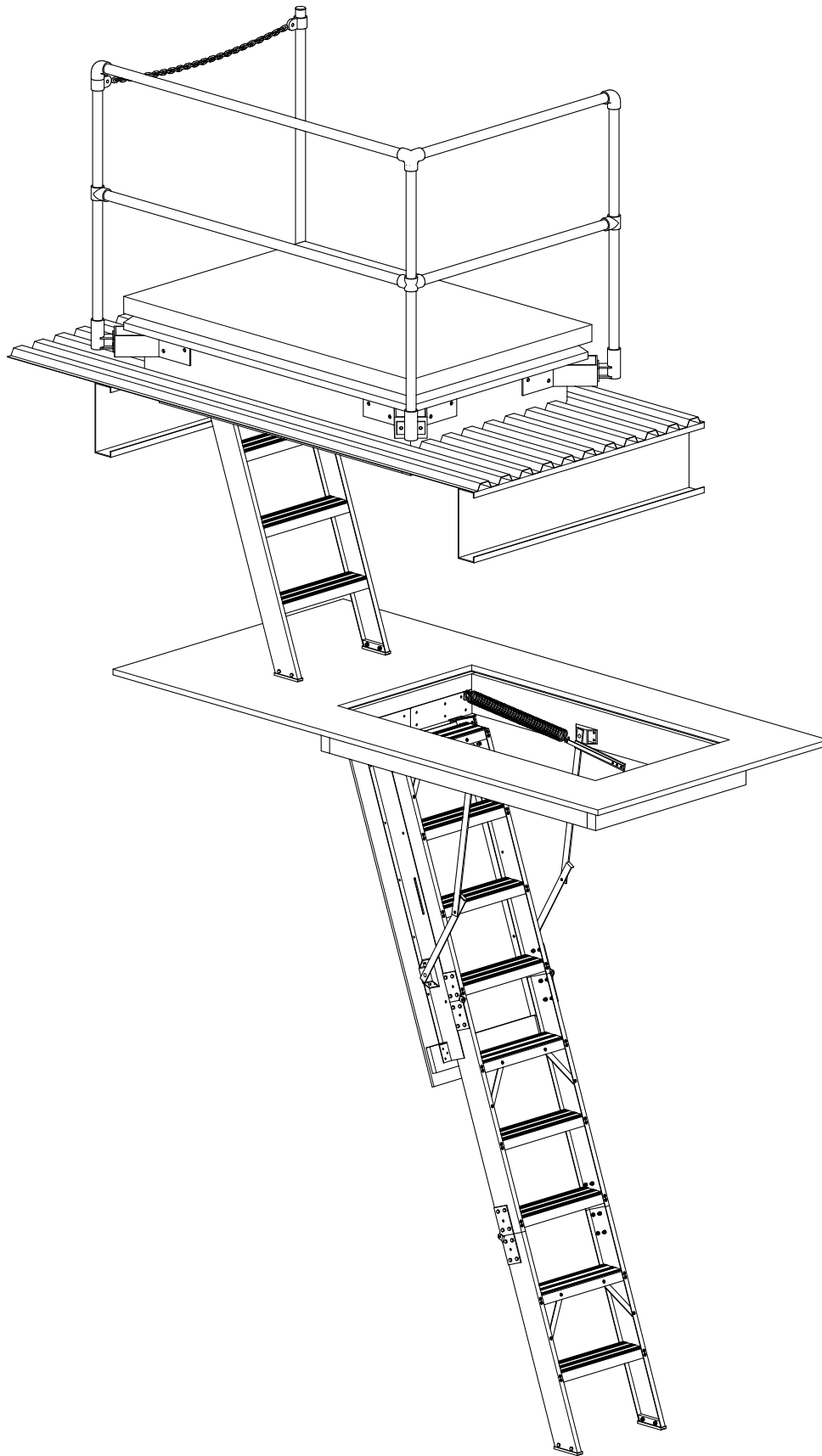
Applicators of the roofing material being applied will need to follow all appropriate application methods for that material as per WMAI Code of Practice.

Adhered roofing membrane may be adhered directly to the hatch. Torch down membrane will require tanalised construction ply panels on all four sides of the outside of the hatch.

The torch down membrane applicators are to fix the membrane to the ply and hard up under the overhang.

If you have any queries regarding installation, please contact Sellwood products 0800 288 427, [sales@sellwood.co.nz](mailto:sales@sellwood.co.nz)

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