

Operation and Maintenance Instructions

Roof Hatches

WARNING: Windy, wet, icy and all inclement weather conditions must be considered by the user of this hatch. Use caution at all times. Depending upon hatch size, configuration, and surrounding conditions, good judgement may suggest the use of two persons to operate the hatch. When the hatch cover is open, the opening shall be constantly attended by someone.

Operation

SINGLE COVER

Opening from below:

Turn latch handle and, with one hand, raise cover to full open position (full open position is reached when the cover will not travel any further in either direction).

Closing from below:

For Type S (3'0" X 2'6" - 70" opening) ladder access hatch with ladder correctly installed opposite hinge side: Descend ladder to position where your head is at curb level. While holding onto ladder with one hand, grasp red vinyl grip on the hold-open arm and pull in the direction of closing. Continue pulling on the red grip until cover is fully closed and latched. When ladder is equipped with a Bilco LadderUP® safety post, see operation instructions affixed to the safety post.

For all other size single cover hatches:

Depending upon size, location and use, it may be desirable to begin closing procedure from above. Grasp the red vinyl grip and urge it toward the direction of closing to start cover closure prior to descending. Cover may then be pulled down and latched from below. The procedure used is dependent upon the particular application and surrounding conditions.

Opening from above:

Turn latch handle and raise cover to full open position (full open position is reached when the cover will not travel any further in either direction).

Closing from above:

Grasp red vinyl grip and urge it toward the direction of closing while at the same time pulling or pushing on the handle or edge of the cover.

DOUBLE COVER

Opening from above:

Turn latch handle and raise primary cover to the full open position (full open position is reached when the cover will not travel any further in either direction). Raise secondary cover in like manner.

Closing from above:

Grasp the red vinyl grip on the secondary cover and urge it toward the direction of closing while at the same time pulling or pushing on a cover handle or edge of the cover until fully closed onto the curb. Actuate the primary cover in like manner and bring it to a fully closed and latched position.

Opening from below:

Turn latch handle and raise primary cover to full open position (full open position is reached when the cover will not travel any further in either direction). Secondary cover shall be raised from above.

Closing from below:

Secondary cover should be closed from above by grasping the red vinyl grip and urging it toward the direction of closing while at the same time pulling or pushing on the edge of the cover. The primary cover may then be closed by beginning the closing procedure from above. Grasp the red vinyl grip and start cover closure prior to descending. Cover may then be pulled down and latched from below.

Maintenance

Steel Units:

An alkyd base red oxide primer has been applied at the factory. It is recommended that an alkyd base enamel finish coat, in the desired color, be applied after installation. Additional coatings should be applied when needed to ensure maximum service life.

Aluminum Units:

Zinc plated steel hardware may require paint touch up depending upon age and severity of exposure.

All Units:

Occasional lubrication of all pivoting joints, latch, and rear portion of lower tubular spring housings is recommended.



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