

# Activent

## NATURAL LIGHT AND VENTILATION SOLUTIONS FOR GARDEN BUILDINGS

### INSTALLATION AND MAINTENANCE INSTRUCTIONS

Activent is designed to be safely installed working from inside the building

- 1) Select the best position for the window ensuring that it will not be obstructed from below by purlins or above by overlapping felt joints. It is best to fit as close to the ridge line as practical to maximise light and air movement.

**\*\*\* The roof window must not straddle a vertical joint, although it can straddle horizontal joints. \*\*\***

- 2) Using the timber collar supplied, mark out the internal area for removal (hole size 385mm depth x 400mm wide).

**\*\*\* Ensure the timber collar is correctly orientated before marking and cutting the hole. \*\*\***

- 3) From inside, drill holes 8mm diameter in each corner and the middle to allow for a jigsaw blade and working from the inside and below cut out and remove the marked section

 **ADVISORY - WEAR SAFETY GOGGLES!**

- 4) Re-fix the timber collar in place using 4 x countersink screws provided.
- 5) Align the base unit from above with the timber collar and drill through the pre-drilled holes in the base unit through the roof and collar, use a 6mm drill bit (it is best to "G" clamp this in position). 12 Holes. Remove the base unit and place inside the building. Drill the 12 holes with a 7mm drill bit as this will allow clearance for the bolts to fit through.

- 6) Remove the protective tape from the foam sealing gasket around the base unit

Clean any loose material from the area around the hole. Pass the Vent Base through the opening and place in position. (On steep pitched roofs, secure with 'G' clamps.)

- 7) Slide all washers back into place before inserting the 6mm stainless steel bolts from above, through the frame, roof and timber collar.

**\*\*\* For flet shingled roofs, cut a 1m x 1m square of felt and centralize this on the roof where the window is to be fitted this can be secured at the top edge, but leave loose at the bottom at this stage. \*\*\***

- 8) Cut out and fit the windows as instructed above





- 9) Starting at the bottom, shingle up the roof lifting the felt at the bottom of the window and lapping this over the shingles. This can be trimmed to suit later
- 10) Continue up the roof leaving a 50mm gap between the side and top frame of the window and the edge of the shingles. When the roof is fully shingled trim the excess felt at the bottom of the window to match the line of the last shingle.

**\*\*\* Placing the felt upside down so that the black surface faces outwards will ensure that the colour will match any shingle chosen and this method works equally well with rubber eco tiles. \*\*\***

- 11) Fit washers and nuts from the underside and lightly tighten, working clockwise and starting from the centre of the top, begin to tighten the nuts. It is best to go around several times to ensure an even compression of the sealing foam. When correct compression is achieved, a deviation will be noticed in the base unit and around the bolt heads/washers in the timber collar, this is to be expected and has been designed to give the correct compression.
- 12) Remove protective tape from the butyl Seal on top of the base unit and carefully place the stepped edge sealed unit into the base unit, push down around the edges of the unit to ensure a good seal. (This will seal well with a combination of heat and under its own weight in normal weather conditions)
- 13) Fit the trim supplied to the internal cut hole ensuring a 2mm gap between the glass and the top of the trim to allow for the glass unit to settle into its final position

## Enjoy the additional light provided by your new Skylight

### CLEANING:

- The roof window should only be washed using a sponge with plenty of clean water to avoid scratching.
- Caustic detergents and solvents may damage your felt roof.

### TOOLS REQUIRED;

- 6mm, 7mm & 8mm drill bits
- Electric/battery drill
- Electric/battery jig saw
- 8mm spanner
- 2 x 10mm spanner
- Screwdriver
- "G" Clamps



Important: We cannot be held responsible for incorrect fitting, handling or operation.

Damage occurring from incorrect fitting may invalidate your guarantee.

**[www.activent.co.uk](http://www.activent.co.uk)**