

12'' Sun Room Skylight Installation Instructions

For all Models of Insulated Roof Panel (IRP)

These installation instructions are for assembly of skylight before the IRP is installed into the Sunroom. For retro-fit use same basic procedures from inside and on top of Sunroom

Choosing a location

During the planning stage of your installation it is helpful to verify a few things. Make sure you install the skylight in the center of the panel width and a sufficient distance away from the mounting point and front edge (18'' or more is recommended). If a fan beam is present do not cut into wiring running through it.

Mark your selection

Determine how many units you need in the room to maximize the amount of light. Consider the square footage each unit covers. A 12'' skylight provides up to 100 square feet of natural light. If only using one, set the skylight in the center of the room to provide the most light for that room. If installing several skylights the best location would be evenly spaced to the width room.

NOTE: Placing a skylight in close proximity to a ceiling fan is not recommended.

Once you have determined where the skylight is to be placed, hammer a long Philips screwdriver completely through the IRP (fig. 1). Remove the screwdriver and line the template hole with the one just made. Mark a 13'' hole (6 ½'' radius) to be cut.

Start the cut along the mark with a 1'' chisel or like. Cut the rest of the hole with a jig saw but do not cut through to the interior side. Flip the panel over and do the same on the interior side. Remove the cut piece.



fig. 1

Attaching the Ceiling Anchor Ring

Snap apart the Ceiling Anchor Ring, Prismatic Diffuser and Finish Ring.

Place the Ceiling Anchor Ring into the interior hole attaching it with the four flat head Phillips screws provided (fig. 3). Do not over tighten.



fig. 3

Building the Reflective Tube

Assembling the reflective tube section

The tubing comes with a plastic coating to prevent damage. Peel the coating off the surface of the tubing. Slide the flat side of the tubing into the notches with the top and bottom tabs on the outside of the tube. While holding the edge tight to the notches peel and center the aluminum tape (provided) on the outside of the tube. Fold the tape over the tube end about ½” tear off any excess.

Flip the panel over and install the reflective tube into the hole seating it in the anchor ring

Install two beads of silicone or polyurethane caulk on the bottom of the roof jack inside the screw holes. Clean the surface of the IRP of dirt and oil and dry completely.

Slide the roof jack over the reflective tube adjusting to center tube so it seats all around in anchor ring.

Use the 12 neoprene washer heavy duty 1” screws provided to seal the roof jack.

Cinch tight but be careful not to strip (fig. 4).



fig. 4

Attaching the dome

Remove the dome from its protective bag. Use three of the 1” screws for attaching the dome. ⌚ **NOTE: DO NOT OVER TIGHTEN THE SCREWS**

Place the dome onto the smooth top of the tube section and apply pressure to push the dome down until the top of the tube is seated in the gasket. Keeping pressure on the dome put the screws into the predrilled holes and tighten until the reflective tube tightens against the roof jack.

After the roof panels are installed in the sunroom clean the tube and dome of all debris and lay the diffuser with the dome down into the finish ring and snap onto the anchor ring. (Gasket is to be installed between diffuser and anchor ring)



Installed interior



Installed exterior