

## SKY TUNNEL INSTALLATION INSTRUCTIONS

**ALL WORK CARRIED OUT BY THE INSTALLER SHOULD BE IN ACCORDANCE WITH LOCAL LAWS & SAFETY REGULATIONS.**

**ATTENTION** - Care must be taken when handling skylight components. Protect yourself from the ends and edges of materials since they are sharp. When working in roof, ensure that the weather is dry and calm, and use appropriate safety harness. **Read *Installation Instructions* carefully prior to execution of work.**



VENT TABS

### PARTS LIST

#### I. ROOF PARTS ASSEMBLY— consist of:

1. Soaker Tray—Black coated metal sheet
2. Dome— Clear Acrylic fixed to the breather frame
3. Breather Frame—molded plastic attached to the tray
4. Tabs (Blank/Blank & Blank/Vent)— triangular plastic mould attached to the breather frame
5. Vent Tabs (auxiliary)— extra tabs (Vent/Vent) for an option to vented skylight.

#### II. ATTIC PARTS ASSEMBLY— consist of:

1. Stainless Steel Ring
2. Flexi-Tube



#### III. CEILING PARTS— consist of:

1. Ceiling Frame
2. Diffuser/Diffuser Holder
3. White Plastic Flexi-tube Locking Ring
4. Screw Packet— consists of:
  - A. Ceiling Frame Screws
  - B. Screw Caps
  - C. Plastic Lugs
  - D. Locking Ring Screw
  - E. Diffuser Magnet (auxiliary)



SCREW PACKET

## INSTALLATION TOOLS/MATERIALS CHECKLIST

### \*\*\*INSTALLATION TIPS\*\*\*

*Complete the tools and materials listed below before going on to the installation particularly during Roof Works. Avoid going through the ladder over and over again just to get the forgotten tools when the work is on-going. Tick the box on the right side when the material is on hand. Do not forget to return the tools/materials used in the roof.*

### ATTIC WORKS

No.	Tools / Materials Required	Remarks	
1.	TAPE MEASURE		
2.	ELECTRIC DRILL (CORDLESS)	Includes drill bit, tek screw head, and Philips screw head	
3.	FLASHLIGHT		
4.	MARKER		

### ROOF WORKS

No.	Tools / Materials Required	Remarks	
1.	ROOF PARTS BOXED KIT		
2.	ATTIC PARTS BOXED KIT		
3.	ELECTRIC DRILL (CORDLESS)	Includes drill bit, tek screw head, and Philips screw head	
4.	HAMMER	Use to drive the sharpened steel when cutting roof sheet	
5.	TAPE MEASURE		
6.	CAULKING GUN / SILICON GUN	Dispensing tool for silicon.	
7.	WEATHER SEALANT / SILICON	To seal joints of metal sheets and roofing.	
8.	MARKER	Use to mark the cutting line of the roof.	
9.	UTILITY KNIFE (CUTTER BLADE)		
10.	SHEAR CUTTER	Use to cut metal sheet.	
11.	RAGS	Use to clean the tray	
12.	DILUTED SOAP DETERGENT	Use when tooling the sealant for smoother surface.	
13.	ROOF SHEETING TEK SCREWS WITH RUBBER SEAL <i>(not included in the package)</i>	Use to fix the soaker tray and back flashing.	
14.	WIDE MOUTH VISE GRIP / PLIERS	Use to bend the roof sheet.	
15.	SHARPENED STEEL TOOL	Use to cut roof sheet.	
16.	SAFETY HARNESS w/ Rope		
17.	LADDER	Must be strong and well supported	
17.	BACK FLASHING <i>(SOLD SEPARATELY / not included in the package)</i>	Metal sheet with bend on sides and as wide as the soaker tray. Length is from Ridge Capping of the Roof to the front Edge of the Soaker Tray (plus 100mm overlap).	

### CEILING WORKS

No.	Tools / Materials Required	Remarks	
1.	CEILING PARTS BOXED KIT		
2.	ELECTRIC DRILL (CORDLESS)	Includes drill bit, tek screw head, and Philips screw head	
3.	TAPE MEASURE		
4.	PENCIL	Use to mark the cutting line of the ceiling	
5.	SABER SAW / KEYHOLE SAW	Use to cut the ceiling.	
6.	WIRE CUTTER	Use to cut the wire of the excess flexi-tube.	
7.	UTILITY KNIFE (CUTTER BLADE)	Use to cut the excess flexi-tube.	



MANUFACTURED BY:



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## ATTIC PREPARATION

These Instructions should be used as a guide only to assist with the Installation.

1

First decide approximately where you would like your Sky Tunnel located in the room.

Check that the attic space is clear of obstructions above (such as pipes or ducts) where you wish to locate the Sky Tunnel.

When working inside the attic, do not support your weight on weak framing, and beware of sharp protruding objects.

Check also the roof for any obstructions such as ventilators and avoid damaging the water proofing of the roof.

2



Upon knowing that the attic is clear of any obstruction, mark the centre on where the skylight will be installed.

If the attic is not accessible or if it is short, you can mark it straight to the ceiling and skip step 3-5.

3



Project perpendicular line from the centre mark on the ceiling to the roof, then mark it. Take note of the measurement if the length of flexi-tube is enough.

4



From the marking on the roof, check the diameter of the skylight if it is not hitting any braces/framing. You may not want to cut steel braces on the roof, it can weaken the structural properties of the roof. Shift your marking on the roof to avoid obstruction.

5



Drill hole that was previously marked on the roof and ceiling. These will be the location guide for installation of the skylight.

6

Leave the attic now, you will never enter this space anymore. If working on short attic spaces, drill a hole straight through the ceiling with a use of long drill bit that can penetrate to the roof.

Otherwise, you can start cutting your ceiling (*see step 31*) to have an access to your roof and drill hole onto it.

Ready yourself to work on the roof. Prepare the materials needed. (*Use the checklist on page 2.*)

Install at your own risk! Observe proper safety measures such as using safety harness.

## ROOF INSTALLATION

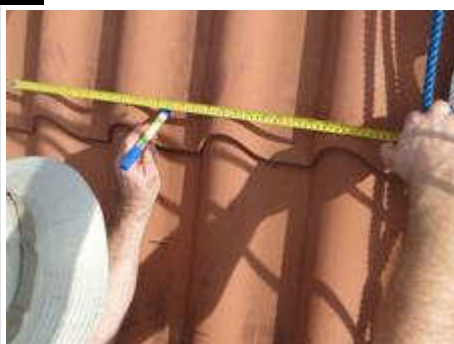
7



Trace the location guide on the roof done on step 5 and measure the hole to be cut of at least the following size:

343mm <sup>Ø</sup> Sky Tunnel	350mm X 350mm
457mm <sup>Ø</sup> Sky Tunnel	465mm X 465mm
535mm <sup>Ø</sup> Sky Tunnel	550mm X 550mm

8

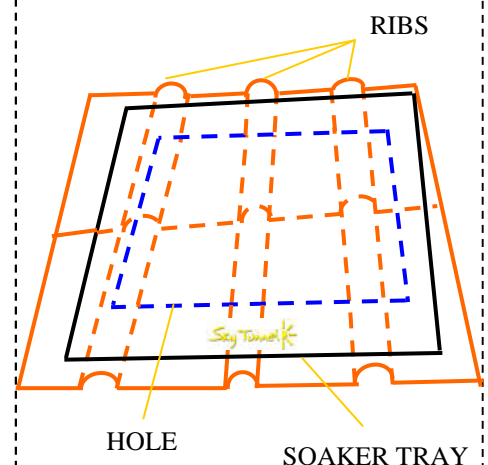


Mark your measurements.


The mark should start or finish on top of a rib, should be on either side of the hole. Remember that the cut should be positioned under the soaker tray when it is installed. *See drawing on next step.*

9

EXAMPLE




**10**




On the picture, the centre of the cut line is offset as against the guide hole but this is not always the case; this is because the side line must not fall on the lowest point where the water runs.

**11**




Before cutting the roof sheet, double check all your measurements on the roof and the Soaker Tray to ensure you will get full coverage over the hole, with plenty of overlap on all sides.

**12**




Cut the Roof Sheet by following the rectangular cut line through the use of sharpened steel and hammer or any similar device that can be used better on cutting roof sheet.

**13**



On the low side of the hole, bend up all of the lowest points on the corrugations on top and bottom of the hole. This is to prevent any water blowing back up the corrugations, and under the Soaker Tray into the roof space.


**14**



Cut the Insulation sheet of the roof if there is.


The cut hole should look like in the picture above. Take note of the lowest point was bent up.

**15**




Put the Soaker Tray on top of the hole with the Sky Tunnel logo on the downside. Mark the corrugation of the roof on the bent portion of the Soaker Tray. (Four marks will be made in the picture.)

**16**



Using the shear cutter, cut the corrugated marks made in step 15.

**17**



Fix the Attic Parts Assembly into the Roof Parts Assembly.

Twist the ring in such way that it will fit the notch into the locking pin of the Breather Frame and lock it into position.

**18**



**\*\*\*IMPORTANT\*\*\***

Do not forget to remove the protective film of the stainless steel ring. This can affect the beam of the light coming into the skylight.



Now that the whole assembly is ready, insert it to the cut roof sheet with the Sky Tunnel logo on downside.

Be cautious that the flexi-tube does not catch on the roof sheet, it might damage the unit.



Ensure that the cut edge of the Soaker Tray on the downside sits properly on the roof.

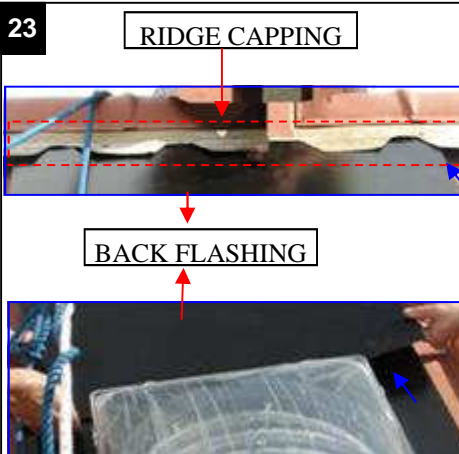


Bolt the Soaker Tray with a "Roof Sheeting Tex Screw with Rubber Seal" (available in any hardware) on every highest point of the roof sheet.

**RECOMMENDED INSTALLATION PROCESS**



When the Soaker Tray is far away from the Ridge Capping, use a back flashing (a flat roof sheet folded on both sides with the same height as the Soaker Tray) to seal in the Roof Parts Assembly out of the water flow during rainfall.



Insert the back flashing end about 100mm underneath the Ridge Capping (peak of the roof) and on top of the Soaker Tray at the other end (overlapped).



Bolt the back flashing and the Soaker Tray together with the same number of screw at the bottom edge. Ensure that the screw is holding tight on the roof.



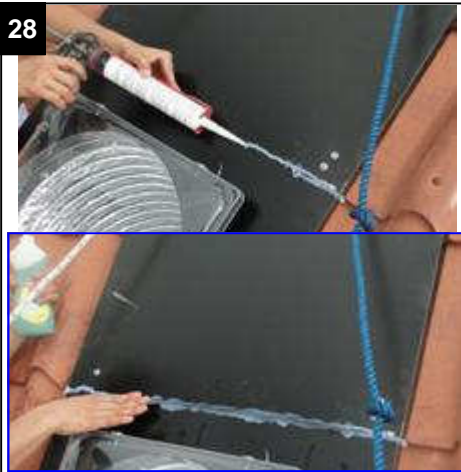
Cut the corner of the Ridge Capping on where the back flashing meet then push back in. Do this on both side of the Ridge Capping.



Bolt the back flashing and the Ridge Capping together using the same screw. Bolt also the two sides of the back flashing.



Apply sealant underneath the Ridge Capping and on both corner sides.



Apply sealant on the joint of the back flashing and the Soaker Tray. Flatten the sealant using your finger wet with diluted soap detergent to make a smoother surface.

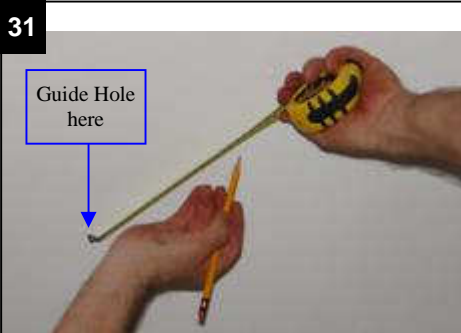


Remove dust and smudge on the Soaker Tray and back flashing with a dry rag. Remove the Protective Tape of the Dome.



The installed Sky Tunnel Skylight in the roof will look like in the picture.

**CEILING INSTALLATION**



Locate the hole guide on the ceiling and measure the appropriate cut hole radius (from guide hole to the edge of the cut hole):

- 343mm dia - 178mm
- 457mm dia - 235mm
- 535mm dia - 274mm

This is to have a mark on the boundary of the Ceiling Frame.

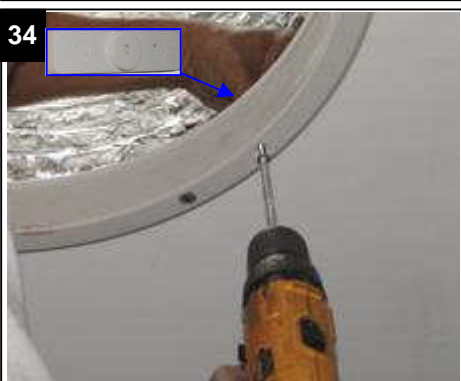


Using the up-stand of the Ceiling Frame as a template, or using the template in your Ceiling Parts Box, mark the hole size on the ceiling with a pencil, ensuring the marked boundary is on the edge of the up-stand (outer) and the hole guide is at centre.

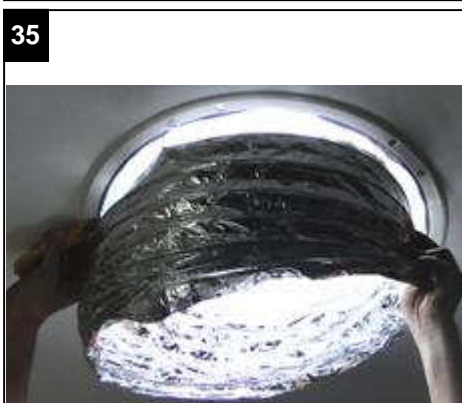


Cut neatly along the pencil line on the ceiling with a keyhole or saber saw.

You should wear protective equipment such as Safety Glasses and mask where possible, as dust and debris may fall whilst cutting. Hold the middle of the circle you are cutting when nearing the end to stop the panel falling out.



Insert the Ceiling Frame and attach with the Ceiling Frame Screw and plastic lugs provided. The plastic lugs are placed on the top side of the ceiling (inside the cut hole). Fasten the screws through the holes in the ceiling frame, the ceiling and into the white plastic lugs tighten.



Pull the Flexi-tube through the Ceiling Frame. Continue pulling until it is tight, the wires will lock onto the lip at the top of the Ceiling Frame.

Cut the flexi-tube off level with the bottom of the Ceiling Frame.



Fit the White Plastic Flexi-tube Locking Ring into position with the Locking Ring Screws provided.

Start at one end, and work your way around the Locking Ring. Be sure to line up the 2 x Recesses in the Flexi-tube Locking Ring with the recesses in the Ceiling Frame.



Put the screw caps to cover the Ceiling Frame Screw.

The result should look like in the picture above (screws covered, magnets are exposed).



Fit the Diffuser into position. Ensure you line up the Magnets in the Diffuser Holder with the Magnets on the face of the Ceiling Frame.



The installed Sky Tunnel Skylight will look like on the picture above when finished.

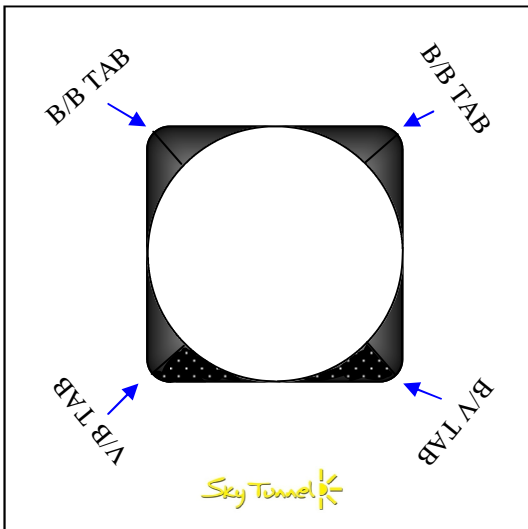
**40**

**OPTION FOR VENTED SKYLIGHT**

If the Sky Tunnel is vented, place the extra magnets provided as a spacer between the Diffuser Holder Magnets and Ceiling Frame Magnets.

Replace the two "Blank/Blank Tabs" installed in the Breather Frame of the Roof Parts into "Vent/Vent Tabs" provided in the kit. They are to be placed as per the following diagrams.

**NON-VENTED SKYLIGHT**  
 BLANK/BLANK TABS BOTH USED  
 VENT/VENT TABS NOT USED



**VENTED SKYLIGHT**  
 BLANK/BLANK TABS NOT USED  
 VENT/VENT TABS BOTH USED

