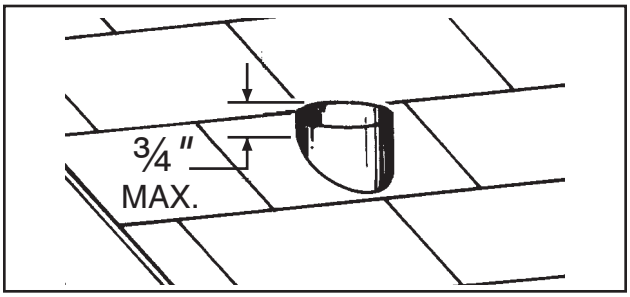
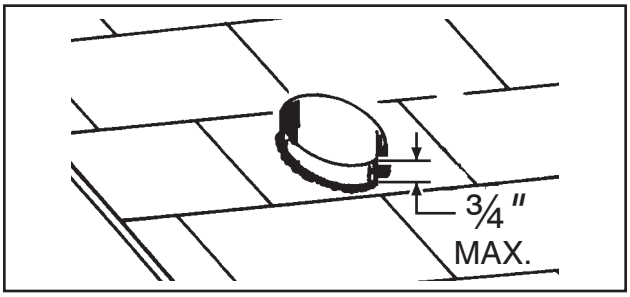
MODEL 636 / 636AL ROOF CAP INSTALLATION INSTRUCTIONS For 3” or 4” Round Duct

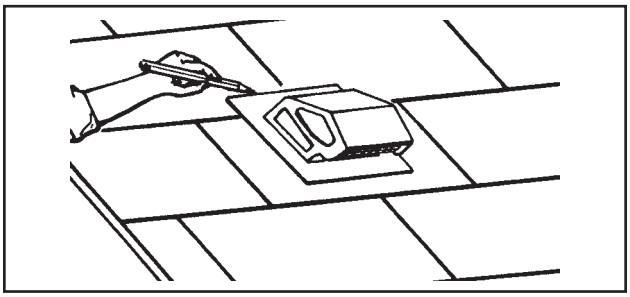
Plan installation carefully. Before installing roof cap, make sure that birdscreen is in place. Refer to “MAINTENANCE” section. Roof cap will accept 3” or 4” round duct. Tape all joints with duct tape to prevent air and water leaks. **NOTE: DO NOT INSTALL THE ROOF CAP ON A FLAT ROOF.**



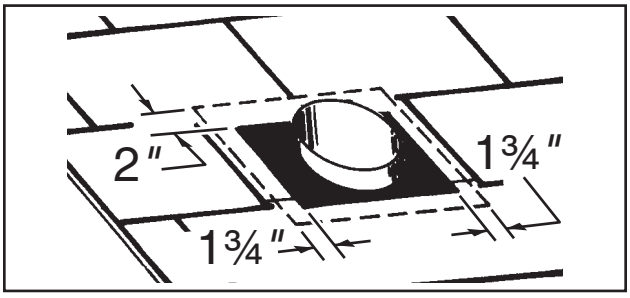
1. Cut hole in roof approximately ½” larger than ductwork.
2. Insert ductwork through opening and run it back to fan. Leave a maximum of ¾” of duct projecting above roof surface on the high side.



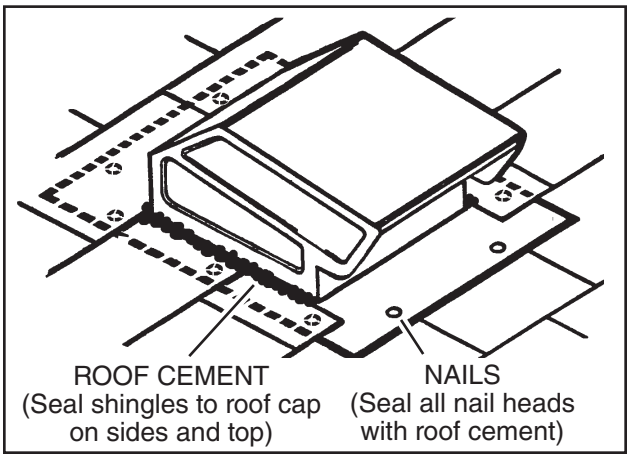
3. Trim ductwork parallel to roof pitch.



4. Lay roof cap over ductwork and trace outline of roof flange onto shingles.



5. Trim shingles as shown, so they will fit snugly around hood of roof cap when installed. Seal all around duct with roof cement.



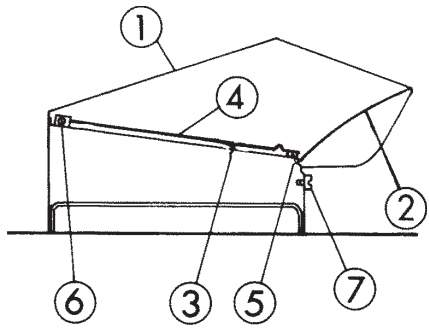
6. Carefully lift shingles and slide back flange of roof cap under shingles. Nail flange to roof under shingles at top and two sides. Nail directly to roof at bottom.
7. Use roof cement to seal shingles to top and sides of roof cap. Seal all nail heads with roof cement as well.

MAINTENANCE

To replace damper flap or gasket material:

1. Remove birdscreen, using sharp pointed tool. Pull screen down and pop it out.
2. Remove screw (Item #7) in center of damper plate assembly and pull assembly out.
3. Pull out damper rod and lift damper flap out.
4. Replace defective or worn parts and reinstall damper flap with rib in flap facing up.
5. Slide damper plate assembly into grooves on inside of cap and replace screw. Make sure that damper opens freely.
6. Replace screen and position as shown.

NOTE: The high quality paint coating on our outdoor accessories may be used as the exterior finish or as a prime coat for the finish of your choice. Apply the coating best suited for the special conditions of your application.



KEY	PART NO.	DESCRIPTION
1	97006558	Housing for 636 (Black)
	97011262	Housing for 636AL (Aluminum)
2	98005783	Bird Screen
3	98008277	Damper Plate
4	98005784	Damper Flap
5	99500326	Sealant Strip
6	98005785	Damper Rod
7	99150576	Screw