Cupola Assembly Instructions

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PLYCO®

Cupola Assembly Instructions

Objectives:

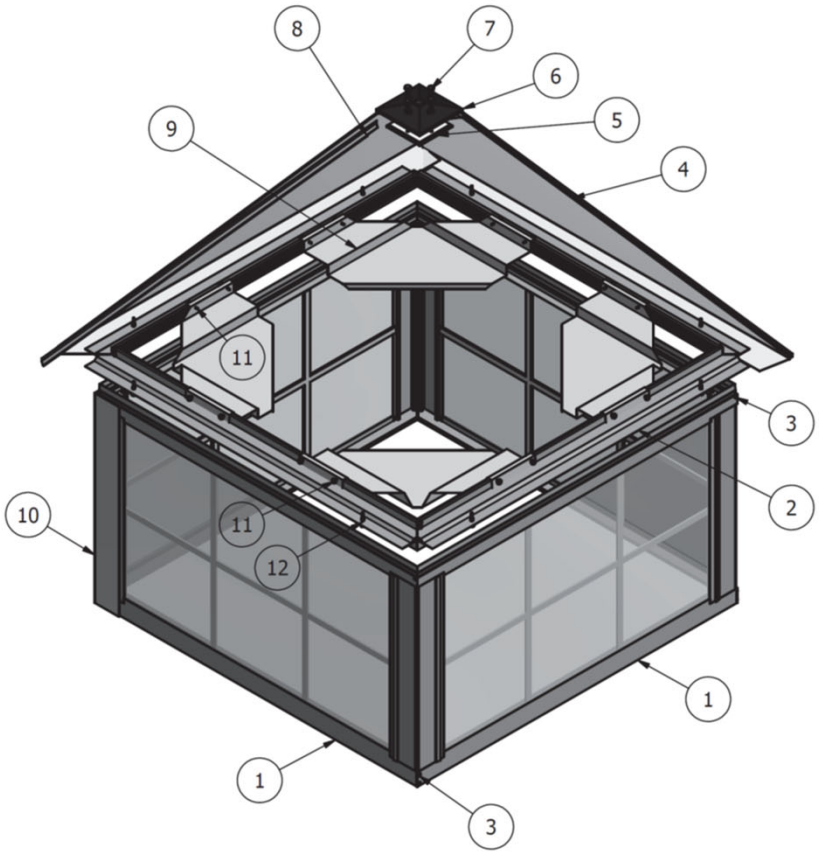
- Assemble separately: Four-sided cupola side assembly with corner trims; Then four-sided roof assembly with connectors and roof cap.
- Carry the two assemblies to the roof as separate units.
- Install the cupola side unit to a leveled structural curb / wood box, or equivalent.
- Place the roof unit on the side assembly and fasten as described in the instructions that follow.

Cupola Assembly Instructions

NOTICE:

- For safety – Provide a cleared, level surface to work. Lighting must be adequate to see small items.
- Wear – Safety glasses and as needed, gloves.
- Tools – Powered drill / driver, #2 Philips bit, 1/4” hex head driver, 5/16” hex head driver, 3/8” hex socket or wrench, and putty knife.
- Use required fall protection.

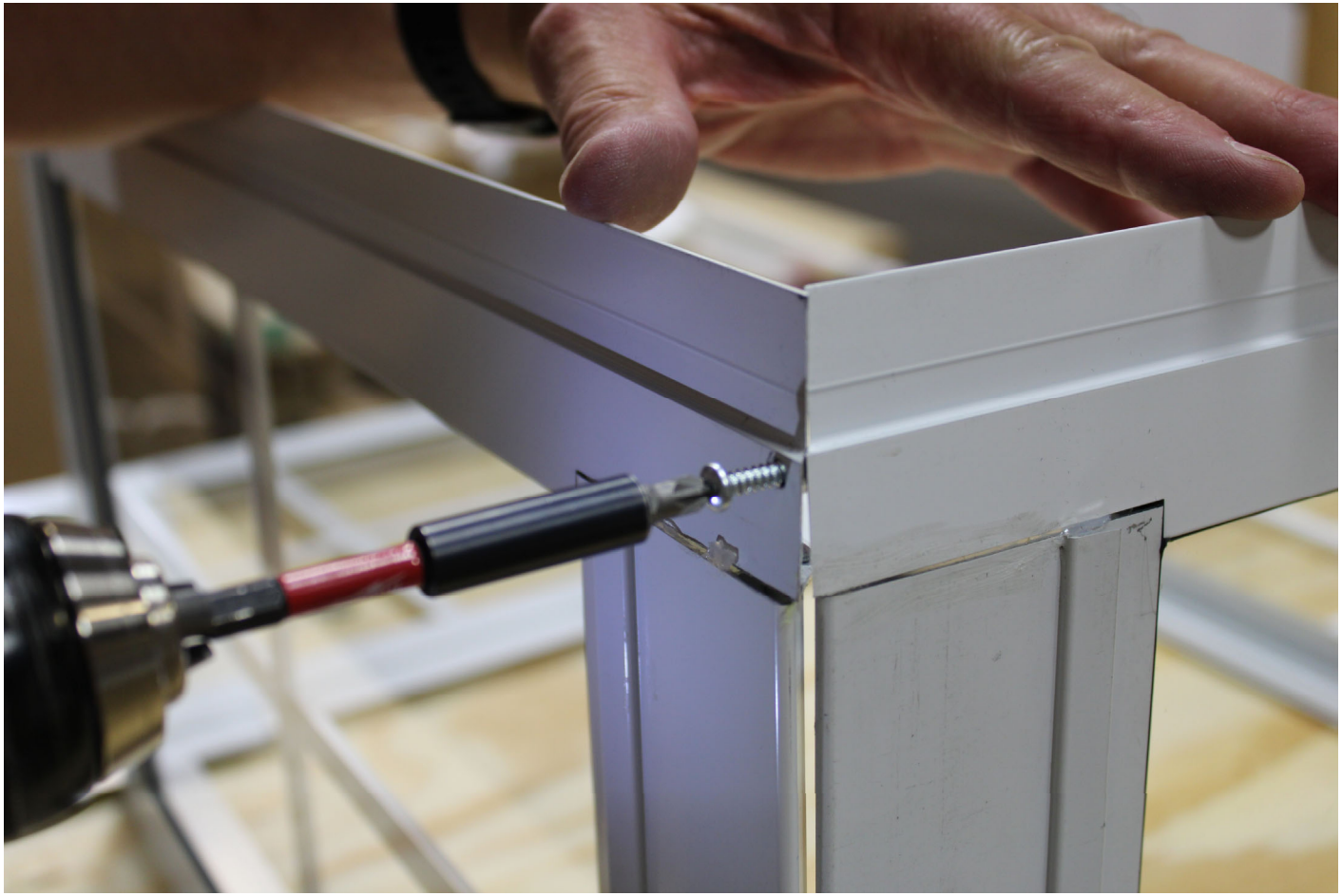
Remove contents from box.
Items should include
(4) Lited Side Panels,
(4) Alum. Roof Rails,
(4) Steel Roof Panels,
(4) Roof Connectors,
(1) bag of assembly screws and
(1) Black Roof Cap with hardware pack.



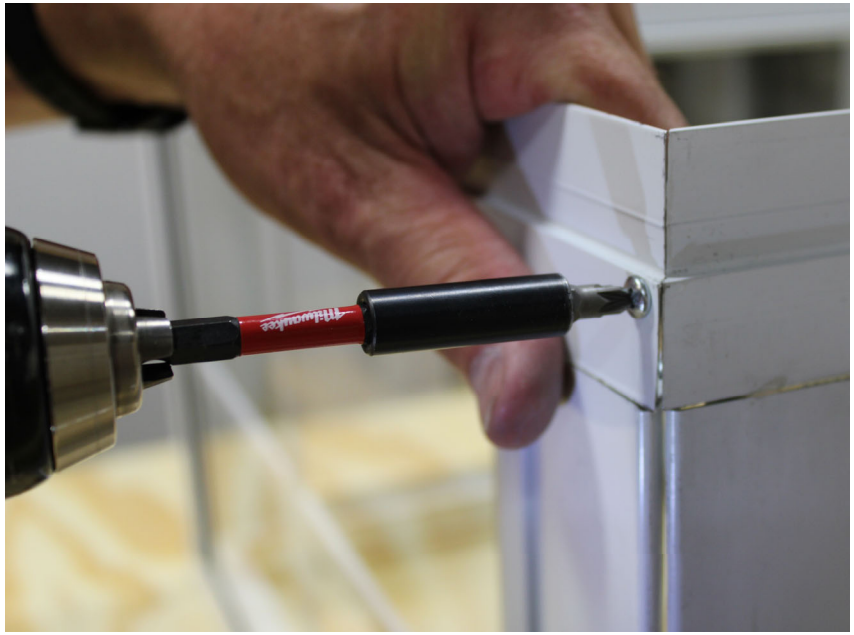
For 3’ & 4’ acrylic lited cupolas only, includes
(4) Formed Corner Gussets.

CUPOLA ASSEMBLY PIECES INCLUDED		
ITEM	QTY	COMPONENT
1	1	Sides Assembly
2	1	Roof Rail Assembly
3	12	8 x 3/4 inch Philips Screw
4	4	Roof Panels - Color
5	1	Standard Cap Backer Plate
6	1	Standard Cap Top Plate
7	4	SS Hex Head Cap Screw 1/4 x1"
8	3	Roof Panel Connector
9	4	Lited Cupola Corner Gusset
10	2	Cupola Corner - Color
11	16	10 x 1 inch PlyLo Driller
12	8	12 x 1 inch Metalfast w_Washer

Take two (2) Side Panels and set on edge on a flat surface as shown, matching the direction of the extrusions. *(See Picture 1)*

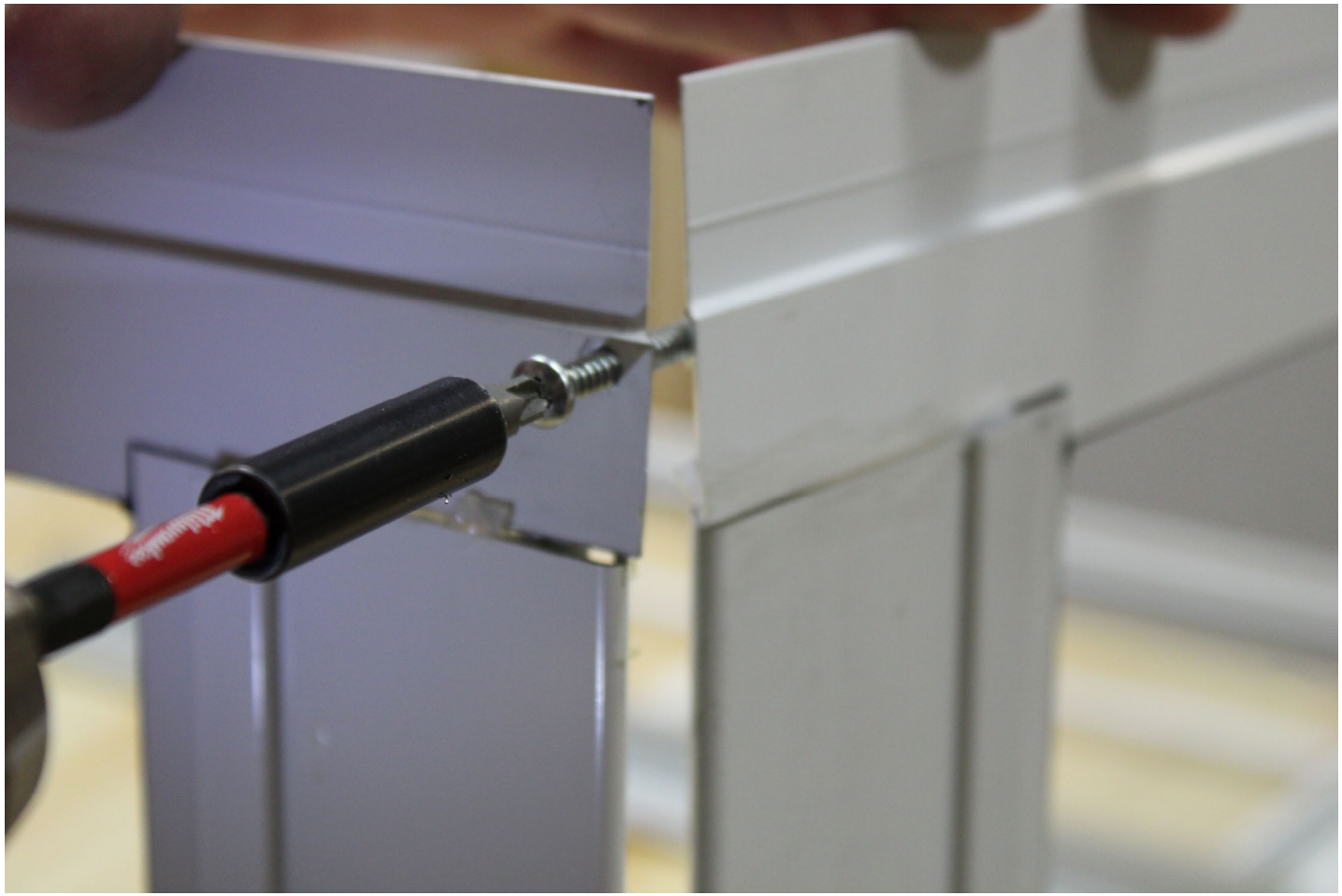


Using the #8 x 1” PPH (Philips Pan Head) screws provided, drive the screws through the hole at the edge of one Side Panel into the screw bosses (i.e. the small channels) of the second Side Panel to form a 90-degree angle.



- It will take three (3) #8 screws to attach the two panels.
  Start all the screws before tightening them all the way.
  Do not over-tighten screws. *(See Picture 2.)*

Place the 3rd Side Panel at the edge of the 2nd Side Panel and attach in the same method as before. *(See Picture 3.)*



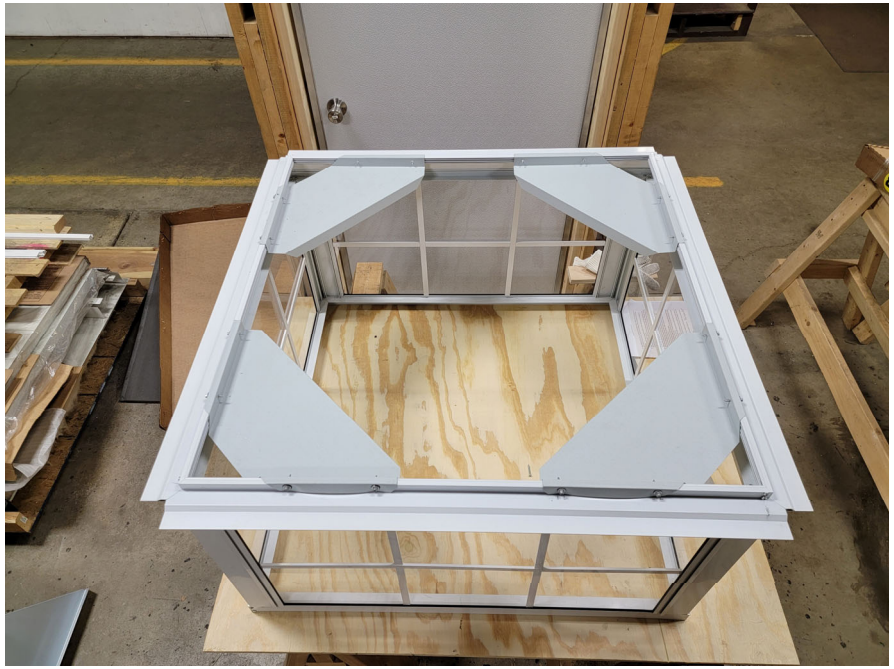
Place the 4th Side Panel in between panels #1 and #3 as shown. Assure alignment, and drive the remaining six (6) screws similar to the other joints. *(See Picture 4.)* Tighten all screws using care not to overtighten.

Add Corner Trims to each corner. The hem will hook on the rail on the aluminum extrusion.

Place the Roof Rails on the top of the lited side assembly, aligning them in between the corner trim and the window extrusion. Align the corners and attach with two (2) #8 PPH screws in all four corners. Use care not to overtighten screws. *(See Picture 5.)*

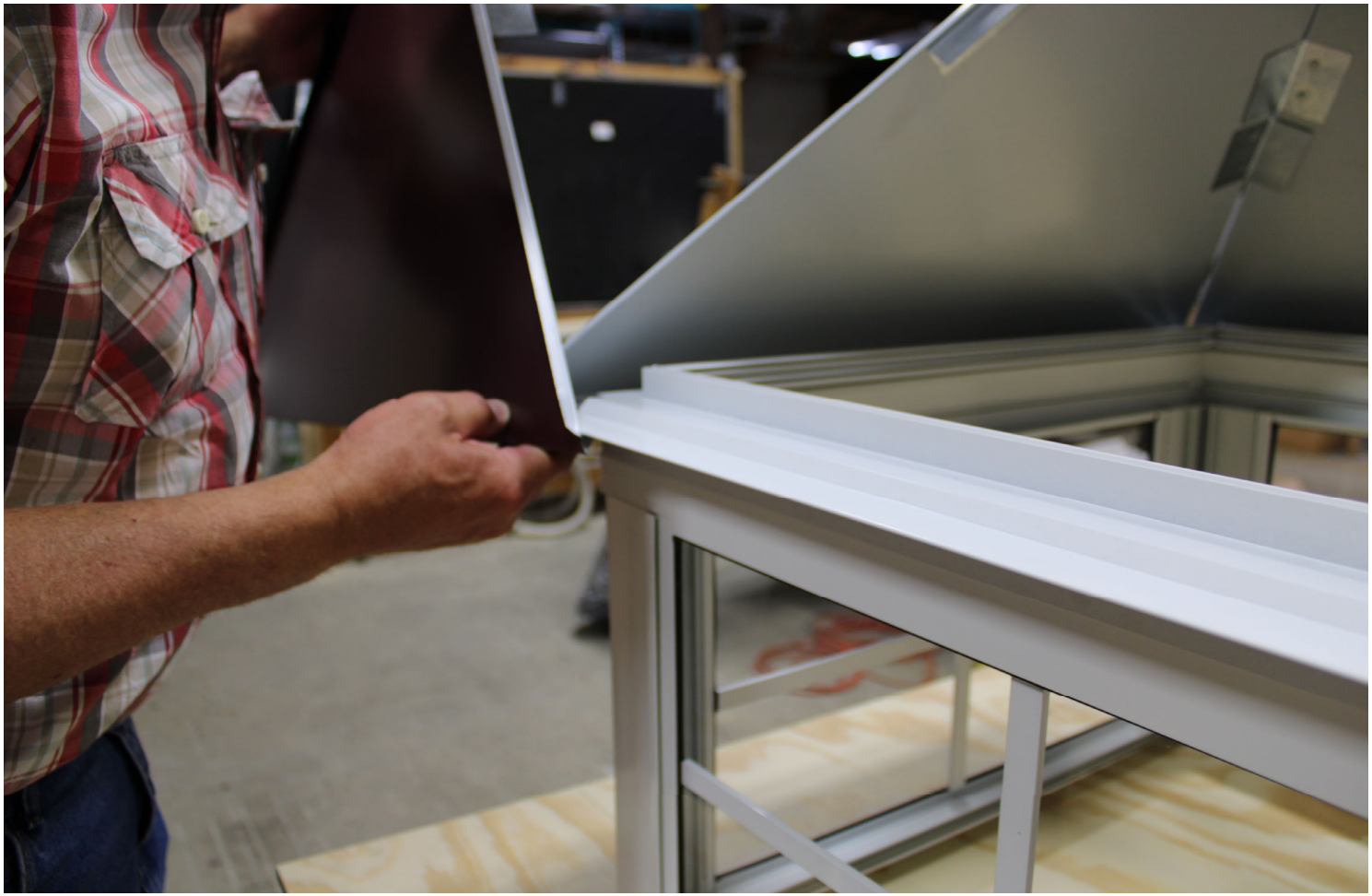
Add four pre-formed corner gussets to the lited side unit, install #10 x 1” self-drillers with washers through the top hooked flange passing through the top edge of the lited sides.

Four (4) #10 x 1” self-drillers with washers are installed in each pre-formed corner gusset. Completed four-sided lited side unit with gussets installed shown. (3’ & 4’ cupolas only).

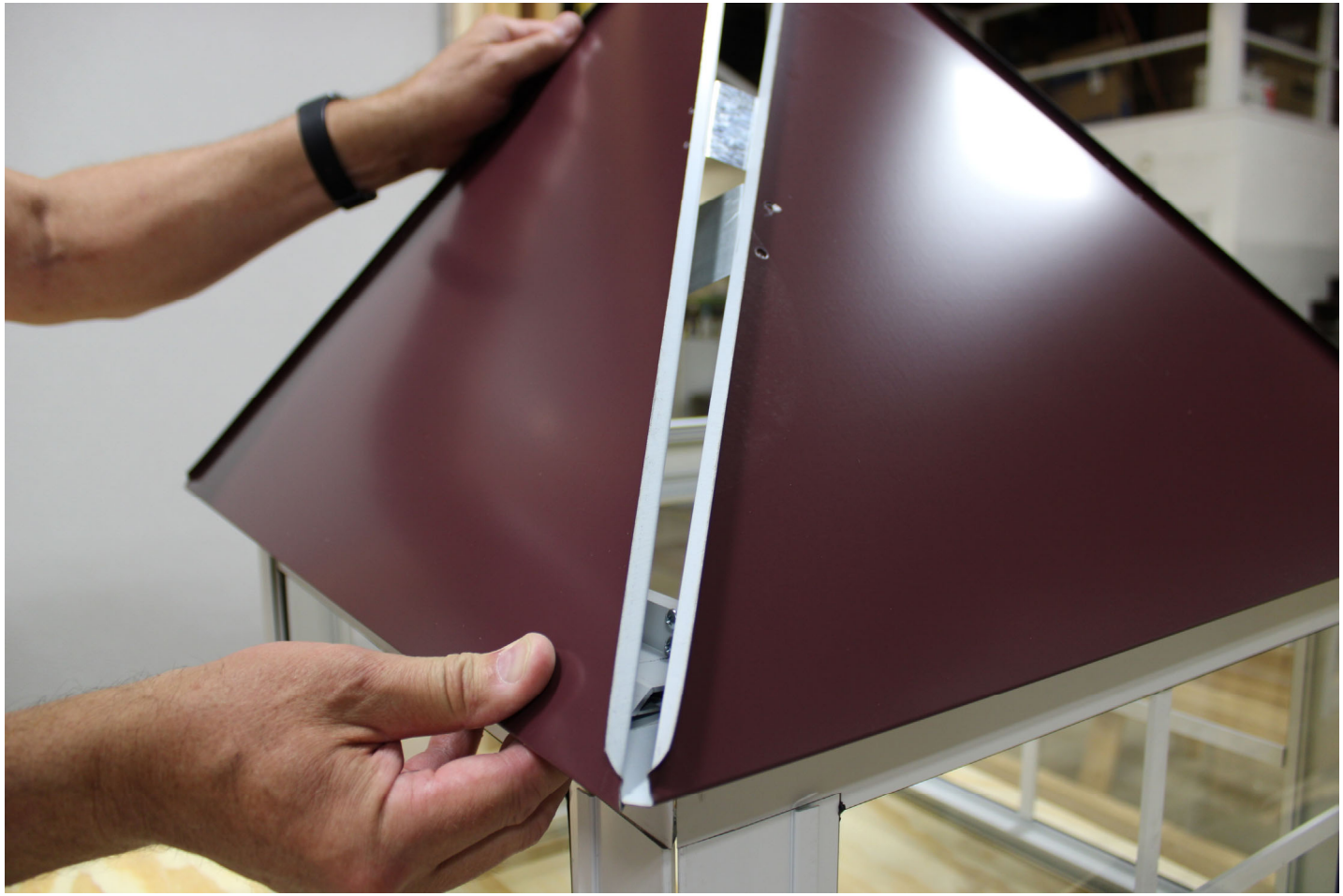


Remove protective plastic film from Roof Panels, hook the edge hem onto the Roof Rail, and slide first side onto Roof Rail from right to left. *(See Picture 8.)*

Continue with the next two roof panels as in *Step #9*. Align the bottom 45 degree cut toward the outside at the roof panel corners. *(See Picture 9.) Leave the 4th panel off for now.*



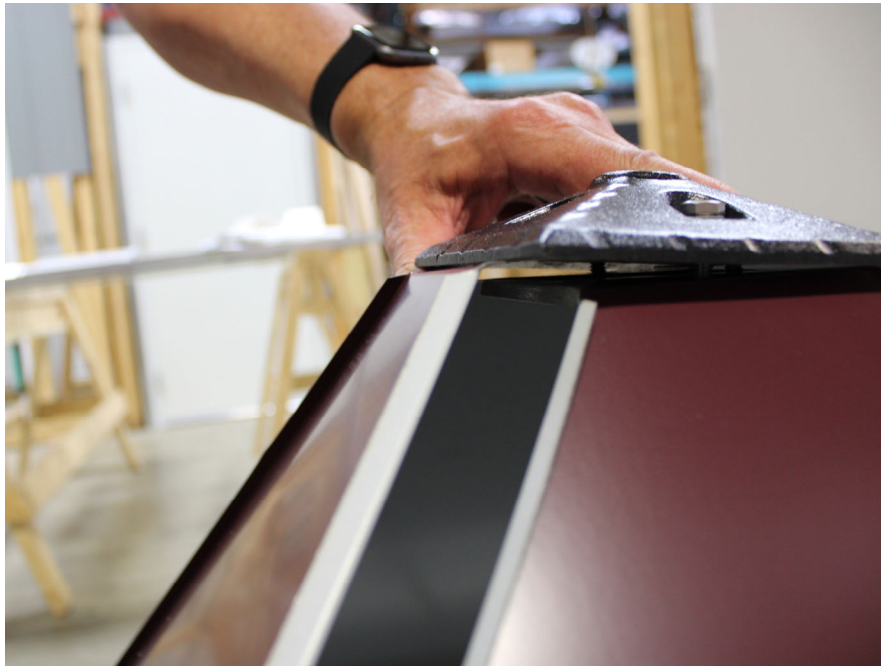
Align roof panel edge support tabs on corners under each of the panels.

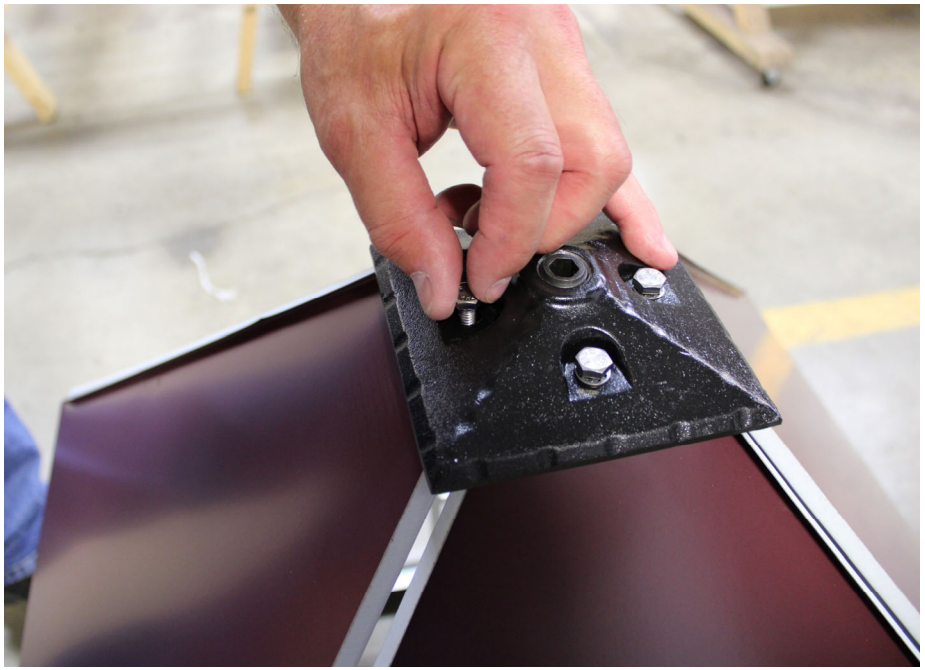


Start the Roof Cap attachment by aligning it with the top of the Roof Panels and inserting cap bolt through the Roof Cap and the panel holes then thread into the Cap Base.
Leave the cap bolts loose so the last panel can be inserted. *(See Picture 10.)*

Slide the 4th Roof Panel on from right to left, tucking the tab under the panel on the right side as it is slid into place. Use a screwdriver or small putty knife to start roof on extrusion and also to keep it from scratching the roof panel on the right. *(See Picture 11.)*

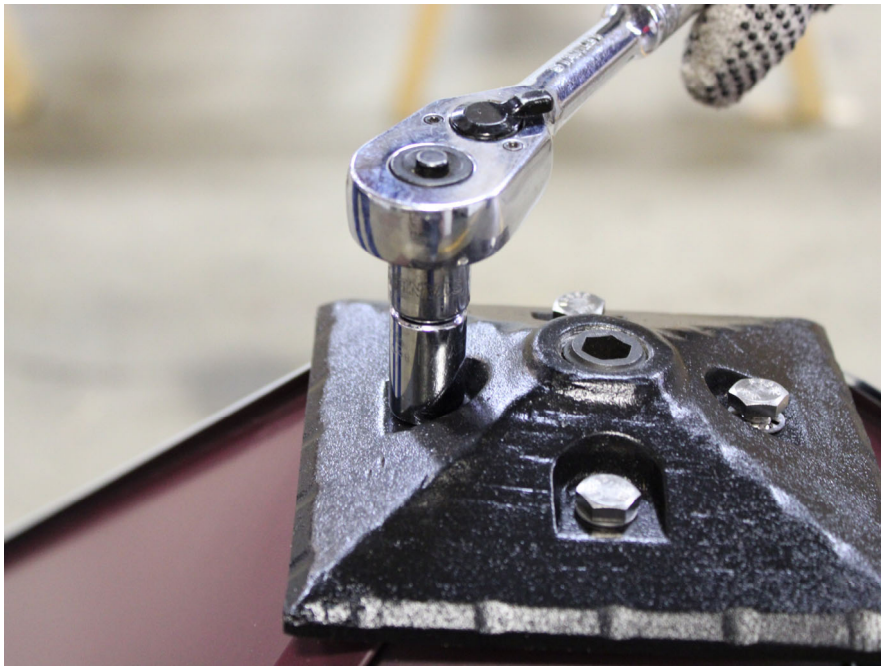
Make sure the Roof Panel top tab is between the Roof Cap and the Cap Base and holes are aligned properly under the Roof Cap. Apply the last cap bolt to the roof cap. Do not tighten at this time. *(See Picture 12.)*





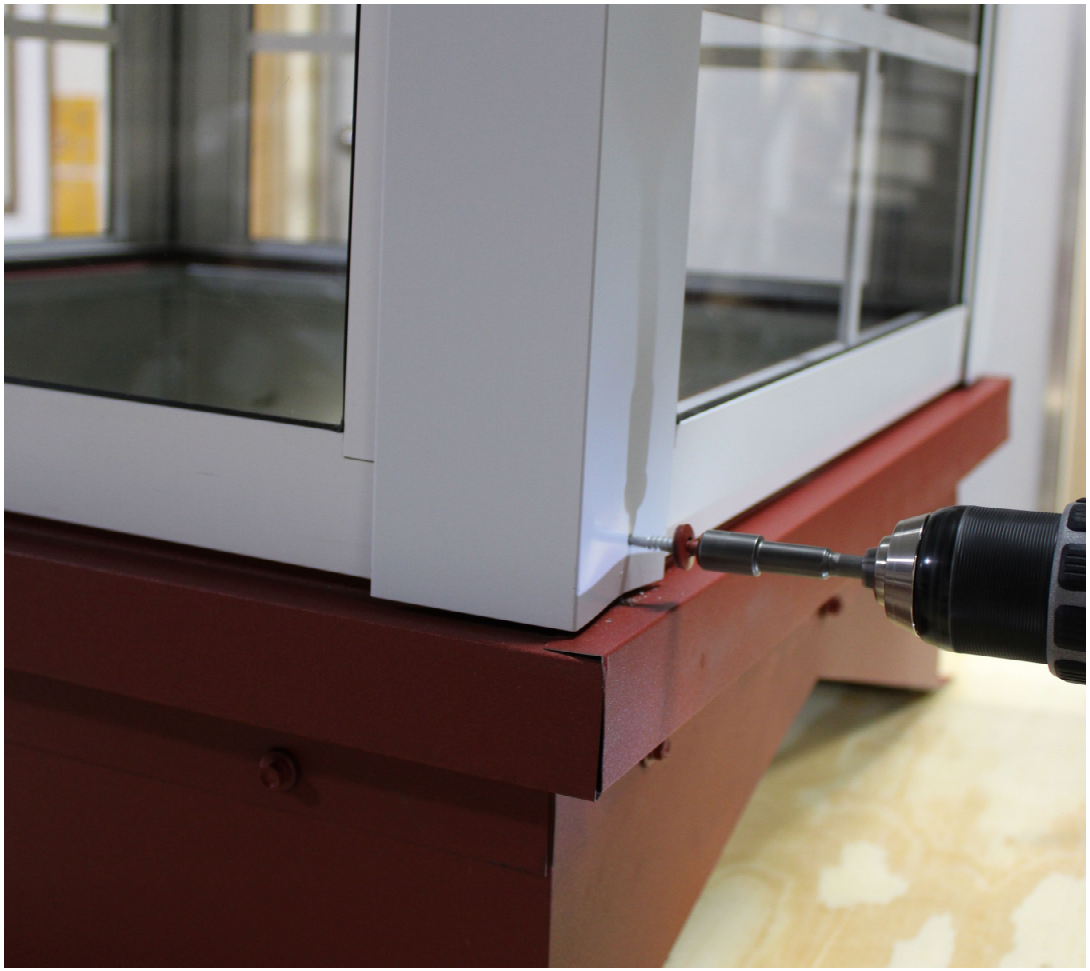
Using gloves, slide the corner connectors on each corner of the roofline as shown. Use putty knife to guide Connector under Roof Cap. *(See Picture 13.)*

The tail end of the connectors extend past the corner of the roof unit approx. 1”.
Tighten roof cap bolts while keeping Roof Cap parallel with ground.



Install eight (8) #12-14 x 1” hex head self-drilling screws ¾” from lited side panel and 3 ½” to 4” from each roof panel corner, and upward into internal roof framing to add rigidity to roof assembly.

Mount side assembly on curb base with screws. If custom curb base is built see *Cupola Box Guidelines* for proper dimensions.



To fasten roof unit to sides unit, install #10 x 1” white self-drillers with washers in pre-punched holes between roof and lited side on all four sides.

Apply Weathervane if applicable. Threaded end size is ¾” diam. - course thread. Apply “Lock-Tite” to the connection if desired (not provided).