

# GLAZINGVISION

Installation Manual

Internal Walk-On

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## Introduction

Thank you for purchasing a Glazing Vision Internal Walk-On. In order to ensure that it gives you many years of service it is important that before commencing any work you read these instructions fully and ensure that they are strictly followed for a successful and trouble free installation.

We recommend that the installation should be undertaken by Glazing Vision Engineers or Approved Installers (installers that have attended a Glazing Vision Installation training course for this product and carry 'Approved Installer' status). This will ensure a reliable product and enable the property owner to benefit from the full 10 year warranty on the product. It should be noted that an installation by non-approved installers will result in a reduced warranty period of just 2 years.

By following the correct installation procedure, a reliable and high performing end result is guaranteed. The critical operations that can lead to problems if not done correctly are the lifting, preparation of the supporting structure, and ensuring the correct line and level when mounting. Taking the time to carry out these operations correctly will ensure that the product does not twist or distort making sure that the installed product has no undue stresses in the frame or glass.






Care should be taken when working on the product, avoiding accidental damage and ensuring product reliability.

Should you have any queries beyond this manual please do not hesitate to contact Glazing Vision.



## Safety Information

Installation of your rooflight may involve working at heights, working at an unusual angle, being in unfamiliar locations or all of these. **Before** work is commenced, stop and consider the best way to carry out the task and what hazards you might encounter.

	<p>Let our experts carry out your routine maintenance with a maintenance contract.</p> <p>☎ +44 (0)1379 658300</p> <p>✉ info@glazingvision.co.uk</p>
	<p><b>These products can be very heavy. Extreme care must be taken during handling and installation. Full consideration should be given to how you will safely transport your rooflight product from the delivery vehicle to the installation location. Glazing Vision strongly recommends that specialist, mechanical lifting equipment is employed.</b></p>
	<p>Consider:</p> <ul style="list-style-type: none"> <li>• The weight(s) of the product purchased.</li> <li>• How you will safely transport your rooflight product from the delivery vehicle to the installation location.</li> <li>• All lifting methods and equipment required for safe installation to eliminate manual handling.</li> <li>• How you will safely access the area to carry out installation.</li> <li>• Any openings, voids or unprotected edges that might pose a significant risk whilst working at height.</li> <li>• Use of scaffolding with all appropriate edging, rails and inspection certification.</li> <li>• If specialist access or equipment is required e.g. a fall arrest system.</li> <li>• What personal protective safety equipment (PPE) is required for working at height – e.g. harness.</li> <li>• Methods for safe working, for example, to avoid falling from height, reducing manual handling and so as not to drop equipment.</li> <li>• How you will transport tools and other equipment to the installation area.</li> <li>• The number of persons required to assist with safe installation.</li> <li>• The competence, capability and experience of the installation team to safely carry out the task.</li> <li>• Impact of weather on safe installation, especially driving rain and high winds.</li> </ul> <p><b>If in doubt, please contact Glazing Vision for assistance.</b></p>
	<p>Anticipated hazards may include:</p> <ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Working with specialist lifting equipment or third-party lifting</li> <li>• Manual handling injury</li> <li>• Equipment falling from height</li> <li>• Slips, trips and falls</li> <li>• Fragile roof areas.</li> <li>• Finger or clothing entrapment under unit, in mechanical or moving parts</li> <li>• Impact of weather conditions</li> <li>• Competence of personnel</li> </ul>
	<p>Do not attempt to repair, move or dismantle the product unless suitably competent and qualified to do so, with the appropriate safety measures in place. Any repairs and/or movement of the product may invalidate the warranty. Please seek advice from Glazing Vision.</p>



## Warning

The following warnings are here to prevent personal injury and damage to the product. Please follow them explicitly.

### General:

- The product must be properly installed and commissioned in accordance with this manual before it is used.
- Glazing Vision strongly recommends that any work is carried out by suitably qualified individuals (e.g. Glazing Vision Engineers or Approved Installers, or an experienced service engineer).
- Glazing Vision strongly recommends that specialist, mechanical lifting equipment is employed.
- Use the product only for its intended purpose.
- Regular cleaning and maintenance must be carried out according to guidelines.
- A safe working platform must be provided for any installation/maintenance work carried out. This includes suitable edge protection.
- Glazing Vision cannot be held responsible for damage incurred during the lifting and transportation of the product to the installation location (please refer to terms and conditions of sale).

### Pre-Installation:

- Glazing Vision products are heavy, fragile and of awkward shape and size. There may be uneven weight distribution due to the materials used and their design.
- The weight(s) of each individual product (or product section) will be clearly marked on the product and will be communicated to clients before despatch of goods.
- Never install any product showing signs of damage. If in doubt consult Glazing Vision for advice.
- Please dispose of the packaging material for this product in a considerate manner. Cardboard and wood items are widely recycled.

### During Use:

- Do not place anything (eg. furniture) on the unit.

For more information or assistance please contact Glazing Vision.

## Pre-Installation Preparation



These products can be very heavy. Due consideration should be given to getting the product onto the roof safely and extreme care taken during installation.

### Points to Note Prior to Commencing Installation

1. The Internal Walk-On should arrive on site in undamaged packaging, which includes a wooden build frame/blocks, cardboard, polyfoam glass protection and low tack tape. Please inspect for damage to packaging and/or product and advise Glazing Vision of any damage or shortfall within 48 hours from signing the receipt of your delivery.
2. Enclosed within the box containing this manual will be the required number of fixing woodscrews, as well as some silicone and other required materials and any additional optional items selected at the time of order.

### *Standard Installation Hardware*

Enclosed within the hardware box for each unit you should find at least the following:

Stainless steel woodscrews



Low modulus silicone



3. The supporting structure must already be in place for the product. The dimensioning of the product will have taken into consideration the dimensions of the supporting structure. More information about supporting structure construction can be found in Glazing Vision's sales drawings. **Please note that a minimum distance of 100 mm clearance between the supporting structure and any surrounding structures must be left on all sides. Sufficient room for installation and maintenance must also be allowed for.**
4. It is important to ensure that the area of installation is suitably prepared. The area surrounding the supporting structure should be clear to provide safe access during the installation works. It may be necessary to work outside and therefore suitable provisions should be made for safe handling of the product, including all relevant personal protective equipment (PPE) and safety systems for working at heights.
5. Before starting installation, Glazing Vision advises that the physical supporting structure dimensions are cross-checked with those given for the order, to ensure the product will fit. The supporting structure will need to be within  $\pm 10$  mm of the ordered size. The top surface of the supporting structure should be flat without undulations greater than  $\pm 2$  mm. Also check the diagonals to ensure that the supporting structure has been constructed square.
6. These products can be very heavy. Glazing Vision strongly recommends that a structural engineer is consulted when designing the structure(s) that will support the product and the surrounding structure. **Nothing in this manual or on Glazing Vision's sales drawings constitutes a structural proposal.**
7. Glazing Vision strongly recommends that a 'dry run' (without any silicone) is completed before committing to the final installation.

### Sales Drawings

Sales drawings for the Internal Walk-On can be obtained by downloading them from Glazing Vision's website ([www.glazingvision.co.uk/resources](http://www.glazingvision.co.uk/resources)) or by contacting Glazing Vision.

## Installation Procedure



Prior to commencing installation, **photographs of the supporting structure and surrounding area** must be taken and retained for future reference.

### Step 1

Remove all packaging from the product including polyfoam glass protection and low tack tape.



When removing the packaging, try to keep it intact as much as possible, so that after installation it can be re-used to protect the product until project completion and final handover.

### Step 2

Fit the chosen lifting equipment to the unit and check that it is secure.

Carefully lift the product to the installation site (roof) using strops underneath the wooden build frame/blocks. This is to ensure that the build frame/blocks do not separate from the product during the lift.

### Step 3

When at the installation site the product should be lifted off the wooden build frame/blocks (remove the fixings first) and then gently lowered onto the supporting structure.

With the framework in contact with the supporting structure top and the majority of the weight still supported by the crane/lifting equipment, adjust the position of the product on the supporting structure so that the internal framework is equally spaced and aligned with the internal finishes. It may also be necessary to shim underneath the framework to ensure that the product sits flat and in line with the finished floor, ensuring that there are no trip hazards once installed. Take care when positioning the product during final installation, as **once the weight of the unit has been released repositioning is difficult**.

Once satisfied that everything is correctly positioned, carefully release the weight of the product. Remove the crane and lifting equipment.

### Step 4

Drill Ø3 mm pilot holes into the supporting structure through the pre-drilled holes in the product's framework. Secure the product to the supporting structure using the woodscrews provided in the hardware kit. Care should be taken when tightening the fixings to ensure the frame does not distort, use packers if needed.



If installing into an alternative material to wood, it may be necessary to source suitable wall plugs and/or fixings to use instead of those provided.

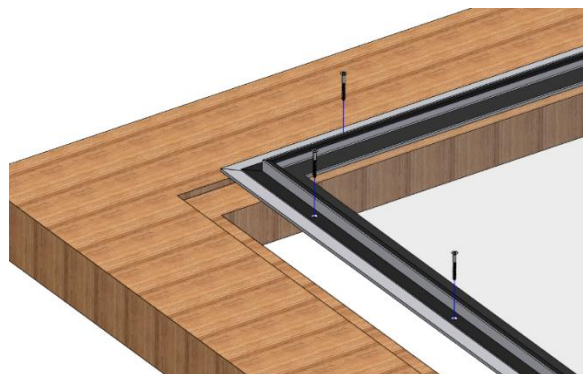


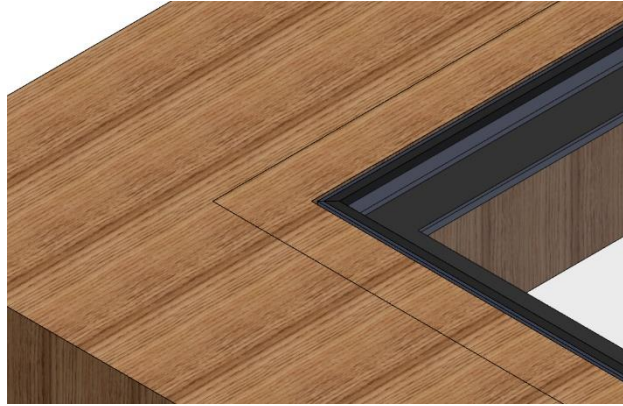
Figure 1 - Supporting structure fixings



Once installation has been completed take **photographs of the finished installation**. These must be retained for future reference.

## Interior Finishing

1. Pack the void between the product and underside of the flooring with a sufficiently supportive material (plywood, flooring offcuts etc.).
2. Install and secure the final floor finishes, leaving a 3 mm gap between the flooring and frame.
3. Fill the cavity between the frame and flooring with an appropriate floor sealant/grouting product. Glazing Vision suggests silicone or a non-adhesive product, to make things easier in the unlikely event that repair work is required.



*Figure 2 – Completed installation*

Glazing Vision does not specify the finishes permitted except for the following stipulations:

- The finish must be built up to the internal dimension of the product – see Glazing Vision’s sales drawings.
- Any airspaces between the aluminium frame of the product and the internal finishes must be filled with insulating material.
- Nothing should be fixed directly to the product.