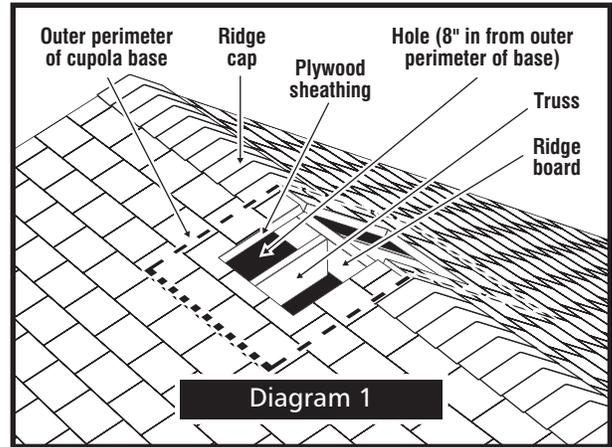
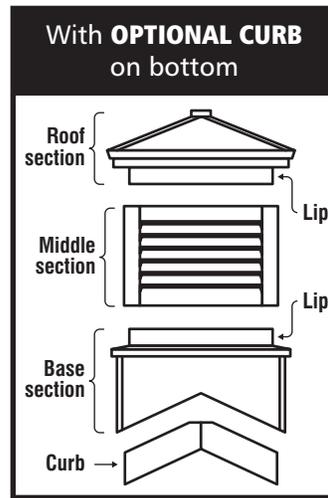
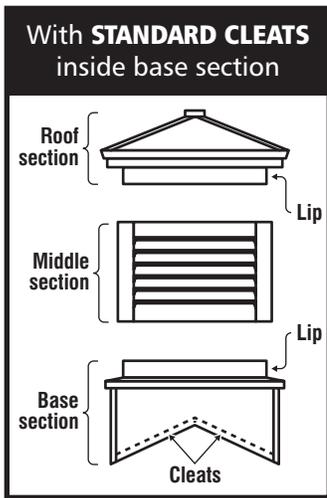


# INSTALLATION INSTRUCTIONS

FOR **NEW CONCEPT LOUVERS'** READY-MADE ALUMINUM CUPOLAS



## 1 Determine and mark exact location for cupola on roof.

- Hoist the base section of the cupola onto roof. Place it loosely in position on the top ridge of the roof.
- The ridge cap (the row of shingles on the peak of the roof) will need to be removed, so mark on the ridge cap where it meets the outside of the base of the cupola on both sides.
- If the shingles are thicker than asphalt shingles, they will need to be removed from under the cupola. Trace around the outside of the cupola base onto the shingles in order to mark where they need to be removed. (See Diagram 1.)
- Set the cupola base off to the side.
- If the cupola will be used for ventilation, mark where the hole will be cut in the roof, coming in 4 inches from the outer perimeter of the base, all the way around. (See Diagram 1.)

## 2 Cut hole in roof.

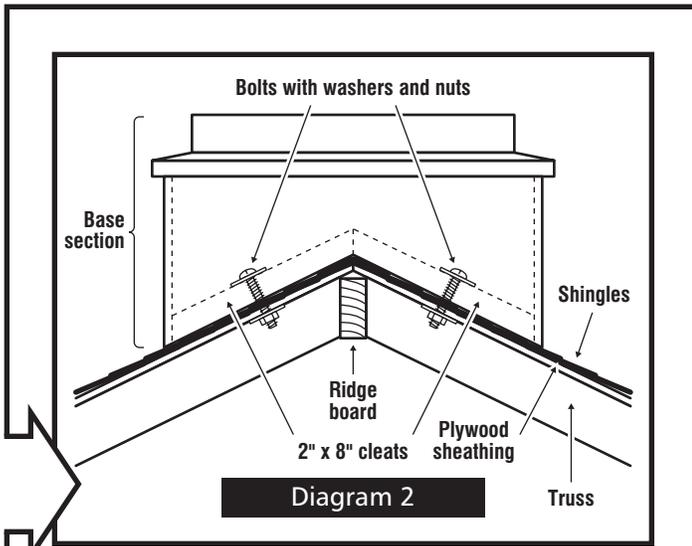
(Skip this step if cupola is to be decorative only.)

- Remove ridge cap from where cupola will be, so that the cupola base can rest snugly on top of roof.
- If shingles are thicker than asphalt shingles, remove them from under where the cupola will be. If shingles are asphalt, just leave them in place.
- If the cupola will be used for ventilation, cut the hole in the roof. (See Diagram 1.) Using a circular saw, set the cutting depth just barely enough to go through the plywood sheathing (5/8" to 3/4"). Do not cut through the 2" x 4" ridge board or any trusses. If a truss is exposed by removal of the sheathing, that's okay.

## 3 Level the cupola.

Place base section back into position and adjust it so that it is plumb and level, using shims if necessary.

OVER



#### 4 Attach base section to roof.

- Drill 7/16" holes through cleats (1 per cleat) into roof, and bolt base section to roof, using either the provided 4" bolts, washers, and nuts (for ventilating cupola) or the provided 6" toggle bolts and washers. (See Diagram 2.)

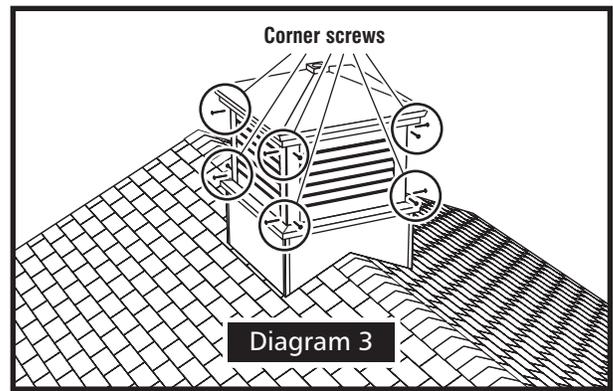
#### 6 Seal bottom of cupola to roof.

- Use silicone caulk to seal all around the bottom of base section to keep water from leaking under the cupola.
- If shingles (other than the ridge cap) have been removed, you will also need to use flashing.

**If you are having troubles with installation or understanding these instructions, please call us at 1-800-635-6448.**



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#### 5 Attach upper sections of cupola to base section.

- Place the middle section (the one with the louvers or windows) on top of the base section. The lip of the base section should fit snugly inside the bottom of the middle section.
- Place the roof section on top of the middle section. The lip of the roof section should fit snugly into the middle section.
- Secure the upper sections to each other by replacing the stainless-steel 1/2" screws at the corners of the middle section, one by one, with the included 2" painted stainless-steel screws. (See Diagram 3 for screw locations and follow the instructions below.)

#### Instructions for replacing middle section screws:

- IMPORTANT:** Replace the screws one at a time. Finish replacing each screw before removing the next one.
- After removing the existing stainless-steel 1/2" screw, pre-drill a 7/64" diameter hole for the 2" painted stainless-steel replacement screw.
- To avoid indenting the aluminum, do not "bottom out" the replacement screw. Finish tightening by hand.
- The use of two power drills is handy: one for screwing/unscrewing, the other for drilling holes.