Installation Instructions



CALL US FIRST Do not return to the store!

For assistance with your Tubular Skylight installation, or for additional product information, call our toll-free customer service number: 1-866-635-4968, or visit us online at www.odl.com.

Important

Be sure to first read through and then follow completely all step-by-step instructions. This will help to insure proper installation and functionality. Expect installation to take from 1 to 3 hours.



Section-i What You Need To Know

REVIEW THIS INFORMATION PRIOR TO BEGINNING INSTALLATION

These instructions have been designed to help install your ODL® Tubular Skylight easily and safely. We've included a parts list, list of tools required, installation instructions for a variety of ceiling types, handy tips, and safety precautions. Please read these instructions thoroughly before installing your ODL® Tubular Skylight. Pay particular attention to the assembly diagrams, assembly order, and part names. Identify and organize all parts before assembly. Make a list of the tools and components you will need for each installation location. Following these instructions carefully will greatly enhance your ability to install your tubular skylight and enjoy flawless performance for many years.

Caution

The tubular skylight is not designed to hold your weight or the weight of tools or other objects. Walking/placing objects on the skylight could cause personal injury and property damage. A damaged skylight should be repaired immediately.

For safe installation and use, do not deviate from these installation instructions.

Warning:

Working on a roof is potentially dangerous but you can significantly reduce the risk by following these precautions:

• Never work in wet, windy or cold conditions. Roofing materials can be slippery when wet; asphalt shingles are brittle when cold and may crumble underfoot. Plan your installation for a calm, dry day.

• Wear shoes with slip-resistant soles.

POTENTIAL FIRE HAZARD. After removing the film lining from the interior of tube shaft, DO NOT leave the tube shaft components unattended and exposed to direct sunlight.

Exposed surfaces may catch fire or incur heat damage until the tube shaft is properly installed. Assembly and installation of the tube shaft and attachment of the inner diffuser eliminates potential hazards from the reflective inner surface.

Safety information:

• Wear safety glasses and work gloves when using power tools.

• Use protective work gloves while handling tube sections to protect hands from sharp edges.

Pre Installation Checklist:

Tube Installation/Location

• Your tubular skylight kit comes with enough tubing for a 48" installation – if you require more tubing, you can purchase additional extension tubes through your retailer.

• For best results always attempt to install the tube as straight as possible (this would locate the dome/flashing directly above the ceiling diffuser).

Make sure that the location you pick on your roof for your dome/flashing is exposed to direct sunlight

For cathedral ceiling, see Section 10. For long tube shaft installation, see Section 11. For metal roof installations, see Section 12. For tile roof installations, see Section 13. For 14" skylight with 16" on-center rafter spacing see Section 4.

throughout the day. You will not want any trees, chimneys, etc. to cast a shadow on your tube.

• Before installation, carefully survey the attic area of your desired location. Make sure your tube can avoid any wiring, plumbing, roof valleys, ceiling mounted registers/fans, etc.

Building Codes:

• Consult your local building official about local construction ordinances before starting your installation.

• Consult your community covenants. Some subdivisions may not allow tubes on the street side of home.

Determining roof pitch:

• "Roof Pitch" is how far the roof drops vertically for every 12" of horizontal run.

- Sloped composite flashing requires a minimum pitch of 3:12 and a maximum of 12:12.
- Spun metal flashings can be used on flat roof to 12:12 roof pitch.

Section-ii

Limited Warranty for ODL Tubular Skylights

Effective 02/04

Warranty Coverage

Subject to the conditions, exclusions and limitations herein, ODL Incorporated ("ODL") warrants that its Tubular Skylight Product ("Product") is free from defects in material and workmanship that would render the Product unfit for its normal and recommended use.

THIS LIMITED LIFETIME WARRANTY APPLIES AND EXTENDS ONLY TO THE ORIGINAL CONSUMER PURCHASING THIS PRODUCT. THE DURATION OF THIS WARRANTY BEGINS ON THE DATE OF PURCHASE BY THE CONSUMER.

Exclusions from Coverage

This warranty does not cover:

- Defects or damages arising out of shipment by common carriers, private transportation or other means of transportation.
- Defects or damages arising out of improper handling or cleaning, defective or improper installation (including installation not in accordance with ODL's installation instructions), accident, act of God, intentional human act, misuse or abuse, or any other circumstances beyond the control of ODL.
- Products installed in or submitted to high heat, high moisture, high vibration, or extreme temperature changes.
- Products subjected to stress resulting from (i) localized application of heat, (ii) movement of building and /or building components, or (iii) expansion or contraction of framing members.
- Replacement products beyond the balance of the remaining warranty period applicable to the original Product or accessory which is replaced.
- Labor, shipping or other charges incurred or claimed by the Customer.
- Accessories, flashing or other installation materials manufactured or sold by persons other than ODL.

Warranty Claim Procedures

If within the applicable warranty period the Customer discovers a defect in the Product or an accessory which is covered by this warranty, the Customer must follow this procedure:

1. The Customer must promptly present a written claim to the Customer Service Manager, ODL Incorporated, 215 East Roosevelt Avenue, Zeeland, Michigan 49464.

2. The Customer must use reasonable diligence to include in the written claim all of the following:

a. An adequate description of the claimed defect(s);
b. Identification of Product (size, design, type and model number).;
c. Date of the Customer's purchase, place of purchase, and the date of delivery to the Customer.

3. The Consumer must, if requested by ODL, permit ODL or its representative to inspect the Product either in person or via appropriate photographs of said Product.

Remedies

After receiving a valid claim, ODL will, at its option, provide a replacement Product (or part, as appropriate) of like kind and design.

If ODL elects to provide a replacement Product, the limited warranty on the replacement will last only for the balance of the original Product warranty period. If the Customer fails to provide satisfactory proof of the date of purchase, the date of manufacture shall be used instead.

ODL'S LIABILITY UNDER THIS WARRANTY IS LIMITED TO THE ABOVE, AND ODL WILL IN NO EVENT BE RESPONSIBLE FOR SHIPPING, LABOR, REMOVAL OF ORIGINAL PRODUCT, INSTALLATION OF REPLACEMENT PRODUCT, FINISHING EXPENSES, OR OTHER CHARGES, COSTS OR CLAIMS INCURRED BY THE CONSUMER.

Disclaimer of Warranty

NO IMPLIED WARRANTY, INCLUDING WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, SHALL APPLY TO THE PRODUCT (OR ANY REPLACEMENT) BEYOND THE DURATION OF THIS WRITTEN WARRANTY. (Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.)

Limitation of Remedies

THE REMEDIES SET FORTH ABOVE ARE THE CONSUMER'S EXCLUSIVE REMEDIES FOR BREACH OF WARRANTY OR NEGLIGENCE. IN NO CASE SHALL ODL BE LIABLE TO THE CONSUMER OR ANY OTHER PERSON FOR ANY GENERAL, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.)

Unless modified in a later writing signed by both ODL and Consumer, this warranty is the complete and exclusive warranty related to the Product, and it supersedes all earlier agreements and other communications relating to the Product. No employee of ODL or any other party is authorized to make any warranty in addition to this warranty. Invalidation of any one or more of the other provisions of this warranty shall not invalidate or affect one of the other provisions. This warranty is not transferable.

This warranty gives the Consumer specific legal rights, and the Consumer may also have other legal rights which may vary from state to state.

ODL INCORPORATED • 215 EAST ROOSEVELT AVENUE • ZEELAND, MI 49464 • www.odl.com

Section-iii Tools & Parts Identification



Section-1 Determine The Desired Position Of The Tubular Skylight In The Ceiling

TOOLS & PARTS



Claw Hammer

Coat Hanger Wire

Measuring Tape

Phillips Screwdriver



These instructions outline the step-by-step process to install an ODL Tubular Skylight. Before starting, review all instructions and become familiar with the parts shown on the previous page.

SPECIAL NOTES

- Always use safe procedures.
- Wear safety glasses when working with tools.
- Check all measurements before cutting or drilling.
- It is helpful to have a second person assist during installation.

Using a stud finder or hammer, find a location between the ceiling joists. Push a screwdriver or nail through the desired position.

Cut and insert a section of coat hanger wire through the hole. This will make it easier to identify the hole location in the attic.

-NOTE-

2

1

Refer to Pre-installation Checklist for tube location tips in section i.

In the attic, locate the coat hanger wire. Adjust its location, centering the opening for the tube between the framing members. Check wire visibility in the ceiling below as well as from the hole that will be cut in the roof.



Section-2 Locating The Roof Position

TOOLS & PARTS



1) Straight Tube Installation

In the attic, use a plumb line to find a straight location from the ceiling hole to the roof location. Center the opening for the tube between the framing members. Drive a nail up into the roof deck and through the shingles.



Angled Tube Installation

In the attic, if there are obstructions at the roof location (valleys, wires, pipes, ducts, framing, etc.), adjust tubes up to a combined 45° angle to find a path that avoids interference. Center the opening for the tube between the framing members. Drive a nail up into the roof deck and through the shingles.

-NOTE-

Dry-fitting your tubing will help in determining adjustablilty and need for additional extensions.



Straight Tube Installation



6

Section-3 Prepare The Components

TOOLS & PARTS



Adjustable Tubes Hole Cutting Template 1 Remove protective film from inside all tubes.



⊢CAUTION

After removing protective film, keep tube sections out of direct sunlight. Tube sections focus sunlight and can generate intense heat.

-CAUTION-

From the hardware pack, be sure to use the correct hole cutting template for the selected tube size.



-TIP

It is recommended that you put all of your tools and rooftop components in a box or bag for easy transfer to the roof. See Section 4.

Section-4a On The Roof



Section-4b On The Roof



Section-4c On The Roof



Section-5 Inside The Room



Section-6 In The Attic

TOOLS & PARTS



Measuring Tape

Bottom Adjustable Tube

Foil Tape



-Flip Tab ^LLock Tab



-TIP

The vertical seam of the reflective tube should point to the East or West to avoid irregular light patterns in your room.



-IMPORTANT-

At this point, if you purchased a dimmer or combo kit, this is where you reference the dimmer instructions, packaged with the dimmer unit.

Gently set the Bottom Adjustable Tube flange down on the trim ring. Do not snap in place at this time.

If you have an angled installation you will need to twist your Bottom Adjustable Tube so it lines up with the Top Adjustable Tube above. (Be sure you have removed the protective film.)

NOTE

It is easier if 2 people work/turn the tube in opposite directions to angle the tube as needed.



1

2

Measure distance from the top of Roof Flashing to ceiling (See illustration) to determine proper trimming of length of tubes. Refer to "**Tube Length Chart**" in Section 8 for cutting recommendations if you need to shorten the tubes.



Slide Bottom Adjustable Tube over the outside of Top Adjustable Tube.



Now you can push <u>down to lock the Bottom</u> <u>Adjustable Tube securely into the lock tabs of the</u> <u>ceiling trim ring.</u>

6 Tape ALL seams securely with Foil Tape to keep dust, moisture, and insects out of the tube.



Section-7 When Cutting Your Tube...



Section-8 Tube Length Chart



Section-9 Inside The Room

TOOLS & PARTS

Diffuser Lens Assembly

1 Install the Diffuser Assembly by aligning the Diffuser with the three tabs on the Trim Ring. Turn clockwise until snug in place on the ceiling.

-TIP-

Diffuser should be rotated at least through two "clicks". (Full rotation is four "clicks") to attach to Trim Ring.

Installation Complete!



Section-10a Cathedral Ceiling/Short Shaft Installation



Start with regular installation instructions beginning in Section 1.



Section-10b Cathedral Ceiling/Short Shaft Installation



Section-10c Cathedral Ceiling/Short Shaft Installation – On The Roof

TOOLS & PARTS (12) Use gloves! The trimmed edge of the tube will be sharp! Carefully press downward on the trimmed end of the tube. It will lock down into the 3 plastic Ladder locking tabs located in the Ceiling Trim Ring, securing Phillips Screwdriver the tube into the rubber gasket in the ceiling trim ring. Safety Equipment (13) 3/4 Dome Screws Install the Solar Lens Dome onto the flashing collar. See dome install instructions Section 4c, then return 0 Dome Washers to this page for further instructions. g Bottom Adjustable Tube Diffuser (14) Install the Insulated Ceiling Diffuser onto the Ceiling Trim Ring. See Section 9. Solar Lens Dome **Installation Complete!** (12 (13) (14)

Section-11 Long Shaft Installation



Section-12a Metal Roofing Installation



Section-12b Metal Roofing Installation



Section-12c Metal Roofing Installation



Section-13a Tile Roof Intallation Using Formable Aluminum Flashing



Section-13b Tile Roof Intallation Using Formable Aluminum Flashing



Section-13c Tile Roof Intallation Using Formable Aluminum Flashing



Section-13d Tile Roof Intallation Using Formable Aluminum Flashing

TOOLS & PARTS

Top Adjustable Tube



Dry-Fit All The Parts

1

Do a practice run of installing the Clear Plastic Underlayment, Formable Aluminum Flashing, and the reflective tube Remember to use protective gloves when handling metal.

Position the components in place. If the hole cut in the roof deck is too small to allow proper position of components, enlarge the hole with power saw.



Section-13e Tile Roof Intallation Using Formable Aluminum Flashing

TOOLS & PARTS

Caulk Gun

Roofing Sealant

Safety Equipment

Clear Plastic Underlayment

Ĩ

Seal The Clear Plastic Underlayment

Secure the Clear Plastic Underlayment to the roof deck by applying a generous, continuous bead of sealant on the underside of the flashing.



Section-13f Tile Roof Intallation Using Formable Aluminum Flashing





Section-13g Tile Roof Intallation Using Formable Aluminum Flashing



Section-13h Tile Roof Intallation Using Formable Aluminum Flashing

TOOLS & PARTS



Exterior Clear

Pure Silicone

Reinstall Tiles

1

Reinstall the trimmed tiles at the sides of the roof cutout, making sure to install them in the same pattern as they were removed. These tiles need to be installed on top of the Formable Aluminum Flashing.

Make any required adjustments in trimming the tiles or shingles for a proper fit around the side of the formable flashing collar. A "proper fit" is one that is within 1"-2" of the aluminum vertical wall.

Attach these tiles with nails, caulk the heads of the nails with Exterior Clear Pure Silicone.

2 Reinstall the final tiles along the uphill edge of the formable flashing. This requires the row of tiles to be lifted slightly and may be necessary to loosen their attachments.

Secure the tiles with nails, caulk the heads of the nails with sealant.

Quick setting mortar must be used to fill in the gaps between the tile and aluminum collar to provide proper run-off of water.

Check all areas for proper sealing and water run-off.

Paint the Formable Aluminum Flashing to match the color of the tiles or shingles, if desired.

Install remaining components of the tubular skylight as instructed in standard installation starting in Section 4c.



For new homes and projects requiring building permits cut out NFRC label once product installation is complete.



3

1

Affix to diffuser ring as shown and secure with tape.

Label to remain in place until final inspection to qualify project for Energy Star.



tuck under ring

U-Factor: The lower the value the lower the rate of heat flow. Less heat flows so heating and cooling bills are reduced.

Solar Heat Gain Coefficient (SHGC): Measures ability to block heat caused by sunlight. The lower the SHGC the more it reduces air conditioning costs.



215 East Roosevelt Ave., Zeeland, MI 49464 866.635.4968 www.odl.com



	ranty Registration Card –
To validate your warranty, please complete and and register online at "www.odl.con	return within the next 10 days or save a stamp n" under the Customer Support tab.
 Date of Purchase: //// Purchaser's Name: / Address: City: Country: Phone: 	
 3. Purchaser's Gender: Male Female 4. Type of dwelling where the Skylight will be installed? Residential Commercial 	 9. What three factors most influenced your decision to purchase this product? Limited Lifetime warranty Leak proof design Energy efficient design Easy installation and performance OFC(reflective types
 5. Please specify the Skylight purchased? 10" Tube 14" Tube 6. Who installed the Skylight? Homeowner Installer Other 	 95% reflective tubes Accessories Solar lens dome with reflex optics Made in the U.S.A. Dark space in home need more light 150 to 300 sqft space illuminated Other
 7. Please specify the retailer where you purchased the Skylight? Retailer name: 	Specify: 10. Please rate the overall satisfaction Excellent Fair Poor
 8. How did you learn about the Skylight? In-store packaging/displays Mailing to your home Store sales staff Recommended by a friend Magazine advertising TV Newspaper advertising Internet search Other 	11. Any additional comments?

Visit our website at odl.com to learn about our other innovative products: Retractable Screens or Enclosed Blinds and Shades.

Thank you for your purchase of this ODL product.