

Subject	Skylight Field Fix Procedure					Number	22-004
						Date	11/21/2022
						Model	See Below
						Build Date	See Below
Circulate To:	Service Manager	X	Parts Manager	X	Technician	X	
	Warranty Admin	X	Sales Manager	X	Part Number (s)	See Below	
Concern:	A crack may occur in the existing skylight. As a result, there is a potential for water to intrude.						
Remedy:	If a crack in the outer skylight is discovered, the remedy is to apply butyl to the perimeter of the new skylight (ensuring all screw holes are covered). Use #8 pan-head screws to secure skylight and apply Alpha 1021 Self-level to perimeter.						
Flat Rate:	810045						

Build Dates

- 1) Reflection TT and 150 Series from June 10, 2022
Models 297, 310, 312, 315, 280, 295, 296, 226, 260, 270, 278, & 298
- 2) Reflection FW Series from June 6, 2022
Models 303, 311, 320, 324, 337, & 341
- 3) Imagine XLS from August 11, 2022 - ALL MODELS
- 4) Imagine TT from November 2, 2021 - ALL MODELS
- 5) Transcend and Transcend XPLORE produced from February 1, 2022 - ALL MODELS

Skylight Replacement Procedure

1) Inspect skylights from the roof and determine if there are any cracks.

2) If a crack in the skylight is identified, remove enough of the cured self-level from the current skylight to allow the new skylight to sit flush to the roof. Be careful not to cut the roof membrane in the process of removal.



3) Remove screws from the perimeter of the skylight.

4) Remove skylight from roof.

5) Apply butyl to the perimeter of the new skylight, making sure all skylight screw holes are covered.

6) Use #8 pan-head screws to secure new skylight making sure to put screws in provided screw holes only.



7) Apply Alpha 1021 Self-level to the perimeter of the skylight.



Part Numbers

REFLECTION 150 Series/TT

14 x 22 OUTER IS 540198
14 x 30 OUTER IS 540141

REFLECTION FW

NEO ANGLE OUTER 540171
14 x 30 OUTER IS 540141
14 x 22 OUTER IS 540198

IMAGINE

14 x 22 OUTER IS 540196
14 x 22 OUTER IS 540188
15 x 22 SMOKE OUTER 540170

IMAGINE XLS

14 x 30 SMOKE OUTER 540156

TRANSCEND

NEO ANGLE OUTER 540171
14 x 22 OUTER IS 540198