



INSTALLATION INSTRUCTIONS

FLO-MASTER PVC Baffle Inlet System

RECEIVING AND INSPECTION

1. Immediately upon receipt of a shipment, carefully inspect for damage and shortage. If any damage and/or shortage is detected or suspected the carrier must be asked to conduct an inspection. The consignee's representative should not accept shipment without a notation on the delivery receipt indicating items not delivered or apparent extent of damage.
2. When a shipment is opened and damage is found which was not evident externally (concealed damage), it is mandatory that the consignee request an immediate inspection by the carrier. Report damage to the carrier within 15 days. Failure to report damage within the above time limit will cause rejection of a claim.

HANDLING AND STORAGE

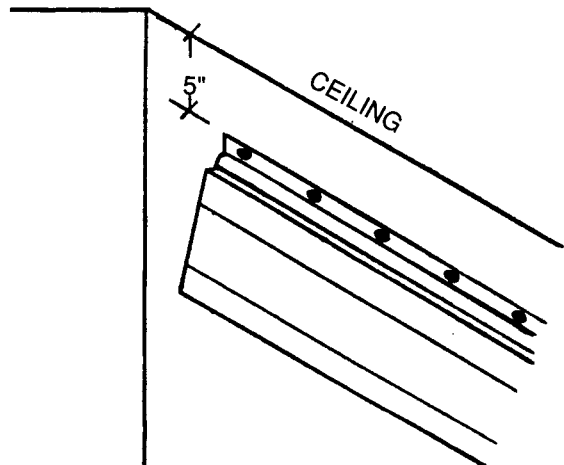
1. Whenever possible, fans and accessories should be stored indoors in clean, dry locations. If storage outdoors is necessary, fans and accessories should be protected against the elements and accumulation of dirt and moisture. Special care must be taken to keep motors and bearing assemblies dry and clean. See Acme Form B33, *Proper Storage of Acme Fans*.

INSTALLATION

1. Measure the width of the opening to be covered by the baffle. If the opening width is 5 1/2" (13.97cm) or less for 8" (20.32 cm) baffle or 9 1/2" (24.13cm) or less for 12" (.3m) baffle, mark a chalkline 5" (12.7cm) down from the ceiling. If the opening is wider than indicated, the chalkline should be slightly closer to the ceiling to ensure proper coverage by the baffle.

An expansion gap must be allowed at the ends and between sections of the baffle. The temperature at the time of installation determines the size of the gap. See Table Below. If pulleys are to be used, allow at least 6" (15.24cm) at each end. These openings will later be blocked off.

BAFFLE SIZE	AT OR ABOVE 60°F (15°C)	BELOW 60°F (15°C)
4' (1.2m)	1/8" (.317cm)	3/16" (.476cm)
8' (2.4m)	1/4" (.635cm)	3/8" (.952cm)



2. Remove baffle sections from cartons. The side of the baffle with styrofoam partially exposed will face you during installation but will face the wall when drawn up into position. Beginning at one end, mount a section of baffle on the chalkline using screws in the prepunched holes. Since the overall length of the hinge may vary slightly from section to section, align the baffle lip on each section before securing to the wall. Continue installing baffle sections with expansion gap between sections until the entire opening is covered.
3. After all baffle is hung, remove the styrofoam from the first section and cut 1 ft. (.3m) off the end of the styrofoam. Insert the remaining large piece of styrofoam back into the baffle section. Slide the styrofoam from the next baffle section into the first section. Continue sliding styrofoam through the baffle sections until you reach the next to the last section. Insert the saved 1' (.3m) styrofoam piece into the next to the last section. Normally the last baffle section will not be connected to the continuous run. However, the 1' (.3m) piece of styrofoam will fit into the last baffle section as long as there is at least 1' (.3m) clearance at the end of the system.
4. (Optional Inserts)
Beginning at either end, slide the insert under the bottom lip. Gently bend the section until it will slide under the top lip. Continue until all insert sections are in place and cover the exposed styrofoam.
5. From the last baffle section, measure in 2 feet (.6m). Beginning as close as possible to the 2' (.6m) mark and as close as possible to the baffle lip in the closed position, install a screw eye into rafter or ceiling material. The screw eye must be close to the lip to provide a good pull angle but must not interfere with closing the baffle. Install screw eyes every 4 feet (1.2m) down the length of the system.
6. From the lip on the first section, measure 1" (2.54cm) on the inside of the baffle. Drill a 1/4" (.635cm) hole in line with the screw eye as close as possible. If the hole is drilled as much as 1" (2.54cm) to the left or right of the screw eye, baffle closing leverage may be affected. Drill holes through each baffle section, careful to line them up correctly with the screw eyes.

**NOTE: REFER TO PAGE 2 FOR ROD INSTALLATION INSTRUCTIONS
REFER TO PAGE 3 FOR CABLE INSTALLATION INSTRUCTIONS**

ROD SYSTEM

7. Install the plated rods through the screw eyes, connecting them with the threaded connectors provided. The rod closest to the winch end must be at least 16" (40.64cm) in from the end to allow the cable to move freely on the pulley to be installed in Step 8. When all rods are installed, pull the rod as much as 1 foot (.3m) in the direction of the winch to ensure no connectors strike the screw eyes. Return the rod to normal position and tape it to a screw eye to secure it during the next steps.
8. Allowing at least 5½" (13.97cm) for the end panel (Figure 1), install a heavy duty single 3½" (8.89cm) pulley in line with the rod to turn the cable to the winch or actuator. The pulley can be lagged to the ceiling or the wall as long as the location of the pulley provides a direct "in-line" pull with the rod. If mounted to the wall, construct wood or metal framing to position the pulley away from the wall and in line with the rod. If it is off line, the rod will drag against the closest screw eye causing drag and loosening of the screw eye. Ensure the lag screws penetrate structural material sufficient to bear the load.
9. Mount the winch or actuator to the wall studs. If an actuator is used, ensure that the cable pulleys above the actuator will not pull the actuator extender tube off-line. If the winch or actuator is to operate more than one run of baffle, a turnbuckle should be used to provide convenient adjustment. Using cable clamps, place the turnbuckle between the winch/actuator and the pulley.
10. Fasten a piece of 1/8" (.317cm) cable to the rod end closest to the winch or actuator using coupling nut connector, eye bolt and two cable clamps. It is not necessary to install weights at the other end of the system when the rod is used.
11. Block off both ends of the baffle system by installing optional end panels or constructing end pieces from baffle salvage or plywood. Drill a 1/4" (.635cm) hole in the end panel at the winch end. Take care that the hole is in line with the rod so the cable will not drag on the end stop. Suspend the end panels from the ceiling. If the rod strikes the end panel at the end opposite the winch end, cut off excess rod.

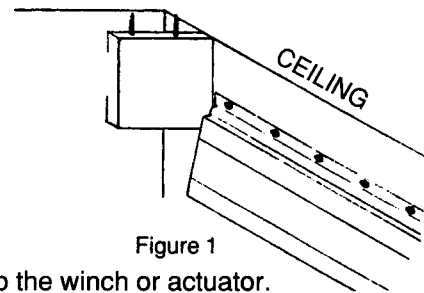


Figure 1

12. Pass the cable through the end panel and the pulley and secure it to the winch or actuator.
13. Remove the tape applied in Step 7. Beginning at one end with the baffle in the fully opened position, install the lift cords through the baffle sections and cable clamps. Pull clamps tight and snug against the back of the baffle sections.
14. Pass the loose end of the lift cord through the nearest screw eye with the loose end toward the winch end of the baffle system. Clamp the cord to the rod near the end of the cable with all slack removed (see Figure 2). Continue connecting lift cords to the rod until all baffle sections are secure.
15. Close the baffle so that the lip is about 4" (10.16cm) down from the ceiling. Using a ruler or marked stick, adjust the lift cord cable clamps so that the opening is uniform the entire length of the system. Raise the baffle to within 1/4" (.635cm) of the ceiling and check uniformity. If additional adjustments are needed, return to the 4" (10.16cm) position before making changes as the clamps are easier to adjust in the open position.

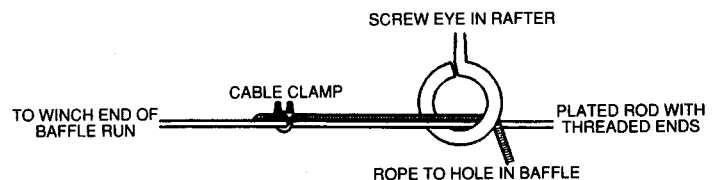


Figure 2

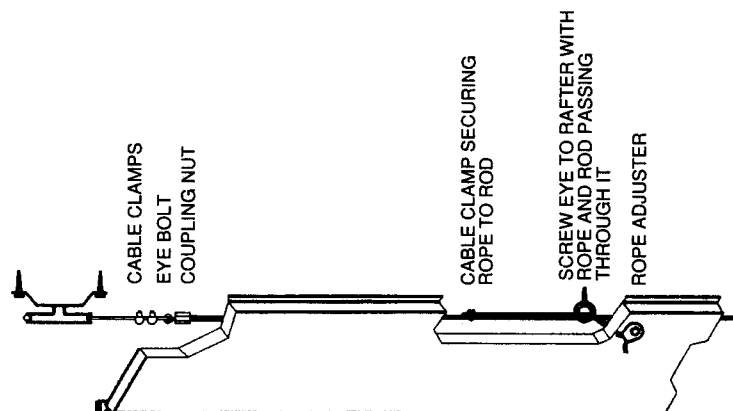


Figure 3

CABLE SYSTEM

7. Install the two large hooks into the wall or ceiling at least 4" (10.16cm) past the ends of the baffle system. Locate so that when the actuator pulley is mounted to the hook, a direct "in-line" pull will occur when under load and the cable will not drag on the nearest screw eye. If mounted to the wall, construct wood or metal framing to position the pulley away from the wall and "in-line" with the screw eyes. Ensure the hooks penetrate structural material sufficient to bear the load. Slip the cable pulleys onto the hooks.

8. Block off both ends of the baffle system by installing optional end panels or constructing end pieces from baffle salvage or plywood (see Figure 1). Drill a 1/4" (.635cm) hole in each end panel. Ensure that the holes are in line with the screw eyes so the cable will not drag on the end panels. Suspend the end panels from the ceiling.

9. Mount the winch or actuator to the wall studs. If an actuator is used, ensure that the cable pulleys above the actuator will not pull the actuator extender tube off-line.

10. Pass the main cable through the hole in one end panel, through the screw eyes and through the other end panel. Pass the cable through the pulleys at each end of the system. Secure the main cable to the winch/actuator.

11. Remove the counterweight cap, fill the weight with sand. Slip the cable clamp over the cable end and feed the cable through the holes in the counterweight and back through the cable clamp leaving at least 14" (35.56cm) of cable between the cable clamp and the pulley above. Replace the counterweight cap and tighten the cable clamp.

12. Beginning at one end with the baffle in the fully opened position, install the lift cords through the baffle sections and cable clamps. Pull clamps tight and snug against the back of the baffle sections.

13. To attach lift cords to the main cable, pass the loose end of the cord through the nearest screw eye with the loose end toward the winch end of the baffle system. Attach the notched blue bolt to the main cable close to the end of the lift cord when slack has been removed. Ensure the cable is at or near the bottom of the notch in the blue bolt. Insert the lift cord into the blue bolt notch and pull through to remove any slack. Tighten the blue nut onto the bolt to secure the lift cord and main cable (see Figure 2). Continue connecting lift cords to the main cable until each baffle section is secure.

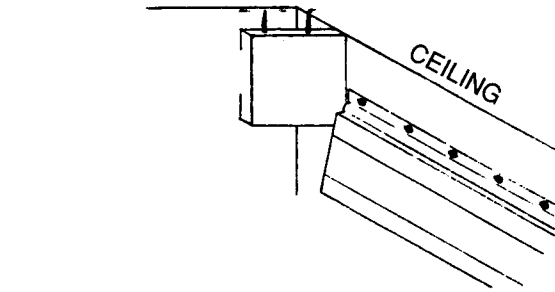


Figure 1

14. Close the baffle so that the lip is about 4" (10.16cm) down from the ceiling. Using a ruler or marked stick, adjust the lift cord cable clamps so that the opening is uniform the entire length of the system. Raise the baffle to within 1/4" (.635cm) of the ceiling and check uniformity. If additional adjustments are needed, return to the 4" (10.16cm) position before making changes as the clamps are easier to adjust in the open position.

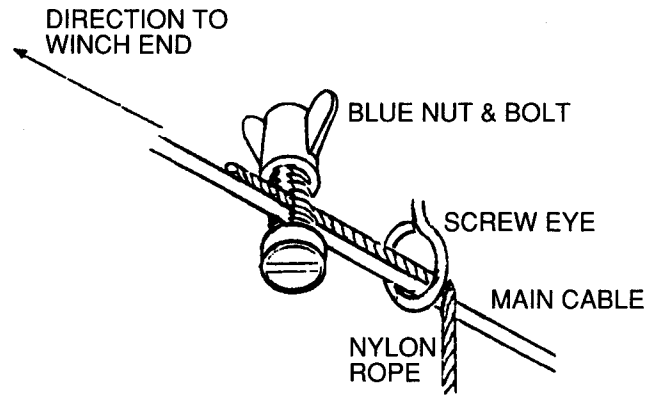


Figure 2

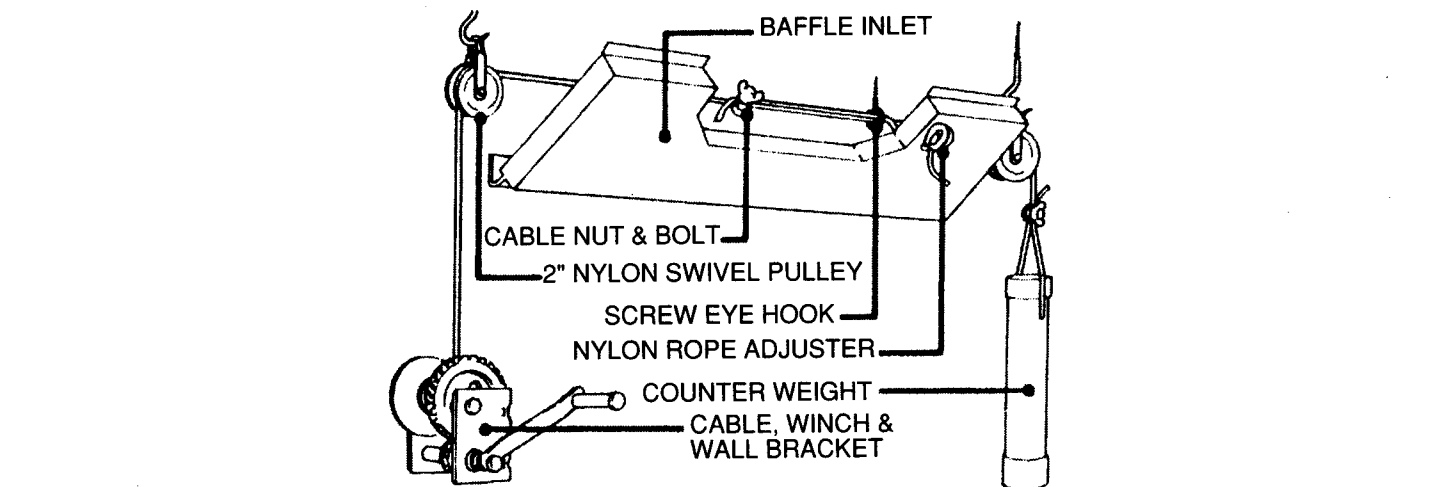
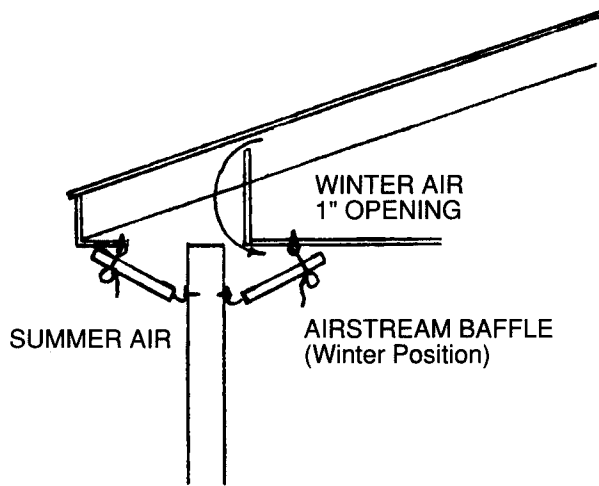


Figure 3



This baffle installation example displays attic air intake during winter months and outside air intake during summer months.

NOTICE

These instructions cover the usual installation, operation and maintenance methods for which the product(s) was designed. They do not purport to cover all details or variations in the product(s) nor to provide for every possible contingency that might be met in connection with the installation, operation and maintenance. For any departures from these instructions, or should particular problems arise which are not covered sufficiently for the purchaser's purpose, the matter should be referred to Acme Engineering and Manufacturing.

DISCLAIMER

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Within 30 days after receipt of a timely claim, Acme shall have the option either to inspect the product while in Buyer's possession or to re-

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