



Fan Access Panel INSTALLATION INSTRUCTIONS

KIT INCLUDES:

(1 ea) Fan access panel with eye bolt and spring arms

Model No. FG99-0005

TOOLS REQUIRED:

Work gloves, safety glasses, 1/2" arbor powered drill, 4" bi-metal hole saw with 1/2" arbor, rotary tool with grinding bit

CAUTION:

Wear appropriate protective clothing including safety glasses, work gloves, and long sleeves.

INSTRUCTIONS:

1. Ensure power to exhaust fan has been turned off and secured using a lock out/tag out system, if possible.
2. Determine location for installation of the fan access panel. Hole should be centered evenly with the fan blades. (You may be able to determine this area by looking for the grease line on the inside of the fan bowl.)
3. Drill through the exterior of the fan bowl using the 4" hole saw. Allow the hole saw guide bit to pull the blade through the metal and permit the leading edge of the saw blade to work properly. You may need to increase torque on the drill to complete the cut.
4. Remove the blank and dispose of safely. **WARNING: Edges of the blank and hole will have sharp edges!**
5. Using a rotary tool with grinding bit, deburr the edges of the hole to minimize risk of injury when putting spring arms through the hole.
6. If fan bowl is shallow enough to permit installation of the access panel from the inside of the bowl, slightly bend the panel gasket material to conform to the inside of the fan bowl and place against the hole with the eye bolt facing out.
7. Grasp the eye bolt from the exterior of the fan and flip the four retaining spring arms outward to secure the access panel in position.
8. If the fan bowl is too deep to permit installation from the inside, fold the panel gasket in half and insert into the hole from the exterior of the fan bowl while maintaining a firm grasp on the eye bolt.
9. While continuing to hold the eye bolt, flip the four retaining spring arms outward to secure the access panel in position.
10. Restore power to the exhaust fan.

