



PRO PANEL TIPS FOR DIY CHECKLIST: PATIO COVER

Four Seasons Building Products and Sunrooms have been the leading Professional brands for over 40 Years. We are excited to launch our new and innovative Four Seasons Outdoor Living Solutions products for DIYers and Buy-It-Yourselfers. This Checklist, along with the DIY Guide, contain important tips from professional installation experts that have installed hundreds of Patio Covers, Sunrooms and Pergolas. The purpose of this checklist is to create a game plan with your installation team and to get you ready for the installation process. The checklist contains important pre-installation steps for pre-delivery and site preparation, receiving the delivery, unpacking the materials, safety and steps to having a game plan. The Checklist is NOT intended to replace the Installation Guide, but we do recommend reading this first as it may make the installation process easier and faster--and help you avoid some common mistakes.

Pre-Delivery Prep and Site Preparation

- ☐ All required permits have been obtained.
- ☐ All local building codes for foundation/slab/footing requirements have been checked.
- ☐ You are prepared to store up to 5-8 boxes that are up to 10-12 feet long.
- ☐ You have thoroughly read through the PRO PANEL TIPS guide.
- ☐ You have thoroughly read through the Installation Manual.
- ☐ You have an additional 1-2 people for assembly.
- ☐ You have the required tools for this DIY and are able to refer back to the tool manufacturer's manual if needed.
- ☐ You have the proper safety gear.
- ☐ You have evaluated the site for potential safety concerns.
- ☐ You have set up your workspace with sawhorses or other surfaces. This will keep materials off the ground to keep them from getting scratched or damaged.
- ☐ You know where the overhangs are going to go.
- ☐ You are prepared to attach the product to the house.
- ☐ You have prepped the site to have level posts.

Receiving the Delivery

- ☐ You have accepted the 5-8 boxes from a 3rd party carrier, even if the box(s) appear to be damaged.
- ☐ If you are storing the boxes outside, they are off the ground and covered in a waterproof tarp.
- ☐ You have inspected all the boxes for any damage or missing parts upon delivery.
- ☐ If there is any damage, email SHD@fourseasonsols.com with images or call 800-533-0887. Please list all of the parts needed.
- ☐ Roof panels are susceptible to shipping damage; make sure there are two people moving the boxes to the preferred location.
- ☐ If you have to store the roof panels, ensure you store them with the "male" edge facing down to minimize damage.

Unpacking the Materials

- ☐ We recommend two people open and move one box at a time, using a "Team Lift," not a dolly, to place boxes on workhorses.
- ☐ Ensure you open the boxes on the "cut open here" labeling.
- ☐ Cut open the two foot ends, first, and then cut all the straps along the box which will safely open the box.

- ☐ Inspect the individual panels for dings or other damage. If there is a ding on the roof surface, and it is slight and on one of the sides only, make sure to use this panel with the ding facing toward the sky so it is not visible.
- ☐ If there is significant damage to a panel, email SHD@fourseasonsols.com or call 800-533-0887 immediately for a replacement panel, or to answer questions.
- ☐ Occasionally, you will have visible glue residue in a brownish-yellow color on the end of the panel(s). This is just runoff from the factory process and will not affect either the installation process or be visible at the end of the installation process.
- ☐ When unpacking the roof panels stack them out of the way, off the ground on sawhorses and/or stack the panels flat, horizontally, on the ground (setting them on the packaging and packing material to prevent scratches or damage).
- ☐ Make sure you have all the parts. Open the box at the ends, cutting the straps to gain access to the materials inside.
- ☐ Lay out the parts and check the “Included Materials List” to make sure all the parts are there and damage-free.
- ☐ If there are missing or damaged parts, please email SHD@fourseasonsols.com with images and a list of replacement parts or call 800-533-0887.
- ☐ Ensure you have all of the recommended tools on your installation site.

Safety

- ☐ Make sure you have an understanding of how to use the power tools. Avoid damaging your house or the product. Always refer back to the manufacturer’s manual for proper use of power tools.
- ☐ You are going to rely on a tape measure. “Measure twice, cut once.”
- ☐ Make sure you and your install team look around the site and check to see that there are no potential hazards, including anything that shouldn’t be exposed or could be tripped on.
- ☐ You have the proper safety gear.
- ☐ Ladder safety is important.
- ☐ You have evaluated the site for potential safety concerns, noting all electrical power lines and electrical outlets. DO NOT begin this project until the project area is safe.

Having a Game Plan

- ☐ Pros have a plan – you should too.
- ☐ Know how long the install is going to take and prepare accordingly. This could be a one- to two-day install. Most of the time you can finish in one day. If it is going to be a two-day install, ensure that the parts are secure overnight, especially the roof panels.
- ☐ Take into consideration how the weather is trending, especially wind and rain. Be aware of weather conditions, such as heavy winds. If the wind gets too strong, stop; do not attempt to install the roof panels. If it rains, make sure the parts are covered and kept dry, avoiding electrical outlets and power tool usage. Prepare for rain and have a plan ready in advance (how will you cover, etc.).
- ☐ If you have an installation question, email support@fourseasonsols.com or call customer service at 800-533-0887. In most cases, we can help correct any issues you are experiencing. Our representatives are available 9:00 AM to 5:00 PM ET Monday through Friday.