



PRO PANEL TIPS FOR DIY GUIDE: 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-Yourselfer's. This Guide, along with the DIY Checklist, contain some important tips from professional installation experts that have installed hundreds of Patio Covers, Sunrooms and Pergolas. The purpose of this Guide is to create a game plan with your installation team and to get you ready for the installation process. This DIY Guide contains important Pre-Installation steps for Pre-Delivery and Site Preparation, Receiving the Delivery, Unpacking the Materials, Safety and Having a Game Plan. This DIY Guide 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.

I. Pre-Delivery Preparation

- Product can be shipped in as little as 7 days from the time you order, so some advanced preparation and thought is essential.
- The FSOLS solid patio cover installation guide recommends 1 to 2 physically fit individual(s) with some experience in Do-it-Yourself (DIY) home projects. With proper planning and support, you should complete installation within one weekend. Ask your helpers to look over the installation guide in advance, and the two (or more) of you should put a game plan together. Pro work crews are usually two people, and they organize in advance as well.
- All recommended tools are required for a successful installation and some components will require alterations to fit your structure's unique installation. If you don't or are not familiar with tools on the list you probably want to get help from someone that is more familiar and experienced. Always refer to the tool manufacturer's manual for proper use and safety guidelines.
- Permits might be required before you install your patio cover, so please ensure you have checked your town's requirements prior to purchase and installation.
- Check local building codes for foundation/slab/footing requirements.

II. Site Preparation

- Figure out the preparation to attach the product to the house. One of the biggest concerns DIYers have is the attachment to the home.
- Know where the overhangs are going to go to avoid issues.
- Completely clear out the area, remove any existing structures, wall mounted items, etc. from the area you will be installing your Four Seasons OLS product.
- Know where you are going to put any outdoor furniture and rugs while you are doing the installation (in case of rain) and put these items there in advance.

- Pros know that no flat surface is actually ever level, but that's okay, FSOLS installation instructions will guide you in making sure the posts are as level as possible.
- Inspect your project area for safety issues noting all electrical power lines and electrical outlets. DO NOT begin this project until the project area is safe.
- 811 may be available for pre-site prep in your area.
- Set up your workspace: use sawhorses and keep material off the ground to prevent scratches and damage.
- A typical order may have 5 to 8 boxes from 10ft to 12ft long so have a proper storage area ready to store them.

III. Receiving the Delivery

- When your order arrives, it will be via a 3rd party carrier. If you notice any damage to your shipment, please do not refuse the delivery. All shipping damage can be remedied easily via replacement parts, so please accept the order. Email SHD@fourseasonsols.com with images and a list of parts or call 800-533-0887 immediately to get the situation rectified.
- Please open each box and inspect them for damaged or missing parts using the enclosed material checklist. Email us the list of damaged parts for replacement.
- The product comes in 5-8 boxes of up to 55 lbs. each that are typically 10 or 12 feet long, so know advance where you will be storing the product. Typical orders may vary slightly.
- We do not recommend storing it outside, but if you have to, make sure it is off the ground and covered under a waterproof tarp or plastic.

IV. Unpacking the Materials

- When moving the boxes to the installation site, we recommend you have two people to move one box at a time, using a "team lift" approach instead of a dolly. We also recommend two people unpack one box at a time.
- If you do have to store it, store it standing up (like a piece of plywood) to minimize damage.

V. Open and Inspect the Roof Panels First:

- Roof panels come in up to 6 boxes and are susceptible to shipping damage, particularly on the flat surfaces as well as the sides to accommodate the locking mechanisms' functionality.
- The boxes will have a "cut/open here" label, either printed or a sticker. Do not cut open cardboard boxes with a utility knife. Open the ends of the box, then cut the strapping with a utility knife being careful not to cut into the cardboard. When you cut all the straps, the box will open easily.
- When opening each roof panel box, inspect the roof panel corners and panel for any damage and place the panels onto workhorses.
- If there is a ding on the top of the roof's surface and it is minor, or on only one of the sides, make sure to install 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 and include images or call Four Seasons 800-533-0887 immediately for a replacement panel, or to answer questions.
- Occasionally you will have visible glue residue of brownish-yellow coloring on the ends of a panel(s). This is just runoff from the factory process and will not affect the installation process, nor will it be visible on when the project is complete.

- Stack the roof panels out of the way, off the ground if possible, on sawhorses. If you do not have sawhorses, you can set the packaging and packing materials on the ground and stack the panels flat, horizontally, on the packaging to prevent scratching or damage.
- Be especially careful of the female edges; only set roof panels with male edge down on the floor.
- Next, open the other boxes to make sure you have all the parts. Open the box from the ends and cut the straps safely to gain access to materials inside. Lay out the parts and review the “Included Materials List.”
- Keep open tubes of caulk away from all materials.
- If there are any damaged or missing parts, please contact us by email SHD@fourseasonsols.com or call us at **800-533-0887**.
- Make sure that you have all of the recommended tools on your installation site.

VI. Safety

- Make sure you and your team look around the install site to check to see that there are no potential hazards and anything that shouldn’t be exposed or could be tripped on.
- Inspect your project area for safety issues noting all electrical power lines and electrical outlets. DO NOT begin this project until project area is safe.
- Make sure the area is clear of obstructions; you and your team are going to be moving long and sometimes awkward parts, so be aware of movements and avoid damage to the parts or other outdoor structures when you are moving parts around.
- Basic job site best practices: (1) Ladder safety is important, (2) wear protective gear and (3) if you do not have a basic understanding of how to use power tools before use, refer to the manufacturer’s manual for proper use and safety guidelines.
- Avoid damaging your house or the products, especially when cutting.
- You are going to rely heavily on a tape measure. “Measure twice, cut once.”
- Pros can sometimes take installation for granted; don’t assume it is as clear as we say/show. Email us at support@fourseasonsols.com or call us at 800-533-0887 for any questions.

VII. Having a Game Plan

- Pros have a plan – you should too.
- Know how long the install is going to take & prepare accordingly. This could be a one- to two-day install. Most of the time you can finish in one long day. Make sure that parts are secure, especially the roof panels, if it is going to be a two-day install and you have to leave the project unfinished overnight.
- Take into consideration how the weather is trending, especially wind and rain. Prepare and 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 starts to rain, make sure the parts are covered and kept dry, and avoid electrical outlets and power tool usage. Prepare for rain and have a plan ready in advance to know how you will be covering the materials.
- If you have an installation question, contact customer service. In most cases we can help. Email us at support@fourseasonsols.com or call 800-533-0887. Our representatives are available 9:00 AM to 5:00 PM ET Monday through Friday.