



Instructions to replace the outer roof panels on a Sunglo Greenhouse

1. Skip number 1 if the roof panel that is being replaced is not next to the gable end. Drill out the rivets on the gable ends for the aluminum curved and straight trim pieces.
2. Remove the panel locks, the plastic strips that hold the clear flat roof panels in place. Be careful to not rip them if you don't have new ones on order. If they rip a little you can always rivet the end of the panel lock after you re-install them.
3. Start from the bottom center end of the panel lock by inserting a small flat head screw driver, with ideally a regular sized shank. Pry in the center between the truss and the panel lock.
4. Once the two start to separate, carefully work your way up the curved truss. Use the shank of a bigger screwdriver if need to help separate the panel lock from the truss.
5. If initially the panel lock pulls apart a little don't worry about it. But try to minimize the tear. Once the panel lock is removed from the curved part then pull them towards you to slide the straight part down the truss.
6. See if the outer panel comes out or that you have to remove the panel support first. All panel supports need to be removed (thin aluminum U shape, 12") with a small flat head screw driver. Go slow in order to not bend them since you want to reuse them. To remove them lift the corrugated inner panel in the center and carefully start lifting the panel support out of the heavy H channel by inserting the screw driver below them. Once they come loose a little try to pull them with a pair of pliers towards the center if need be. Be careful to not damage the inner panel if you are going to re-use it.
7. Carefully remove the inner panels and gently clean them if you are re-using them. Use a solution of water with some mild soap and a soft rag. Add a touch of white vinegar or bleach if there is any mold. Have the garden hose ready for per soaking and rinsing.
8. Clean all the exposed aluminum. Use a soft brush and a vacuum. Wipe with a rag if need be.
9. With the new panels, start with the outer panel. From the outside push it up all the way into the ridge. Have someone hold the panel if you have assistance. Then lock the outer panel into the ridge using two panel supports. Double check that the outer panels touch the top of the ridge before they are locked in.
10. From the outside, slide the inner panel under the outer panel. Note what side of the corrugated inner panel touches the outer panel. If the inner panel is too tight then lift the outer panel up. With a free standing greenhouse you can even flip the outer panel onto the other side as you work on placing the inner panel.

11. *If any acrylic needs to be trimmed simply score the Acrylic with a utility knife. Then bend the acrylic to break it at the scored line. Do not cut the acrylic.*
12. Tuck both the inner and the outer in the upper H rail that is above the wall panels.
13. If you are replacing a second panel then repeat the procedure.
14. Once two outer and inner panels next to each other are in place it is time to install the panel lock. This is the plastic strip that holds the roof panels in place on the outside. Old ones are black. New ones are white.
15. Trim no more than ½” of the slightly raised corners on the bottom side of the panel lock to make them slide easier under the center ridge of the roof.
16. Tap a few inches of the panel lock in place over the truss. If the outer panel is too close to the truss then use a soft blow hammer to gently tap against the outer until there is enough clearance.
17. While standing next to the greenhouse, tap against the other end of the panel lock with a soft blow hammer to slide the panel lock under the ridge. Tap on top of the panel lock to make sure the edges all slide under the ridge. Or use a putty knife to assist in this process.
18. Tap the panel lock in place by carefully tapping in the middle. Do not tap on the edges nor the roof panel. Double check that the panel lock goes over the truss. You will hear a darker, duller sound when the panel lock is tapped into the ridge and also when the panel lock is snug over the truss.
19. When all the roof panels and panel locks are in place re-attach the curved and straight trim against the gable ends with 1/8” rivets. Long rivets can be used.
20. Last step is to install the Panel Supports on the bottom end of the roof panels into the Heavy H that is on top of the walls. From the inside carefully lift the center of the corrugated panel and work the panel support around the bottom edge of the corrugated panel. Slide it over to the side with the inside of the U shape around the end of the corrugated panel. Keep the panel lock about level as you work it into the H channel. Wear thin gloves to prevent paper cuts. Use a small flat head screw driver, if need be, to help push the panel support in place. Repeat for the other end of the lower roof so that each 30” section has two panel supports.