



## ELECTRICAL RETRO BOX INSTALLATION INSTRUCTIONS

**Important: Read Instructions Before Installation.**

1. Safety first; shut off the power to the electrical line or conduit.
2. Fit the three-sided base around the existing electrical line or conduit.
3. Enclose the box by sliding the remaining sidepiece into the S locks. Ensure that the electrical line or conduit sits in the exit channel (spout).
4. Fasten the retro box flanges to roof deck with a minimum of 6 round head fasteners evenly spaced in the flange.
5. Follow the roofing manufacturer's installation instructions for installing and flashing roofing membrane on to the flange of the Electrical Retro Box. Extend the roofing membrane up the sides of box, to the top lip.
6. Set the small cap on the exit channel to enclose the electrical line or conduit.
7. Secure the cap with short self-tapping screws or rivets (not provided). Use one attachment on each side. **DO NOT DRILL OR SCREW THROUGH THE WIRING OR CONDUIT!**
8. Fill remaining open area in top enclosure with insulation.
9. Attach the large box top with self-tapping screws or rivets (not provided). If using screws, make certain they are short enough so that they do not penetrate the membrane. Use one attachment on each side.
10. Adhere to the installation requirements as determined by the regulatory authorities for your region.

Visit the Menzie's Metal Products' website for additional product information. Drawings, Specifications and Instructions are available for most products online at [www.menzies-metal.com](http://www.menzies-metal.com) or scan the QR code.

