



## Replacing the Top Cover

The steps for replacing the top cover, which will be covered in these instructions, include the following:

- Remove the dome skylight
- Remove the old top cover
- Install the new top cover
- Re-install the dome skylight

### Removing the Dome Skylight and Old Top Cover:

1. Using a step ladder or scaffolding in the center of the yurt, disconnect the dome skylight from the center ring. If your yurt has an operable dome, be sure not to lose the plastic spacers on either side of the threaded spindle. Attach a strong cord through two of the eyebolts on the inside of the dome and carefully slide it down the roof to a helper down at the perimeter of the yurt. Be sure to place a blanket or cardboard under the dome when sliding it down so as not to damage the top cover.
2. Remove the lacing cord running horizontally through the valance (lowest portion of the top cover that overhangs the side cover). With the valance cord removed, the valance can be folded upward to gain access to the lacing under it where the top and side covers are connected together. Cut and remove the lacing cord. New cord has been provided to replace it when attaching the side cover to the new top cover. As long as your side cover remains clamped into the door frame it will remain in place, so there is no need to fasten it to anything while replacing the top cover.
3. Disconnect the twist locks (metal fasteners connecting the top cover to the door frame). While standing on the ladder or scaffolding in the center of the yurt, face away from the main door and pull half the top cover up toward the center ring. Once the valance is up to you, pull it over your head and push it down toward your main door. What you are doing is folding the entire top cover in half. A helper can work from below at the perimeter to pull the portion of the top cover you just pulled over your head down until you have the cover neatly folded in half with the center at the main door. Next you will start at the ends of the folded top cover and fold it in towards the door, where it can be slid down off the rafters. Have your helper make folds that are approximately one foot wide, while up at the center ring your folds will start at only 1"-2" wide. Fold until you reach the center of the door, then start from the other end and work back to the center of the door again. At this point the top cover should be folded into a long, thin triangle that can easily be slid off the rafters.

### Installing the New Top Cover:

The top cover will be unfolded starting at the main door. If you have multiple doors be sure the correct door cut-out is over the correct door frame by checking the style of door and layout plan noted on your order. If you have the top cover insulation *it is highly recommended to sprinkle some baby powder onto the foil insulation before installing the top cover.* This will allow the top cover to slide more easily on the foil insulation and make adjustments easier.

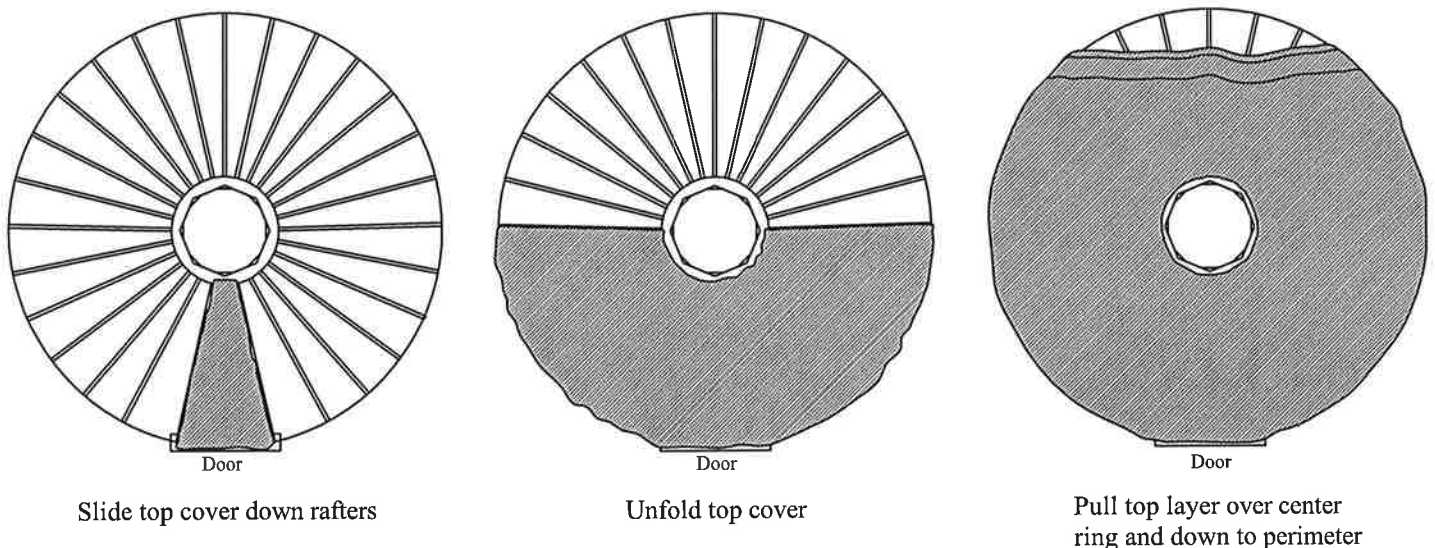
1. Take your top cover out of the bag and remove the binding strap tied around it. Notice that the top cover has been folded into a long narrow triangle.

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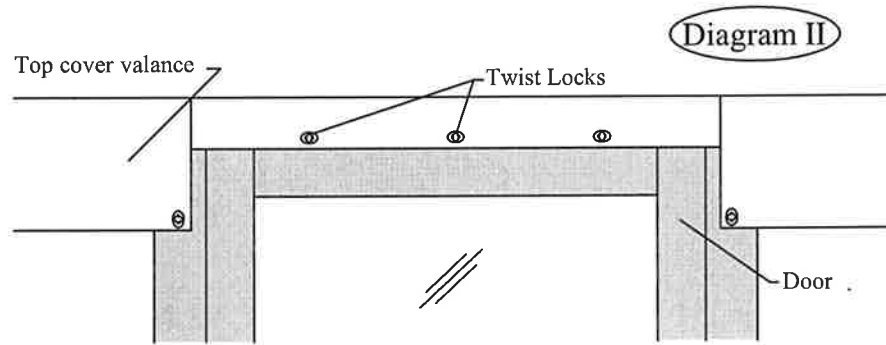
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2. Using a step ladder set up under the center ring (12', 14', 16' & 20' yurts) or scaffolding (24' & 30' yurts) carry the top up through the center ring opening and unroll it down towards the 6:00 door frame. **Note:** The wide end of the triangle will be toward the door and the narrow end toward the center ring. (See Diagram I) **Caution: Premium (Heavy Duty) top covers are very heavy and may require several strong people to get the cover into position on large yurts.**
3. With one person on the step ladder or scaffolding in the center of the yurt and another working around the perimeter of the yurt, unfold the top cover a little in each direction (2-3 folds).
4. Look for the door cut-out opening in the top cover valance. It is easily identified by the series of oval grommets around it (rather than round grommets). The door detail should be similar to that shown on Diagram II. This cut-out must be kept centered over the door frame during the rest of the installation process.
5. Unfold the top cover in both directions starting at the door until it is halfway unfolded and covers half of the rafters. Installing a few twist-lock connectors (see step 7) and securing the top cover at the door will help keep the door detail aligned.
6. The person at the top of the ladder should pull the top layer of top cover fabric up over the center ring and down the other side. It is helpful to tie a cord to a few grommets on the top cover and use the cord to help pull the top layer of fabric over the center ring and down to the perimeter on the other side. Finish by pulling the outside edge down snugly around the ends of the rafters. **Be sure that the top cover is centered** on the center ring and pulled down evenly around the perimeter. **Note:** The top cover does not need to be fastened to the center ring.
7. Check the final fit around the door frame and mark the oval grommet locations. Drill 7/64" pilot holes with bit provided and screw in the twist-lock connectors. (See Diagram II) Failure to drill pilot holes may result in breaking the twist-lock shank. Overtightening can also result in a broken shank.

Diagram I



### UNFOLDING TOP COVER

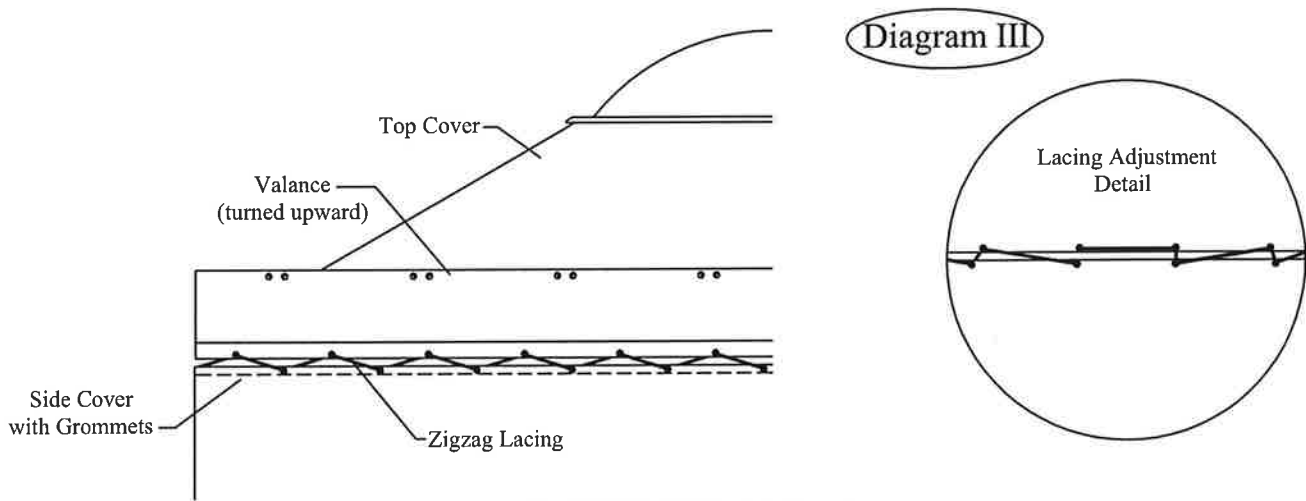


**TOP COVER DOOR DETAIL**

**IMPORTANT NOTE:** *If your side cover has a series of white clips along the top hem, skip this section and go directly to “Connecting the Side Cover”. If your old side cover has a series of grommets along the top hem continue.*

**Lacing the Side Cover (for side covers with grommets along the top hem):**

1. Fold the top cover valance upward. Notice that your new top cover has an inner valance. This inner valance has been added to provide a tighter seal between the top cover and side cover. It also provides a clean finished appearance on the inside of the yurt if you do not have insulation. Your new top cover has a 3/16" polyester cord running through the grommet strip (between the inner and outer valance), which can be removed. This cord is used when attaching side covers that have clips along the top hem instead of grommets.
2. Starting at the edge of the door, lace the grommets along the top of the side cover in a zigzag pattern to the grommet strip on the top cover. (See Diagram III) You should have a gap of approximately 1" between the top cover grommet strip and the side cover after the lacing is done. **Do not lace anything to the tension cable.**
3. Ideally the grommets on the top and side cover would be offset to create a zigzag pattern in the lacing. If the grommets start to line up instead of being offset see Lacing Adjustment Detail diagram.
4. Once the lacing is finished check the gap between the grommet strip and the side cover to be sure it is still approx. 1", then tie the cord ends securely to the last grommet on the top cover at the door. Skip the next section and go directly to “Top Cover Valance”.

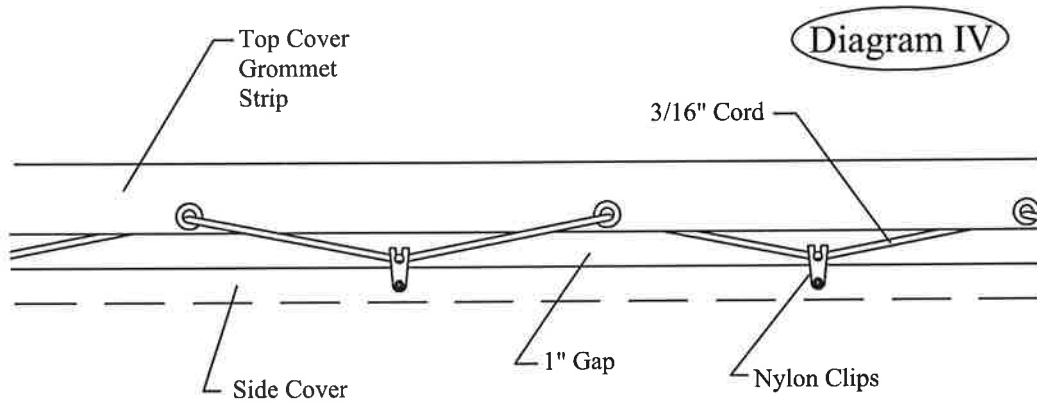


**LACING SIDE COVER**

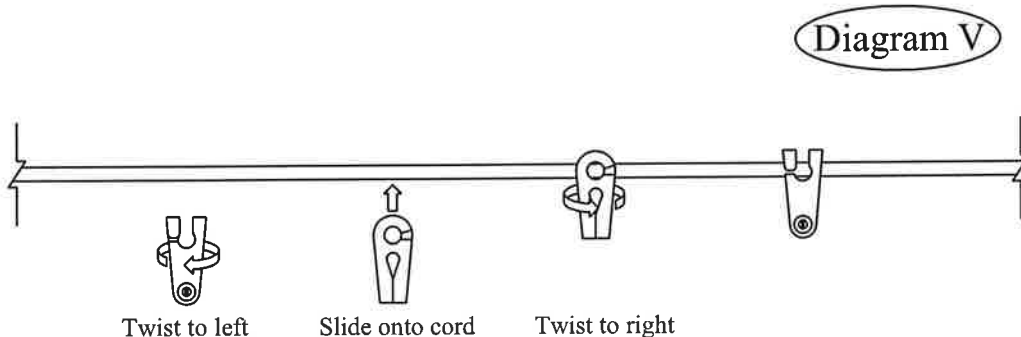
## Connecting the Side Cover (for side covers with clips along the top hem):

You will be attaching the white clips along the top hem of your side cover onto the 3/16" cord that has been pre-installed through grommets *under the top cover valance* (see Diagram IV). This cord has been *temporarily* tied off at the door(s). In order to expose this cord you will need to fold the top cover valance up so that it is out of the way during the installation of the side cover. Notice that your new top cover has an inner valance. This inner valance provides a tighter seal between the top cover and side cover. It also provides a clean finished appearance on the inside of the yurt if you do not have insulation.

1. To attach the clips onto the cord, simply twist the clip 90 degrees to the left, slip it onto the cord and twist it back into position making sure the cord "snaps" into the clip on both sides. (See Diagram V) **Do not try to clip the side cover onto the steel tension cable.**
2. Pull the 3/16" cord tight and then tie the ends of the cord ***securely*** to the **last grommet on the top cover next to the door**. Excess cord may be cut and removed. Melting the end of the cord after cutting will keep it from unraveling.



## ROOF-TO-WALL CONNECTION



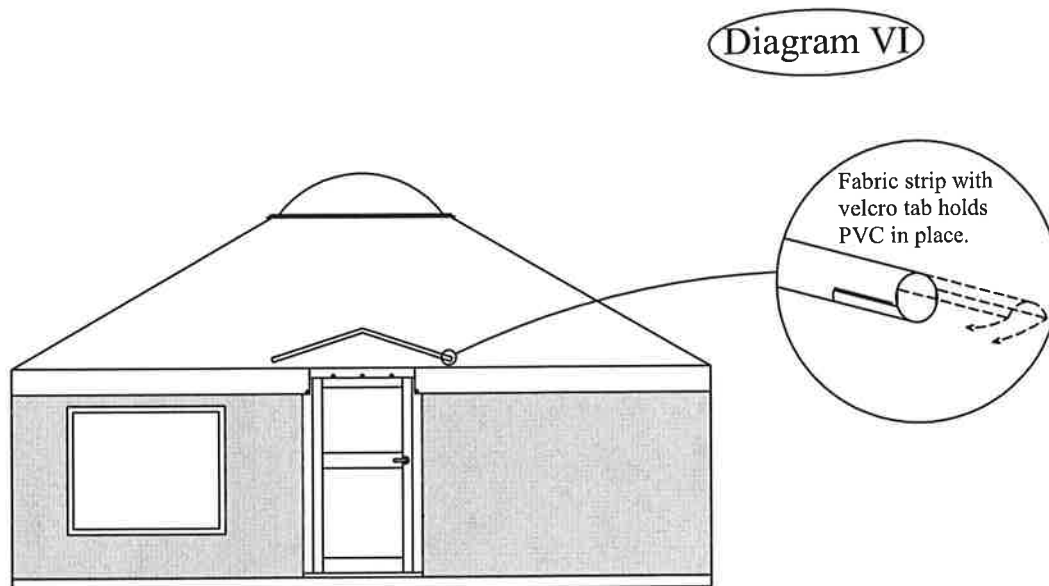
## ATTACHING CLIPS TO CORD

## Top Cover Valance

1. Fold down the top cover valance (the portion of the top cover that overhangs the side cover). If you have our standard top cover you will have pairs of grommets on the underside of the valance hem where a cord has been pre-installed. If you purchased our premium (Heavy Duty) top cover you will have pairs of grommets along the bottom of the valance, but no pre-installed cord. Lacing cord has been provided in your hardware box to lace through the valance grommets horizontally around the circumference. Make sure to lace it so the majority of the cord is visible on the outside of the valance. With either top cover you will need to install eye screws (included) in the edge of the door frame (level with cord in the valance hem) for securing the ends of the cord.
2. Pull the cord as tight as possible and tie it securely to the eye screws. This cord cinches the top cover valance tight against the wall for a good seal.
3. Using the seam sealer provided coat the sewn seam, which connects the roof overhang (valance) to the top cover. (This is not necessary on Premium [Heavy Duty] top covers.) This must be done when the covers are dry and clean and it is best to do immediately after the top cover is installed.

If you purchased a door awning a local carpenter will need to build a frame to support the awning. Pacific Yurts can provide some ideas for this. If your yurt has a rain diverter over the door now is a good time to install the PVC pipe inserts.

1. Slide the PVC inserts into the pockets to make an inverted "V" over the door. The fabric strip can then be pulled down and attached under the rain diverter to secure the PVC into the pocket. (See Diagram VI)



**RAIN DIVERTER INSERTS**

## **Dome Skylight:**

1. Lay a blanket or cardboard on the top cover to protect it when sliding your dome skylight into position.
2. Working from scaffolding or a step ladder in the center of the yurt, toss a strong cord or rope to a helper outside the perimeter of the yurt and have them tie it to two of the eye bolts inside the dome.
3. Have the person at the perimeter set the dome on the blanket or cardboard so you can pull the dome up the roof of the yurt to the center ring (using the cord) then remove the cord.
4. If your yurt does not have an operable dome, simply line up the hooks on the center ring with eyebolts on the dome and snap the hooks on.

### ***If your yurt does have the operable dome follow steps 5-9:***

5. Align the aluminum bracket on the dome skylight with the aluminum bracket on the center ring and attach the three springs to the eyebolts on the dome.
6. Attach the dome opener (threaded chrome spindle) by removing the thumbscrew on the aluminum dome bracket and aligning the hole in the brass core of the spindle with the thumbscrew and securing the thumbscrew again. (See Diagram VII) The brass core will attach onto the thumbscrew *between* the two plastic spacers. **Make sure the inner brass core of the spindle is screwed all the way into the chrome portion.**
7. Loosen the bracket bolts on the center ring's aluminum bracket and align the holes in the chrome hub with these bolts. **It is very important that the brass core remains all of the way inside the chrome spindle as you do this.**
8. Tighten the ring's bracket bolts so they hold the chrome hub in position. (See Diagram VII)
9. Crimp the ends of the springs closed with a pair of pliers so they don't pull off the eyebolts.  
**Note: Be sure to keep the dome closed when you leave the yurt or during high winds.**

**EXTREMELY IMPORTANT:** When closing the dome skylight the opener should not continue to turn once the dome is closed. It should bottom out, which prevents overtightening that can result in a cracked or broken dome. If opener does not bottom out, it is installed improperly and should be removed and reinstalled per instructions above.

Diagram VII

