



----- Instruction Manual-----

Floor Sleeve Installation

1. Determine exact locations for floor sleeves and mark exact center of each location. It is recommended they be 37' on center
2. Use a compass to mark a 6" diameter circle around center of each location
3. Cut out the 6" circle from the wood flooring and wood understructure
4. Route a pocket 3/8" deep and 8" outside diameter. Pocket should be concentric with the 6" hole and will allow the brass cover to seat flush with the playing surface.
5. Core drill or roto hammer a 6" diameter hole through the concrete. Exercise caution if using water when core drilling not to dampen any of the wood flooring.
6. Excavate the soil beneath the concrete to a depth of 20" and diameter of 30"
7. Assemble the sleeve and cover assembly using the 4 self tapping screws (silver) and spacers provided.
Note: There are 2 spacer sizes included. The Larger diameter spacers are assembled nearest the hinge and the smaller diameter opposite the hinge. See figure 1 on reverse side of this page
8. Dry set the assembly into the prepared holes to ensure fit and make modifications as necessary.
9. Fill the holes with non-shrink grout per manufacturers specifications and agitate to ensure air pockets are dissipated.
10. Work the sleeve and cover assembly into the hole with the hinge in the cover away from the court. Make sure grout flows out the top of the hole and if not add more grout. Verify that the sleeve is completely encapsulated in grout and that the space between the slab and sleeve is filled.
11. Using the 4 brass screws provided, screw the cover plate to the wood floor.
12. After the grout sets – 2-3 hours- remove the self tapping screws and spacers leaving the brass screws to secure the floor plate to the wood floor.

Contact us at 833-724-3533 if you have any questions

FIGURE 1

