

SELKIRK

Model 3620 Fireplace

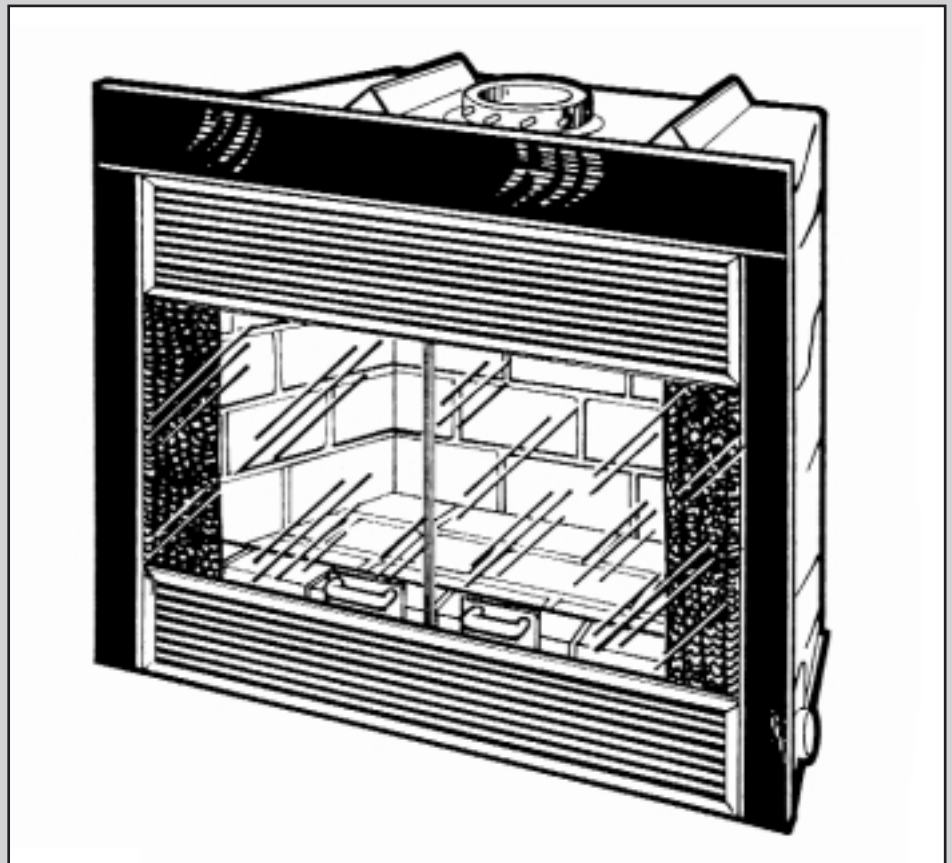
Installation & Operation Manual

**OLYMPIC II
& 3620-A
Fireplace**

**This Manual Contains
Important Details
Concerning:**

- **Installation**
- **Operation**
- **Maintenance**
- **Replacement Parts**
- **Warranty**

TESTED TO ULC-S610



**KEEP THESE INSTRUCTIONS FOR FURTHER USE.
PLEASE ENSURE THAT THIS MANUAL
REMAINS WITH THE FIREPLACE.**

IMPORTANT:

The fireplace must be installed in accordance with these instructions. Read carefully ALL the instructions in this manual first. Consult the building authority having jurisdiction to determine the need for a permit prior to commencing the installation.

NOTE: THIS FIREPLACE MAY BE SATISFACTORILY INSTALLED BY SOMEONE WITH A BASIC KNOWLEDGE OF CARPENTRY AND THE USE OF HAND TOOLS. HOWEVER FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN A HAZARDOUS INSTALLATION WITH A RISK OF FIRE. IF AFTER READING THE INSTRUCTIONS, YOU HAVE ANY DOUBTS ABOUT WHETHER YOU CAN INSTALL THE FIREPLACE CORRECTLY, YOU SHOULD ARRANGE FOR A PROFESSIONAL INSTALLATION.

TO COMPLETE THIS FIREPLACE INSTALLATION A FIRESCREEN MUST BE INSTALLED. SELECT EITHER A FIRESCREEN KIT OR ONE OF THE OPTIONAL DOOR SETS, WHICH INCLUDE A FIRESCREEN. USE ONLY ACCESSORIES MANUFACTURED BY SELKIRK METALBESTOS FOR THE 3620 FIREPLACE.

Other available accessories and replacement kits are as follows:

1. TWINFANBLOWERKIT	PN. 4036409	
2. BI-FOLD GLASS DOORS	PN. 4036582	(Antique Brass Finish)
	PN. 4036585	(Polished Brass Finish)
	PN. 4036586	(Satin Chrome Finish)
3. CABINET DOORS ASSY.	PN. 4036580	
4. WIDE SURROUND ASSY.	PN. 4036570	(Antique Brass Finish)
	PN. 4036572	(Polished Brass Finish)
5. GRILLE FRAME ASSY.	PN. 4036562	(Antique Brass Finish)
	PN. 4036564	(Polished Brass Finish)
	PN. 4036566	(Satin Chrome Finish)
6. 4" DIA. AIR DUCT	PN. 4002005	Insulated Outside Air Duct (4' length)
7. CAST IRON GRATE	PN. 5150033	22 Inches - Self Feeding
8. 8" ADAPTER	PN. 4036217	
9. FIRESCREEN KIT	PN. 4036454	

THIS FIREPLACE HAS BEEN DESIGNED, TESTED AND LISTED FOR USE ONLY WITH CHIMNEY SYSTEMS MANUFACTURED BY SELKIRK METALBESTOS. COMPLIANCE WITH BUILDING CODES DEPENDS ON THE INSTALLATION OF THE CHIMNEY AS OUTLINED IN THIS MANUAL. CONNECTION TO ANY OTHER CHIMNEY, FACTORY BUILT OR MASONRY, MAY BE HAZARDOUS. DO NOT USE A FIREPLACE INSERT OR OTHER PRODUCTS NOT SPECIFIED FOR USE WITH THIS FIREPLACE. FOR YOUR SAFETY, THIS FIREPLACE HAS BEEN TESTED AND LISTED BY UNDERWRITERS LABORATORIES OF CANADA (ULC).

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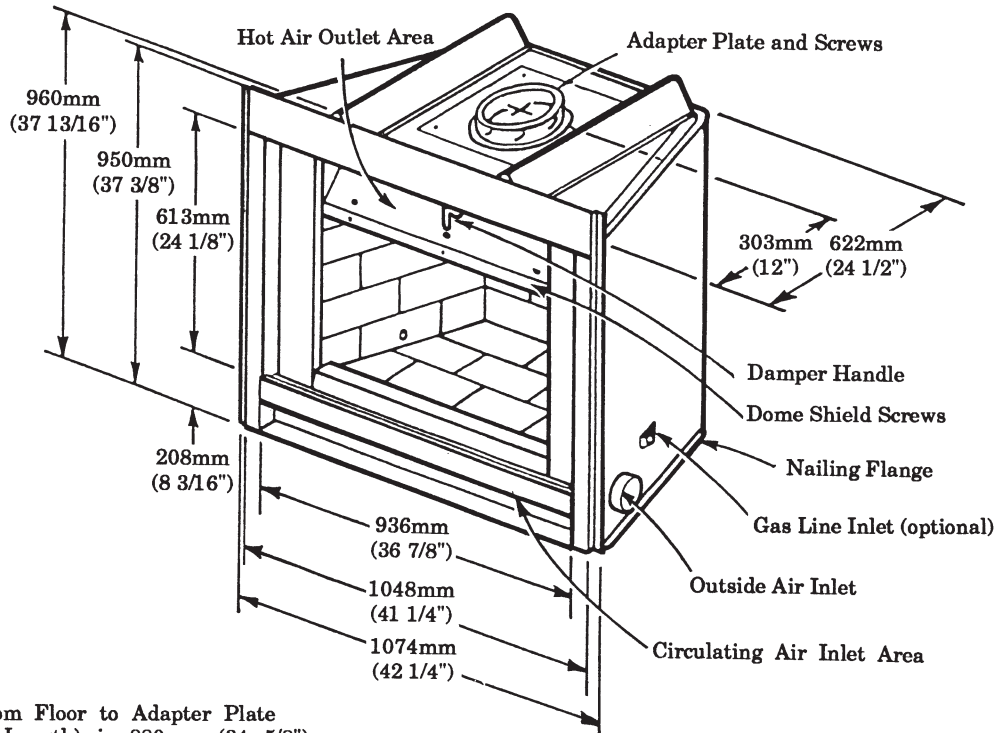
SOME SAFETY TIPS BEFORE YOU START:

1. Clear the working space to give you freedom of movement during installation. Move furniture, rugs, and pictures that might get in your way. Be sure to clear any insulation that has been placed over the area where the chimney will penetrate the ceiling above the fireplace.
2. Check for electrical wires in and around the intended location of your chimney and make sure that all wires are secured at least two inches away from any chimney parts. Never cut or touch any wire because a fatal shock can result. If a wire must be moved, arrange for a professional electrician to do it for you.
3. Wear gloves while handling metal parts to avoid personal injury. Possible sharp edges of projections can cut you.
4. Have help to install the fireplace and chimney. Avoid back injuries, lift properly.
5. Inspect your ladder for condition. Make certain that all points of the base always rest on a level, firm surface.
6. Make certain that all electrically powered tools which require grounding are properly grounded. Unprotected tools can be hazardous especially when working out-of-doors on damp ground or wet roofs.
7. A 50mm (2") minimum air space clearance must be maintained between the chimney and combustible materials. This means air space only.
8. To eliminate possible hazardous conditions, an adequate supply of air must exist in the room where the fireplace is installed.

BASIC INSTRUCTION GUIDELINES FOR FIREPLACE AND CHIMNEY INSTALLATION:

1. Combustible materials may not be placed on back, front face of the fireplace.
 2. Do not obstruct or modify inlet or outlet air circulating grilles as this could cause a hazardous situation.
 3. The Model 3620 Fireplace is NOT approved for installation in mobile homes.
 4. Do not use more than 2 elbows per chimney system.
 5. The chimney cannot be greater than 45° (degrees) from the vertical plane.
 6. The minimum installed distance from the fireplace opening to an adjacent wall is 305mm (12"). See Figure 2.
 7. All chimney sections and elbows require a minimum of 50mm (2") air space clearance to combustibles.
 8. Locking bands or sheet metal screws, maximum length of 19mm (3/4") must be used on all interior joints. Locking bands must be used on all exterior joints.
 9. The first length or elbow located directly on the top of the Model 3620 Fireplace must be secured with a minimum of three (3) #6x3/8" sheet metal screws.
 10. Firestopping by means of either an Attic Insulation Shield or Radiation/Dust Shield (R/DS) must be provided at all joist levels.
 11. Joists should be fully framed at all levels, maintaining the required 50mm (2") minimum air space clearance from the outside of the chimney to the inside of the framing. See Figure 4 for minimum required framing.
 12. For chase installation, the minimum required height of chimney above the roof line must be 305mm (12"). See Figure 13.
 13. A roof shield (RS) is required on all roof joist framing when the chimney is totally enclosed up to the roof (maintaining a 50mm (2") minimum air space).
 14. The Model SS Insulated Chimney must be installed directly on the top of the Model 3620 fireplace by means of the 7" adapter. The adapter is already fastened to the fireplace.
 15. Do not install fireplace on vinyl floors or carpet.
 16. Maintain a minimum of 4' of clearance space to combustible materials from the front of the fireplace.
 17. The Selkirk Metalbestos Model SS Insulated Chimney has been approved for use with the Model 3620 Fireplace, and must be installed in accordance with the installation instructions provided with the chimney and it's components.
 18. The 3620 Fireplace may be installed directly upon combustible construction and with clearance "air space" to adjacent combustible construction as established by standoffs.
- Note:** Roof Joists are the exception to this rule.

**Figure 1.
Dimensions**



Note: Distance from Floor to Adapter Plate (Chimney Starter Length) is 880mm (34 5/8")

3620 FIREPLACE GENERAL INSTALLATION INSTRUCTIONS:

The fireplace is designed to stand directly on a combustible floor (plywood, particle board, etc.). Special support structure is not required except where the weight of masonry used on the raised hearth or facing exceeds the floor loading allowed by local building codes.

Clearances to the back and top of the fireplace are established by the standoff spacers on the unit. The fireplace must not be installed against exposed insulation or vapor barriers. Where these are present the complete walling of the inside of the fireplace enclosure is required. The cavity around the fireplace must not be filled with loose-fill insulation.

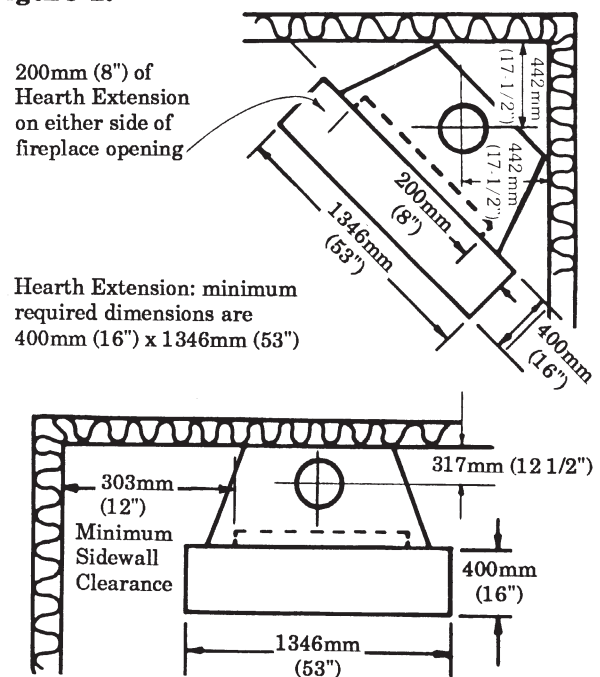
1. Place the fireplace in the planned position. **NOTE:** When choosing the location of the fireplace, bear in mind the location of the chimney, to minimize any offsets, and required clearance to side walls (Fig. 2).

2. Using any convenient means such as a plumbline, determine the location of the center line of the chimney. Refer to page 6 for chimney configurations and framing sizes. Make special note that the chimney:

- Should not intersect a structural member. If a structural member interferes with the installation of the chimney and must be cut, the joist must be reframed with the required clearances to maintain structural integrity. The structural integrity of the house must be maintained.
- Will not be within 50mm (2") of any electrical wiring. Either have a professional move the wiring, move the fireplace or offset the chimney.

3. When an outside air kit is going to be installed, consider where the outside air duct will reach the wall (see Figures 28 & 29).

Figure 2.



NOTE: Increase sidewall clearance to accommodate drapery if the fireplace is to be installed close to a window. Maintain all furniture and combustible objects in the room a minimum space or 1.2mm (4') from the front of the fireplace.

Hearth Extension:

1. The hearth extension should be made using 28 gauge sheet metal or an equivalent material, covered with; slate, brick, tile or similar non-combustible material. If a raised hearth extension is desired, the whole fireplace must be raised accordingly. **DO NOT BLOCK THE CIRCULATING AIR INLET (Figure 3).** THE HEARTH EXTENSION MUST BE INSTALLED IN ACCORDANCE WITH FIGURE 2.

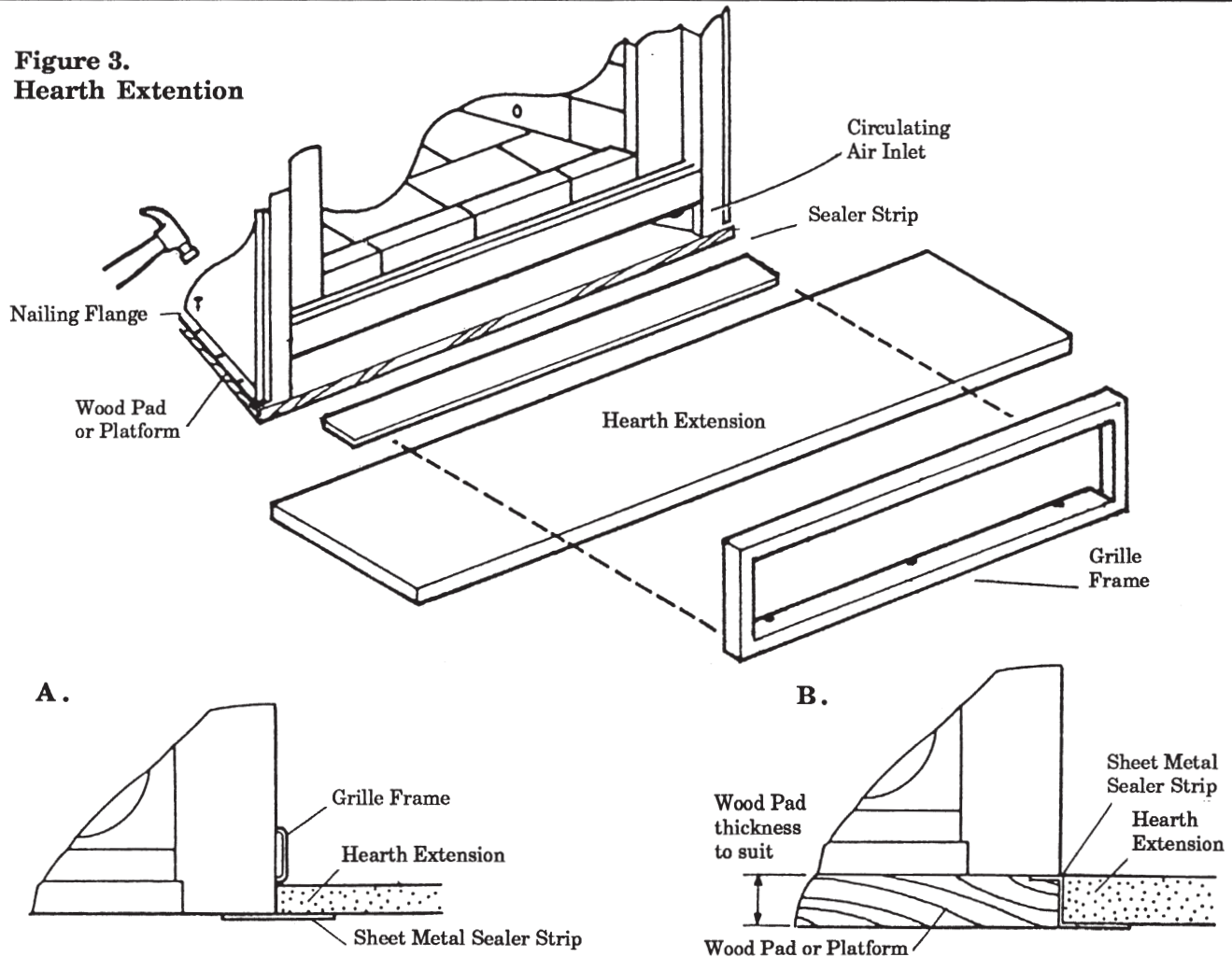
2. Once the fireplace and chimney location has been determined, remove any loose combustible material (such as a rug) from under the fireplace and hearth extension. Layout the hearth extension using the minimum required dimensions as shown in Figure 2; 200mm (8") on either side of the opening and 400mm (16") in front of the opening.

3. A wood pad or platform or framing is required to raise the fireplace if the Hearth Extension material is greater than 12mm (1/2") thick (Figure 3). Ensure that the support is continuous under the fireplace. If framing is used, the members must be located to support all the base dimples.

4. In order to minimize the possibility of a fire caused by hot ashes falling between the hearth extension and the fireplace the sheet metal sealer strip (supplied) must be used and installed as per Figure 3, A or B. Install it as shown in Figure 3A, when the hearth extension is 12mm (1/2") or thinner. Install it as shown in Figure 3B when the hearth extension is thicker than 12mm (1/2").

5. Nail the fireplace to the floor through the nailing flange and wood pad or platform (if necessary).

Figure 3.
Hearth Extension



If the Hearth Extension is 12mm (1/2") or thinner, install as above.

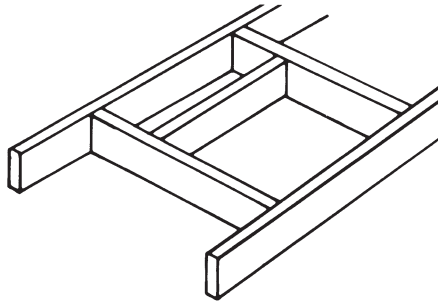
If the Hearth Extension is 12mm (1/2") or thicker, install as above.

CAUTION: GROUTED JOINTS WITHOUT A CONTINUOUS BARRIER BENEATH ARE NOT RECOMMENDED.

CHIMNEY INSTALLATION: OPTIONS

The 3620 Fireplace can be installed with either
Selkirk Metalbestos Model SS, 7" or 8" diameter chimney
OR
Selkirk Metalbestos Model CF, 7" or 8" diameter chimney

Figure 4. Minimum Framing Dimensions



7" SS - 330mm (13") square
8" SS - 356mm (14") square

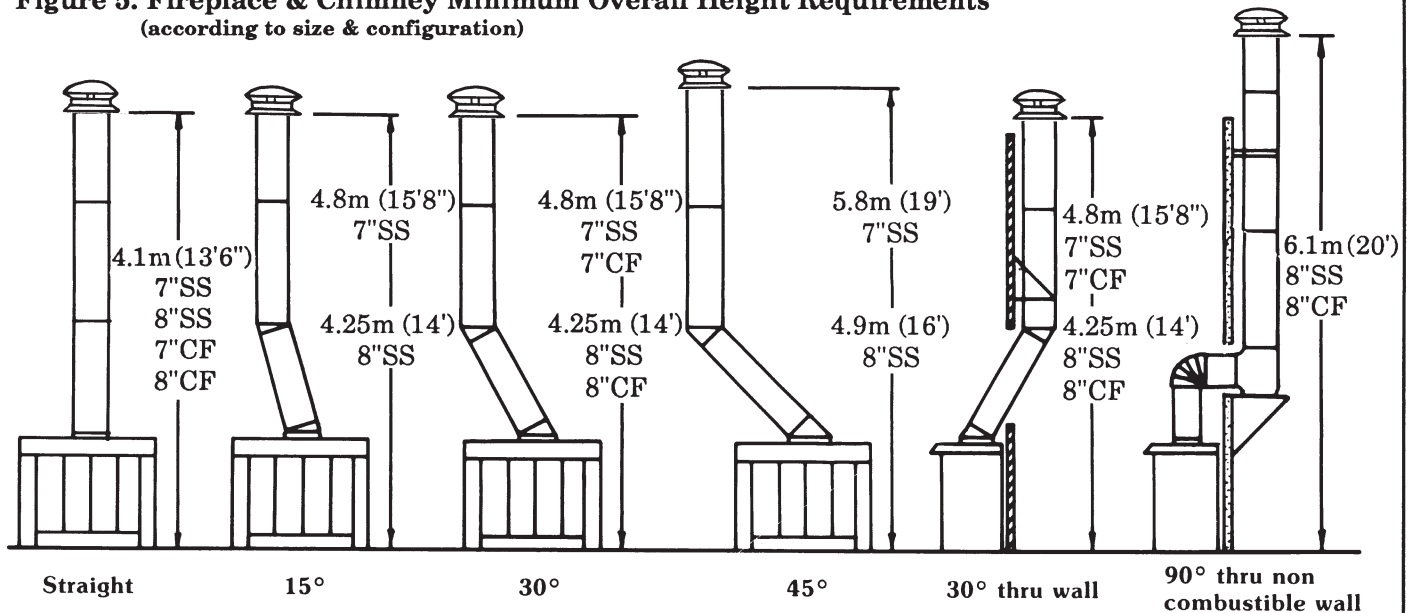
7" CF - 400mm (15 3/4") square
8" CF - 432mm (17") square

7" SS 30° Insulated Wall Plug
814mm (32") High x 362mm (14 1/4") Wide

7" SS Chase Plug
457mm (18") x 362mm (14 1/4") Wide

Hole Size - Non Combustible Wall
8" SS - 257mm (10 1/8") dia.
8" CF - 334mm (13 1/8") dia.

Figure 5. Fireplace & Chimney Minimum Overall Height Requirements
(according to size & configuration)



Minimum System Heights (Dashes indicate that this configuration is not possible;
* indicates non-combustible wall only)

	Straight UP	15° Offset	30° Offset	45° Offset	30° thru wall	90° thru wall
7" SS	4.1m (13'6")	4.8m (15'8")	4.8m (15'8")	5.8m (19')	4.8m (15'8")	-
8" SS	4.1m (13'6")	4.25m (14')	4.25m (14')	4.9m (16')	4.25m (14')*	6.1m (20')*
7" CF	4.1m (13'6")	-	4.8m (15'8")	-	4.8m (15'8")	-
8" CF	4.1m (13'6")	-	4.25m (14')	-	4.25m (14')*	6.1m (20')*

WARNING: Using chimney heights less than those shown may cause the fireplace to operate improperly.

Maximum Height: The fireplace will support up to 7.6m (25') of vertical chimney. For greater heights, additional supports are required at each 9m (30') level.

MODEL SS CHIMNEY INSTALLATION INSTRUCTIONS:

Figure 6.
8" Chimney Adapter Installation

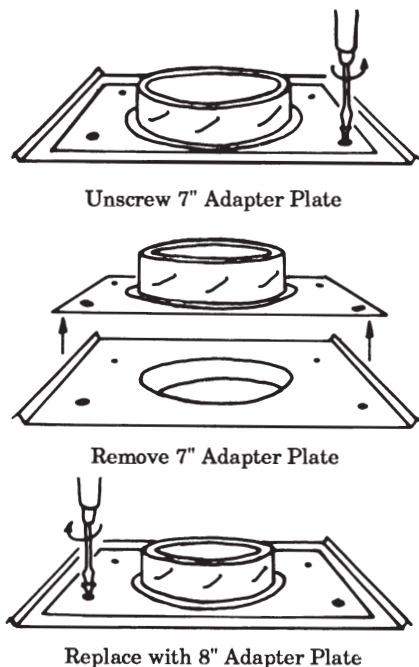


Figure 7.

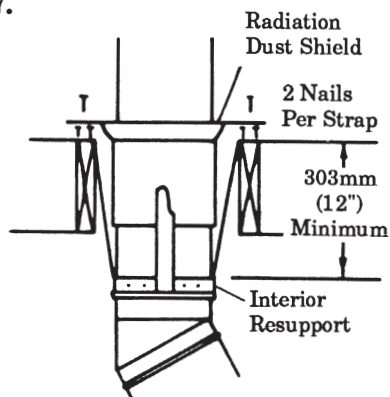
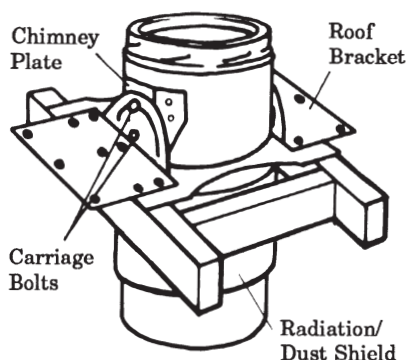


Figure 8. CF Roof Support



At this point in the instructions turn to page 10, 11 and 12 and identify the typical SS installation you are performing. The instructions on these pages will tell you how to install the individual pieces of the chimney.

Chimney Adapters:

The 3620 fireplace comes with a 7" SS Chimney Adapter. If you are connecting to an 8" SS Selkirk Chimney install the 8" Chimney Adapter as shown in Figure 6.

Radiation/Dust Shield:

All joist areas must be fully framed to accept a Radiation/Dust Shield. The SS Radiation/Dust Shield must be used at all joist levels except an open attic level (see Figure 7). Use 1 1/2" nails to attach it to the joists. The shield may be trimmed but must remain 25mm (1") below the ceiling

Offset Supports:

Support for a chimney offset need not be immediately above offset, but must be within 6m (20') of the lower elbow of an offset. Supports can hold up to 9m (30') of chimney, 6m (20') of which can be suspended.

Two supports are offered with the 3620; they are the SS Interior Resupport and the CF Roof Support, discribed as follows:

SS Interior Resupport:

The SS Interior Resupport can be put below a Radiation/Dust Shield or an Attic Insulation Shield/Firestop Spacer. It must extend at least 304mm (12") below the top of the joist. Drill 3/32" holes first (do not penetrate more than 12mm (1/2") into the chimney) and use eight (8) #6-3/8" sheet metal screws to attach the band to the chimney. Next nail the straps to the joist (outside of the joist for Attic Installation Shield/Firestop Spacer) using 1 1/2" common or spiral nails (see Figure 7).

CF Roof Support:

The CF Roof Support (Figure 8) can be used with either the CF chimney or the SS chimney. The Roof Support is located on top of the joists and is installed after a Radiation/Dust Shield is installed (when required). Install two carriage bolts per chimney plate in the square holes. Bend the plates to suit the curve of the chimney. Using the plate as a template, drill 3/32" holes in the casing (DO NOT penetrate more than 12mm (1/2") into the chimney). Attach the plates using the sheet metal screws provided. Attach the Roof Brackets to the chimney plates using the installed carriage bolts. Set the assembly into position and adjust and tighten the carriage bolts. Screw the plate to the joist using the six (6) large wood screws per bracket.

Enclosures:

When the chimney extends through accessible spaces, it should be enclosed with 50mm (2") minimum air space clearance to avoid personal contact and damage. Enclosure walls should have a fire rating, equal to or greater than that required for the floors through which the chimney passes except in single or two-family dwellings.

Attic Insulation Shield/Firestop Spacer:

This shield has three main components: the Attic Insulation Shield (upper box), the Support Angles and the Joist Shield (see Figure 9). This complete shield must be used at the ceiling level entering an attic to prevent insulation from coming into contact with the chimney. It is not used when the chimney is tightly enclosed up to the roof. It also firestops this level and because it is a firestop, DO NOT CUT the upper box.

1. To install Attic Insulation Shield/Firestop Spacer; fully frame a level, square opening (all four sides) for 50mm (2") air space clearance from the outside of the chimney to the inside of the frame.
7" Chimney - framed to 330mm (13") square.
8" Chimney - framed to 356mm (14") square.
2. Remove the Joist Shield from inside the Attic Insulation Shield (upper box).
3. Attach the Joist Shield to the inside tabs of the Upper Box. Bend the tabs up (in the slots) to secure the two together (Figure 10, detail).
4. Place the support angles in the most convenient set of holes provided (with overlapped edges up, Figures 9 & 10) and lower the complete assembly over the chimney. If necessary, unscrew the assembly to surround the chimney.
5. Nail securely into place.

Roof Shield:

The Roof Shield is used when the chimney is totally enclosed at 50mm (2") minimum air space clearance up to the roof - example: a cathedral ceiling. The roof opening must be framed and the Roof Shield installed. (see Figure 16).

Wall Supports:

Refer to the SS Wall Support Instructions for installation through a NON-COMBUSTIBLE wall.

Chase Plug:

The Insulated Chase Plug will maintain the thermal envelope of the house. It must be installed from the top down (Figure 13). The plug requires a minimum outside chase dimension of 533mm x 438mm (21" x 17 1/4") for 2x4 studding. The plug can be installed with long side either way.

Figure 9. Attic Insulation Shield

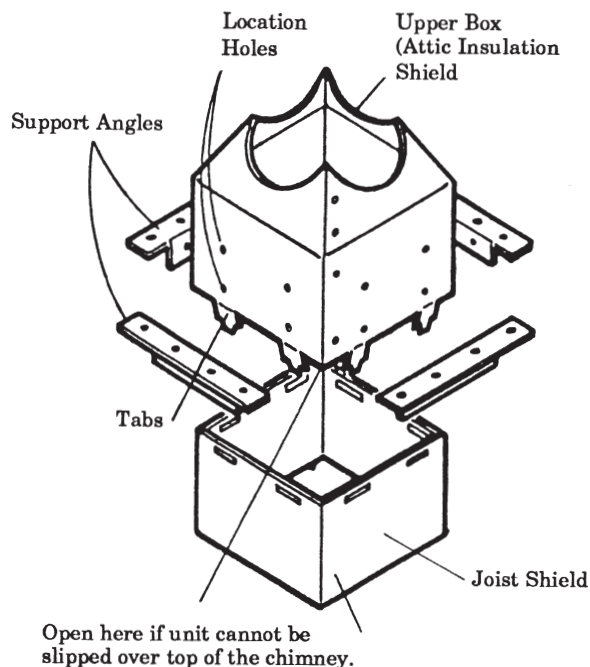
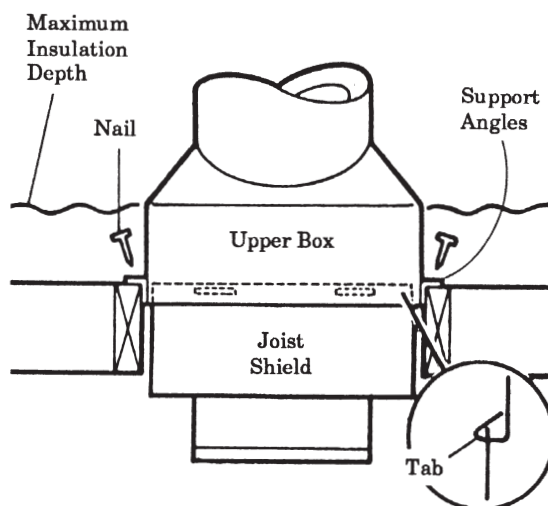
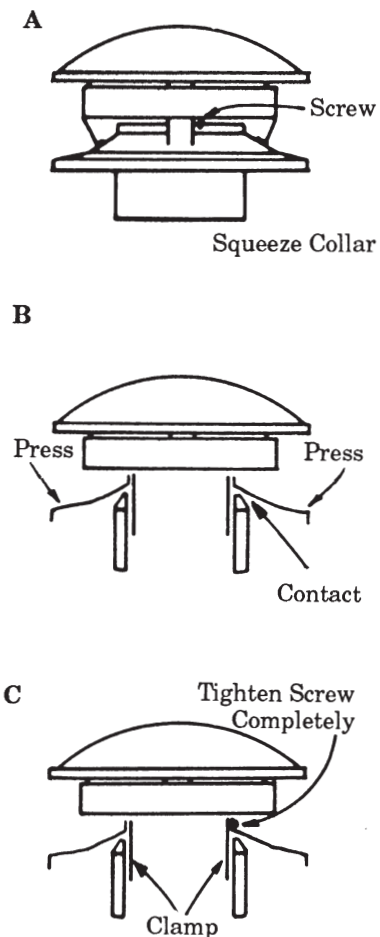


Figure 10. Attic Insulation Shield - Normal Installation



Note: When installed close to an eave the support angles can be raised but the maximum insulation depth will be less.

Figure 11. Installation of the Selkirk Chimney Round Top



7" SS 30° Offset Wall Plug and Wall Resupport:

Refer to page 11 and install your 7" SS 30° Offset as per the dimensions provided. Use dimensions that equal your wall thickness. Install the wall plug from the outside as per the framing dimensions. The wall plug will fit into a 16" centre studded wall. Once the offset is installed, stack and lock band the special 6" length and resupport plate to it. The plate can now be assembled to the resupport brackets using the 4 stove bolts supplied. Attach the brackets to the Model SS Chimney, 400mm (16") centre channels (optional) and screw the angles to the studding using the lag screws provided. This support can hold up to 9m (30'), 6m (20') of which can be suspended. Unless the chimney is to be enclosed in a chase, a piece of sheet metal flashing can now be cut and installed behind the resupport to prevent water dripping onto the pipe below. Remember a 50mm (2") minimum air space clearance is required to all combustibles (Figure 14).

Wall Bands:

Are required for exterior runs of chimney, every 2.4m (8') above the support to stabilize the chimney.

Chimney Length Installation:

The SS chimney lengths are simply stacked on and locked into position with a 1/8 clockwise twist. Locking bands or sheet metal screws (#6 x 3/8") must be used on all interior joints. Locking bands must be used on all exterior joints. The first length or elbow, located directly on the top of the 3620 fireplace, must be secured with three (3), #6 x 3/8" sheet metal screws.

Finishing Off The Chimney:

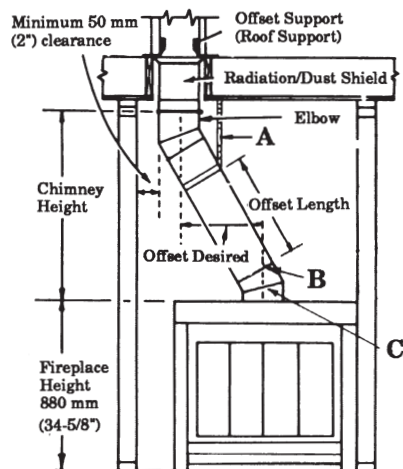
1. Place a Ventilated Roof Flashing suitable for the roof pitch and chimney over the chimney casing and nail securely to the roof, top end (nearest roof peak) UNDER the shingles. Lower end OVER shingles to provide a watershed. Tar the edges of the Flashing.
2. Apply waterproof caulking compound just above the top of the flashing cone on the chimney casing. Slide the storm collar through the applied compound and into position to ensure a waterproof joint. Apply additional caulking above the storm collar as required.
3. Finish the chimney to its required height. The top of the chimney should extend at least 900mm (3') above the point where it comes through the roof and at least 600mm (2') above any surface within a horizontal distance of 3m (10'). If the SS chimney extends more than 1.5m (5') above the roof, additional lateral support is required. See page 12 and instructions packaged with Roof Brace Kit.
4. Install a Selkirk chimney Round Top (Figure 11). It is an integral part of the chimney and must be installed or the chimney warranty will be void.

7" & 8" SS Chimney Offset Chart

Offset required mm (inches)	Elbow angle degrees	Chimney Length			Offset Height mm (inches)	Total with Fireplace mm (inches)
		12"	18"	36"		
21 (0.8)	15	1	-	-	78 (3.1)	958 (37.7)
92 (3.6)	15	-	-	-	285 (11.2)	1165 (45.8)
131 (5.2)	15	-	1	-	432 (17.0)	1312 (51.6)
202 (7.9)	15	1	1	-	696 (27.4)	1576 (62.0)
234 (9.2)	30	1	-	-	609 (24.0)	1489 (58.6)
249 (9.8)	15	-	-	1	874 (34.4)	1754 (69.0)
310 (12.2)	30	-	1	-	741 (29.2)	1621 (63.8)
320 (12.6)	15	1	-	1	1138 (44.8)	2018 (79.4)
360 (14.2)	15	-	1	1	1285 (50.6)	2165 (85.2)
439 (17.3)	45	-	1	-	629 (24.8)	1509 (59.4)
478 (18.8)	15	-	-	2	1726 (68.0)	2606 (102.6)
539 (21.2)	30	-	-	1	1137 (44.8)	2017 (79.4)
549 (21.6)	15	1	-	2	1990 (78.4)	2870 (113.0)
588 (23.2)	15	-	1	2	2137 (84.1)	3017 (118.8)
675 (26.6)	30	1	-	1	1374 (54.1)	2254 (88.7)
706 (27.8)	15	-	-	3	2579 (101.5)	3459 (136.2)
752 (29.6)	30	-	1	1	1506 (59.3)	2386 (93.9)
762 (30.0)	45	-	-	1	952 (37.5)	1832 (72.1)
777 (30.6)	15	1	-	3	2843 (111.9)	3723 (146.5)
816 (32.1)	15	-	1	3	2990 (117.7)	3870 (152.3)
933 (36.7)	45	1	2	-	1123 (44.2)	2003 (78.8)
948 (37.3)	30	-	4	-	1847 (72.7)	2727 (107.3)
955 (37.6)	45	1	-	1	1145 (45.1)	2025 (79.7)
980 (38.6)	30	-	-	2	1902 (74.9)	2782 (109.5)
1063 (41.6)	45	-	1	1	1253 (49.3)	2133 (83.9)
1117 (44.0)	30	1	-	2	2138 (84.2)	3018 (118.8)
1193 (47.0)	30	-	1	2	2270 (89.4)	3150 (124.0)
1386 (54.6)	45	-	-	2	1576 (62.0)	2456 (96.7)
1422 (56.0)	30	-	-	3	2666 (105.0)	3546 (139.6)
1558 (61.3)	30	1	-	3	2902 (114.3)	3782 (148.9)
1579 (62.2)	45	1	-	2	1769 (69.6)	2649 (104.3)
1634 (64.3)	30	-	1	3	3034 (119.5)	3914 (154.1)
1687 (66.4)	45	-	1	2	1877 (73.9/0)	2757 (108.5)

This list is not complete. Please contact Selkirk for further assistance if required.

Figure 12.
SS Chimney Offset



- A.** If the offset length is more than 1.2m (4'), an intermediate support must be employed at 1.2m (4') intervals. Maximum offset length is 4.8m (16'). The intermediate support must be used in conjunction with an offset support.
- B.** Locking Band or screws are required on all interior joints.
- C.** Elbow secured with three #6 x 3/8" sheet metal screws.

Figure 13.
**SS Chase
Installation**

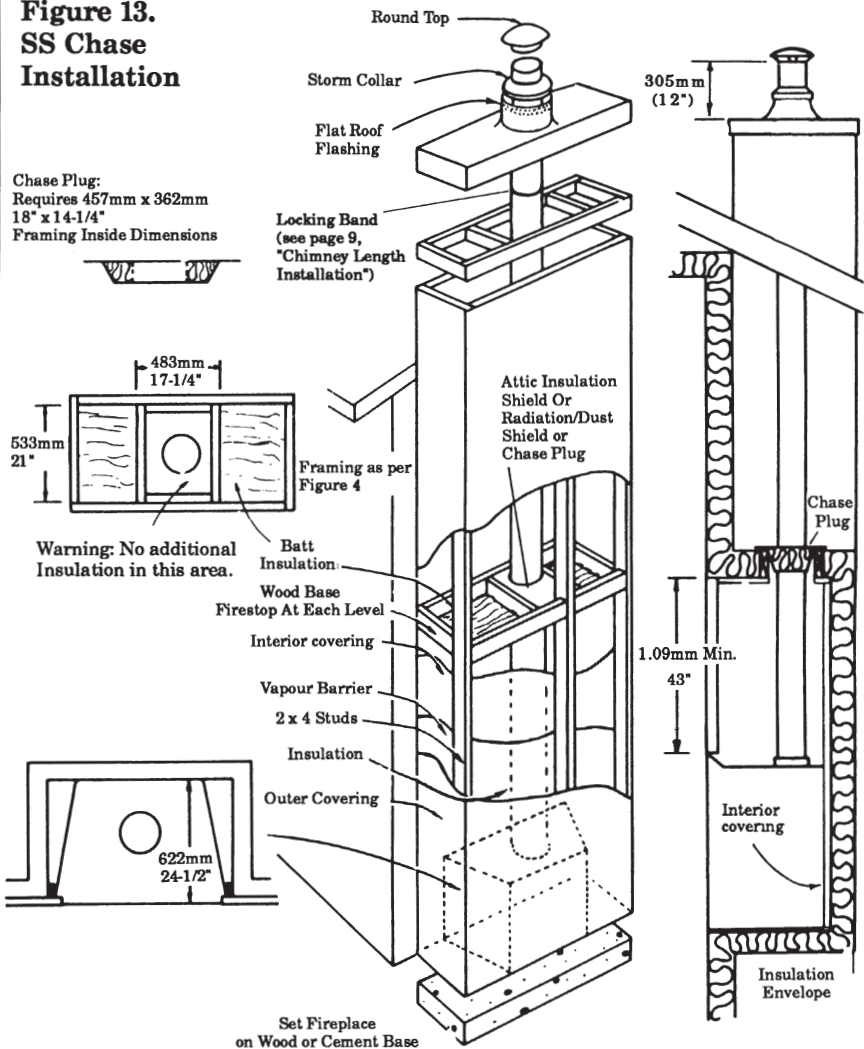
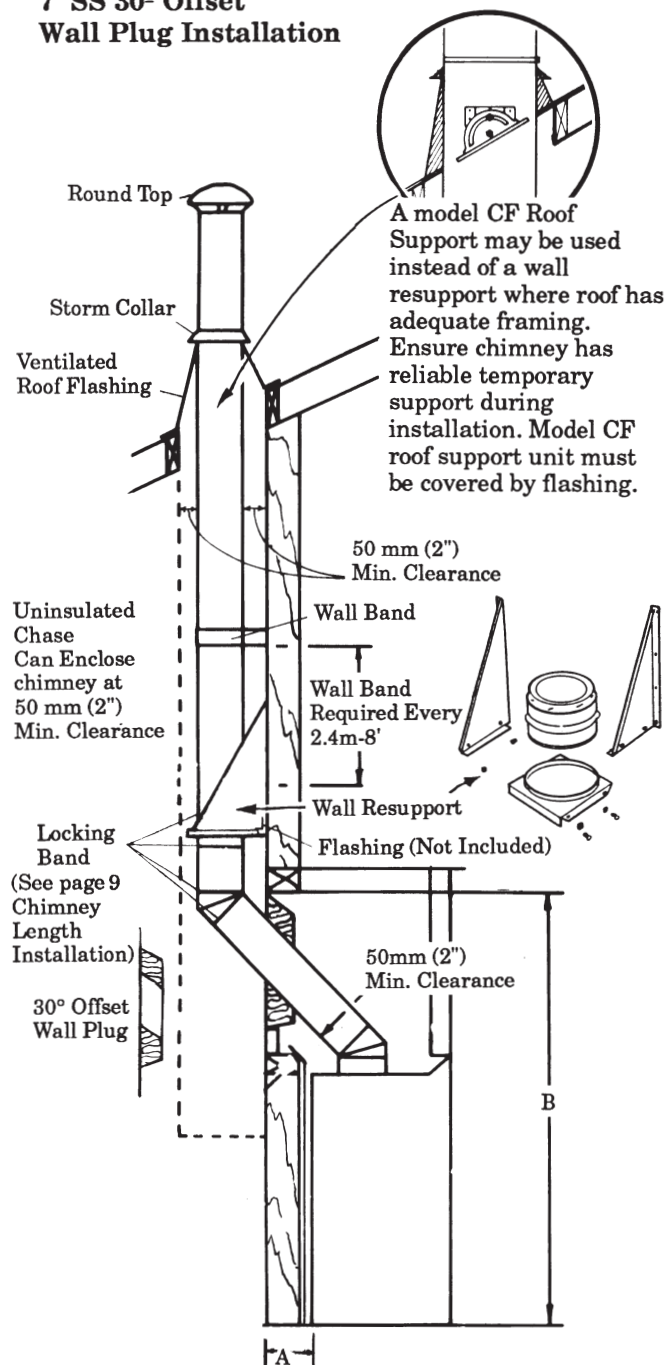
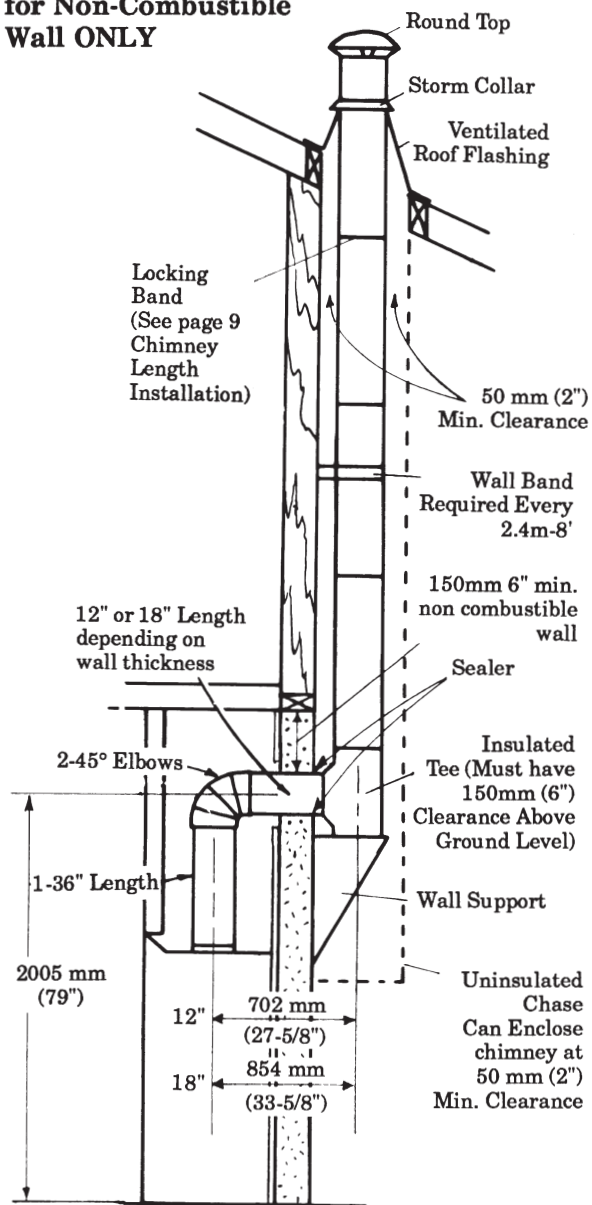


Figure 14.
7" SS 30° Offset
Wall Plug Installation



**Figure 15.
8' SS 90° Offset
Installation
for Non-Combustible
Wall ONLY**



30° OFFSET FRAMING DIMENSIONS

DIMENSION "A" MAXIMUM WALL THICKNESS		DIMENSION "B" WALL OPENING HEIGHT ABOVE FLOOR (Above base of fireplace)		SS CHIMNEY LENGTHS BETWEEN 30° ELBOWS			PLUG ROUGH OPENING	
mm	Inches	Metres	Inches	12"	18	36"	mm	Inches
190	7-1/2	2.185	86	1	-	1	814 x 362	32 x 14-1/4
270	10-5/8	2.313	91	-	1	1	"	"

Figure 16.
Roof detail when chimney is enclosed in attic or for cathedral ceiling.

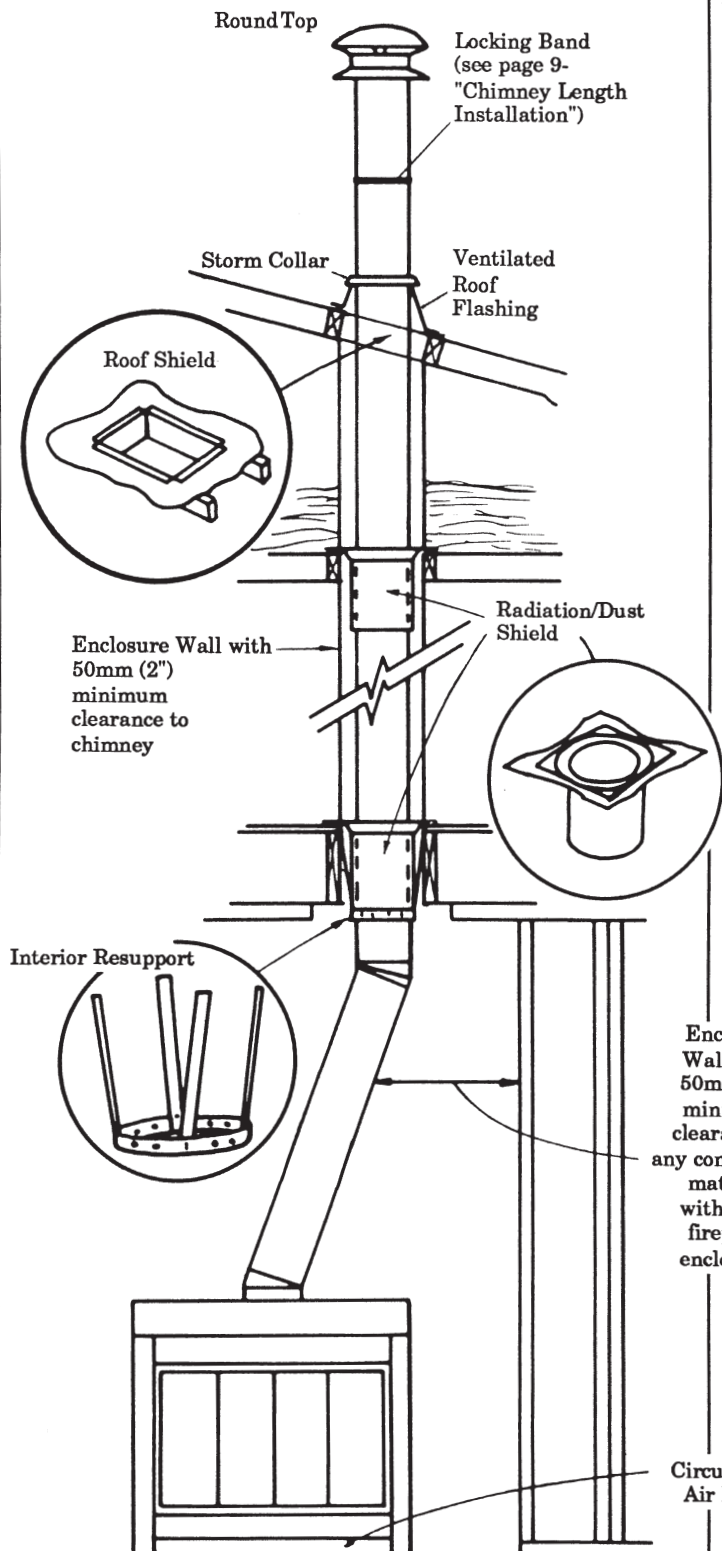
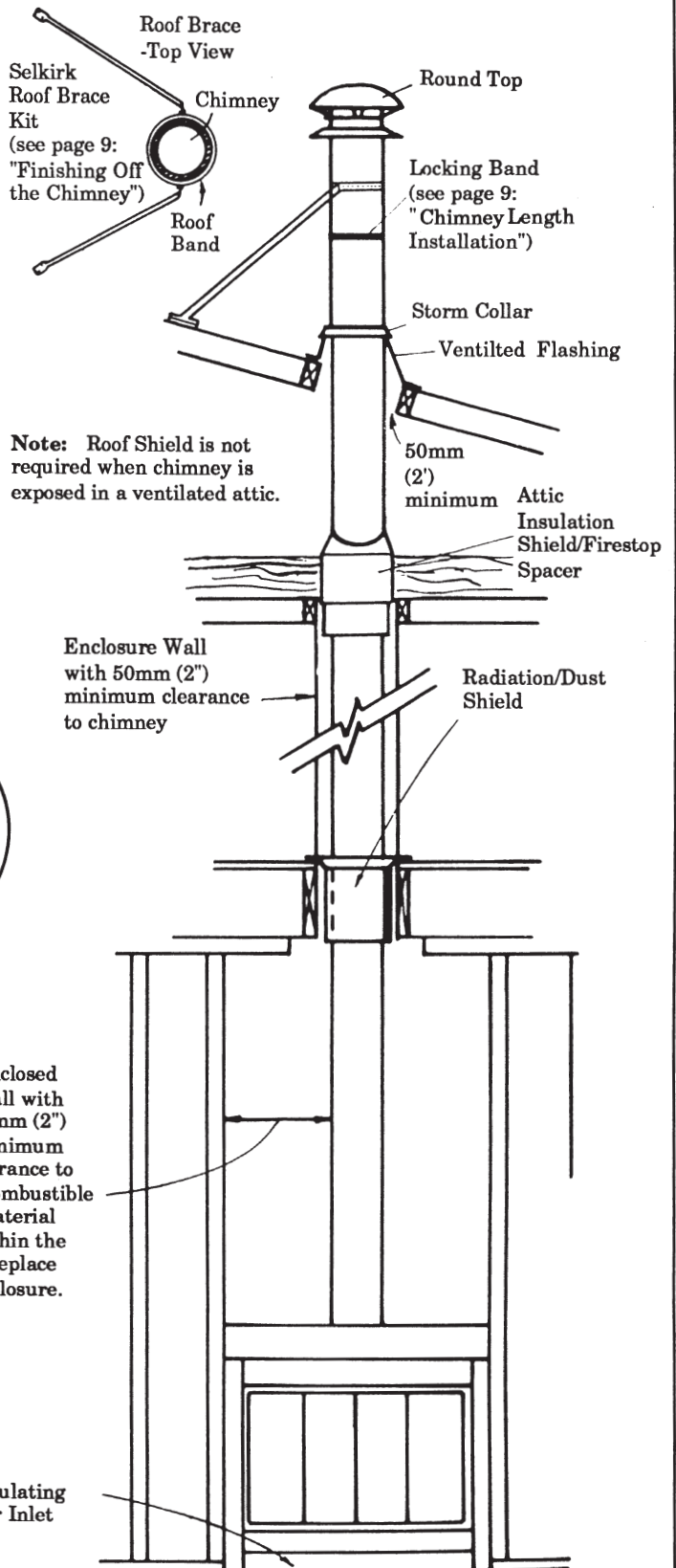
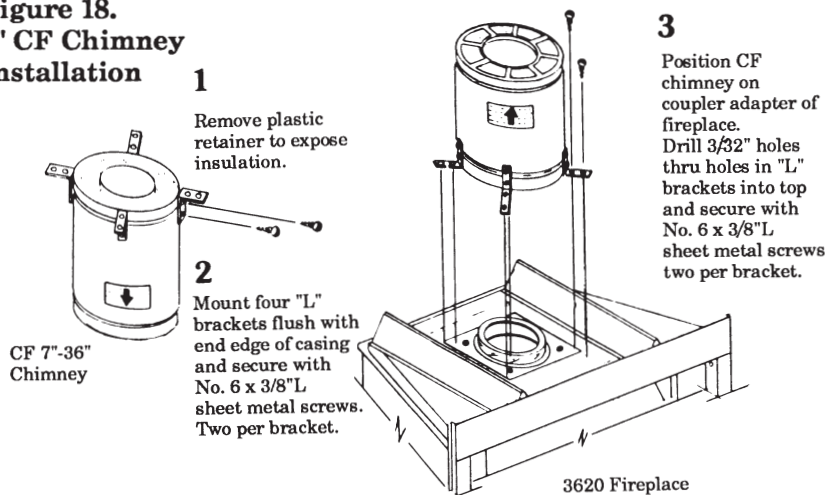


Figure 17.
Roof detail when chimney passes unenclosed through ventilated attic.



MODEL CF CHIMNEY INSTALLATION INSTRUCTIONS:

**Figure 18.
7" CF Chimney
Installation**



At this point in the instructions turn to page 15 and identify the typical CF installation you are performing.

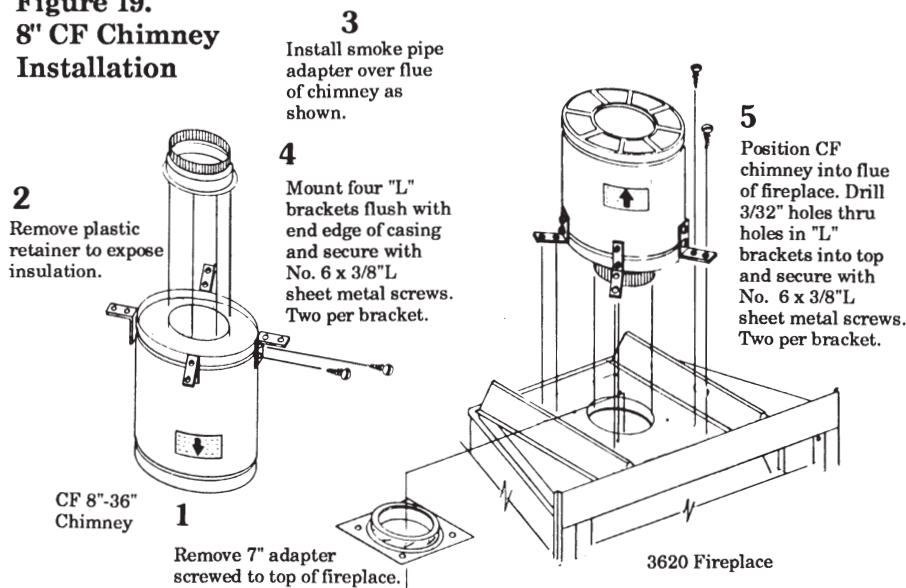
The instructions on this page will tell you how to install the individual pieces of the CF chimney.

Chimney Adapters:

The 3620 comes with a 7" SS chimney adapter.

If you are connecting to a CF Selkirk chimney, check the particular figure (Figure 18 or 19) for its installation on the 3620.

**Figure 19.
8" CF Chimney
Installation**



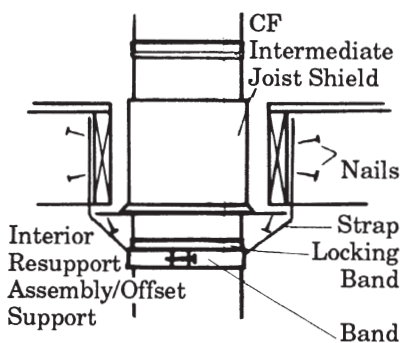
CF Intermediate Joist Shield:

The CF Intermediate Joist Shield must be used at all joist levels except an open attic level. It is installed from below using 1 1/2" nails. It can not be cut down (Figure 20).

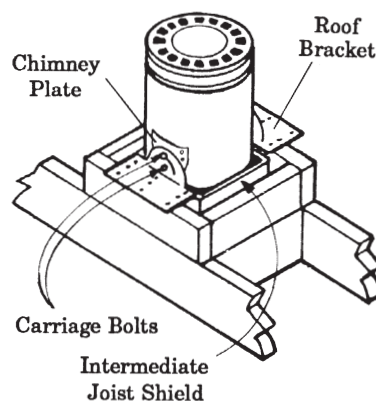
Offset Supports:

Support for a chimney offset need not be immediately above offset, but must be within 6m (20') of the lower elbow of an offset. Supports can hold up to 9m (30') of chimney, 6m (20') of which can be suspended. Two supports are offered for the CF chimney; They are the CF Interior Resupport and the CF Roof Support, described as follows:

Figure 20.



**Figure 21.
CF Roof Support**



CF Interior Resupport/Offset Support:

The CF Interior Resupport/Offset Support can be put below an Intermediate Joist Shield or an Attic Insulation Shield/Firestop Spacer. The Interior Resupport band is attached and tightened below a Locking Band. The straps are then run along the outside of the joists and nailed to them using eight (8) 1 1/2" nails (2 per strap - see Figure 20).

CF Roof Support:

The CF Roof Support is located on top of the joists and is installed after an Intermediate Joist Shield is installed (when required). Install two (2) carriage bolts per chimney plate in the square holes. Bend the plates to suit the curve of the chimney. Using the plate as a template drill 3/32" holes in the casing. (DO NOT penetrate more than 12mm (1/2") into the chimney). Attach the plates using the sheet metal screws provided. Attach the Roof Brackets to the chimney plates using the installed carriage bolts. Set the assembly into position and adjust and tighten the carriage bolts. Screw the plate to the joist using the (6) large wood screws per bracket.

Offset data is provided on page 15. The Resupports can hold up to 9m (30') of chimney, 6m (20') of which can be suspended.

Enclosures:

when the chimney extends through accessible spaces, it should be enclosed with 50mm (2") minimum air space clearance to avoid personal contact and damage. Enclosure walls should have a fire rating, equal to or greater than that required for the floors through which the chimney passes except in single or two-family dwellings.

Attic Insulation

Shield/ Firestop Spacer:

This shield has three main components: the Attic Insulation Shield (upper box), the Support Angles and the Joist Shield (see Figure 22). This complete shield must be used at ceiling level entering an attic to prevent insulation from coming into contact with the chimney. It is not used when the chimney is tightly enclosed up to the roof. It also firestops this level and because it is a firestop, DO NOT CUT the upper box.

1. To install Attic Insulation Shield/Firestop Spacer fully frame a level, square opening (all four sides) for 50mm (2") air space clearance from the outside of the chimney to the inside of the frame.

7" Chimney - framed to 400mm (15 3/4") square.

8" Chimney - framed to 432mm (17") square.

2. Remove the Joist Shield from inside the Attic Insulation Shield (upper box).

3. Attach the Joist Shield to the inside tabs of the Upper Box. Bend the tabs up (in the slots) to secure the two together.

4. Place the support angles in the most convenient set of holes provided (with overlapped edges up, Figures 22 & 23) and lower the complete assembly over the chimney. If necessary, unscrew the assembly to surround the chimney,

5. Nail securely into place.

Figure 22.

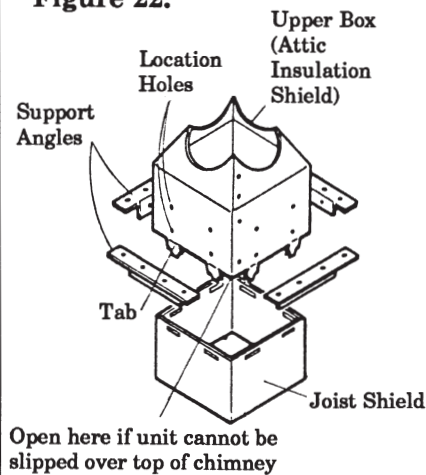
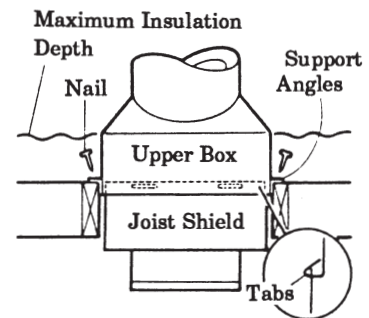


Figure 23.



NOTE: When installed close to an eave the support angles can be raised but the maximum insulation depth will be less.

Wall Supports:

Refer to the CF Wall Support Instructions for their installation through a non-combustible wall.

Wall Bands:

Wall Bands are required every 2.4 to 3.6m (8 to 12') above a support to stabilize the chimney.

Chimney Length Installation:

The CF chimney lengths are stacked on and locked into position using the locking bands provided.

If any lengths are suspended below a support, they must also be screwed using two (2) #6 x 1/2" sheet metal screws.

Finishing Off The Chimney:

1. Place a Ventilated Roof Flashing suitable for the roof pitch and chimney over the chimney casing and nail securely to the roof, top end (nearest roof peak) UNDER the shingles. Lower end OVER shingles to provide a watershed. Tar the edges of the Flashing.

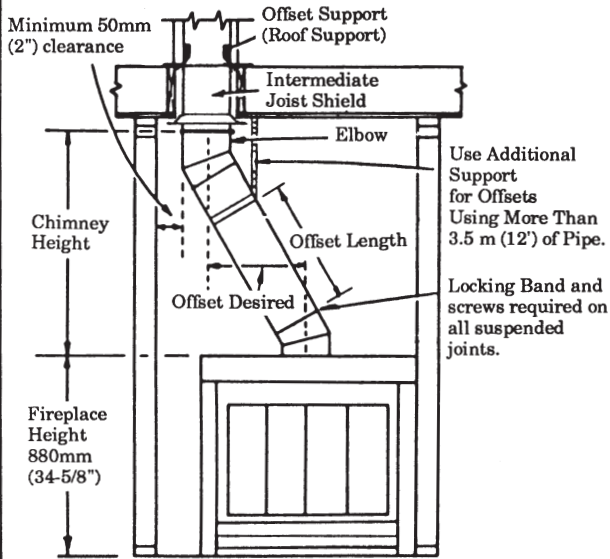
2. Apply waterproof caulking compound just above the top of the flashing cone on the chimney casing. Slide the storm collar through the applied compound and into position to ensure a waterproof joint. Apply additional caulking above the storm collar as required.

3. Finish the chimney to its required height. The top of the chimney should extend at least 900mm (3') above the point where it comes through the roof and at least 600mm (2') above any surface within a horizontal distance of 3m (10'). If the CF chimney extends more than 1.8m (6') above the roof, additional lateral support is required. See page 15 and instructions packaged with Roof Brace Kit.

4. Install a Selkirk chimney Round Top.

It is an integral part of the chimney and must be installed or the chimney warranty will be void. (see Figure 11, page 9).

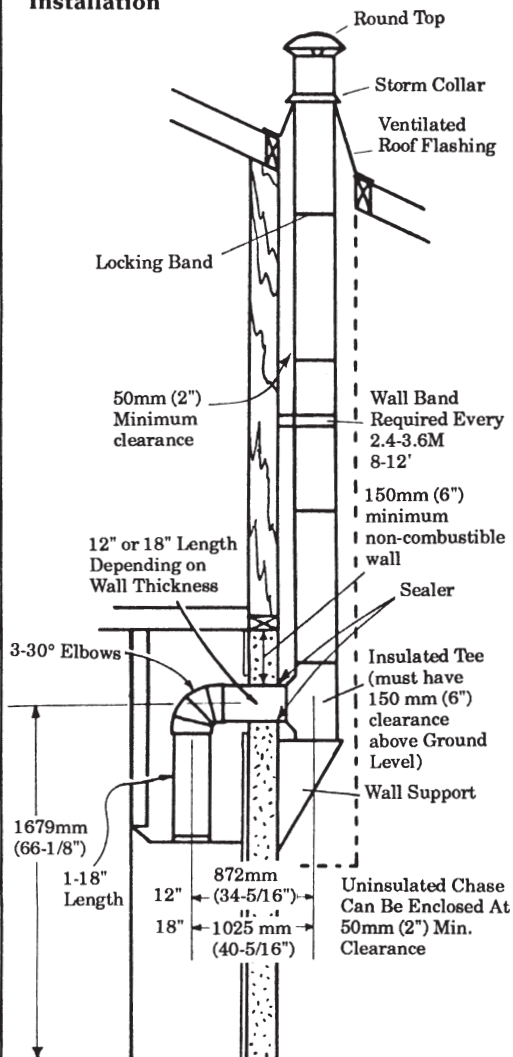
Figure 24. CF Chimney Offset



Offset Data for 7" & 8" CF Chimney

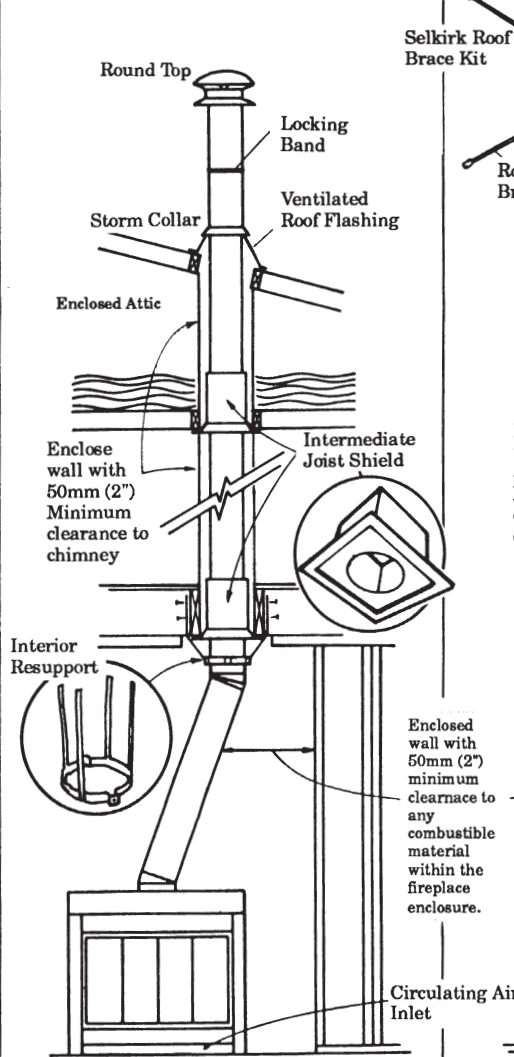
Elbow	Length	7" Dia.				8" Dia.			
		Chimney Height		Offset Desired		Chimney Height		Offset Desired	
		mm	in.	mm	in.	mm	in.	mm	in.
2 x 30°	9"	536	21 1/8	203	7 3/4	543	21 3/8	200	7 7/8
2 x 30°	12"	600	23 5/8	235	9 1/4	606	23 7/8	238	9 3/8
2 x 30°	18"	737	29	311	12 1/4	743	29 1/4	314	12 3/8
2 x 30°	36"	1130	44 1/2	540	21 1/4	1136	44 3/4	543	21 3/8

**Figure 25.
8" CF 90° Offset
Installation**

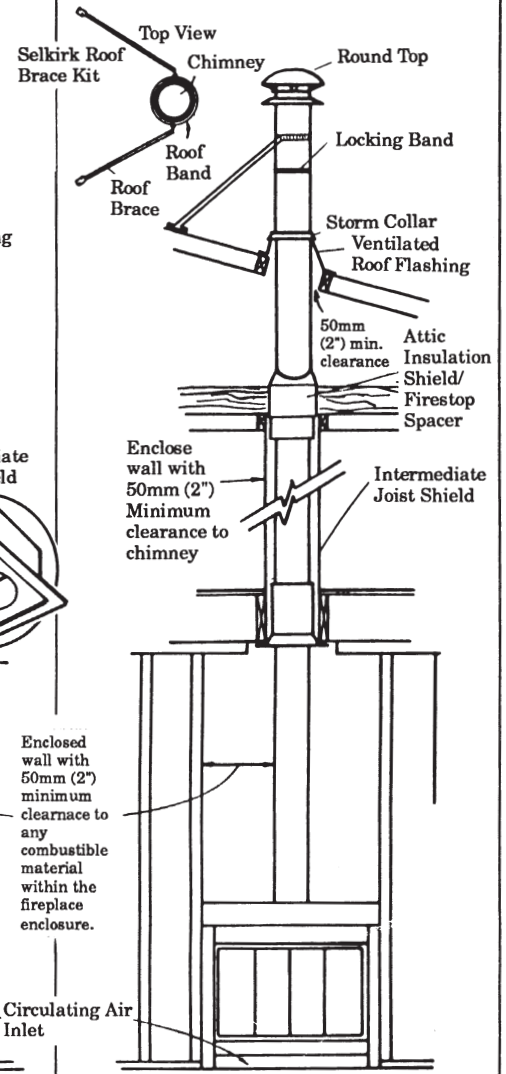


For non-combustible wall ONLY

**Figure 26.
CF Offset**



**Figure 27.
CF Straight Up**



Outside Air Kit Installation:

The 3620 is provided with optional components which supply outside air to the fireplace air circulation jacket, and make up air to the room in which the fireplace is installed. Failure to provide a source of fresh air into the room where the fireplace is installed may result in the air starvation of other fuel burning appliances and the possible development of hazardous conditions may result. Other air consuming equipment in the house (for example a gas furnace) should be provided with an independent air supply.

The air supply components consist of an air inlet control valve, which is installed in the fireplace and an air intake hood assembly which is installed in an outside wall of the building. They must be connected with 4" I.D. insulated aluminum air duct (part number 4002005), not supplied with the fireplace.

The air intake hood must be installed only in an outside wall.

WARNING: DO NOT INSTALL AIR INTAKE HOOD IN A GARAGE, CARPORT, BASEMENT OR ATTIC. It can be installed between 2.4m (8') above and 400mm (16 inches) below the fireplace inlet.

The air inlet control valve, factory installed on the right, can also be installed on the left side of the fireplace.

To move the air inlet control valve to the left side, first remove the lower grille for ease of accessibility and remove the air valve shutter. Unscrew the four #8 x 1/2" screws holding the air valve body and either work the body out the front of fireplace or around the side and back between the firebox and outer casing to the left side. The cover plate on the left side (covering the 100mm (4") hole for stub in casing) should be removed and installed over the 100mm (4") hole in the casing on the right side. Replace the lower grille.

Make sure that the duct is long enough to connect from the fireplace to the hood assembly location. Cut a hole through the outside wall, 100mm (4") in diameter. Put the hood assembly in hole and seal around it using any convenient sealer. Attach the flexible duct to both ends using the 4 (four) #8 x 9/16" screws supplied with hood assembly. See Figure 28.

Installing an Outside Air Kit in a Chase:

If the chase is framed first, a minimum width of 1220mm (48") is required (Figure 29). A minimum width of 1168mm (46") can be used if the chase is to be framed later.

Cut the duct to about 760mm (30") for a 610mm (24") deep chase. Flatten the aluminum inner so the reduced hood assembly will fit. Cut the hood assembly down to approximately 125mm (5") length. Cut a hole in the back wall (drywall) approximately 152mm (6") in diameter and in the outside wall approximately 114mm (4 1/2") in diameter. Attach the duct to the outside air stub using the two screws provided.

Figure 28. Installation of Outside Air Kit

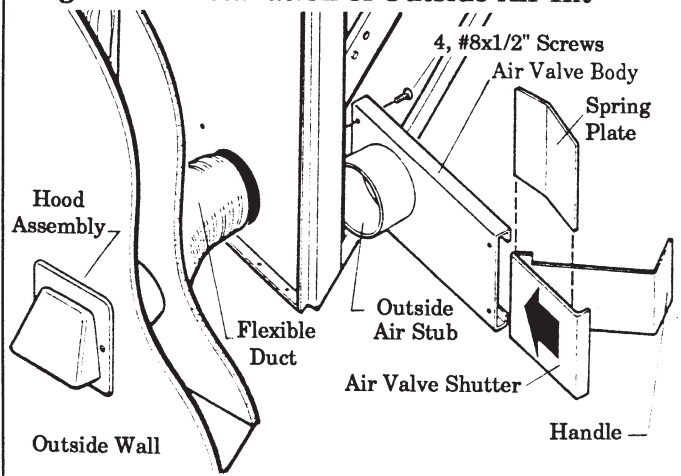
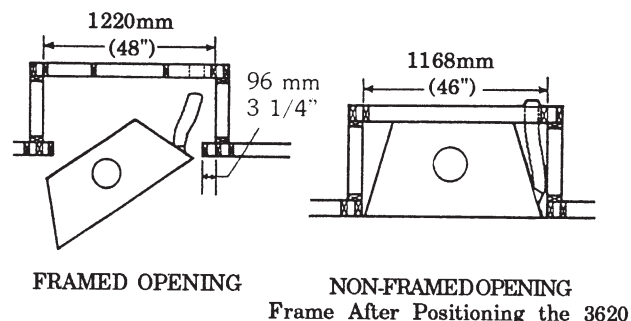


Figure 29. Outside Air Kit in a Chase



Carefully shift the 3620 into place, while doing this pull the duct through the back wall and attach the hood assembly with the remaining 2 screws provided. Seal and fasten the hood assembly to the outside wall using a convenient sealer and the 3/4" screws provided.

Gas Line Conduit Installation:

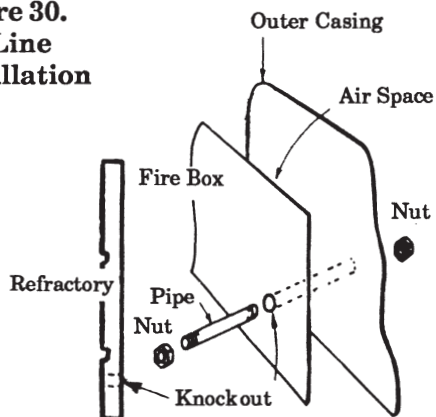
(For units equipped with gas line knock-outs. These units have a circular knock-out in the side refractory brick).

For the installation of the gas line check local codes and employ a qualified installer. The fireplace has provisions for installation of an approved decorative gas appliance installed in accordance with the National Fuel Gas Code, ANSI Z223.1.

1. For the gas line conduit installation you require one, 19mm (3/4") nominal diameter nipple, 152mm (6") long and two, 25mm (1") diameter electric conduit locknuts to fit the pipe (customer supplied).

2. Remove the side refractory by first removing the hearth front, and the three screws securing the fireplace dome shield (Figure 1). Then wedge the dome shield clear of the side refractory panel. Remove the wedge and replace the screws and hearth front when the gas line installation is complete. Knock out the hole in the refractory (lower centre) using a hammer and chisel. There are also two sheet metal knockouts in the firebox lining and outer casing. Remove them (Figure 30).

**Figure 30.
Gas Line
Installation**



3. Pass the pipe through both sheet metal holes and fasten using the 1" diameter nuts. The pipe should be flush with the back of the refractory. Re-install the refractory.

4. Have a qualified installer install the GAS LINE.

CAUTION: When a decorative gas appliance is installed in a fireplace that has a manual damper, a permanent stop(s) shall be provided on the damper control to prevent complete closure of the flue outlet.

For conversion of Model 3620 Fireplace to Natural Gas or Propane, Selkirk's Model ZC1-25 Gas Insert is listed by CSA and recommended for this use.

Electrical Wiring for Blower:

To use the twin fan blower, a receptacle with box and wiring must be supplied and installed. The installation of the electrical hook-up should be performed by a qualified electrician as this system must be connected to the house wiring.

The wiring should pass through the plastic bushing in the casing cover plate to the receptacle box. The box may be moved to the right side if required (factory installed on the left side), but may create a problem of operating the outside air control. If the box is moved to the right side, ensure that it is fastened to the lower section of the firebox as it was on the left side. As shown in the sketch (Figure 31), the incoming wiring can be of hard conduit, BX cable or 14/2 ga. house wiring (check local electrical codes first). When using a 3 wire system (black, white, green), the black and white wires are fastened to either side of the receptacle and the green is fastened to the screw, which is painted green in color. The ground wire is also fastened to the receptacle box so as to ground the entire fireplace. This will prevent the possibility of receiving any electrical shocks. Where the installation requires only a two wire hook-up, ie: with metal conduit, the receptacle ground position must still be wired to the receptacle box (the box is grounded to the conduit which in turn is grounded to the house wiring system). Screw the receptacle to the receptacle box and replace the receptacle box cover.

Figure 31.

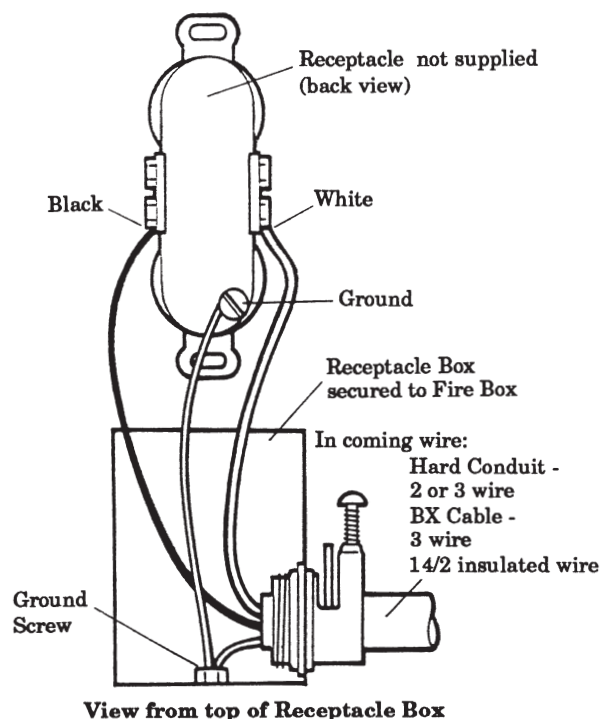
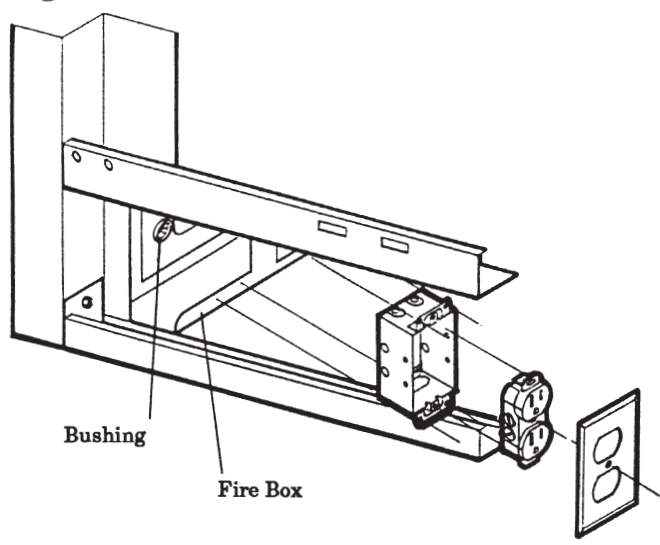


Figure 32.



Twin Fan Blower Operation:

The 3620 Fireplace has provisions for a two speed twin fan blower. On some units this blower is factory installed or is provided separately as an option.

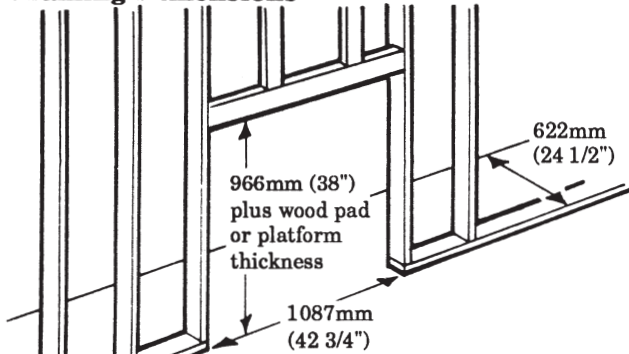
The blower is installed, directly behind the lower air circulation grille, simply lift the grille upwards for accessibility. You will notice a toggle switch at the very front of the blower. This switch controls the blower for on and off conditions, the middle position is the off condition. When the switch is moved to the right or left you will note that the blower speed increases or decreases.

Once you have built a moderate fire in the firebox and the presence of hot air is noticed coming from the upper grille, the twin fan blower may be activated to the high or low speed condition.

Enclosing the 3620:

When the fireplace, chimney, outside air assembly, blower receptacle wiring (and gas line if used) installation is complete, the 3620 may be enclosed in the suggested framing dimensions shown in Figure 33.

**Figure 33.
Framing Dimensions**



NOTE: For an Exterior Chase add the interior covering thickness to these dimensions.

Finishing the Installation:

1. Finish enclosing the fireplace with material of your choice

WARNING: DO NOT PACK REQUIRED AIR SPACES WITH INSULATION OR OTHER MATERIALS. (ie.: between the top spacers of fireplace or in the cavity created in a chase type framed off situation).

Insulation should be held in place by proper framing and vapor barriers. Do not install the 3620 Fireplace directly in contact with vapor barriers, always cover vapor barrier with drywall or suitable facing.

2. Refer to Figures 35 & 36 for the combustible framing and finishing details. Note that the 10mm (3/8") gap between combustible finishing materials and the fireplace lintel may be covered by a non-combustible material, such as: metal trim, caulking, mortar, or the 3620 Wide Surround (part #4036570, 72 or 74).

3. Non-combustible material may cover the lintel and sides of the unit (Figures 36 & 37).

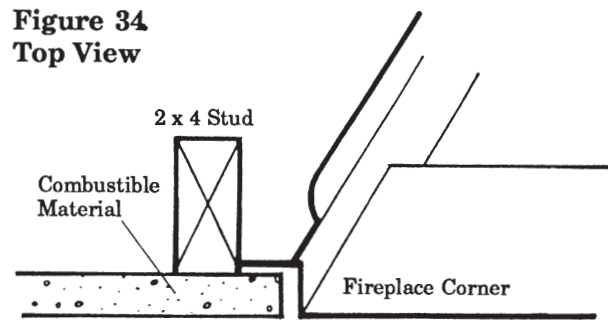
Note: Drywall is considered to be combustible.

4. When using full brick, a firestop must be installed (Figure 37), either above or below the lintel (fireplace opening).

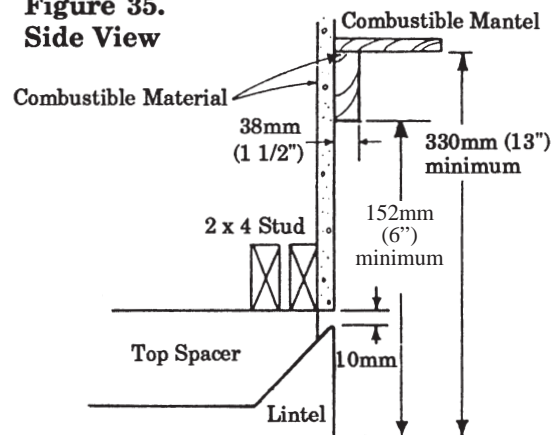
5. A combustible mantel may be installed not less than 330mm (13") above the fireplace opening. A combustible trim piece not greater than 38mm (1 1/2") thick may be installed not less than 152mm (6") above the fireplace opening (lintel). A non-combustible mantel may be installed anywhere above the lintel (see Figure 35).

6. Combustible side trim extending no more than 127mm (5") from the fireplace front may be installed no closer than 127mm (5") from the fireplace upright (see Figure 36).

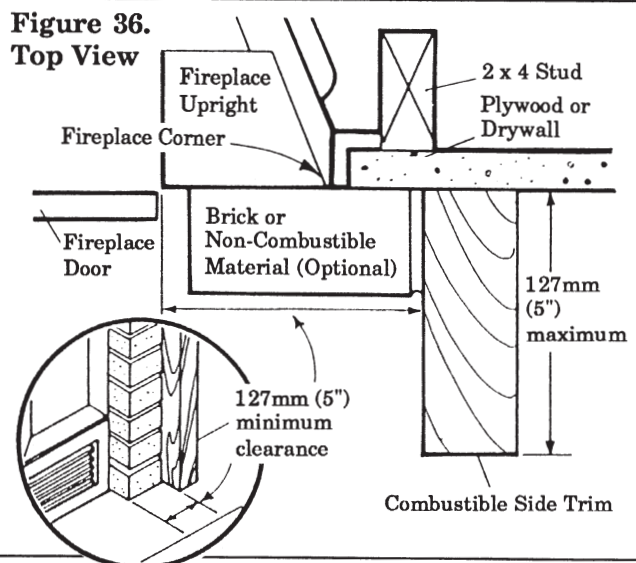
**Figure 34
Top View**



**Figure 35.
Side View**



**Figure 36.
Top View**



**Figure 37.
Side View**

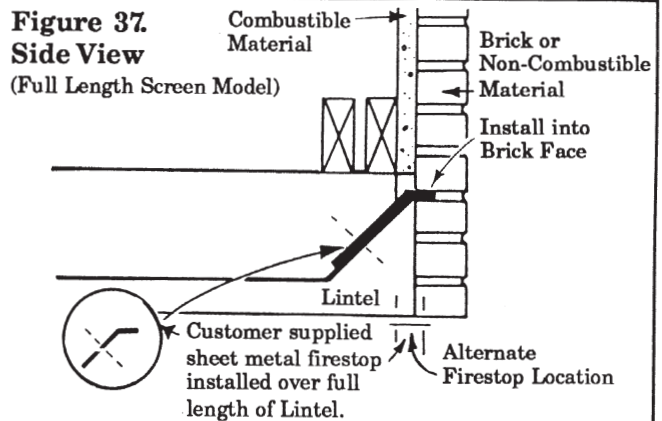


Figure 38.
Air Circulation Grille Installation

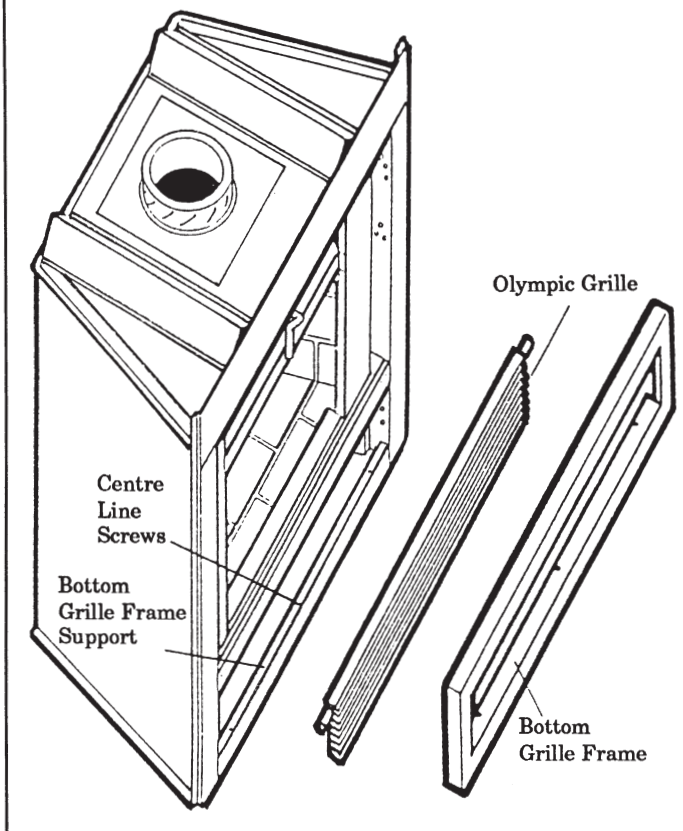
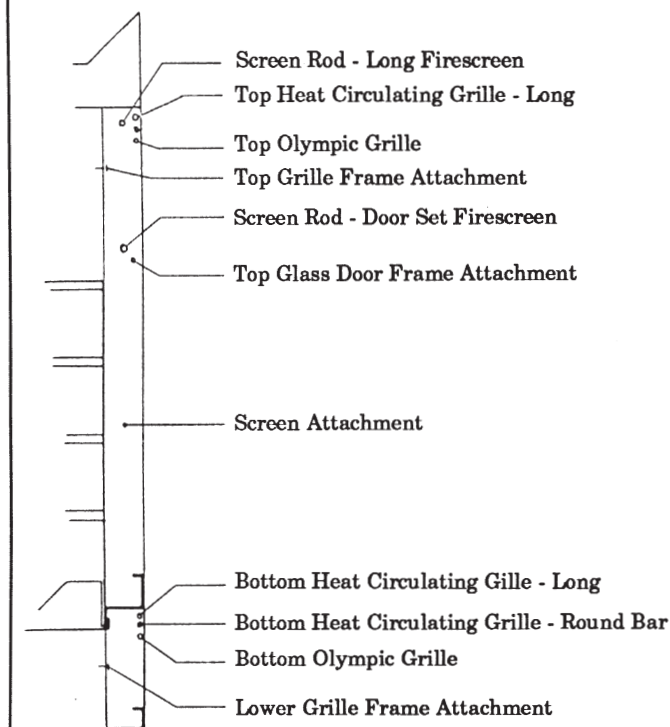


Figure 39.
Guide to Holes in the 3620 Vertical
Frame - Side View
(use applicable holes only)



AIR CIRCULATION GRILLES:

Air Circulation Grilles are installed at the bottom of the 3620 (narrow grille) to screen the fireplace circulation air inlet, and at the top (with glass door sets) to screen the hot air outlet. When the long fireplace curtain screen is used, a top grille is not required (tall screen only, no glass doors). All grilles pivot to permit access to the fireplace controls; flue damper, fan switch, and outside air control. The grilles supplied with this fireplace are either the Olympic style or Long Heat Circulating. The Olympic grilles are used with grille frames of three different finishes, see inside cover for grille frame part numbers.

Olympic Frame & Grille Installation:

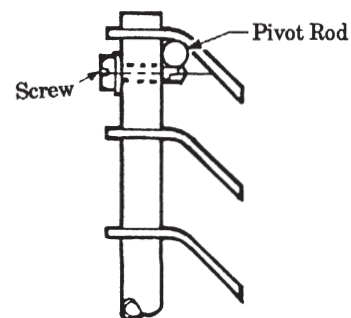
1. Install two (2) screws, #8 x 9/16" long (supplied with grille frame kit), on the centreline of the fireplace, through the holes provided. Turn the screws back one turn.
2. Remove the plastic covering from the grille frame and install the frame in the fireplace, under the heads of the screws.
3. Rotate the grille frame attachment clips (black with 3/16" hole) to align with lower or top grille frame attachment holes provided in front frame of fireplace and attach these clips using #8 x 3/8" long screws.
4. Remove the pivot rod from the grille by loosening the retaining screws as necessary. Install the rod in the holes marked top or bottom Olympic Grille, slide the rods in the holes sufficiently so as to not fall out. Hook the grilles over the rods and re-tighten the screws (see Figure 40).

Note: Upper and lower door frames are provided with height adjustment, by loosening and repositioning ends of door frames.

Long Heat Circulating Grille Installation:

To install the long heat circulating grilles, first remove the pivot rod from the grille (loosen the retaining screws as necessary). Install the pivot rod in the top pair of holes in the fireplace side frame (Figure 39). Hook the grille over the rod and re-tighten the screws (Figure 40).

Figure 40.
End View
of Grille



Glass Doors:

If you have a set of glass doors, the screen will help prevent a log from rolling up against the glass. It may prevent the glass from shattering. Keep the screen closed at all times. Slide door handles apart to unlatch and open the doors. After closing the doors, slide the handles together to latch.

REMEMBER: DO NOT build the fire too close to the glass. Start the fire slowly, heat the glass gradually to avoid sudden temperature changes in the glass and keep the fire medium-sized. Failure to operate the fireplace with the damper fully open will result in excessive heat build-up and may cause premature failure of the glass.

Safety Tips:

1. Inspect the glass regularly for cracks or breaks. If found, extinguish the fire immediately and replace glass.
2. Do not slam fireplace doors or otherwise impact the glass. A protruding log or other object that impacts the glass may cause breakage.
3. Never attempt to clean the glass with a fire in the unit. Always wait until the glass is fully cooled before cleaning.

Glass Cleaning:

Do not use oil or wax-type cleaners. Do not use abrasive cleaners. The glass will usually remain clean except for a light build-up of ash. This build-up should be removed using a glass cleaner or soap and water.

BIFOLD GLASS DOOR SET

Care of Your Glass Door Set:

The metal frame and trim are finished with baked-on enamel, resistant to tarnishing and the heat from a properly managed fire. Damage or discoloration indicates that the glass door set has been overheated by too large or too hot a fire, too close to the doors. Do not attempt to polish the frame trim, but use a mild soap cleaner and water. Dry with a soft scratch-free cloth. Do not use abrasive or metal polish cleaners.

Glass Replacement:

To replace glass, remove the glass door section affected by removing the screws holding the hinges in place (Figure 41). Carefully remove the long side channel and clean out any chips of glass left in the retainers. The fireplace requires a 6mm (1/4") thick piece of fully tempered soda-lime glass, 401mm (15 13/16") high by 210mm (8 1/4") wide, available from your Selkirk Metalbestos dealer. **DO NOT USE A SUBSTITUTE MATERIAL.** Slip the glass back into place. Reframe it and reassemble the framing.

Adjustment of Doors:

1. The hinges attached to the door frame are provided with horizontal adjustment (Figure 42).
2. Loosen the screws required. Set the hinge and the frame in the new position and retighten the screws.
3. To square the glass door frame, remove the door from the 3620 first, then push on the required outside corner so the glass doors appear square and even (Figure 43).

Figure 41.
Bifold Door Glass Replacement

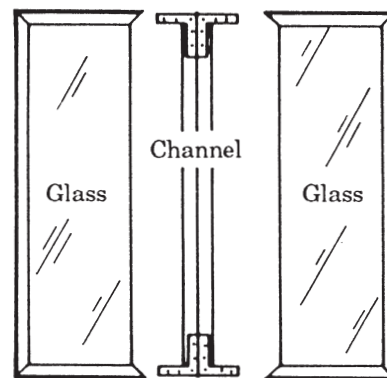


Figure 42.
Fireplace Door Horizontal Adjustment

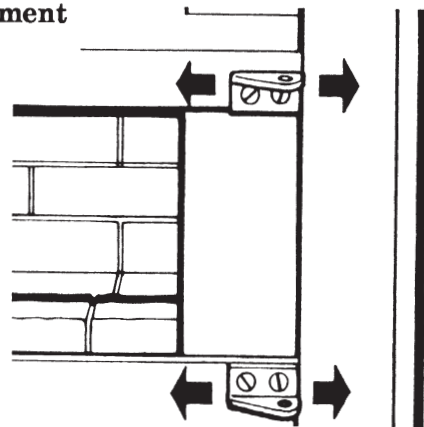
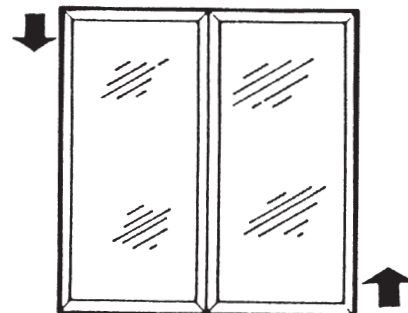


Figure 43.
Squaring Bifold Glass Door



3620 CABINET DOOR

Assembly Instructions:

1. Insert the screen rod, with the screen, in the appropriate holes (Figures 39 & 44).
 2. Insert (but do not tighten) 2 sheet metal screws (A) in the 3620 Vertical Frame. Hook the top glass door frame over these screws and secure it to the fireplace dome with 3 screws (B).
 3. Adjust the gap between the door frame and fireplace lintel to 163mm (6 3/8") (Figure 44, detail) and tighten the 2 screws (A) in the vertical frame.
 4. Secure the screen rod center clip with a machine screw (C).
 5. Hook the lower hinge bar over the fireplace lower glass door frame and secure with 2 machine screws (D).
 6. Insert (but do not tighten) 2 machine screws (E) in the top glass door frame and hook the top hinge bar over these screws.
 7. Stick 3 pads to each glass pane (peel the protective coating first) as shown in Figure 45.
- Note:** The long wide of the glass pane is horizontal. The latch pad is installed 100mm (4") from the edge of the pane.
8. Assemble a Latch and Latch Clamp as shown in Figure 45 (detail), then attach the Latch Assembly to the door as shown in Figure 45. The set screws must bear against the latch pad on the inside of the glass door. Apply light pressure to the bottom of the clamp to produce adequate friction and tighten the set screws. Do not over tighten.
 9. Install the pivot on the glass pane with the pivot edges flush with outer edge of the glass. Do not over tighten the set screws. Insert the lower pivot of the door into the lower hinge bar, raise the upper hinge bar and engage the upper pivot (Figure 44, detail).

Repeat for the other door. Tighten all screws except the set screws.

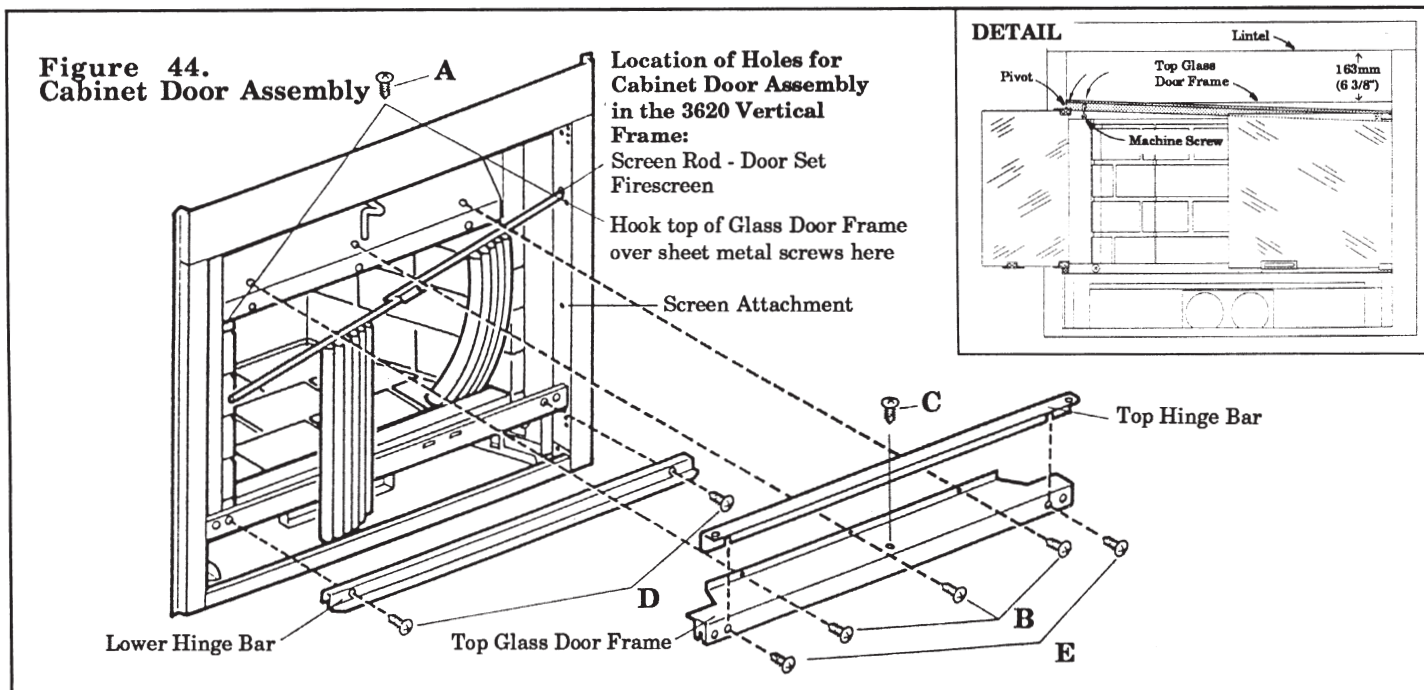
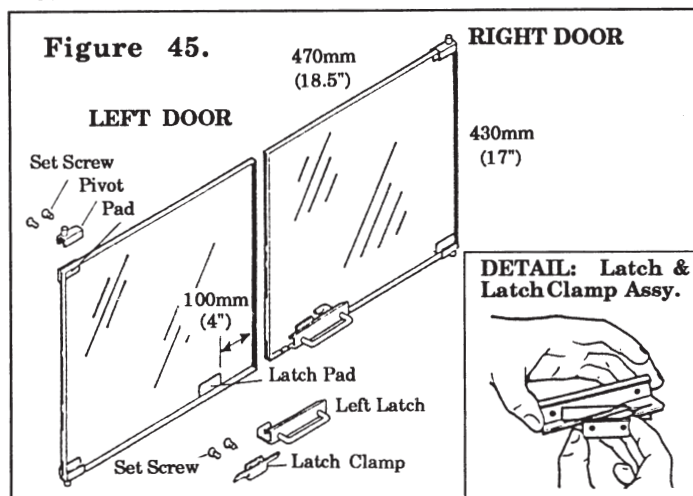
10. If necessary adjust the door panes by loosening the appropriate set screws and moving the pivot. Check that the latches move smoothly and engage the slots in the lower hinge bar properly. If the latches are properly positioned but will not engage adequately, check that the lower hinge bar is tight to fireplace lower glass door frame.

Cabinet Door Set Adjustment:

Adjust the cabinet doors by loosening the set screws and repositioning the hinges. Retighten the screws but do not overtighten.

The latch clamp can be adjusted to change the friction on the door latch. Loosen the set screws and push the clamp against the glass to increase the friction or vice versa. Retighten the set screws but do not overtighten.

Replace the glass only with 5mm thick fully tempered soda-lime glass only, available from your Selkirk Metalbestos dealer.



OPERATION AND CARE OF YOUR BUILT-IN FIREPLACE:

DO NOT USE A FIREPLACE INSERT OR OTHER PRODUCTS NOT SPECIFIED FOR USE WITH THIS FIREPLACE

Firing:

Your fireplace has been designed and is intended to produce best results burning solid fuel wood only. NEVER USE THE FIREPLACE AS AN INCINERATOR. Do not burn driftwood or other material containing salts. Do not burn paper, plastic, garbage, lumber scraps etc.

Starting the Fire:

1. Always be sure that the fireplace flue damper is fully open before starting each fire. If not, smoke and flame could enter the room. To open the damper, turn the handle clockwise into the vertical position.
2. Open the outside air valve (located behind the air intake grille on the right or left side) by pulling handle forward to let fresh air into the circulating air chamber (see Figure 28).
3. Use the Selkirk Metalbestos Grate which will hold the fire back from the front of the fireplace and the optional glass doors.
4. Do not build too large a fire. Use only sufficient kindling to light well-seasoned hardwood. Avoid quick hot flash-type fires.
5. NEVER USE GASOLINE, GASOLINE-TYPE LANTERN FUEL, KEROSENE, CHARCOAL LIGHTER FLUID OR SIMILAR LIQUIDS TO START OR 'FRESHEN UP' A FIRE IN THIS FIREPLACE. Keep all such liquids well away from the fireplace.
6. Always keep furnishings and other combustibles well away from fireplace opening.

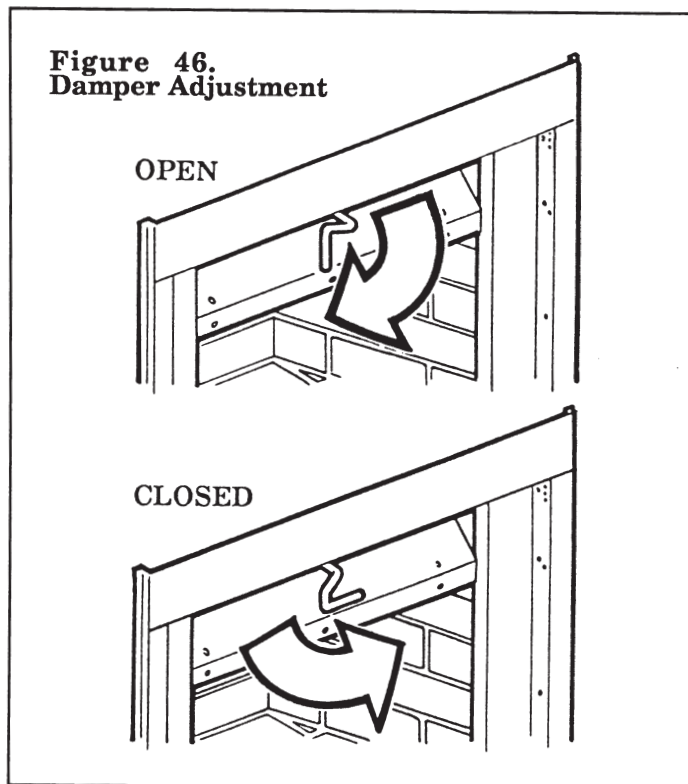
Operating the Fire:

1. The fireplace damper must be left FULLY OPEN at all times while the fire is burning.
2. The curtain screen should be kept closed at all times to prevent sparks from entering the room.
3. For safe and efficient operation, it is necessary that air circulates through the fireplace heat exchanger at all times. NEVER BLOCK THE CIRCULATING AIR INLET AREA OR THE HOT AIR OUTLET AREA (Figure 1).

Damper Adjustment:

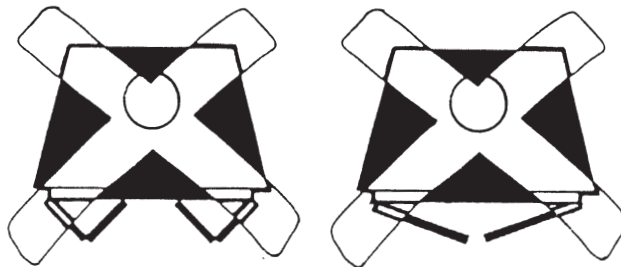
The flue damper latch holds the flue damper in the closed position when the fireplace is not in use. The damper should swing to the fully open position when not latched. To adjust the damper latch (located behind the top grille or screen damper handle) first loosen the two screws securing the latch. To increase the latching force, slide the latch to the left and retighten the screws. To reduce the latching force slide the latch to the right and retighten the screws. **CAUTION; DAMPER MUST BE IN THE FULLY OPEN POSITION DURING FIREPLACE OPERATION.**

Figure 46.
Damper Adjustment



WARNING: OPERATE THE FIREPLACE EITHER WITH THE GLASS DOORS FULLY OPEN OR FULLY CLOSED. Bifolding doors left partly open may draw gas and flame out of the fireplace opening creating both heat and smoke hazards. See Figures below.

Figure 47.



Leaving the Fire:

When retiring or leaving the fireplace unattended, close the curtain screen and optional glass door. BUT leave the fireplace damper OPEN. Once the fire is cold, the fireplace damper should be closed and the outside air shut off until the next time you light your fireplace.

Disposal of Ashes:

Ashes should be placed in a metal container with a tight-fitting lid. The closed container of ashes should be placed on a non-combustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have thoroughly cooled.

Creosote-Formation and Need for Removal:

When wood is burned slowly, it produces tar and other organic vapours, which combine with expelled moisture to form creosote. The creosote vapours condense in the relatively cool chimney flue of a slow-burning fire. As a result, creosote residue accumulates on the flue lining. When ignited this creosote makes an extremely hot fire.

Your Selkirk Metalbestos Model SS or CF Chimney is not intended or designed for use as a combustion or fire chamber. It is very easy to overfire your appliance with kindling, scrap lumber, brush or any fast burning fuel. This can produce flames and high temperatures all the way up the chimney, and may damage the chimney if continued for more than a minute or two. If you see flames coming out the top, you are either overfiring or there is a chimney fire. What can the individual do to protect himself? Two things:

- **DO NOT OVERFIRE A HANDFIRED APPLIANCE.**
- **KEEP THE CHIMNEY CLEAN.**

To prevent chimney burnout and possible chimney damage, inspect the chimney top and chimney frequently (at least twice monthly) for signs of soot build-up and clean them as necessary. If a significant layer of creosote has accumulated (3mm or more) it should be removed to reduce the risk of a chimney fire.

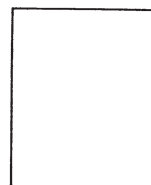
Chimney Fires and What To Do About Them:

If a fire in your fireplace has got out of control, or you suspect a chimney fire for any reason, follow these steps:

1. **Immediately close the curtain screen (and optional glass doors).**
2. **Alert your family to the possible danger.**
3. **Inspect your appliance and chimney surroundings for possible fire. If in doubt, alert your fire department.**
4. **Do not continue to use your appliance until it and your chimney have been thoroughly inspected. Overheating can cause metal parts to expand, buckle and crack. If you are not certain, have a qualified heating man disassemble all parts so they can be inspected and replaced.**

SELKIRK METALBESTOS THE 3620 FIREPLACE 10 YEAR LIMITED WARRANTY REGISTRATION CARD

Name _____		Tel. () _____	
Nom _____		Tel. _____	
Street _____	City _____	Province _____	Postal Code _____
Rue _____	Ville _____	Province _____	Code Postal _____
Date of Installation _____	Date of Purchase _____	Building Permit Number _____	
Date d'installation _____	Date d'achat _____	Numéro de permis de construction _____ (if required/si requis)	
Inspected By _____		Date of Final Inspection _____	
Inspecté par _____		Date de l'inspection finale _____ (organization/organization)	
Model 3620 <input type="checkbox"/> Modèle 3620			
My fireplace is installed in/ Mon foyer est installé dans:			
<input type="checkbox"/> Home	<input type="checkbox"/> Cottage	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Other
Maison	Chalet	Maison Mobile	Autre _____
On/Au:			
<input type="checkbox"/> First Floor	<input type="checkbox"/> Basement	<input type="checkbox"/> Other	
1er Etage	Sous-Sol	Autre _____	
Type of store where purchased/ Genre de magasin où l'appareil a été acheté:			
<input type="checkbox"/> Building Supply	<input type="checkbox"/> Fireplace Store		
Matériaux de construction	Magasin de foyers		
<input type="checkbox"/> Mass Merchandiser	<input type="checkbox"/> Hardware	<input type="checkbox"/> Other	
Magasin à chaîne	Quincaillerie	Autre _____	
Name of Store _____	City _____	Province _____	Telephone Number of Store () _____
Nom du magasin _____	Ville _____	Province _____	Numéro de téléphone du magasin _____



SELKIRK METALBESTOS

P.O. BOX 160
Brockville, Ontario
K6V 5V3

Maintenance and Replacement Parts:

The 3620 fireplace is designed to provide satisfactory service for many years. However, in common with all heating equipment, certain components may require repair or replacement after extended use. An annual inspection of the fireplace at the beginning of each heating season is recommended. First check the chimney flue for signs of buckling or excessive creosote build up. If the chimney is visible in the attic, check that the outer casing is not in contact with attic insulation, and is in good condition. Make a visual inspection of the chimney which is visible above the roofline for any signs of corrosion. Check the condition of the firebox dome and the operation of the flue damper. Refractory brick with small cracks may continue to be used, but brick which is cracked to the extent that pieces are loose should be replaced. Replace any glass panes which have chipped edges.

The following components may be readily replaced:

- Air Circulation Grilles
- Brass and Chrome Plated Trim
- Damper Blade
- Damper Handle
- Damper Latch
- Fan Blade
- Fan Motor
- Firescreen (full length)
- Firescreen (for glass door set)
- Gasket for Outside Air Kit
- Glass for Bifold Door Set
- Glass for Cabinet Door Set
- Other Hardware for glass door sets
- Hearth Front (Brick)
- Hearth Front (Steel)
- Refractory Brick (side)
- Refractory Brick (bottom)

Replacement Parts may be ordered from your Selkirk Metalbestos Dealer

For all other enquiries about repairs or replacement parts contact Selkirk Metalbestos.

SELKIRK METALBESTOS EXTENDS THE FOLLOWING WARRANTY ON THE 3620 FIREPLACE, SUBJECT TO THE CONDITIONS OUTLINED BELOW:

1. 5 Year Warranty on Parts

Each Selkirk Metalbestos fireplace is warranted for a period of five (5) years from date of purchase against all manufacturing defects. Within that 5 year period, if any portion of the fireplace should prove defective in material or workmanship under normal use and service, such part or portion shall be replaced or, at our option, repaired at no cost to you. The following parts and conditions are excluded from this 5 year limited warranty:

(a) Glass Door(s)

The glass in the doors will lose some of its temper over time depending upon frequency of use. The original glass shipped with your unit is warranted for a period of 90 days from date of purchase against failure sustained in normal usage. Replacement glass available from your Selkirk dealer.

The 3620 Fireplace 10 Year Limited Warranty

10 Year
Limited Warranty

(b) Motor for Blower Kit (Optional Accessory)

The manufacturer of the motor warrants the motor for a period of twelve (12) months from the date of purchase against failure sustained in normal usage.

(Important: Follow oiling instructions where oiling instructions are provided). If the motor should fail under normal use and conditions within this twelve month period, return the motor only, postage paid, to Selkirk Metalbestos, P.O. Box 160, Brockville, Ontario K6V 5V3, marked "Motor Defect". Include a letter with a brief description of the fault as well as proof of purchase of your Selkirk fireplace. Also include a self-addressed envelope. A replacement motor will be shipped directly to you.

(c) Refractories (Firebrick)

Please inspect these pieces upon receipt of your fireplace and place a claim with the carrier if shipping damage has occurred. The side, back and hearth refractories are covered under full warranty for the first 2 years of service after installation. Refractories may be purchased at a cost of 50% (fifty per cent) of the current list price from the second through fifth years after installation, F.O.B. Selkirk factory.

2. 10 Year Replacement Plan

Upon the expiry of the aforementioned initial 5 year warranty and during the next 5 years following purchase, we shall furnish replacement parts to you (excluding the parts listed in paragraphs 1a to 1c above) at the current factory cost at date of claim, f.o.b. our plant.

3. This warranty does not cover on-site labour costs of any kind whatsoever. Selkirk Metalbestos disclaims any liability for damage to the purchaser's building resulting from the repair or replacement of the warranted products.

4. Smoke-Free Warranty

All models are warranted to operate smoke free under normal operating conditions when properly installed according to the manufacturer's installation instructions with an adequate supply of replacement air.

5. The decision to repair or replace the warranted product shall be made by a certified Selkirk Metalbestos inspector who shall designate the repairs or replacement parts to be supplied. If the warranted part is no longer available, the Selkirk Metalbestos inspector may designate parts which are, in his opinion, reasonable alternatives.

6. No Selkirk Metalbestos employee, agent or distributor is authorized to modify or extend this warranty in any manner whatsoever. THIS WARRANTY REPRESENTS THE SOLE WARRANTY OF SELKIRK METALBESTOS. SELKIRK METALBESTOS DISCLAIMS ALL OTHER WARRANTIES,

EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS. SOME PROVINCES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

7. THIS WARRANTY IS STRICTLY LIMITED TO THE REPAIR OR REPLACEMENT OF THE WARRANTED PRODUCT IN WHOLE OR IN PART. ALL OTHER INCIDENTAL AND CONSEQUENTIAL DAMAGES FOR BREACH OF THIS WARRANTY (OR ANY OTHER WARRANTY IMPLIED BY LAW) ARE EXCLUDED. SOME PROVINCES DO NOT ALLOW THE EXCLUSION OR LIMITATIONS OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

8. This warranty applies only if the Selkirk Metalbestos fireplace has been installed, maintained and operated pursuant to Selkirk Metalbestos' instructions. In particular, note that an adequate supply of air must be provided in order to replace the air used for combustion, and the fireplace must be installed in conjunction with the appropriate Selkirk Metalbestos chimney as described more fully in the installation instructions. These instructions should be read carefully prior to installation, operation and maintenance of the fireplace. Additional copies of the installation, maintenance and operation instructions can be obtained by writing to Selkirk Metalbestos, attention: Consumer Service (instructions).

9. In order to make a claim under this warranty, please write to: Selkirk Metalbestos, P.O. Box 160, Brockville, Ontario, K6V 5V3, attention: Claims Department. Give your name, address, postal code and phone number. Describe the problem (using a sketch if desired). Provide the name, address and phone number of your dealer, the date of installation and the date of purchase.

10. Selkirk Metalbestos may disclaim responsibility for any repairs that are necessitated as a result of efforts by others to repair the fireplace prior to the submission of a claim under this warranty.

11. This limited warranty shall become effective ONLY IF the attached warranty registration card is properly completed, detached and returned within 30 days of the product's purchase to Selkirk Metalbestos, P.O. Box 160, Brockville, Ontario K6V 5V3.

12. This warranty is not limited to the original purchaser and may be transferred to the subsequent owner.

13. THIS WARRANTY GIVES YOU SPECIFIC RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM PROVINCE TO PROVINCE.

3620 REPLACEMENT PARTS LIST

- | | | |
|----------------------|----------------------|-----------------------|
| 1. Hearth Refractory | 5. Sealer Strip | 9. Adapter Attachment |
| 2. Rear Refractory | 6. Damper Blade | Plate Assembly |
| 3. Side Refractory | 7. Damper Shaft | 10. Front Refractory |
| 4. Refractory Clip | 8. 10 - 24x1/2" Long | Trims |
| | SS Screws | (Olympic II only) |

