

Beaux-Arts' new **Foundation Grilles** are made to fit into a 16" x 8" port, as commonly found in cinder block foundations. Most homes built in the last 40 year have standard cinder block foundations, even though they may have a brick or stone front. Our **Foundation Grilles** are easy to install by following these instructions.

FIRST: Unpack the grille and hardware making sure you received the complete list of items included with the **Foundation Grille**. Disassemble the **Foundation Vent** from the **Base-Frame**, by removing the four knurled knobs at the four corners of the vent. Remove the **Foundation Vent** from the **Base-Frame** and notice the stickers on the back of the grille and the front of the **Base-Frame**. The stickers indicate which **Foundation Vent** fits with which **Base-Frame** and which direction is UP. If you have purchased multiple grilles, be aware that each **Foundation Vent** is hand fitted to it's **Base-Frame** and may not fit properly in other random selected **Base-Frames**. Also understand that the stickers are located on the TOP of both the Vent and **Base-Frame**. Also remove both the **Fiberglass Screen Plate** and the **Plug Plate**.

Additional Items You will need

- (1) tube, Adhesive Caulk & Gun
- (2) Level 24" inches or shorter
- (2) Long Clamps 12" or longer

Grilles and Plates Included

- (1) **Foundation Vent**
- (1) **Base-Frame**,
- (1) **Plug Plate**, (1) **Screen**



Hardware List

- (4) **Brass Corner Studs** (Pre-installed in **Base-Frame**)
- (4) **Brass Knurled Knobs** (2) 3/4 inch **Stainless Steel Bolts**
- (2) **Continuation Nuts** (2) 12 inch **Threaded Rods**
- (1) 18 inch **Installation Bar** (2) **Wing Nuts (Thumb Screws)**

SECOND: Insert the two 3/4" **Stainless Steel Hex Head Bolts** into the two countersunk holes in the front of the **Base-Frame**. Then insert and tighten the two **Continuation Nuts** to the two **Stainless Steel Hex Head Bolts** protruding through the back of the **Base-Frame**, tighten until snug. Next check to make sure the **Base-Frame** fits over the port in your foundation and that the **Hex Head Bolt** holes can be located inside the port in order to install with the long **Threaded Rods** included with the installation hardware. If they don't fit, any unnecessary mortar can be knock out with a chisel. If there are any outside obstructions, such as Keys or Siding, the **Base-Frame** can be trimmed down with a table saw if absolutely necessary.



Insert the two 3/4" bolts into the two countersunk holes on the front of **Base-Frame**.

Then place the two **Continuation Nuts** over bolt threads and tighten snug.



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THIRD VERY IMPORTANT: apply clear Adhesive Caulk (not included) to the back of the **Base-Frame**. The Adhesive Caulk will provide a water seal to prevent rain water from getting into your foundation plus will help secure the **Base-Frame** to the Foundation for years to come. Apply two thick continuous (1/4" to 3/8") beads all the way around the back of the **Base-Frame** about 1/2" and 1" from the outside. Adhesive Caulk (without silicone) is available at any Hardware store or Home Depot or Lowes

FOURTH: Line up the **Base-Frame** with your foundation port. Apply pressure on the **Base-Frame** into foundation until the bead of Adhesive Caulk is flattened out. Placer a short level on top of **Base-Frame**, then use two long clamps to hold the **Base-Frame** level and secure to the foundation. Adjust as needed to make sure **Base-Frame** is perfectly level.



FIFTH: locate the two **Wing Nuts (Thumb Screws)**, two **Threaded Rods**, and **Installation Bar**. Hold the **Installation Bar** next to the two Countersunk **Stainless Steel Hex Head Bolts** to determine which holes to insert the **Threaded Rods** though. Loosely attach the two **Wing Nuts (Thumb Screws)** to the ends of the two **Threaded Rods**. Insert the combination of these five items (2 **Wing Nuts** on 2 **Threaded Rods** inserted through the **Installation Bar**) into the foundation port, so that the **Installation Bar** catches the back of the two cinderblocks on each side of the port. Now insert the **Threaded Rods** into the **Continuation Nuts** and rotate each until tight. Reach back to tighten the **Wing Nuts** on the back of the **Threaded Rod** until snug to complete the installation of the **Base-Frame**. Once the **Installation Bar** is secure and properly installed, re-check with the level just to make sure, after which the two long clamps can be removed. See pictures Above



FINALY: If installed in the winter months use the **Plug Plate** to block cold air from entering the foundation. If installed in any other season install the **Fiberglass Screen Plate** for ventilation purposes. In either case, complete the installation by re-placing the **Foundation Vent** Up-Right according to the sticker, and secure by snugging up the four **Knurled Knobs**.



STORAGE of the Plug Plate and FIBERGLASS SCREEN PLATE: The **Plug Plate** and **Screen Plate** are made from impact resistant flexible resin since they are thin and might otherwise be subject to breakage. Only use one or the other in the **Foundation Grille** at any time and therefore store the other. Take care to store them flat to help keep their shape, because they may warp or bend if stored upright or on an irregular surface, with other objects on top. If stored correctly they will last a very long time.