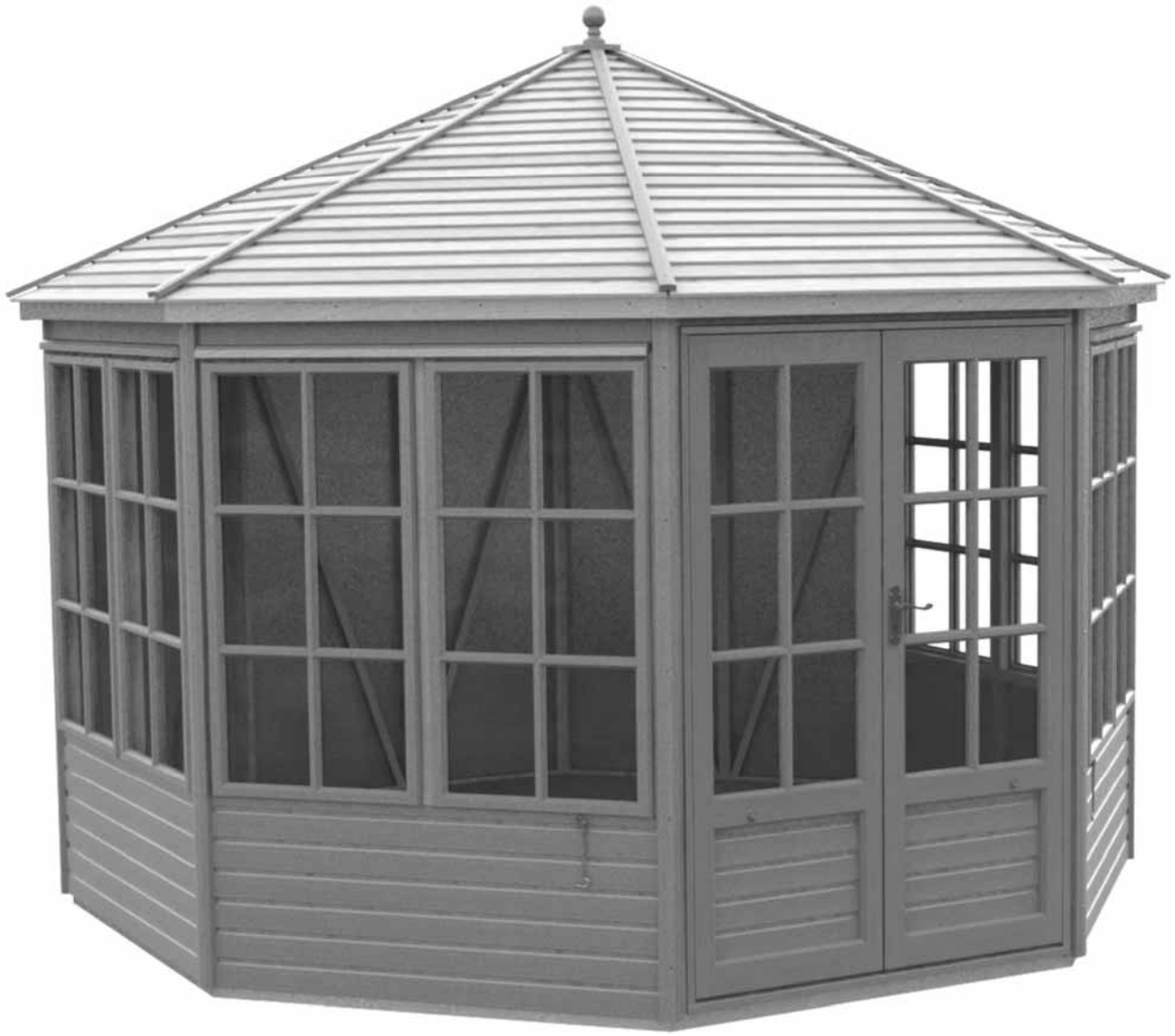
SUMMERHOUSE BROADWELL

ALTON
Garden Buildings

Octagonal 10x10
Instruction Manual



Made in the United Kingdom

Please read all instructions before proceeding

01/24

10’ x 10’ Cedar Summerhouse Assembly Instructions

Introduction

Thank you for purchasing your new Alton summerhouse. We recommend you familiarise yourself with the instructions and read all safety information before you commence assembly. This instruction manual is also available online at www.greenhousepeople.co.uk in the technical help section should you need to reprint it. Should you require any additional advice you can always call us on 01782 385409.

Safety Warning

- Glass and timber can potentially cause injury. Please ensure you wear protective goggles, gloves, headgear and suitable footwear when assembling the building.
- Please remember that glass is fragile and should be handled with extreme care. Always clear up and dispose of any breakages immediately.
- Do not assemble the summerhouse in high winds.
- For safety reasons and ease of assembly, we recommend that this summerhouse is assembled by a minimum of two people.
- Please clear all lying snow from the summerhouse roof as it can cause the roof to buckle or collapse.

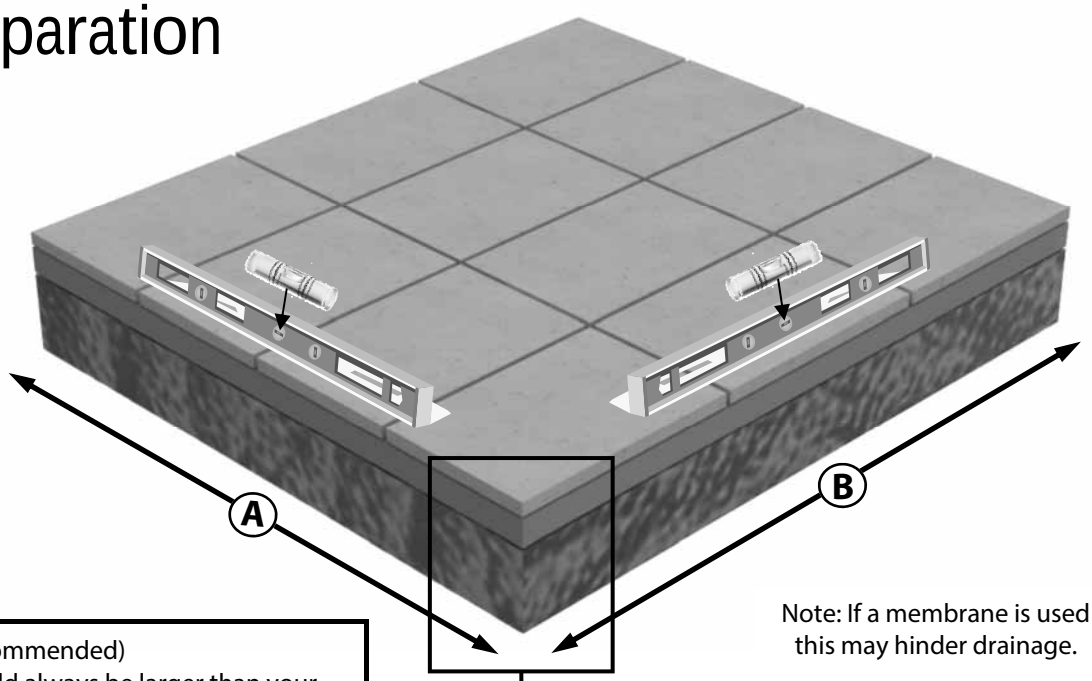
Site Preparation

- When selecting a site for your summerhouse, it is vital that you choose as flat and level an area as possible.
- A concrete or slabbed base will provide the most solid foundation for your summerhouse. A slabbed base would be our preferred choice as this helps with drainage.
- Avoid placing your summerhouse under trees or in other vulnerable locations.
- To minimise the risk of wind damage, try to select as sheltered a site as possible, e.g. beside a hedgerow or garden fence.

Additional Considerations

- If you have arranged for someone to install your summerhouse for you, please check that all components are included. Most parts are numbered and can be identified by a stamp or removable label. Alternatively, the components can be identified by lengths detailed in the packing list in your main cardboard box.
- Remember this is a natural timber product, the wood may soak up some water and some staining may occur. Your summerhouse is factory dipped in a clear spirit based preservative. We recommend that you re-apply some clear treatment annually particularly on the most exposed areas. If you want to avoid this and give your summerhouse a more permanent finish you could apply an oil based product (refer to manufacturers recommendations for recoating).

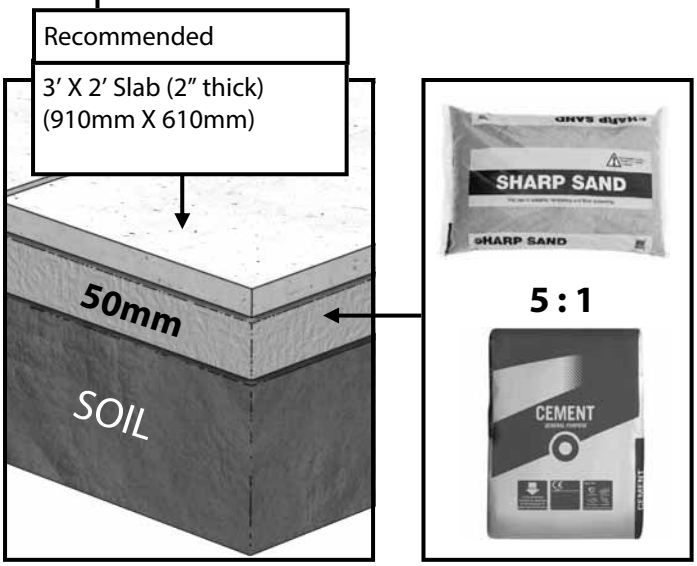
Base Preparation



Note: If a membrane is used this may hinder drainage.

Slab Base Size (Recommended)
Note: The base should always be larger than your building.
The measurements given in 'A' and 'B' should only be used as a guide.

Summerhouse Width	Summerhouse Length	A (mm)	B (mm)
10 ft - 3267mm	**10 ft -** 3267mm	3660	3640



It is necessary to leave sufficient working room around your summerhouse when you're putting it up and also to allow for the possible need to replace a piece of glass or for further wood treatment. If possible try and leave a space of 2ft/610mm around the summerhouse.

Note that the door opens outwards so you should not have any higher ground or obstacles outside the front of the summerhouse.

Choose a site where the summerhouse is relatively easy to get to and convenient to bring a supply of electricity to.

Finally, and most importantly, choose a site where your Alton summerhouse will look right so that it will complement your garden.

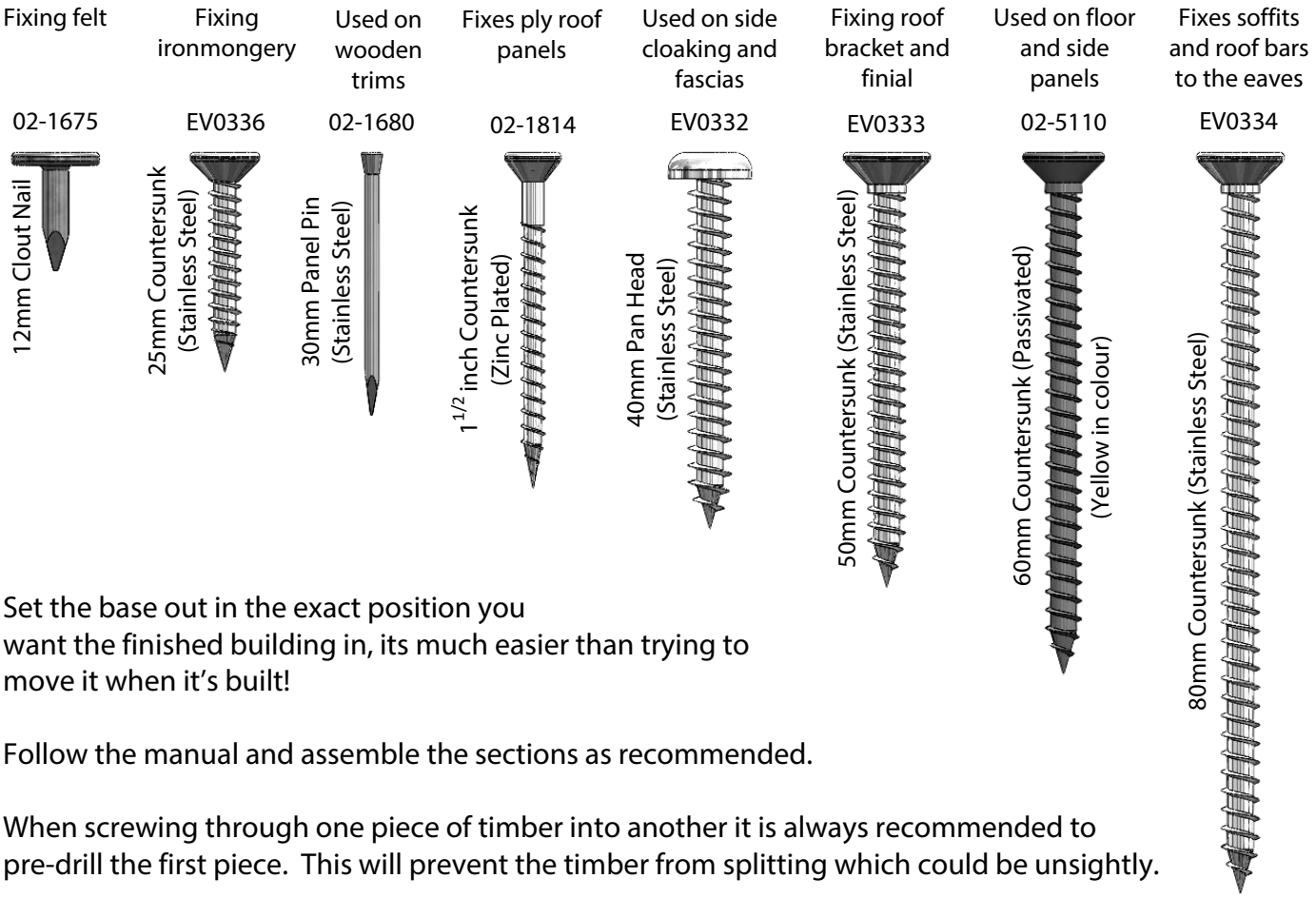
1

Overview

To build your new summerhouse you will need the following tools:

Spirit Level	Pencil
PZ2 Screwdriver Bit	Cordless Screwdriver (2 would be ideal, 1 to drill and 1 to screw)
4mm Drill Bit	Hammer
Step ladders x 2	Hand Saw

There are 8 different types of fixings used in the construction of the summerhouse. These are as follows, with examples of where to look out for them:



Set the base out in the exact position you want the finished building in, its much easier than trying to move it when it's built!

Follow the manual and assemble the sections as recommended.

When screwing through one piece of timber into another it is always recommended to pre-drill the first piece. This will prevent the timber from splitting which could be unsightly.

Read through the rest of this manual before starting, you are less likely to miss something doing this and you will have a better understanding of how it all works.

If any glass is broken during construction or afterwards you will need to carefully remove the beading on the inside of the building to replace this. You can either call our customer service team for a quote or source it locally. The glass size in the windows is 321mm x 378mm and in the door is 264mm x 378mm.

Floor Assembly

Begin by laying out two of the floor sections. The floor sections are handed, this is because of the notches in the sides so make sure you have one of each hand. Slide them together making sure the outside edges line up. Drill pilot holes with the drill bit provided and fix with 60mm passivated screws at the points shown by the arrows in the diagram below. Repeat this with the remaining two end sections.

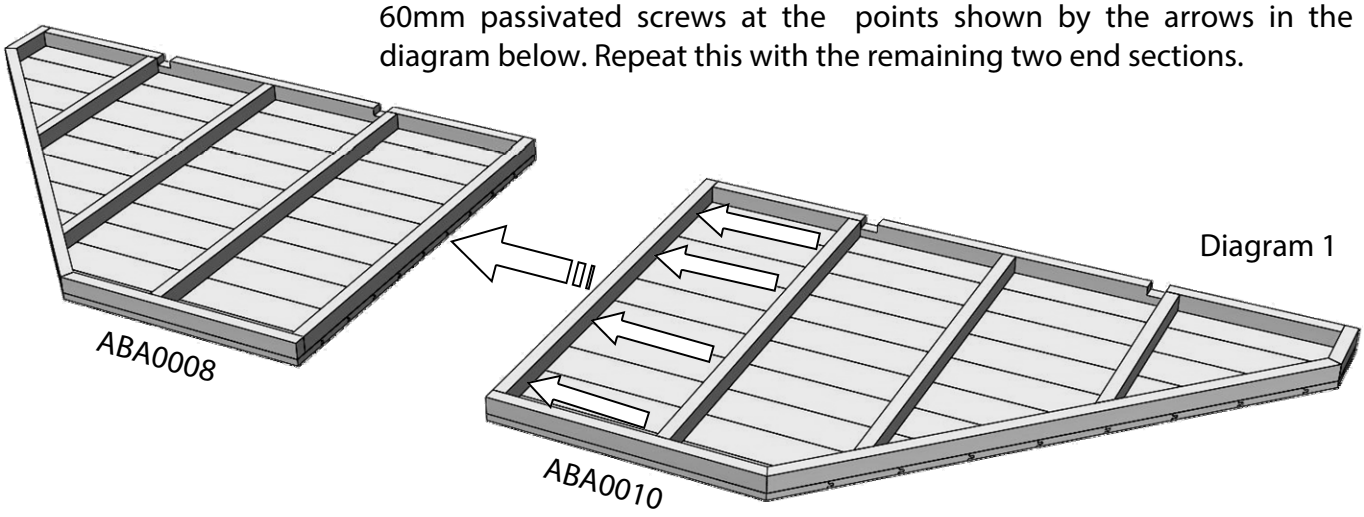


Diagram 1

Fix the base noggins to one of the floor assemblies as shown in diagram 2. Drill pilot holes in the noggins and fix with 60mm passivated screws into the frame of the floor.

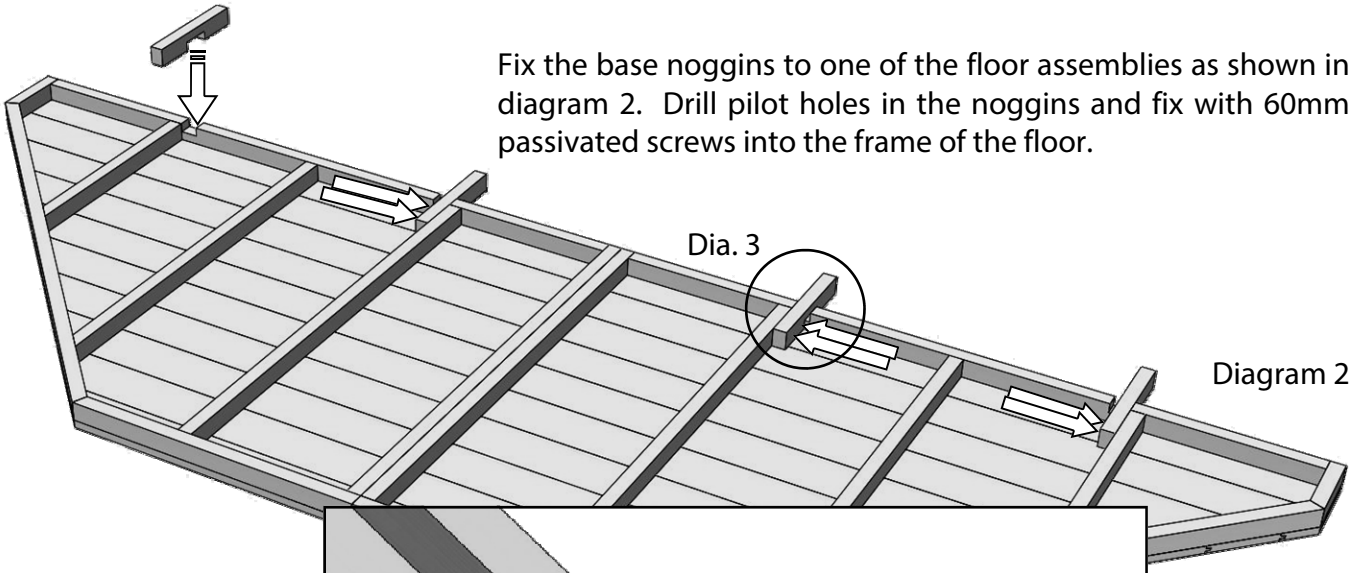


Diagram 2

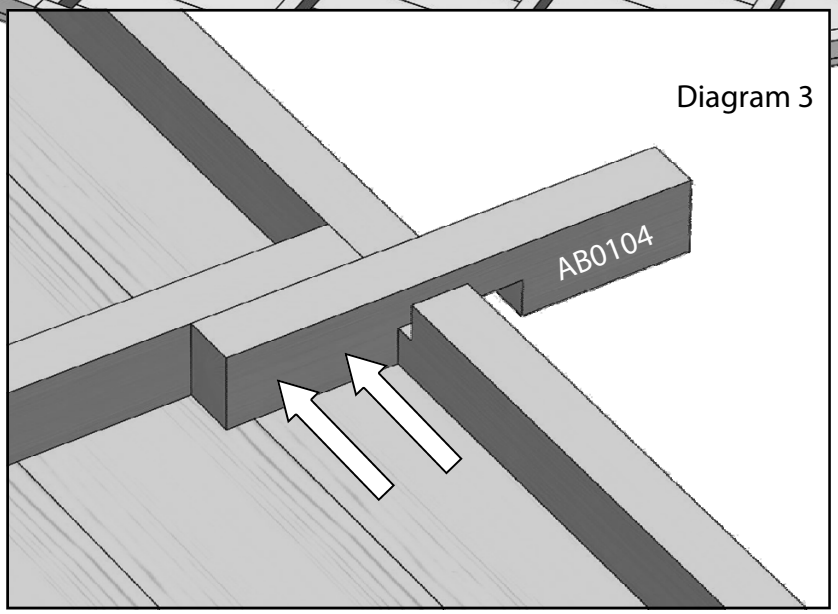
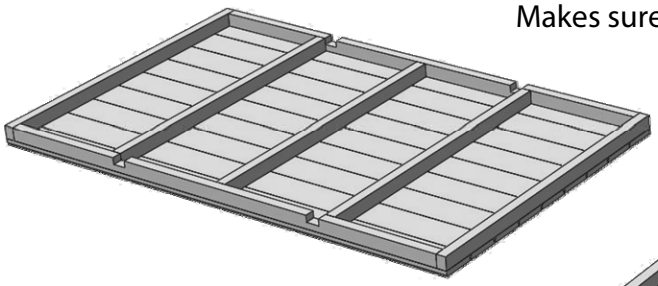


Diagram 3

3

Floor Assembly

Now connect the two middle sections of flooring. Drill two pilot holes and fix together with 60mm passivated screws. Makes sure the groves in the floor boards line up before fixing.



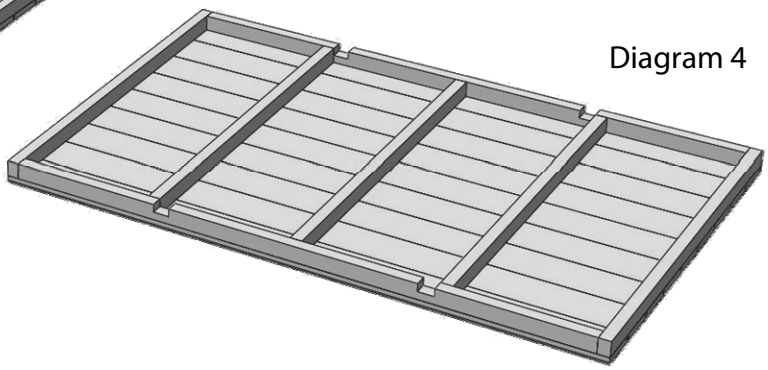
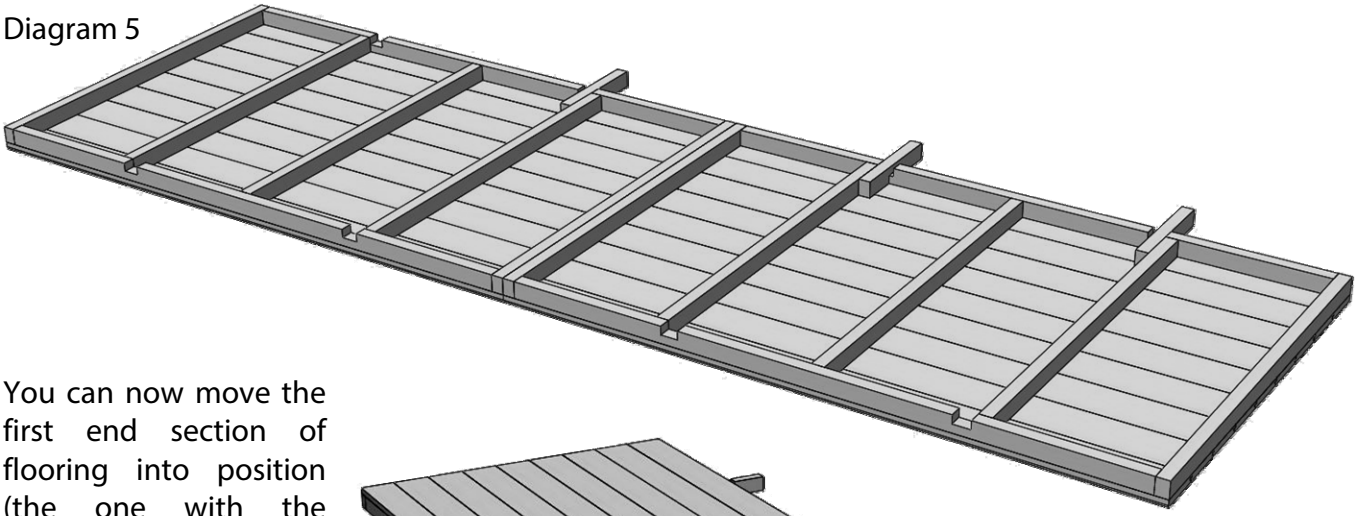


Diagram 4

Next fix the rest of the base noggins to the middle section of flooring. Fix these as before with 2 screws per noggin.

Diagram 5



You can now move the first end section of flooring into position (the one with the noggins attached), then slot the middle section onto the noggins.

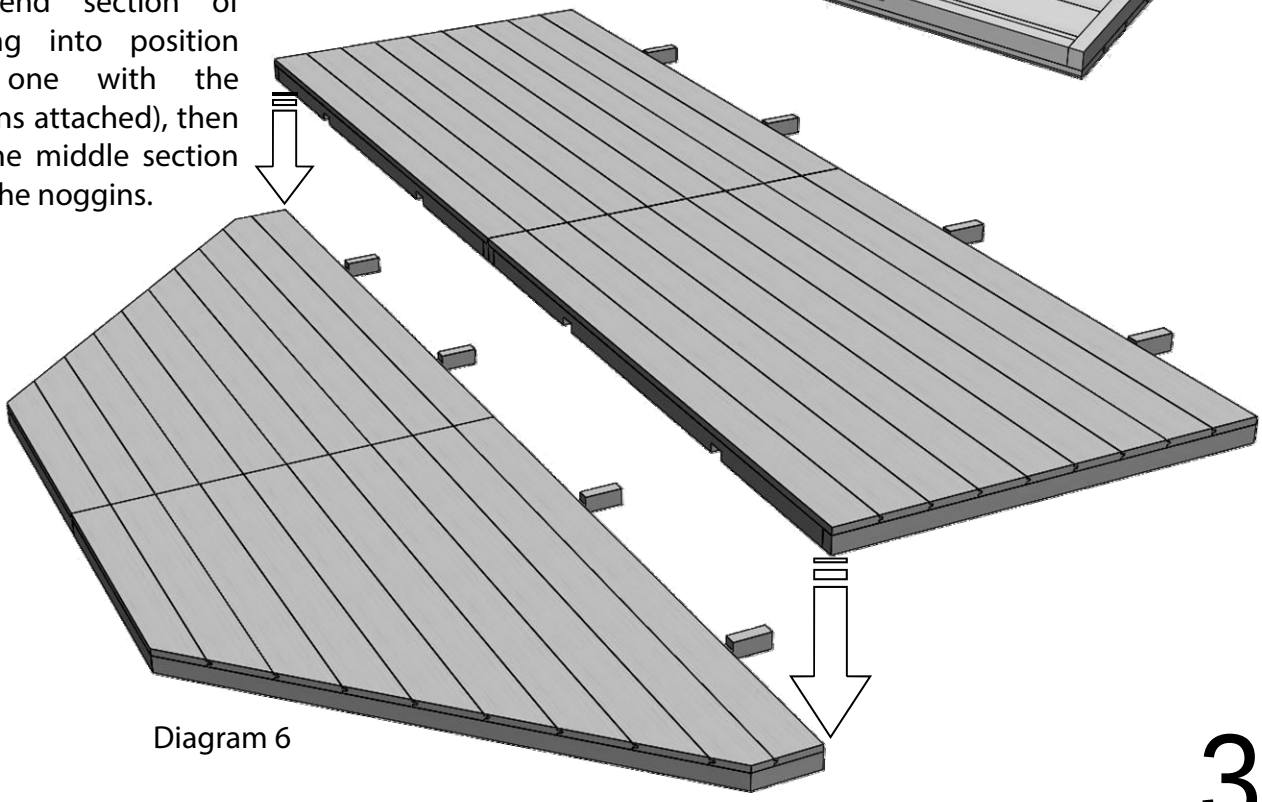
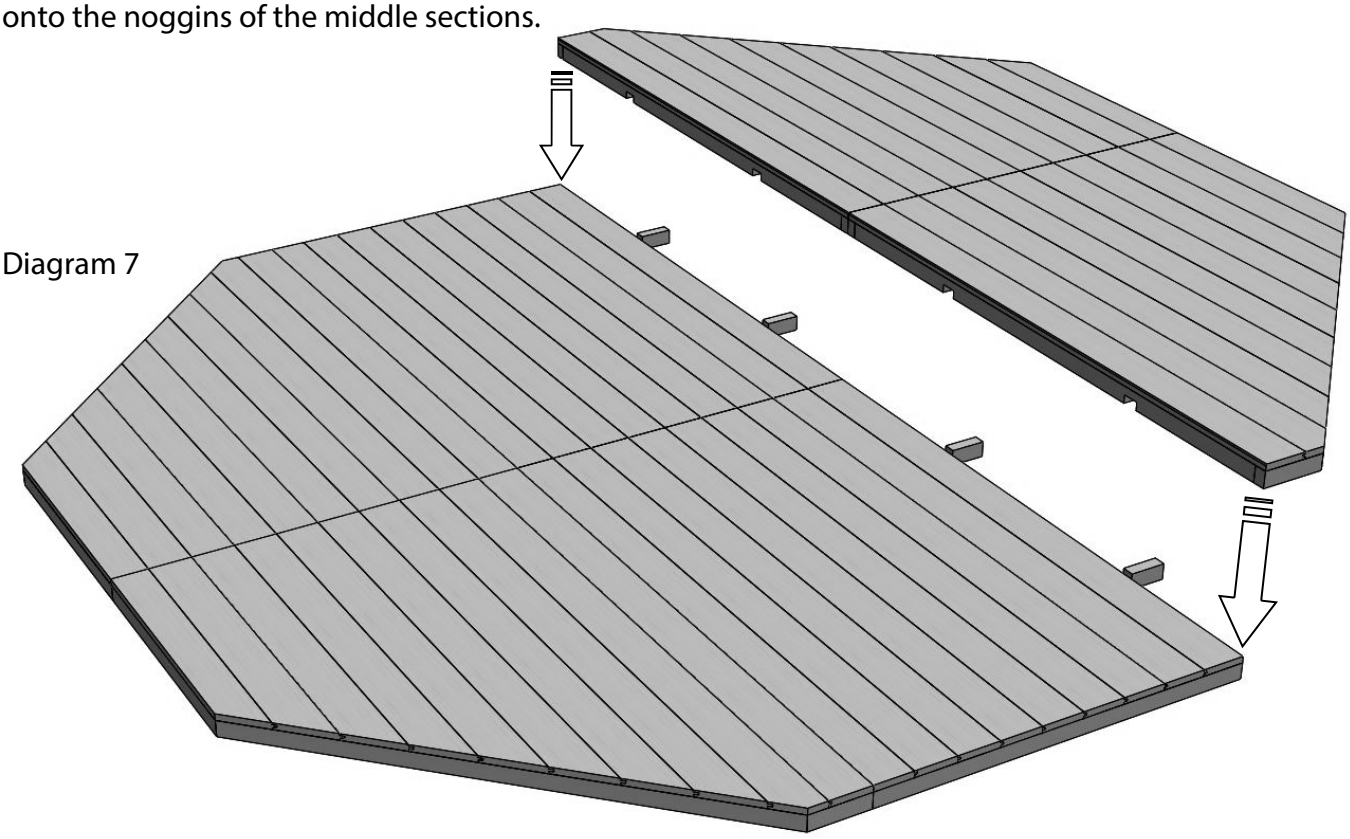


Diagram 6

Floor Assembly

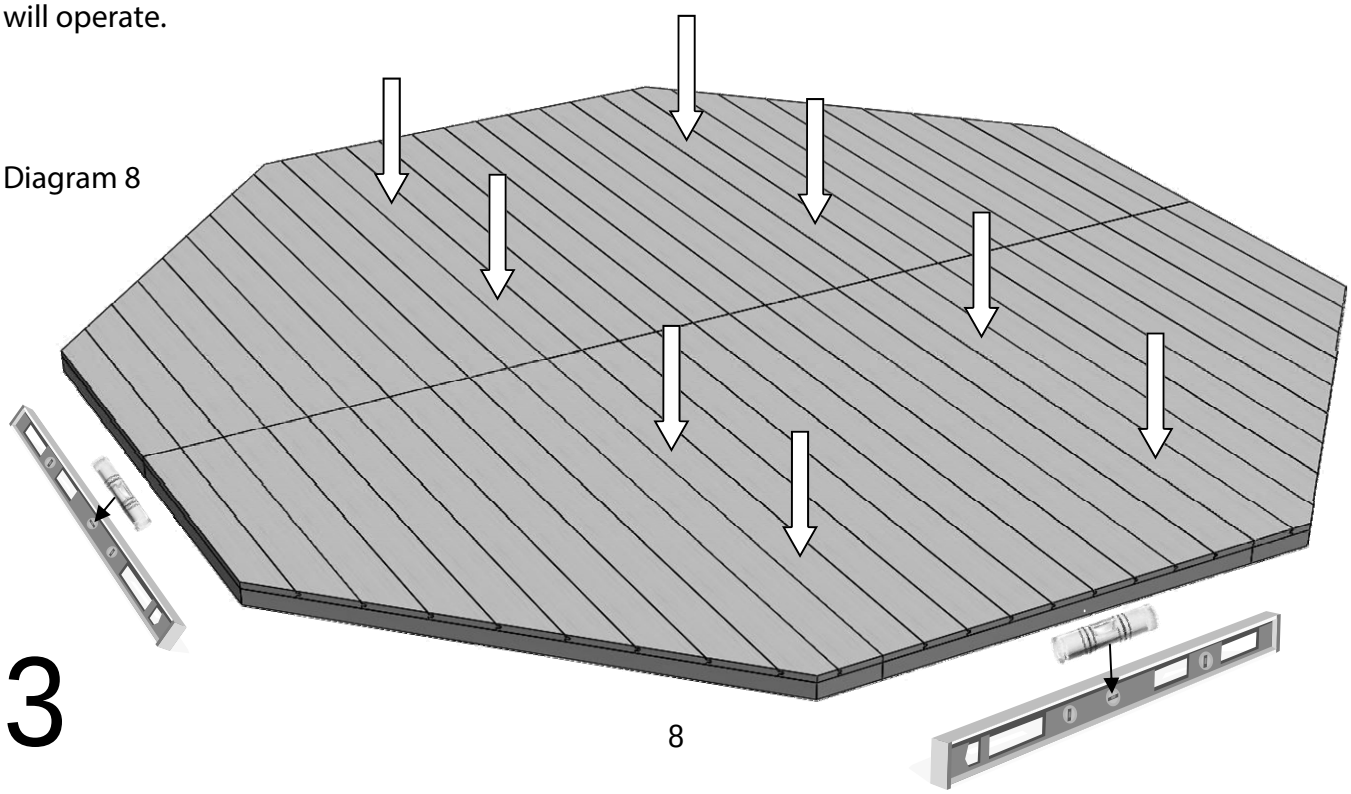
Finally line up the other end section of flooring, before sliding this onto the noggins make a small mark on the floor board on the centerline of the noggin. This is to help you get the fixing screw in the correct position. Once you have made the marks at each position you can slide the floor section onto the noggins of the middle sections.

Diagram 7



Check that the edges of the floor are in line before drilling pilot holes through the floor board in line with the noggin. Then fix with 60mm passivated screws (diagram 8). Its is crucial to get the floor flat and level as this will affect how your building goes together and how well your windows and door will operate.

Diagram 8



3

Floor Assembly

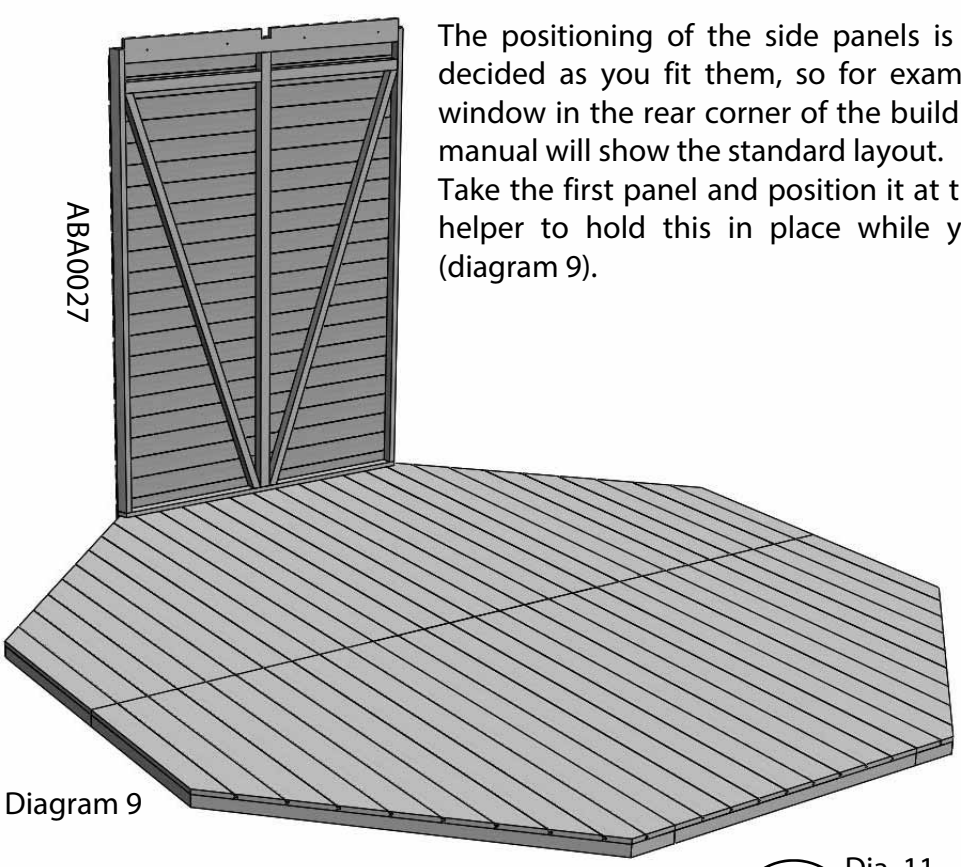


Diagram 9

The positioning of the side panels is entirely flexible and can be decided as you fit them, so for example if you want an opening window in the rear corner of the building you can. This instruction manual will show the standard layout.

Take the first panel and position it at the rear of the building, get a helper to hold this in place while you position the next panel (diagram 9).

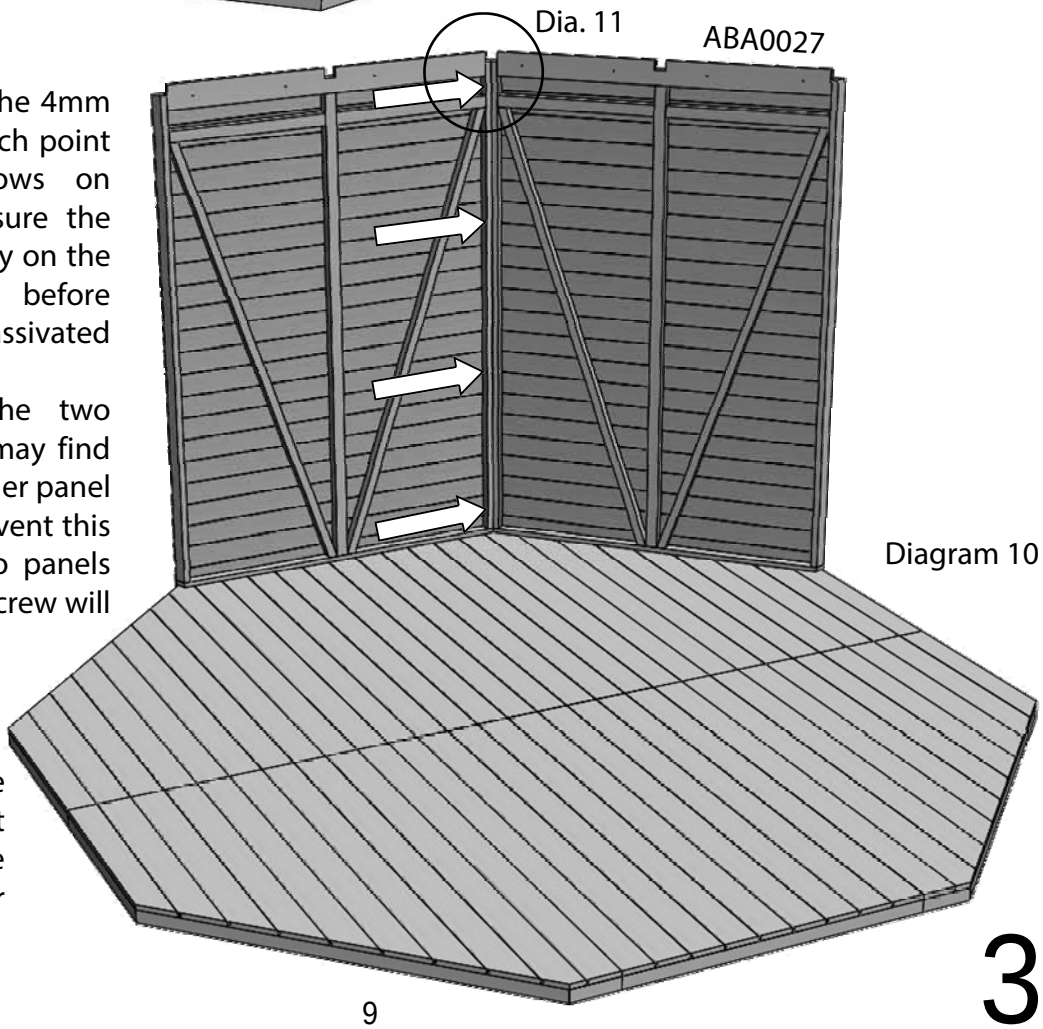


Diagram 10

Drill pilot holes with the 4mm drill bit supplied at each point shown by the arrows on diagram 10. Make sure the panels line up perfectly on the inside (diagram 11) before fixing with 60mm passivated screws.

When you screw the two panels together you may find the screw pulls the other panel in too far, you can prevent this by off-setting the two panels slightly and then the screw will pull them together.

Do **NOT** fix the side panels to the floor yet as this will make construction hard later in the build.

Side Assembly

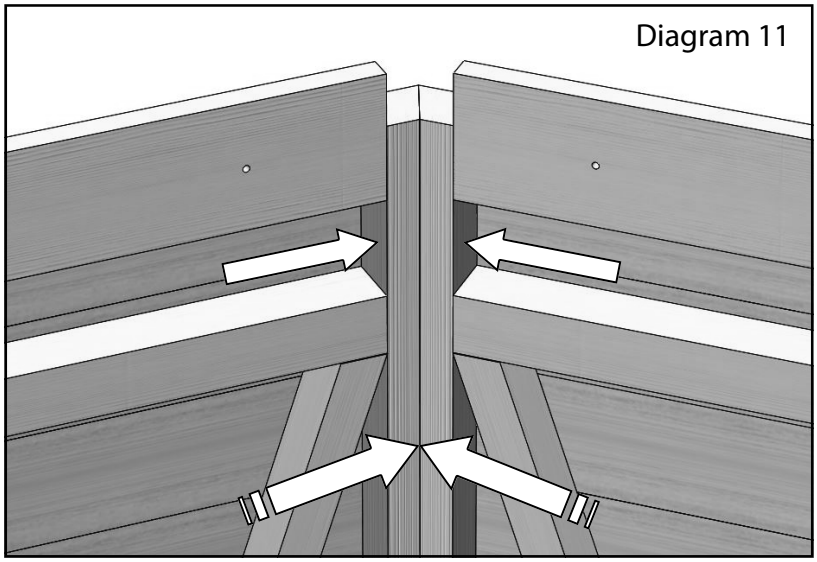


Diagram 11

When fixing the panels bear in mind which faces will be most visible when you walk into the building. Try to keep the screw heads on the least visible faces where possible.

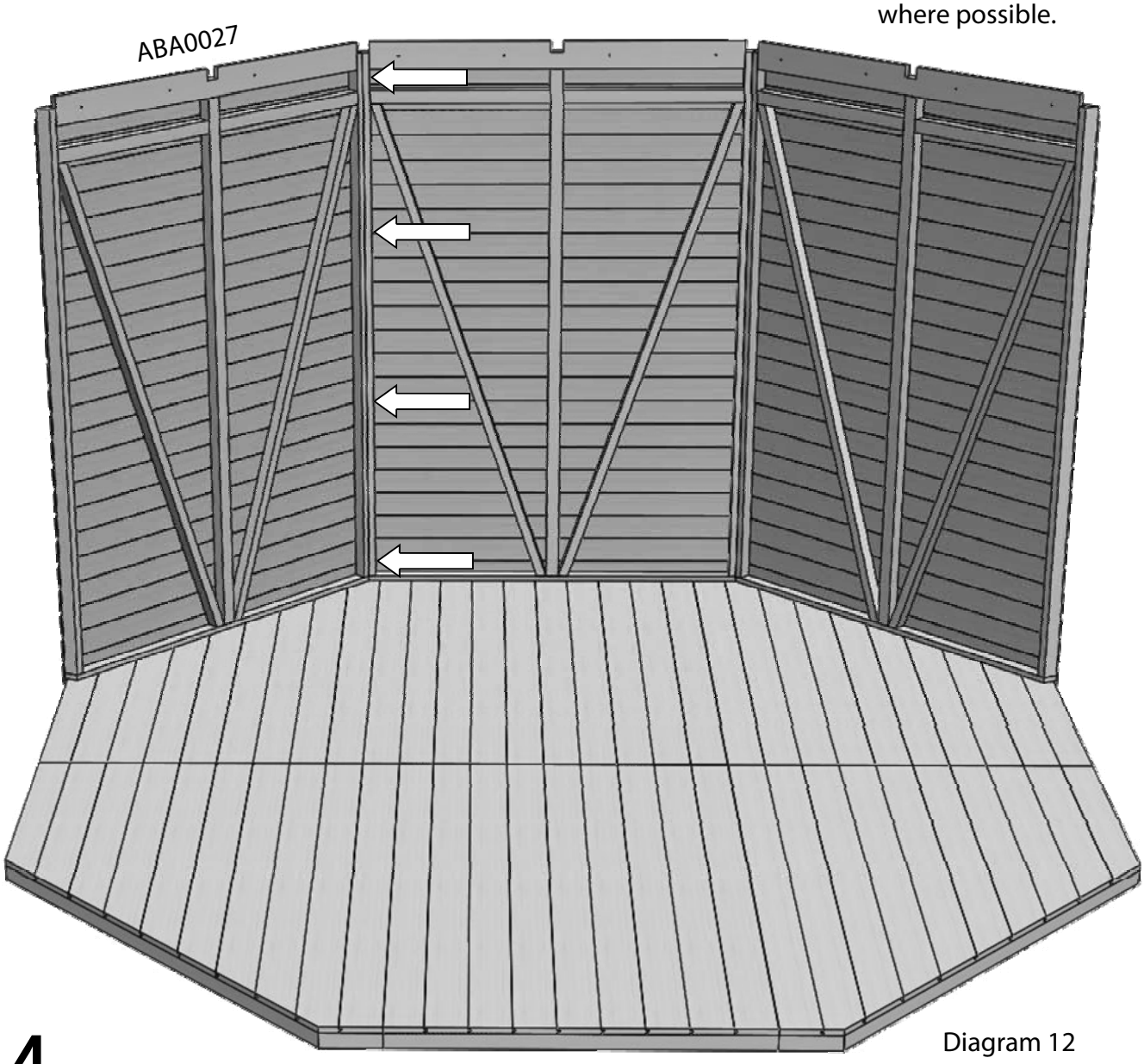


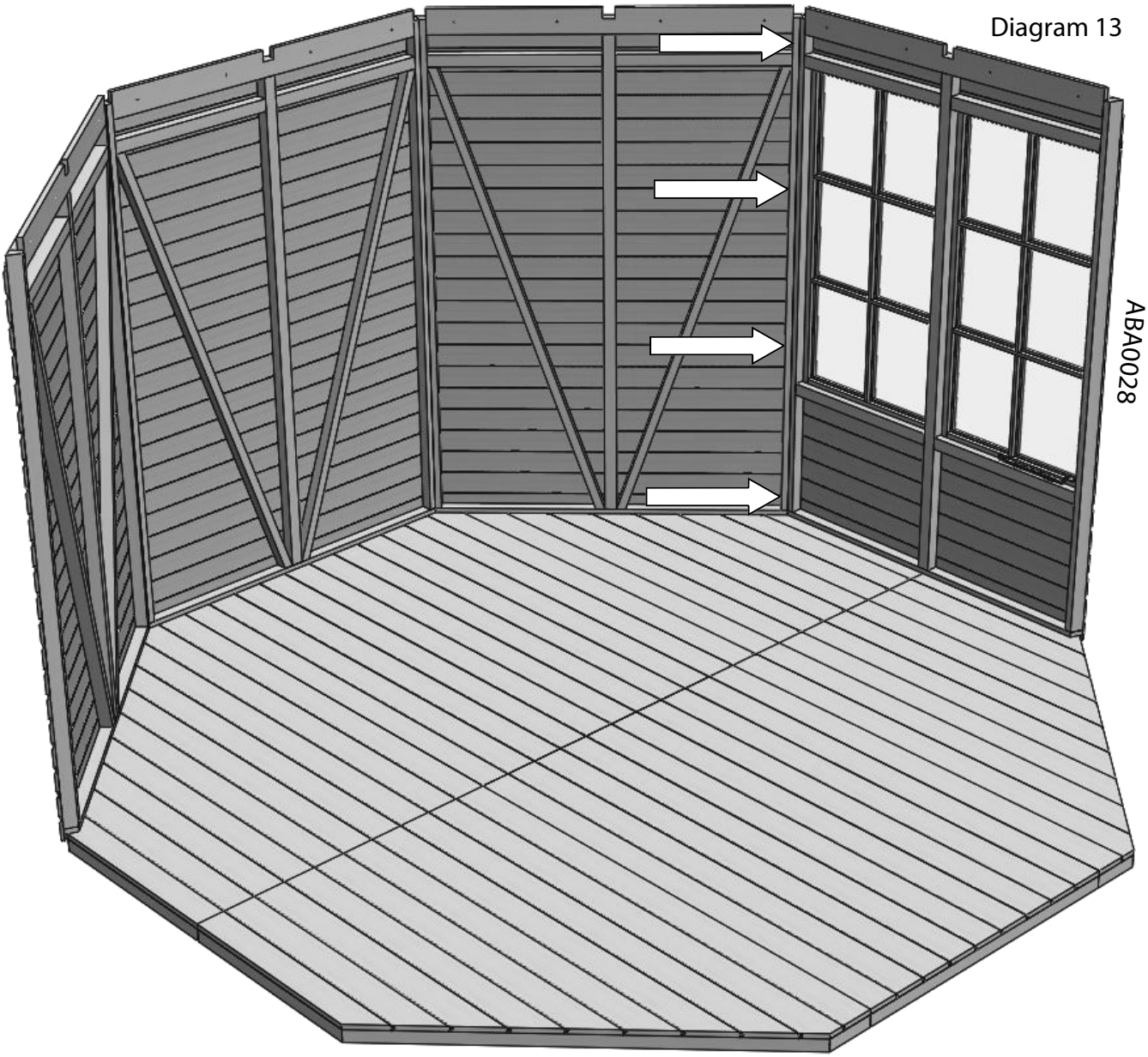
Diagram 12

4

Side Assembly

If you have followed the standard panel layout you can now fit a window section. Again it is up to you whether you chose a fixed window or opening window section. If the opening window is next to the door it does have the potential to knock into the window frame when open. If the cabin hook is used correctly this shouldn't be an issue.

Diagram 13



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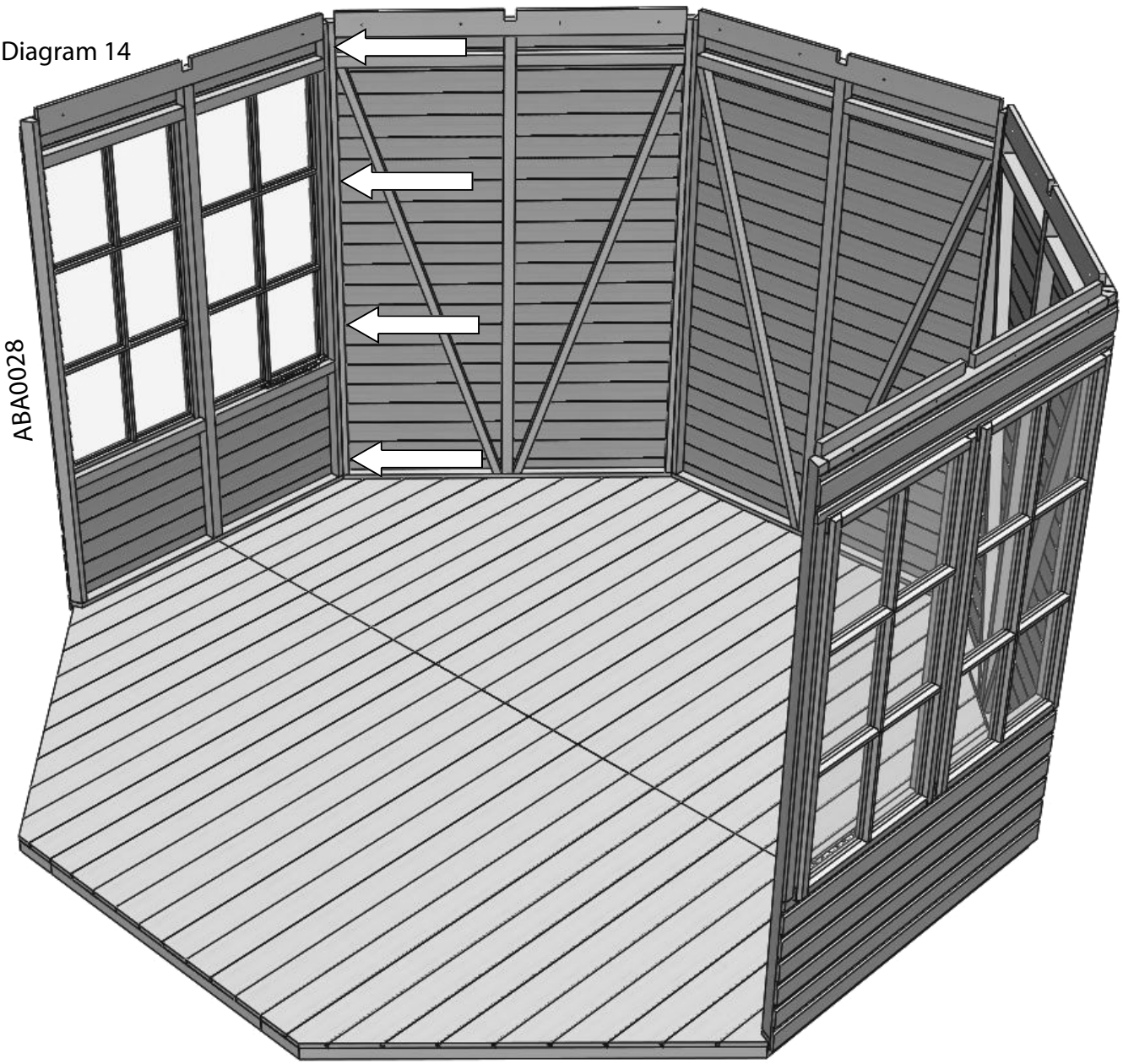
Side Assembly

Fit the next panel as you did the last.

Diagram 14



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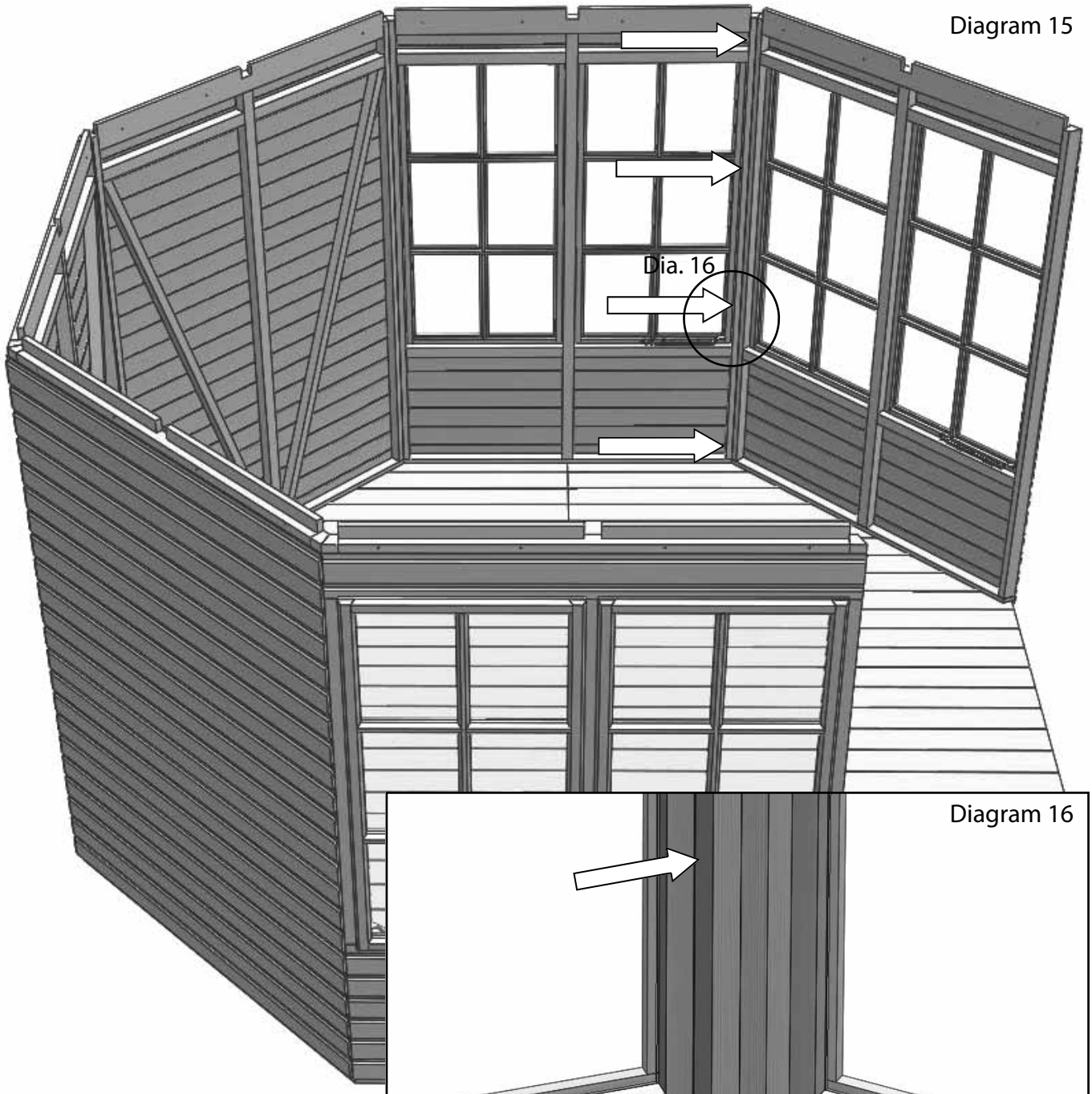
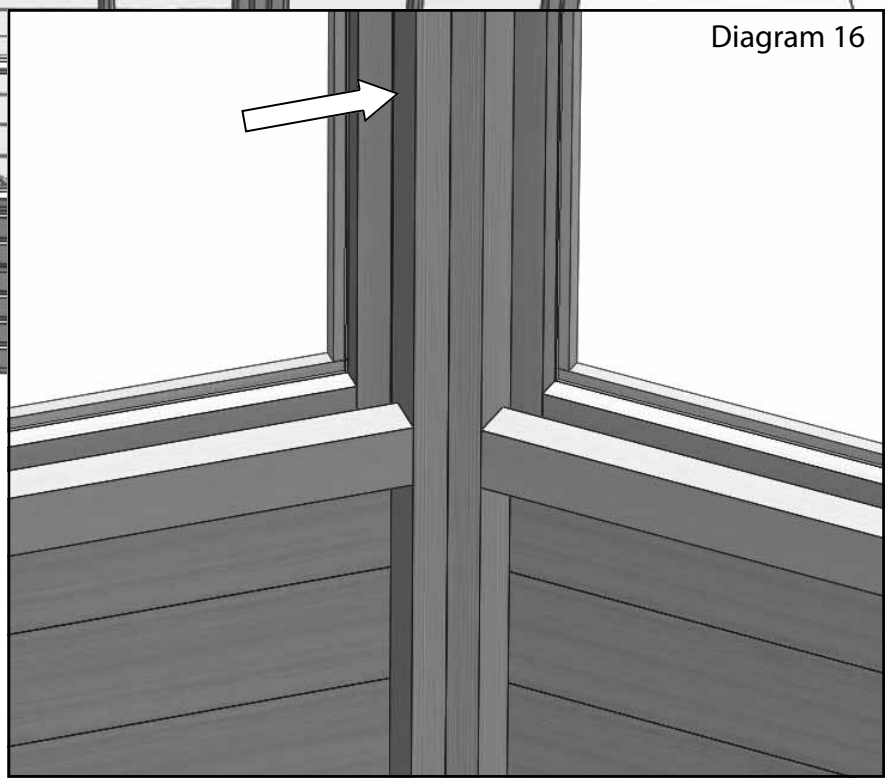
Side Assembly





When fixing two window sections together you should drill your pilot hole through the frame as normal, just be extra careful you don't drill into the window frame on the other side. Then fix with 60mm passivated screws.

Side Assembly

Fix this panel with the same care as the last. Once you have done this you should make 2 final fixings on the outside of the last two panels (diagram 18).

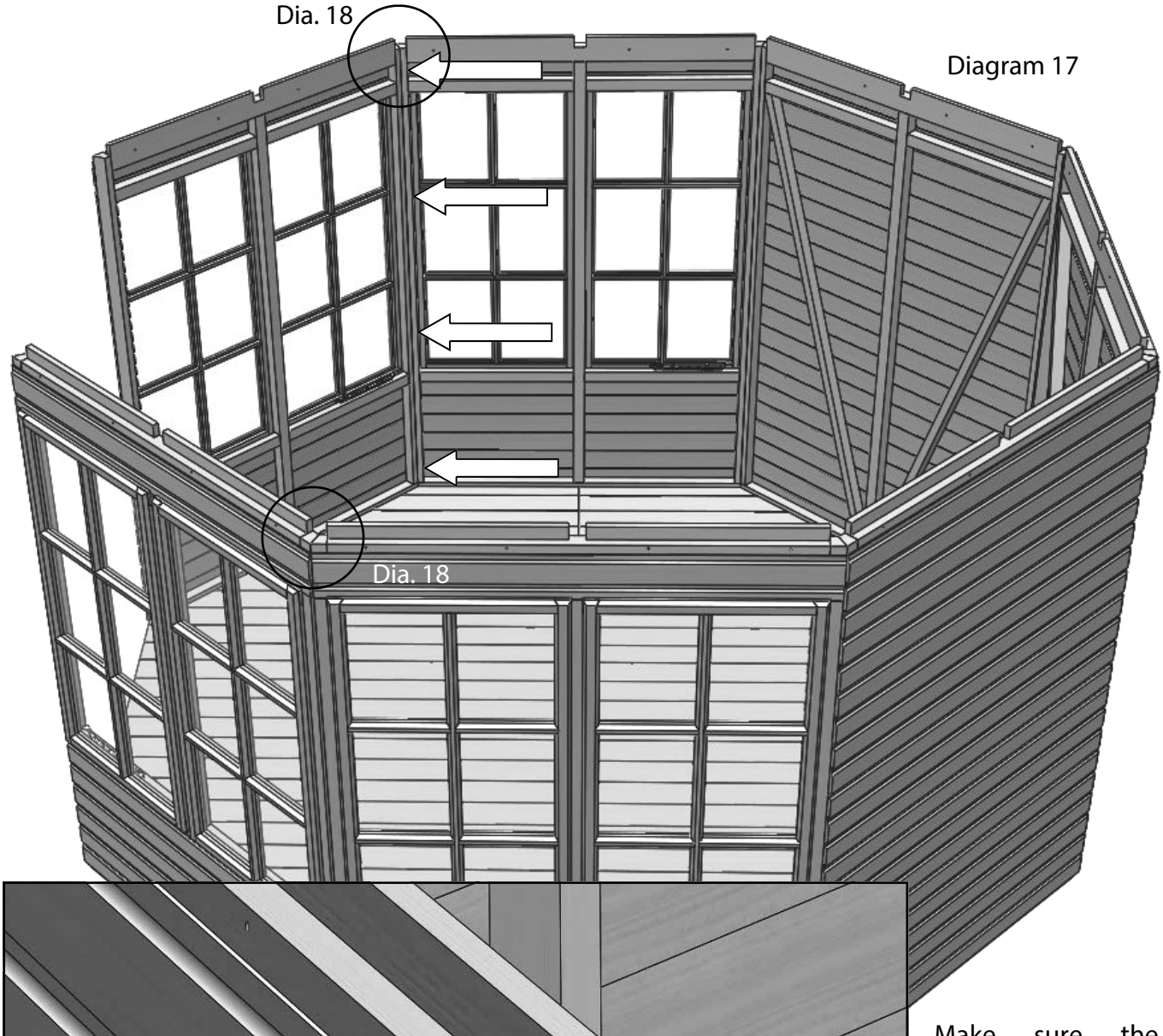
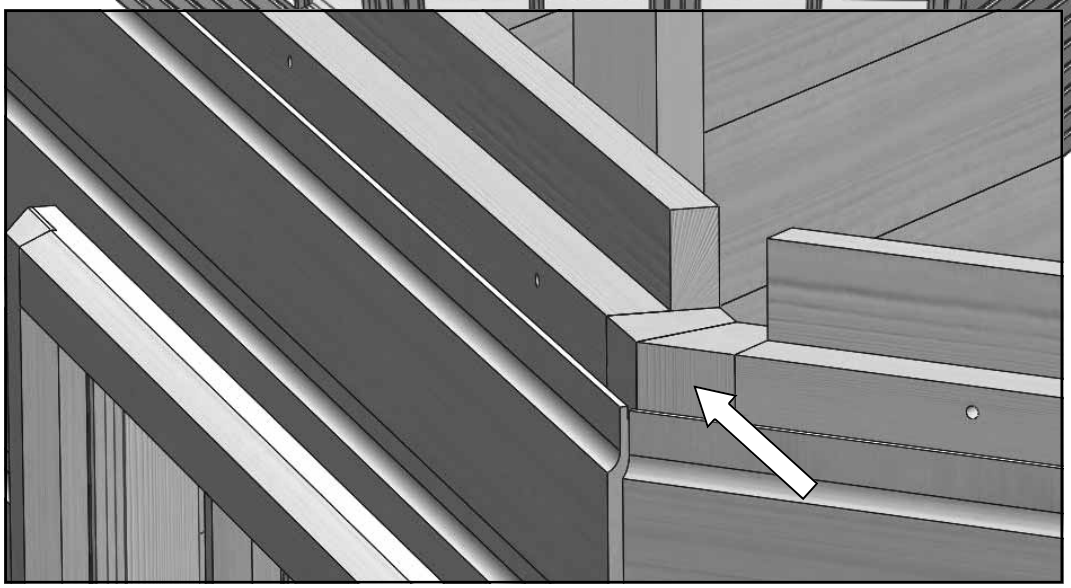


Diagram 17



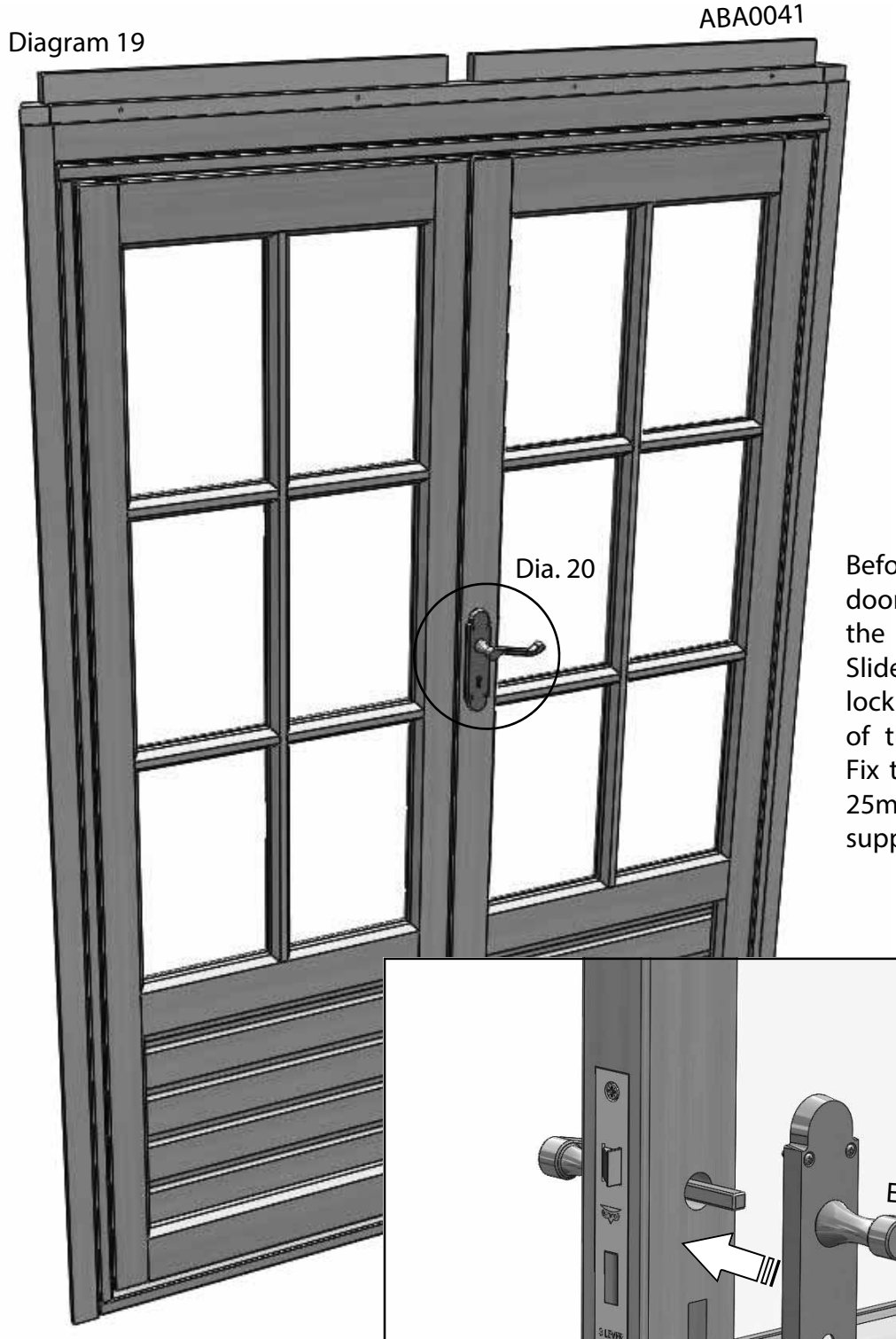
Make sure the screw head is not sitting proud of the surface as this will interfere with the fascias.

Diagram 18

4 With all the side sections in place you can now install the door. Remember do **not** fix the sides to the floor yet.

Door Installation

Diagram 19



Before you can install the door section you need to fit the door handles (EV0610). Slide the spindle through the lock to give you the position of the handle on the door. Fix the handle with the 3.5 x 25mm countersunk screws supplied.

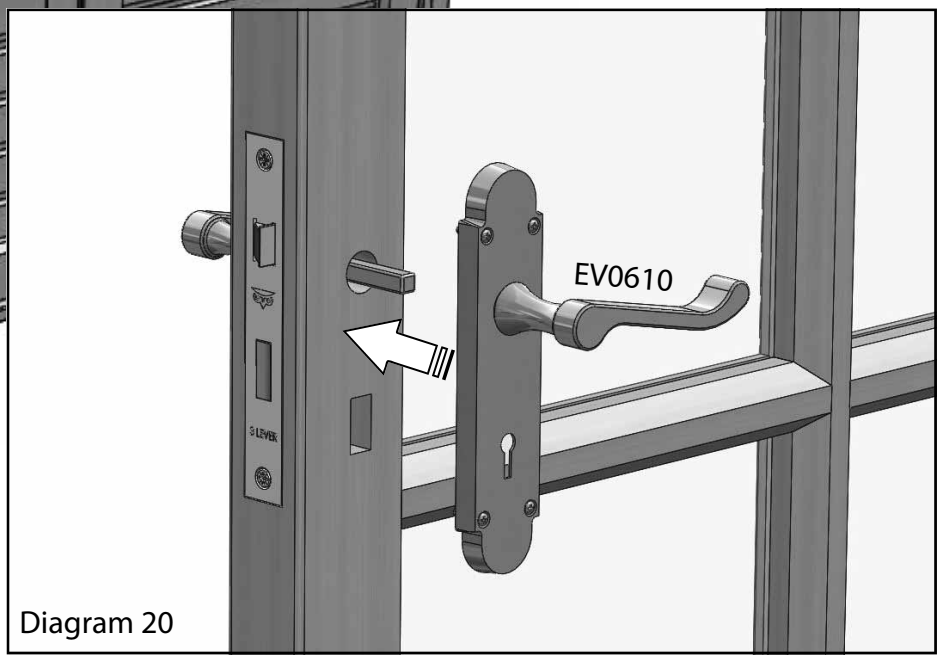


Diagram 20

Door Installation

Slot the door section into position, drill pilot holes shown by the arrows below (diagram 21) and fix with 60mm passivated screws. Again fix the panel at the top on the outside, making sure the screw head is flush with the surface (diagram 22).

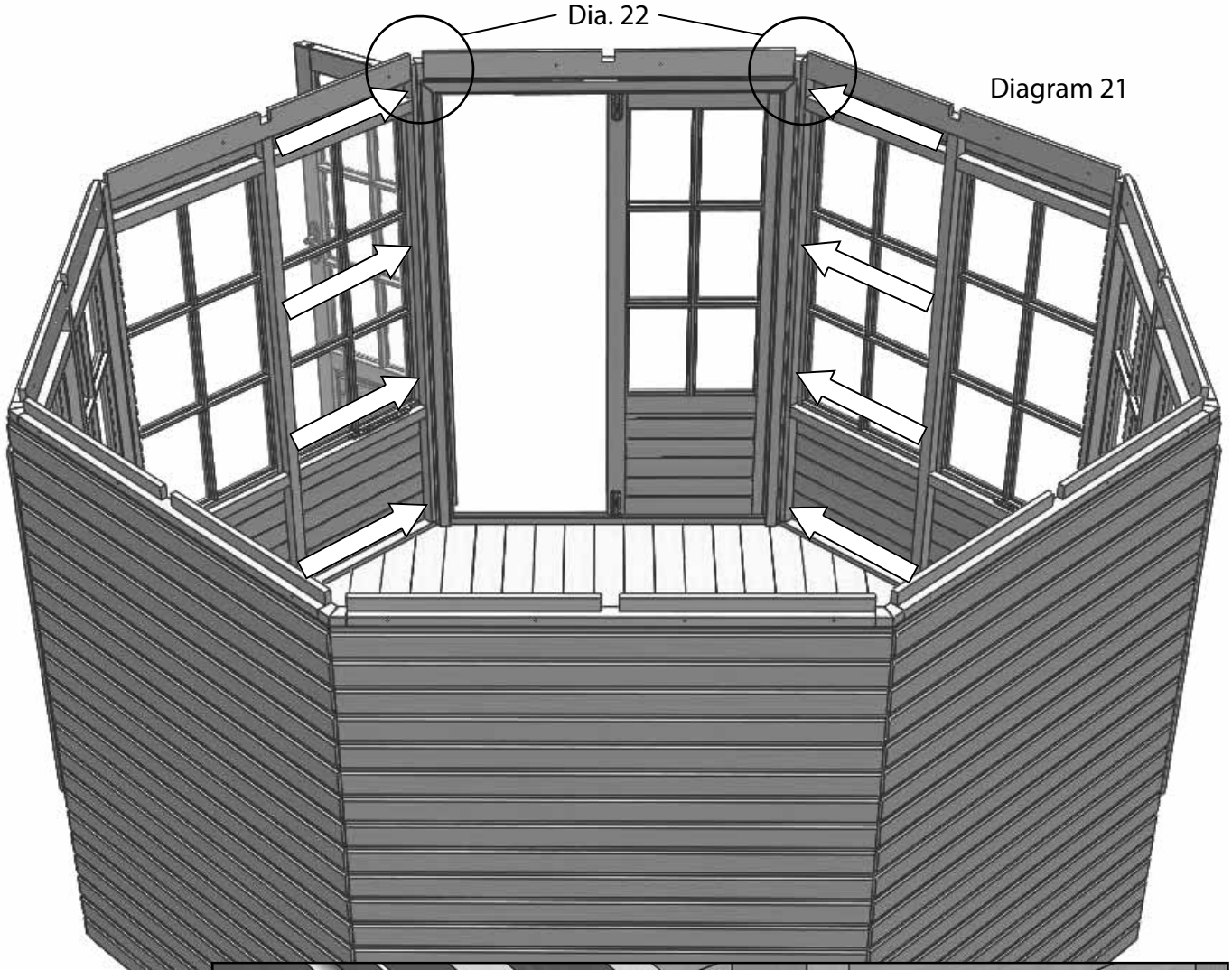


Diagram 21

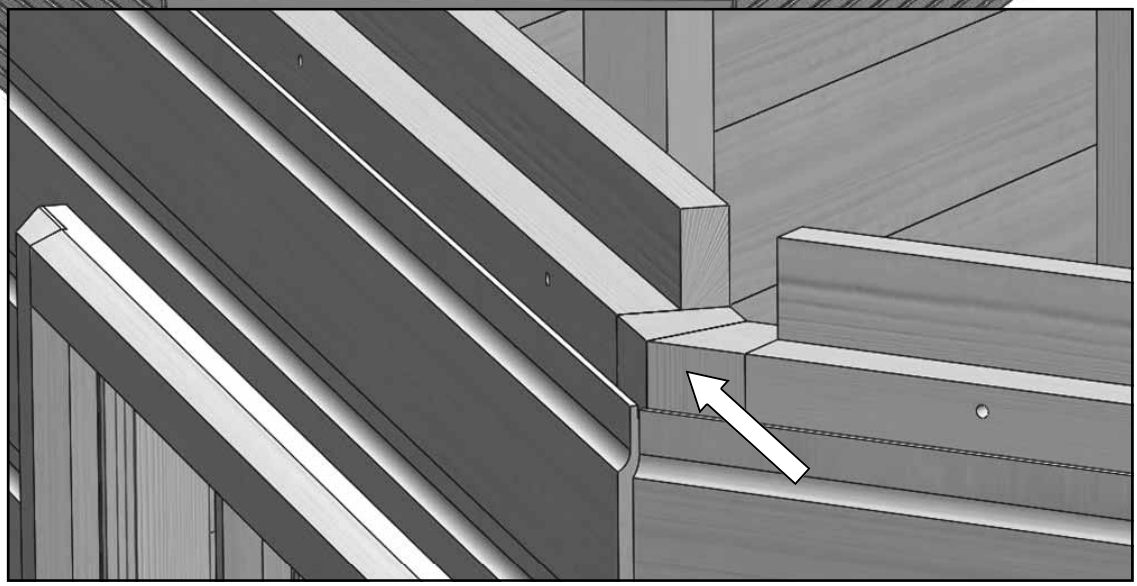


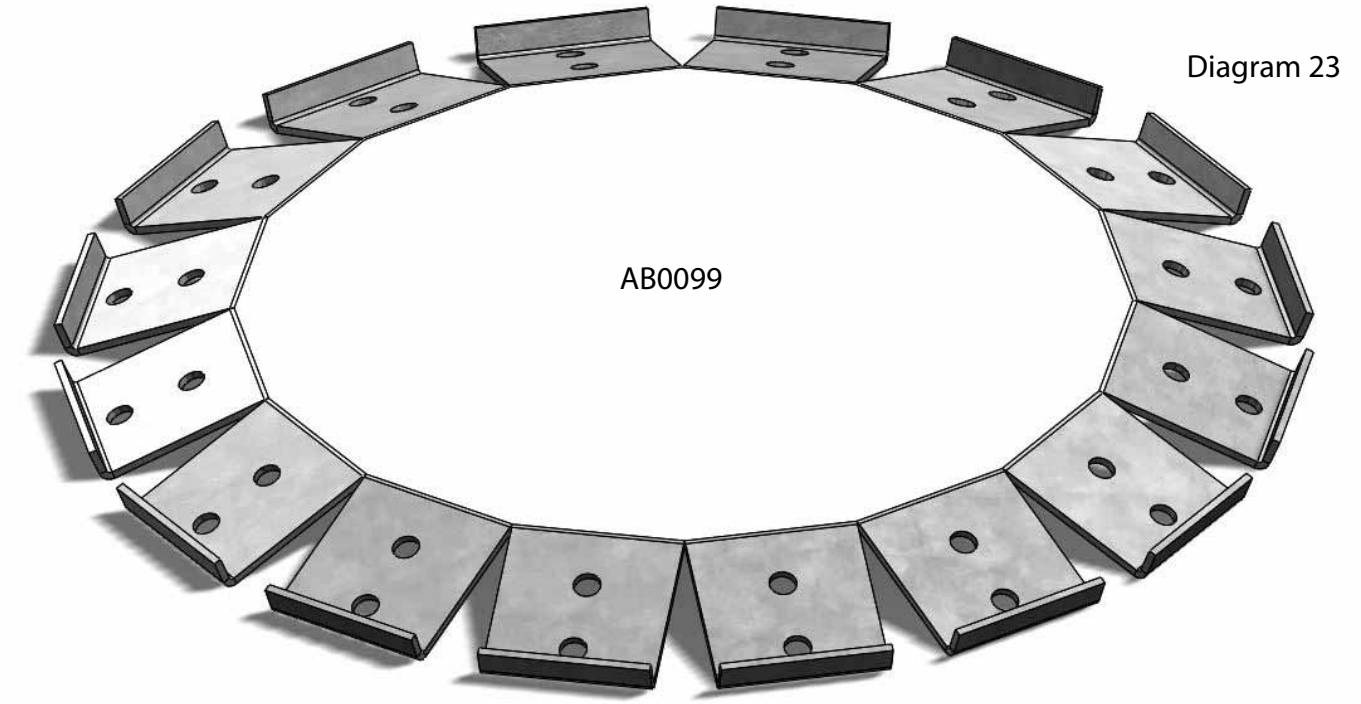
Diagram 22

5

Roof Assembly

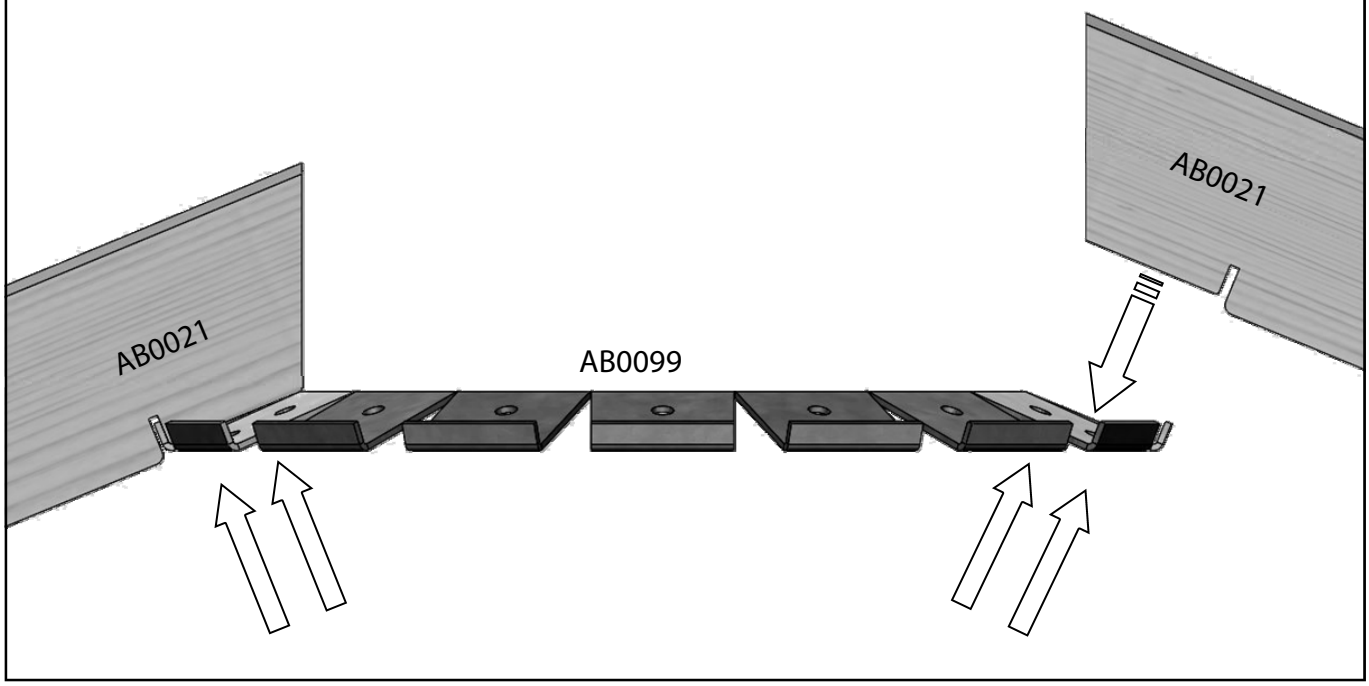
You can now start to construct the roof. First you need the top bracket (AB0099) and two roof bars (AB0021).

Diagram 23



Working on the floor, slot the bracket onto the first roof bar. Drill pilot holes through the pre-drilled holes in the bracket. Then fix in place with 50mm countersunk stainless steel screws. Add another glazing bar in the opposite position to the last bar and fix this in place (diagram 24).

Diagram 24



Roof Assembly

Lift the 2 roof bars and bracket into position, It doesn't matter which position you start in as long as it is corner to corner.

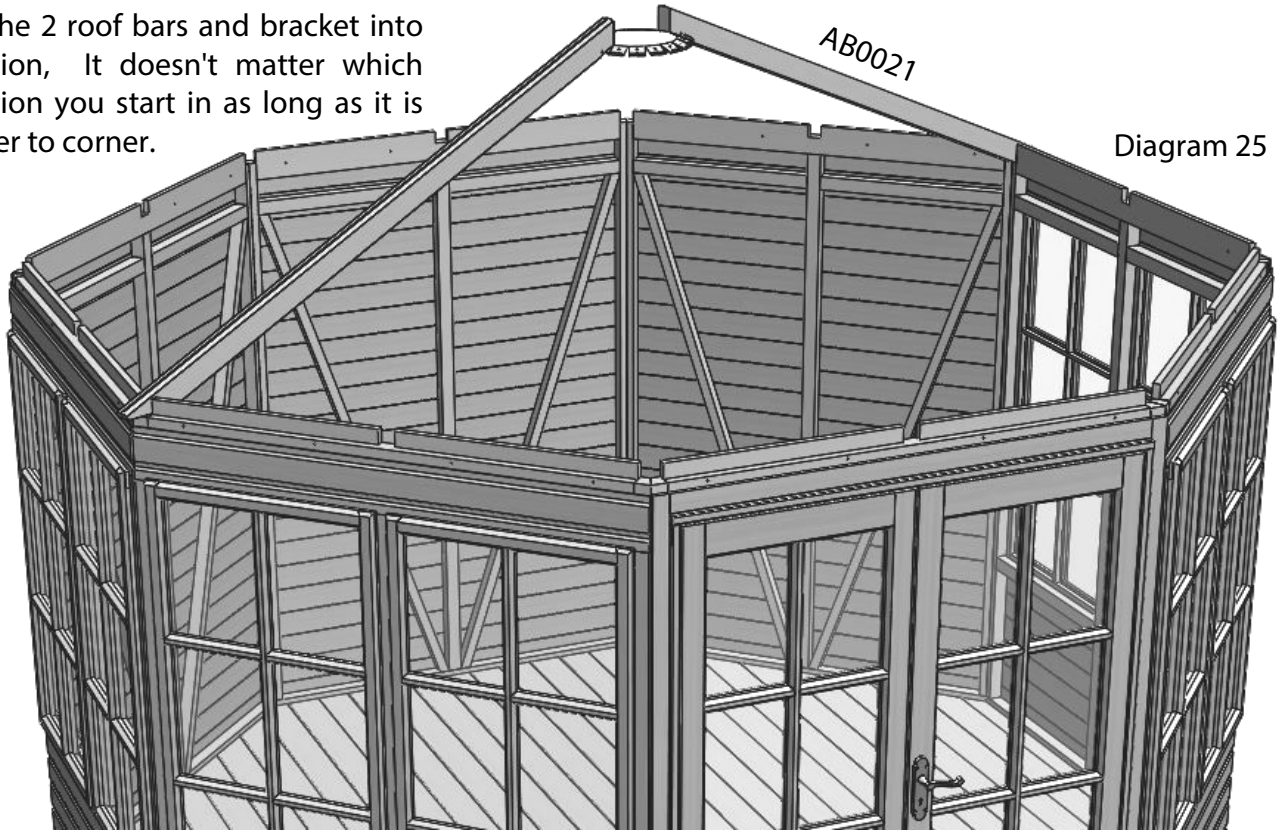


Diagram 25

Then slot the rest of the roof bars into position. Fix them to the ridge bracket with 50mm screws as you go.

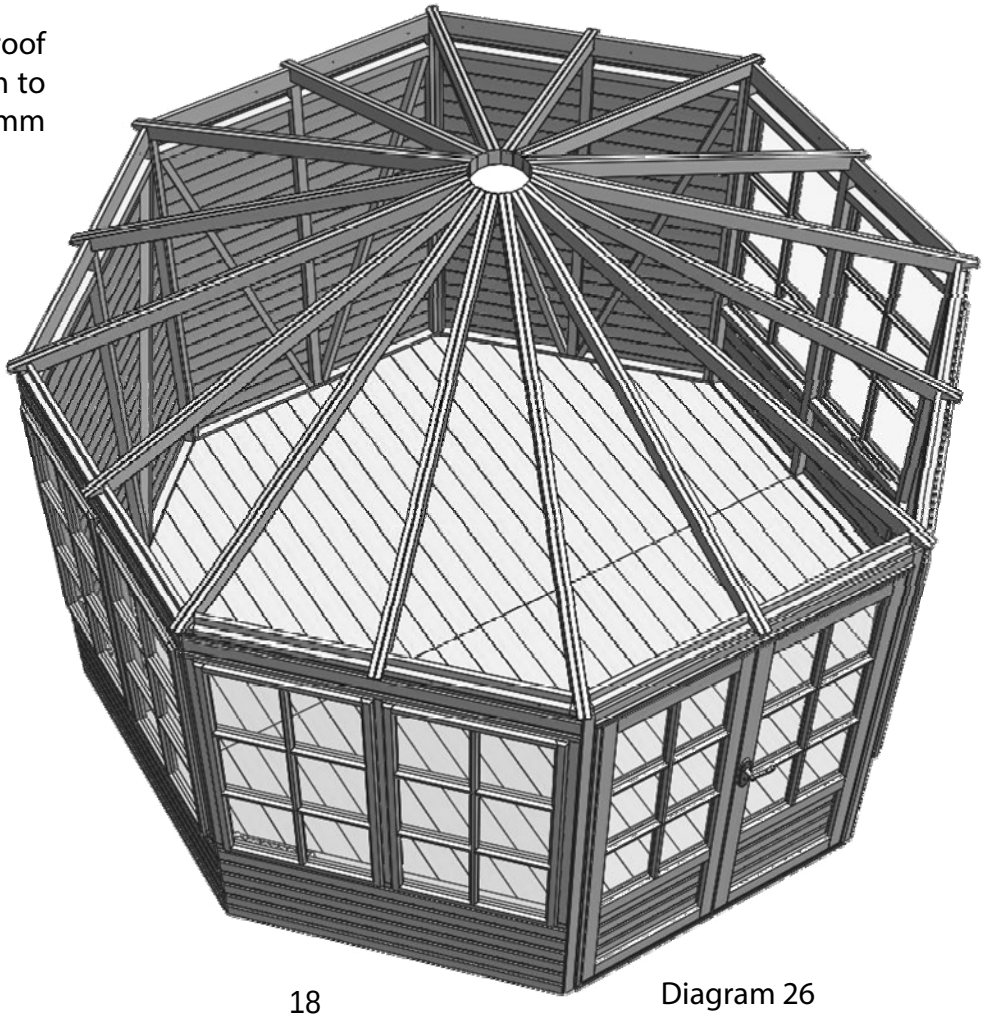


Diagram 26

6

Roof Assembly

With all the roof bars in place you should then drill 2 pilot holes in the bottom of each roof bar. This should go vertically down so that the screw goes into the corner bar of the side frame. The diagram below shows a good position for the hole (diagram 27). Before fixing with an 80mm screw make sure the heel of the roof bar is tight up to the side section on the inside of the building.

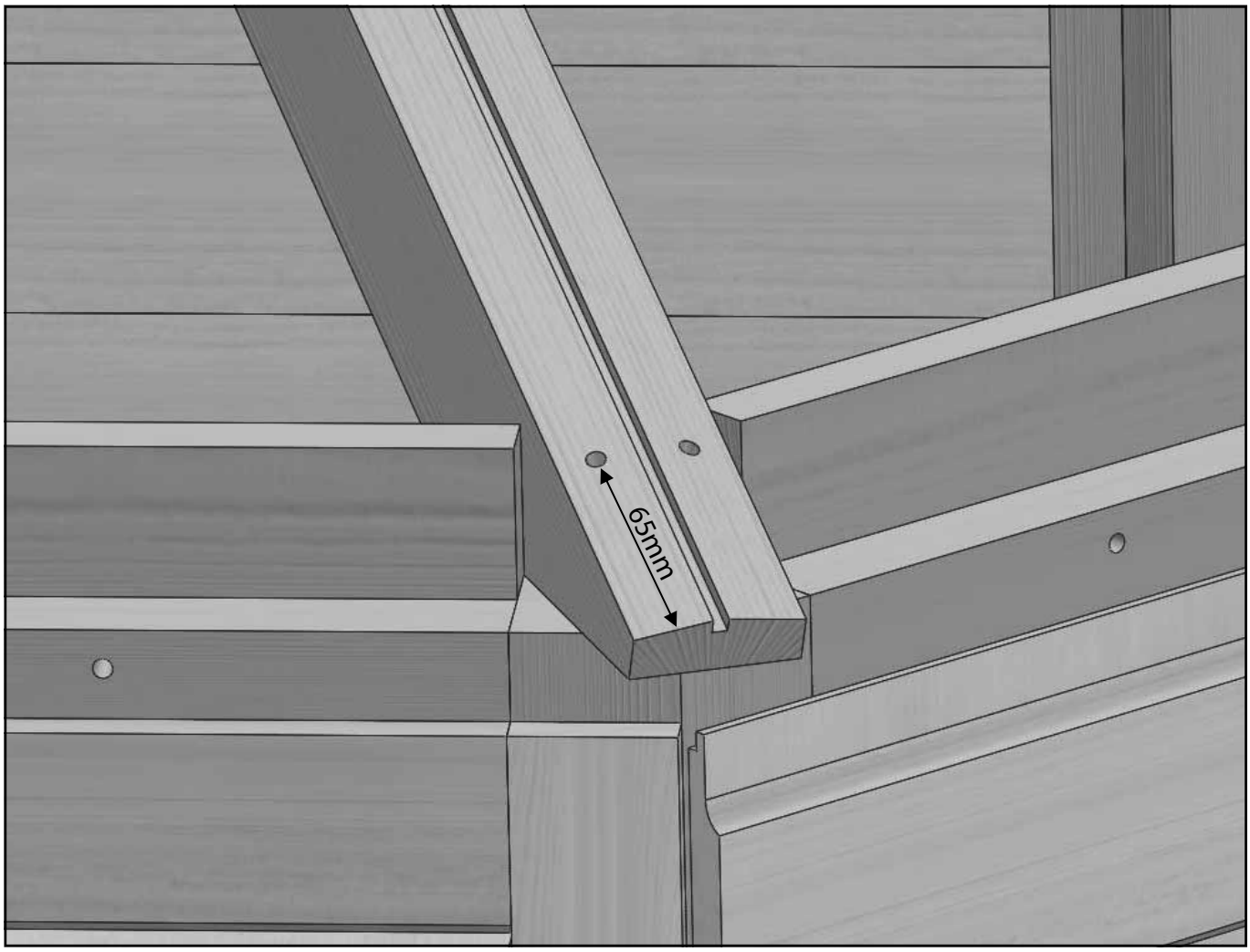
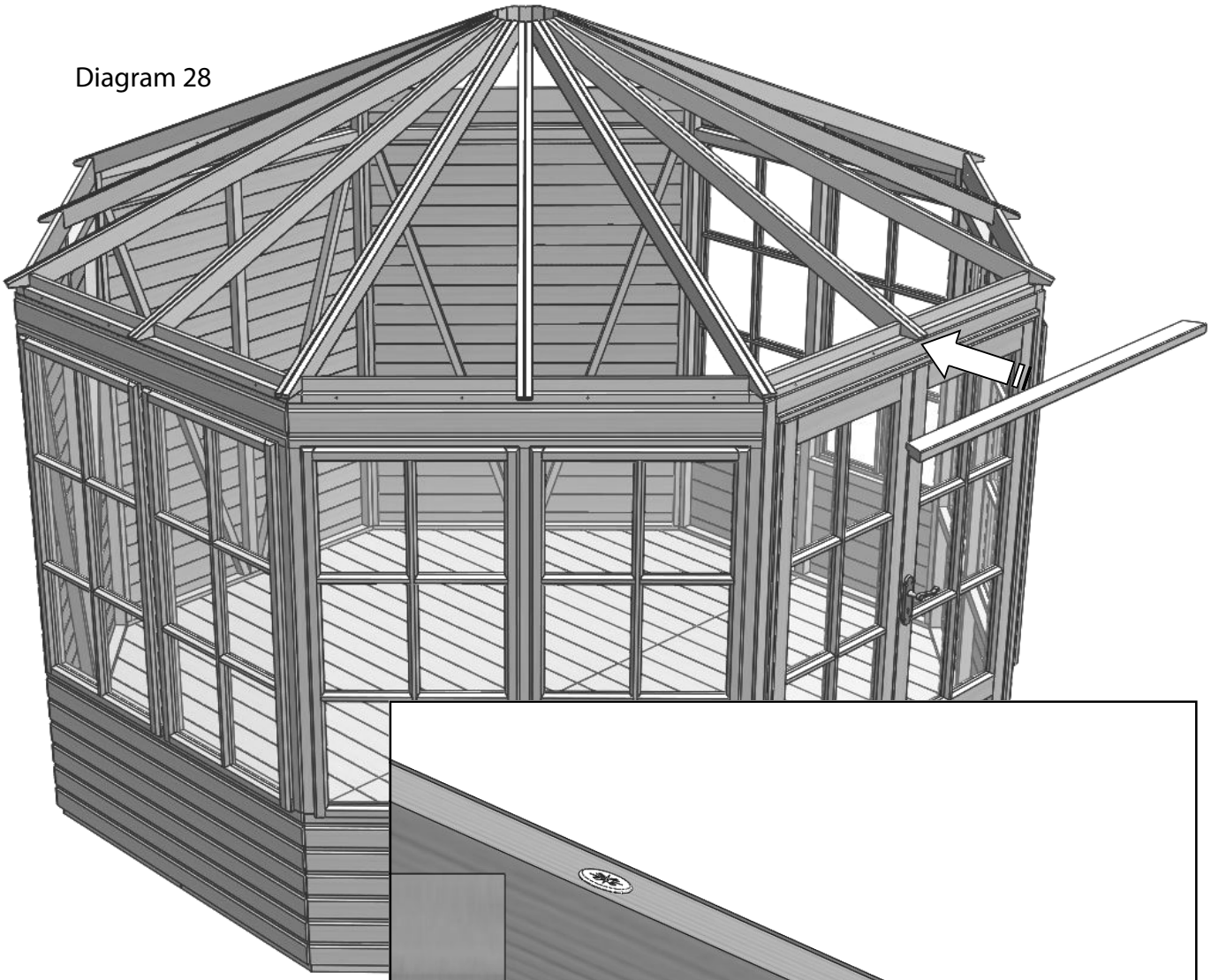


Diagram 27

Roof Assembly

With all the roof bars installed you can fit the soffit boards. Have a helper hold the soffit in position while you fix it from the inside through the pre-drilled holes with 4 x 80mm countersunk stainless steel screws. Its important to keep the ends inline with the joint between side panels.

Diagram 28



These are fixed to the top of the side panels (diagram 29). Push the soffits tight up against the underside of the roof bars. Screw position shown in diagram 30.

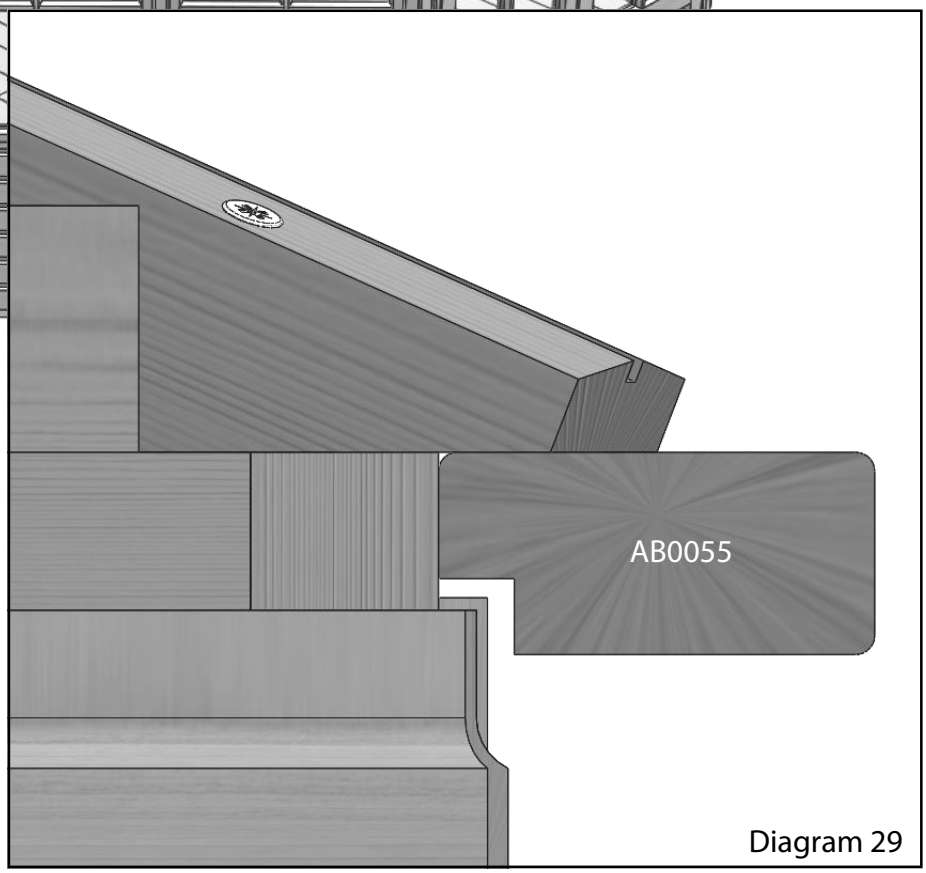


Diagram 29

6

Roof Assembly

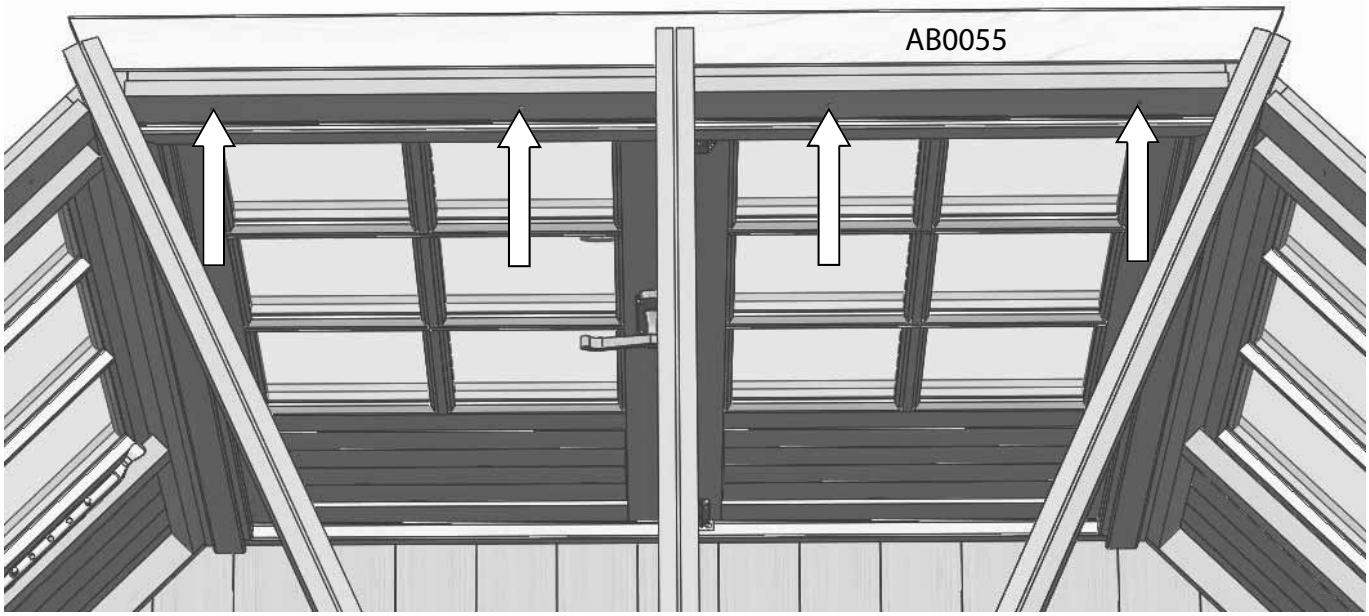


Diagram 30

Work your way around the building making sure the ends of the soffits line up as closely as possible with the joint between side panels.

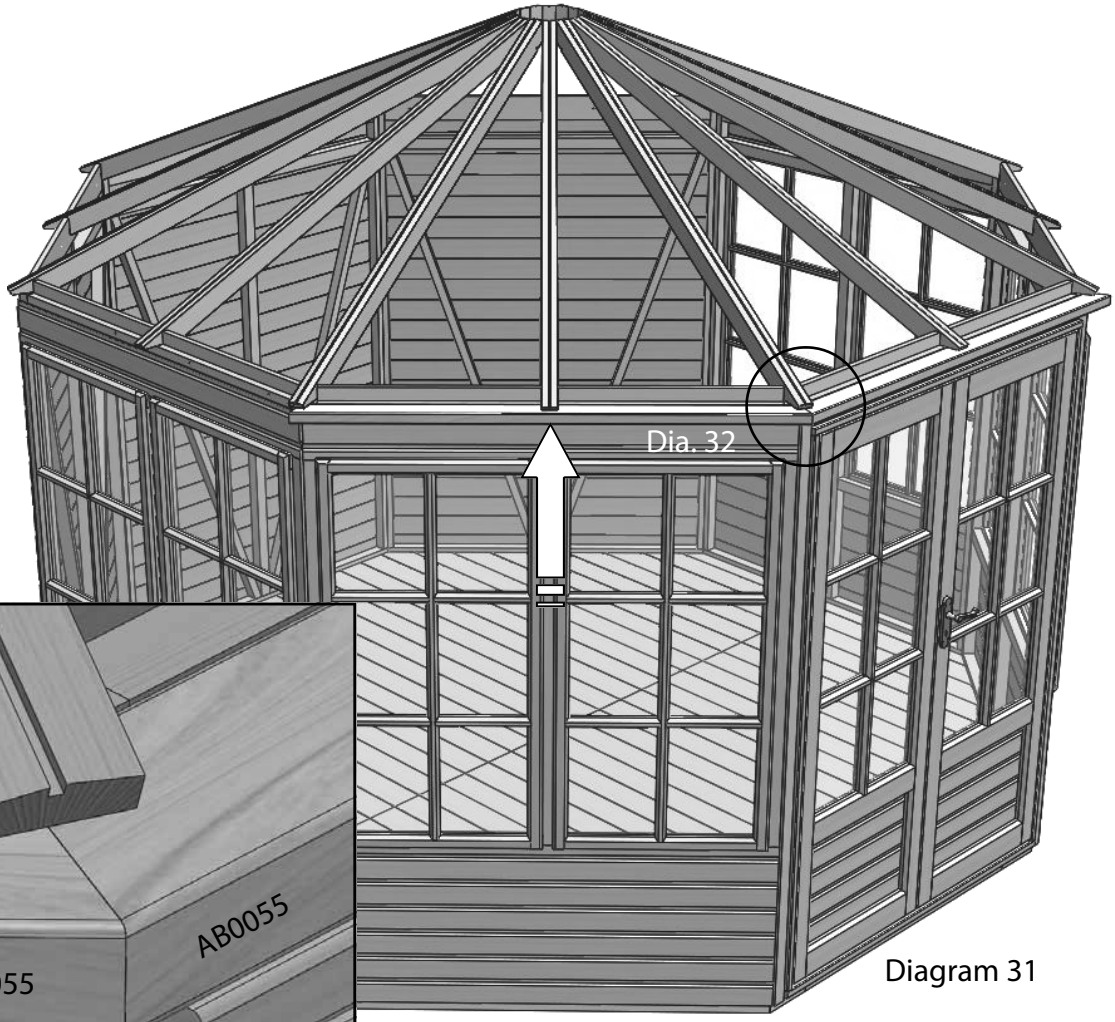


Diagram 31

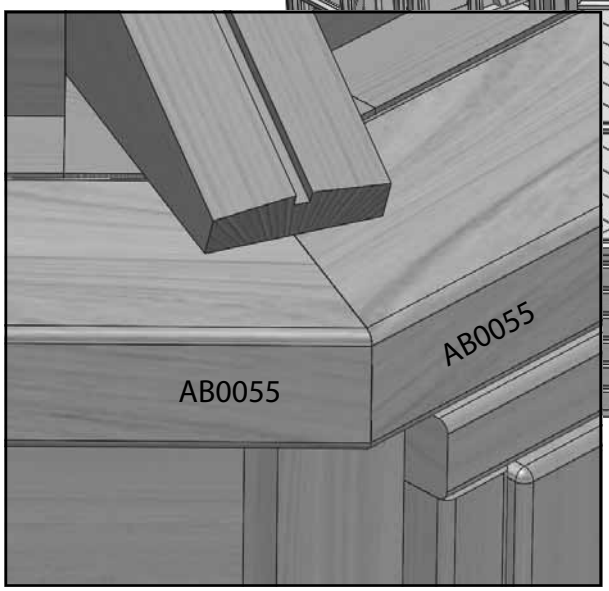


Diagram 32

6

Roof Assembly

Its best to fit all the soffits to the sides leaving the last one in the least visible place possible in case you have to trim the soffit or there is a slightly larger gap than normal.

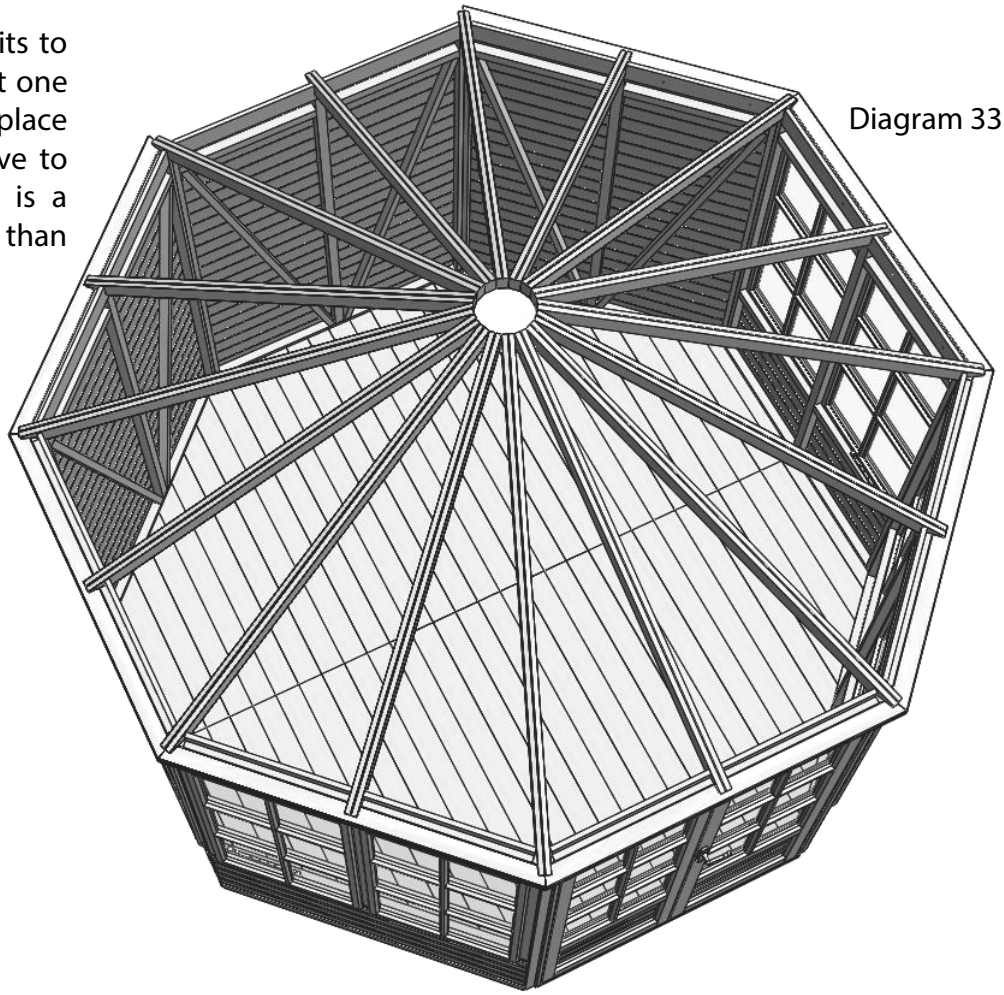


Diagram 33

You can now attach the ply roof sheets. Use $1^{1/2}$ inch countersunk screws to fix these. You should have 4 down each side. Use the grove in the roof bars to help you line up the roof sheets (diagram 35).

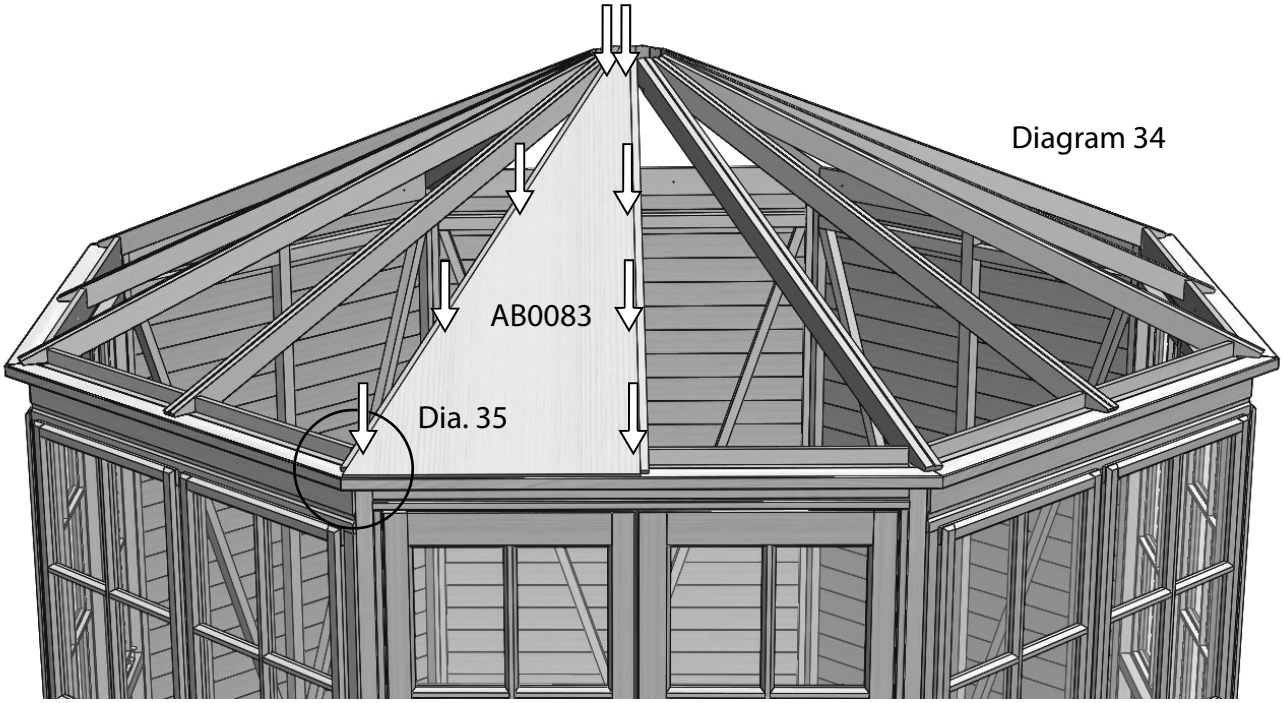


Diagram 34

6

Roof Assembly

Diagram 35

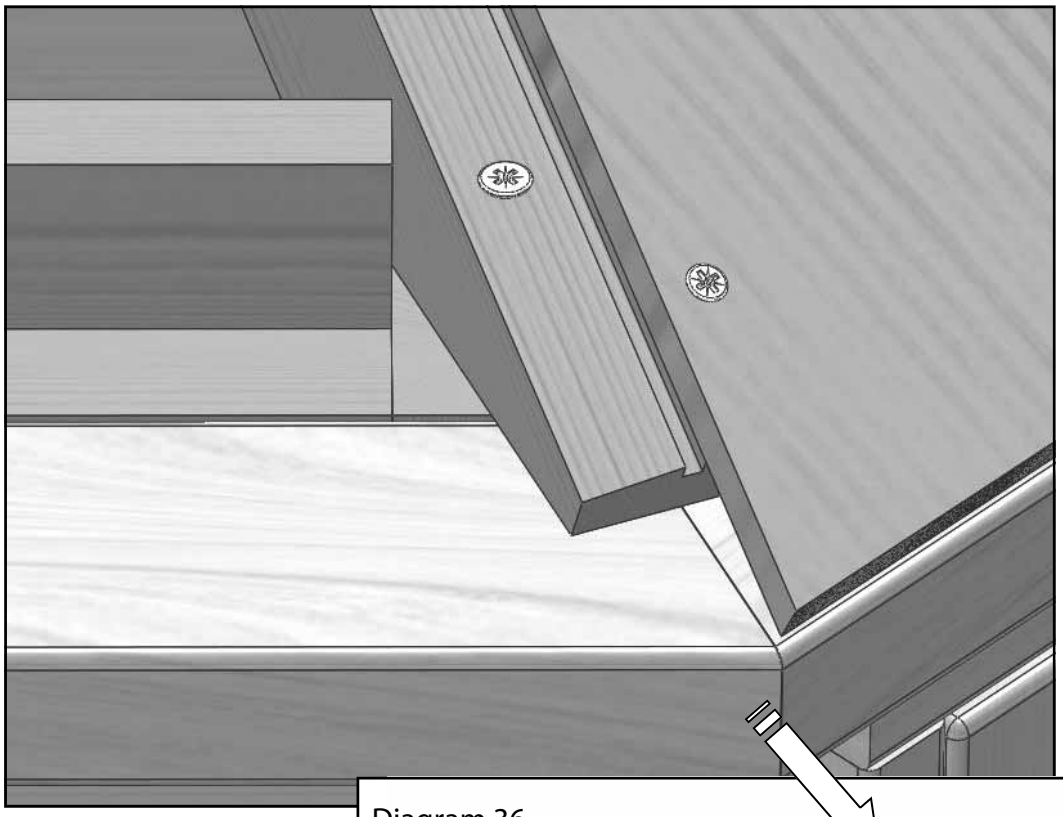
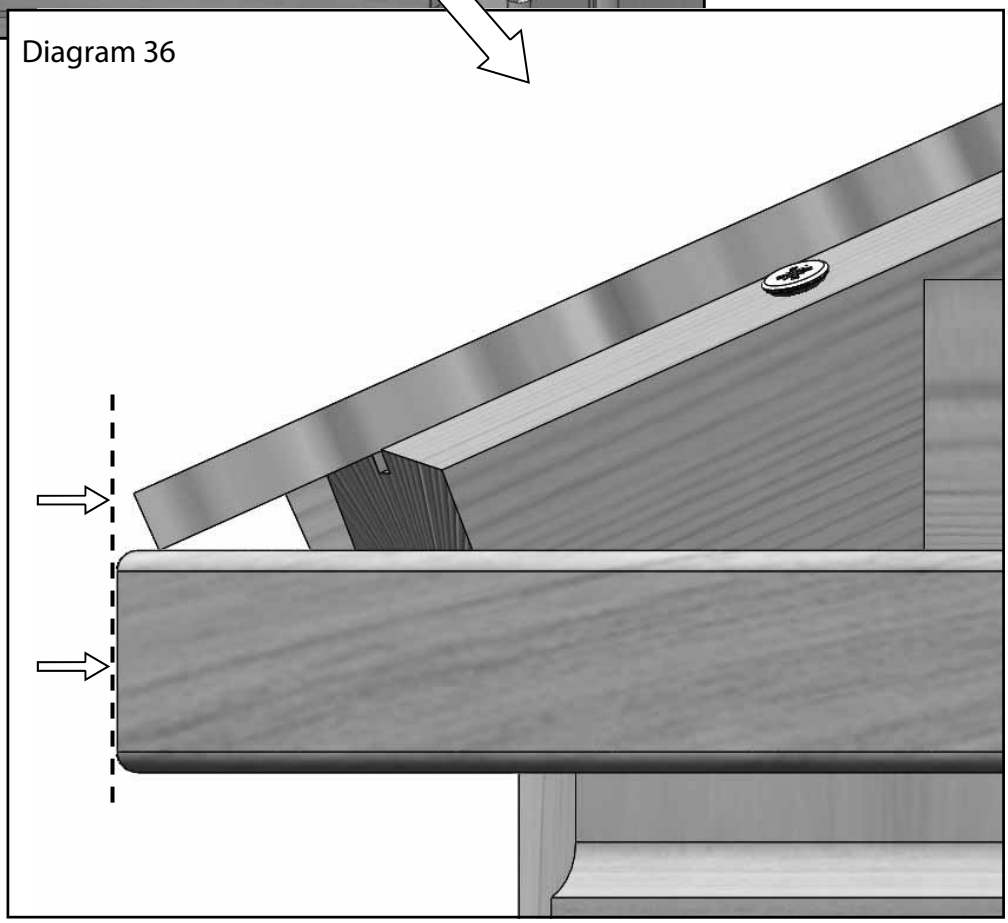


Diagram 36



Make sure the ply roof sheet does NOT protrude past the soffits.

Side Cloaking

Work your way around the building fitting the roof sheets, leaving out one section as you will use this as a template for the roof felt.

Diagram 37

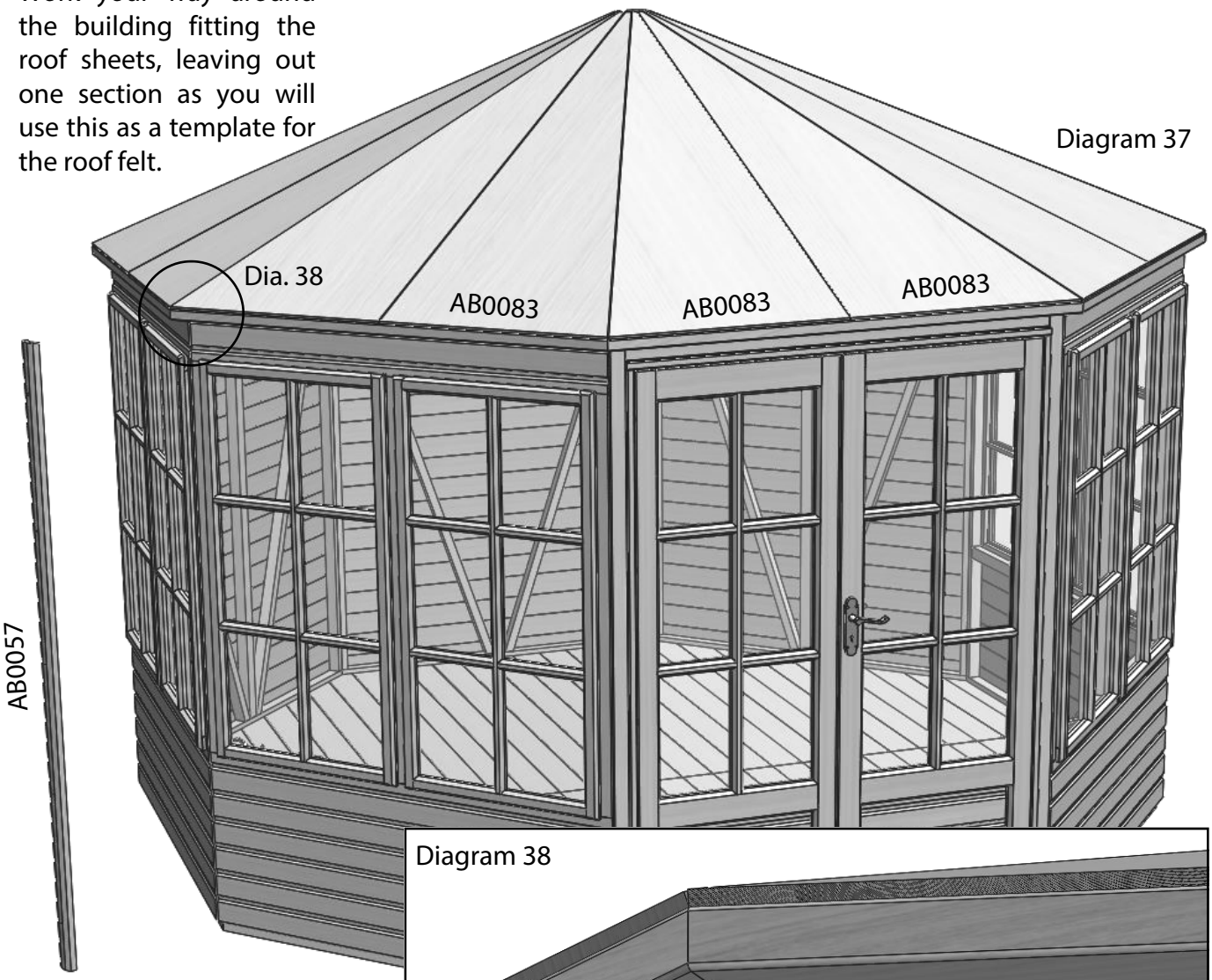
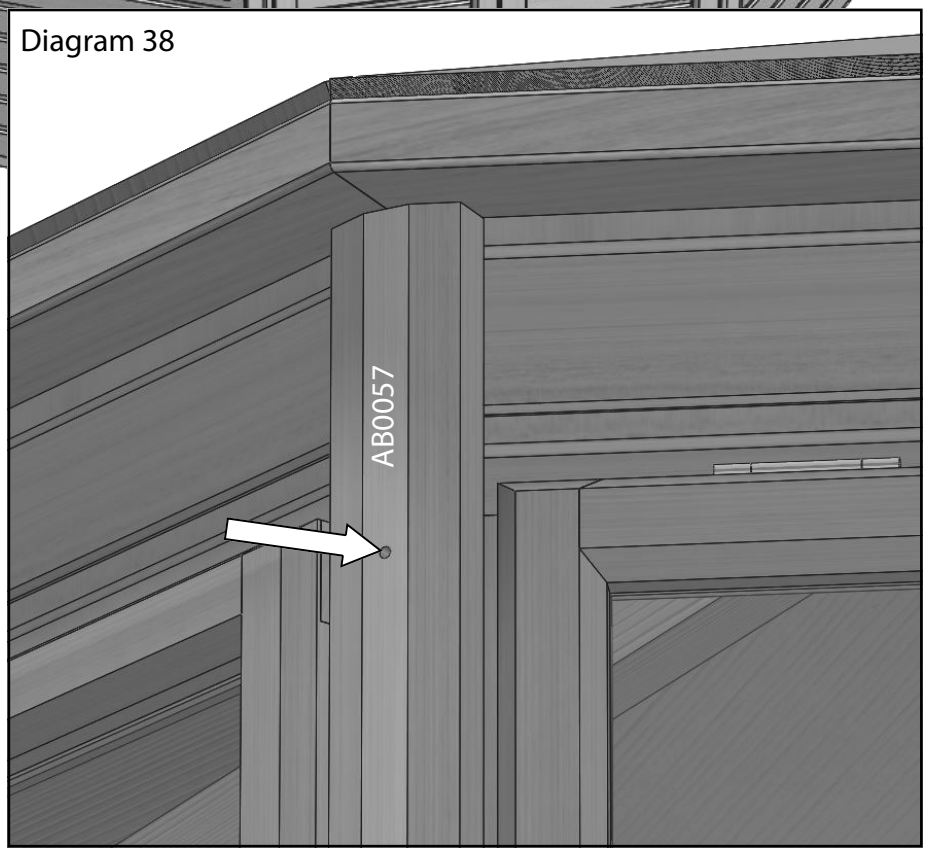


Diagram 38



Now is a good time to fit the side corner cloaking. Push the cloaking all the way up to the soffit and fix in place with 40mm round head stainless steel screws.

7

Fixing to Floor

Diagram 39

Line the corner up with the floor before fixing

You can now fix the sides to the floor. Drill pilot holes in the cill section of the side frame and fix down with 60mm screws.

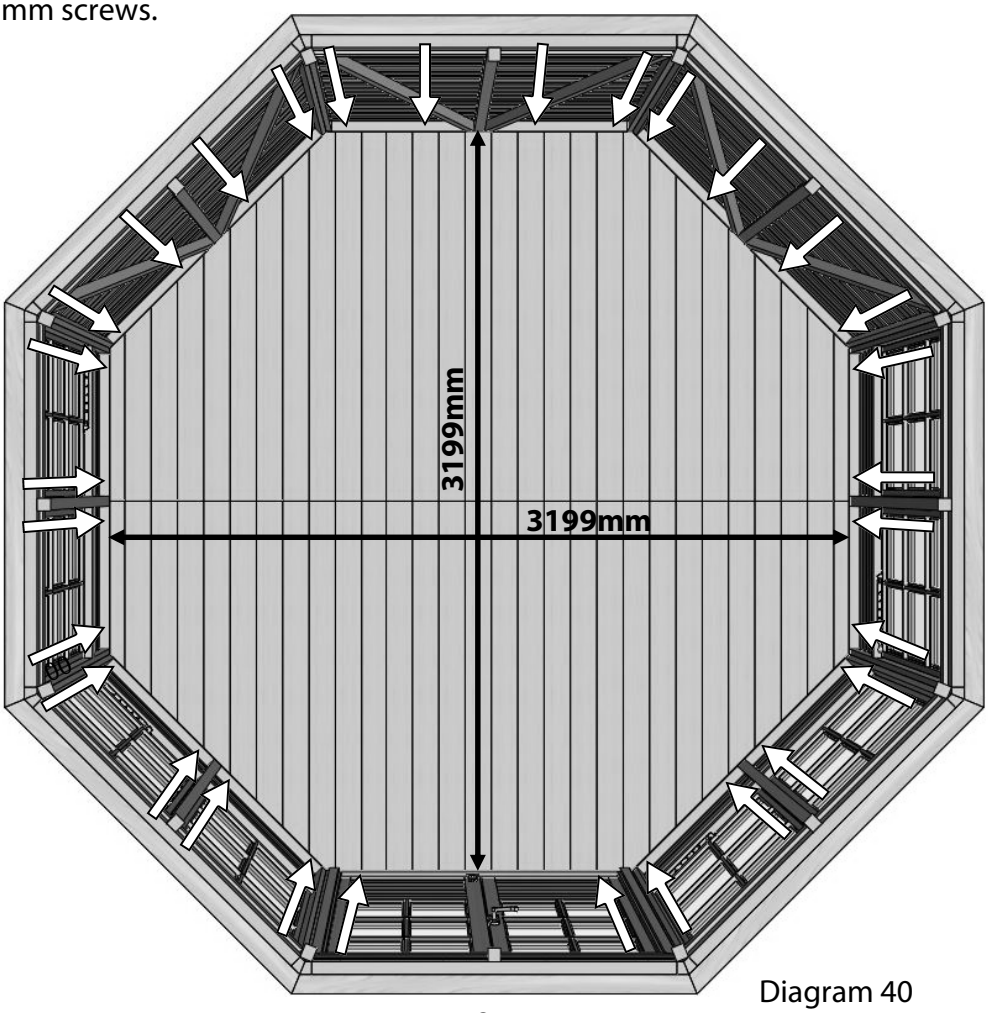
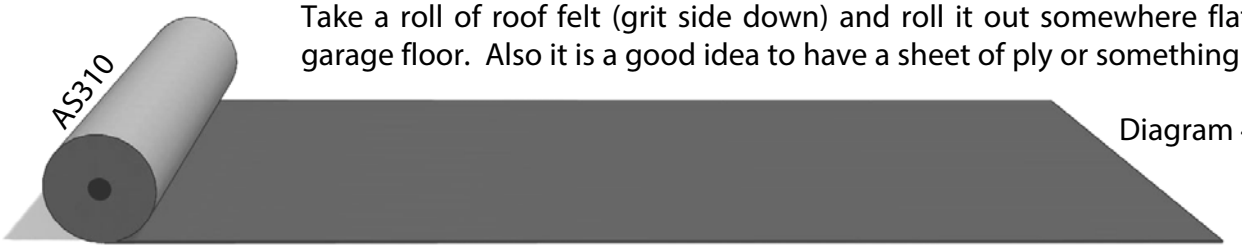


Diagram 40

Roof Felting



Take a roll of roof felt (grit side down) and roll it out somewhere flat e.g. a garage floor. Also it is a good idea to have a sheet of ply or something similar

Diagram 41

Lay the ply roof panel onto the felt as shown in diagram 42 to create the left hand (LH) section of felt. Mark out 50mm from the edge all the way around it. Use a Stanley knife to cut this out. If you use a straight edge you will find this easier and get a much neater cut. Once you have cut the first one use this as your template to create 7 more. Be careful when moving the template so as not to damage it.

Diagram 42

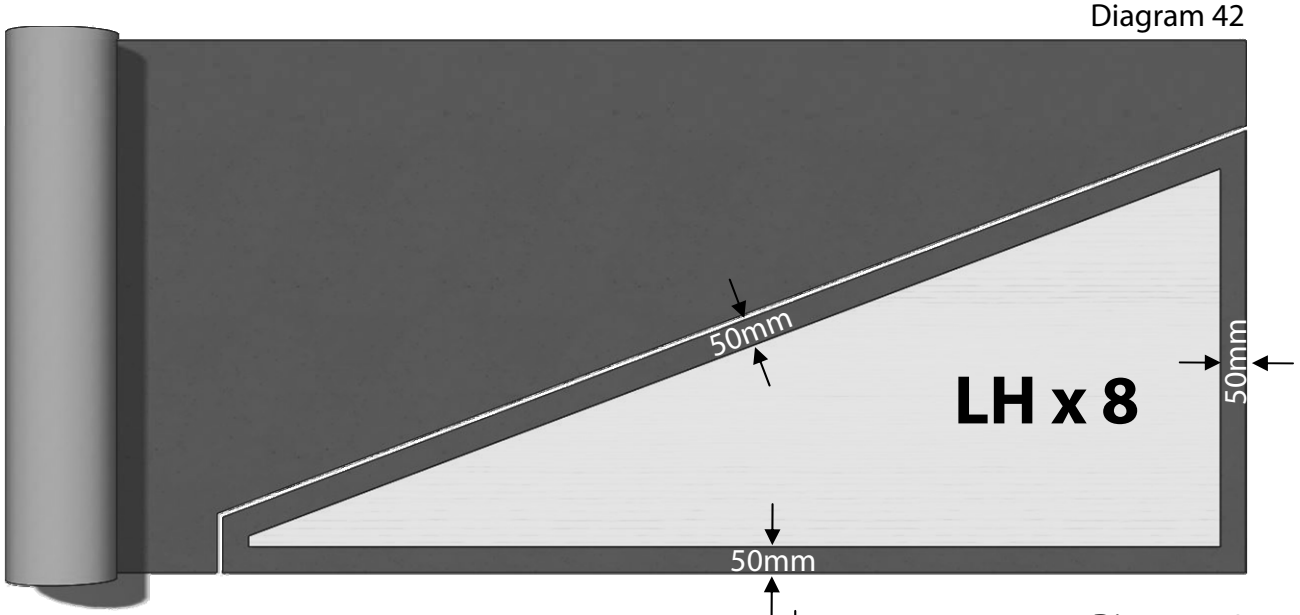
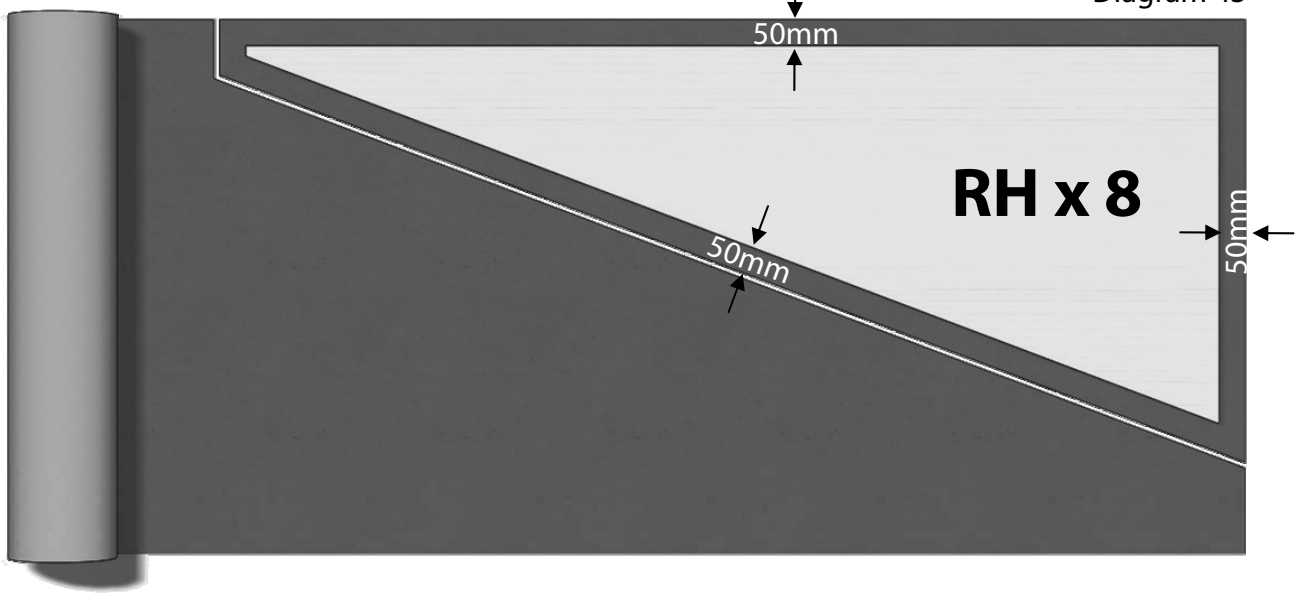


Diagram 43

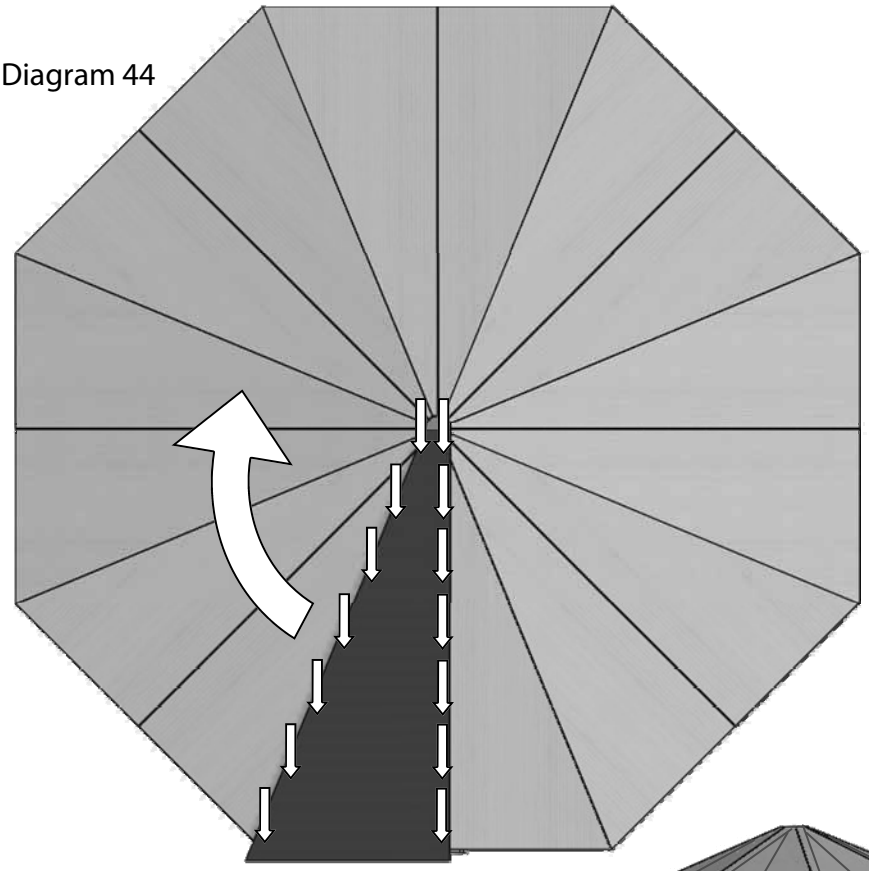


Now you need to create the right hand (RH) section of felt, make sure you have the ply board flipped over as shown in diagram 43. Again create a template and use that to mark out 7 more.

9

Roof Felting

Diagram 44

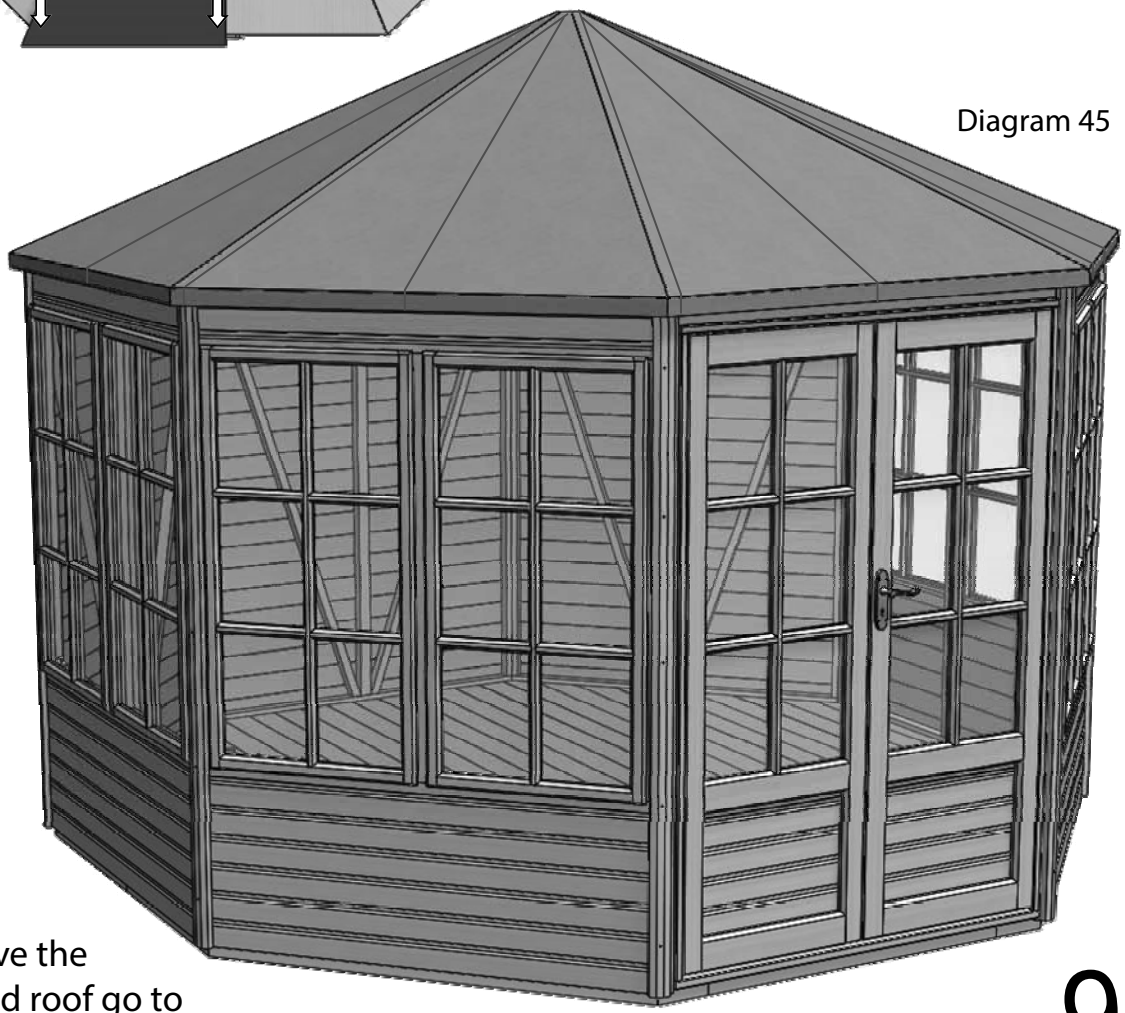


Lay the first LH piece of roof felt onto the ply roof, this should have about 50mm overhang at the bottom of the roof. Using the clout nails provided fix the sheet to the roof. When nailing you should position the nail no more than 20mm from the joint in the ply sheets so the nail goes into the roof bar. The nails should also be no more than 300mm apart (diagram 44).

It's a good idea to check inside the building as you go incase there are any mis-placed nails that need re-positioning.

Work clockwise around the building alternating between LH and RH felt sheets until all the sheets are in place.

Diagram 45



N.B. If you have the optional slatted roof go to **section 11** now.

Fascias and Capping

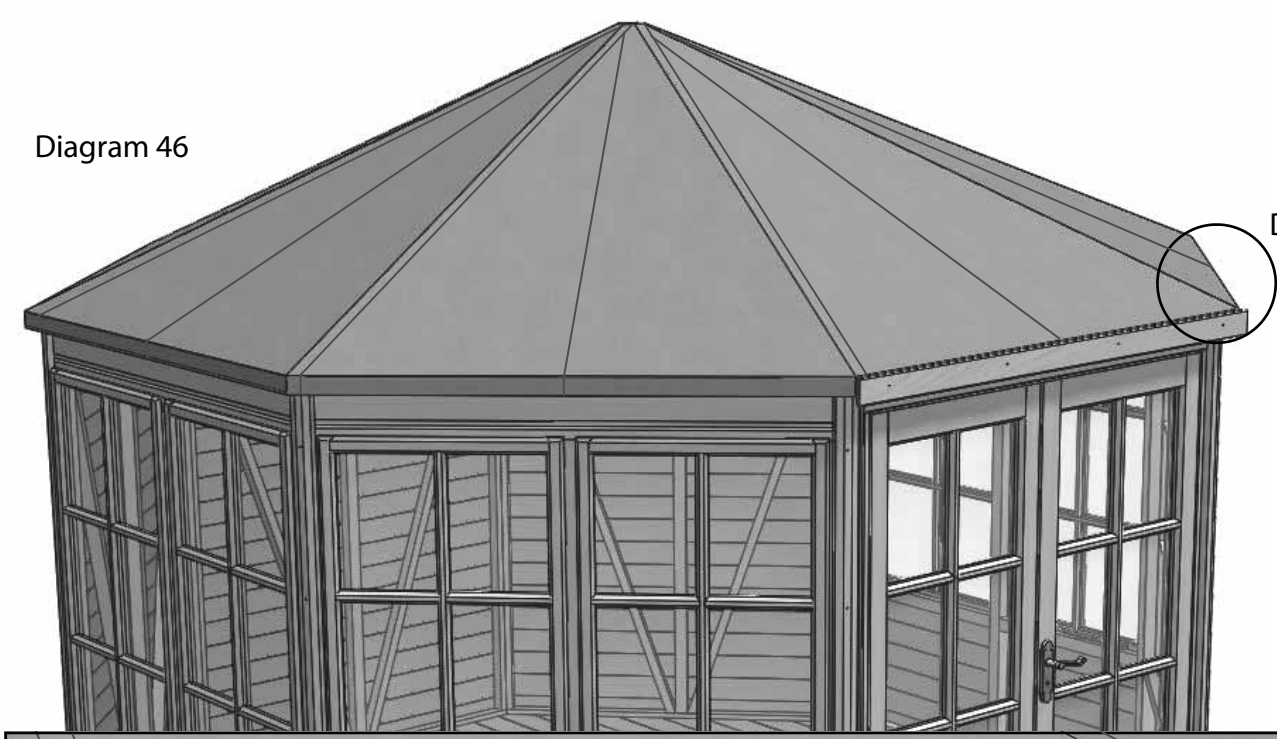
N.B. If you have the optional slatted roof go to **section 11** now.

With all the felt in place you can begin to fix the fascias. Start with the fascia above the door. You will notice the holes are slightly off-set, in this install they should be closest to the top of the fascia.

Make sure the felt is folded down tight along the bottom of the roof, also line up the ends with the ends of the soffits. The more time you take over lining these up will make a big difference to the overall finish.

You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer.
Fix in place with 40mm round head stainless steel screws.

Diagram 46



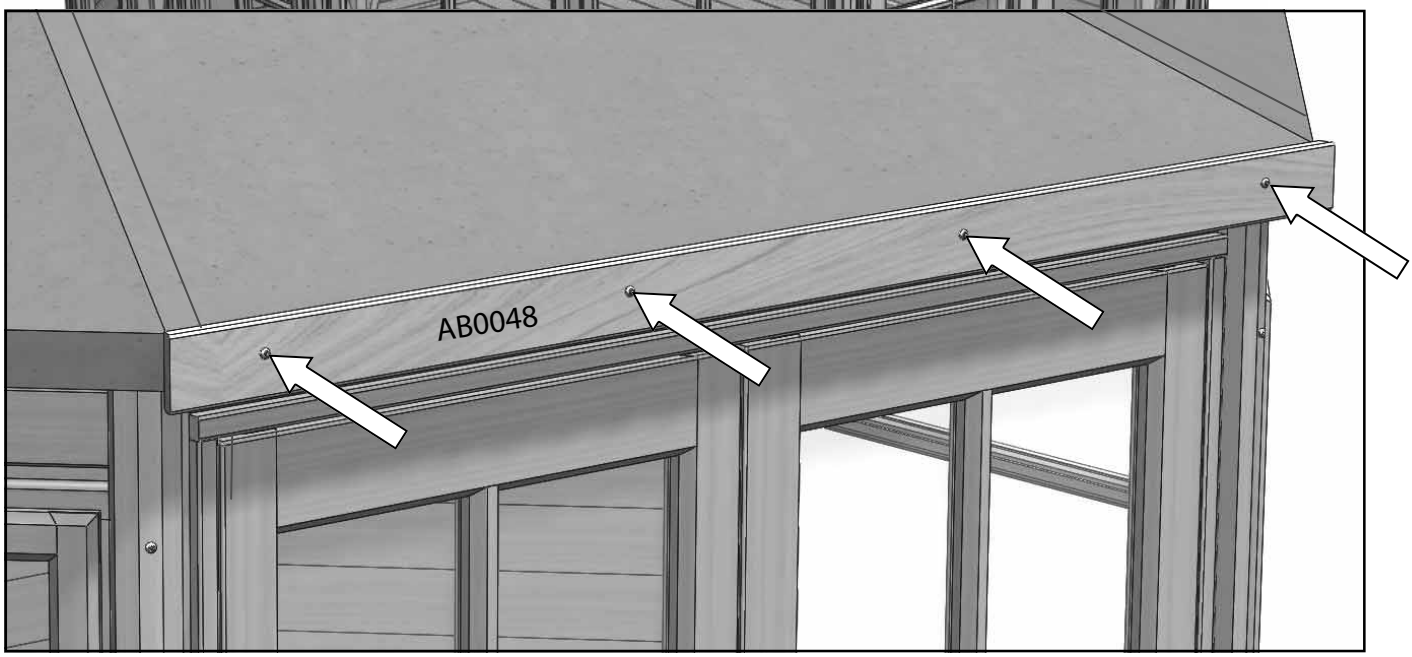


Diagram 47

10

Fascias and Capping

When fitting the next fascia section adjust the position until you get a neat joint between the two sections. You may find you need to adjust the first one to get them to sit right. Measure from the underside of the soffit to get the fascia in the same position as the first.
Fit each fascia to the building leaving the one that is least visible until last in case it needs trimming or there is a slightly bigger gap. All being well it should slot in nicely.

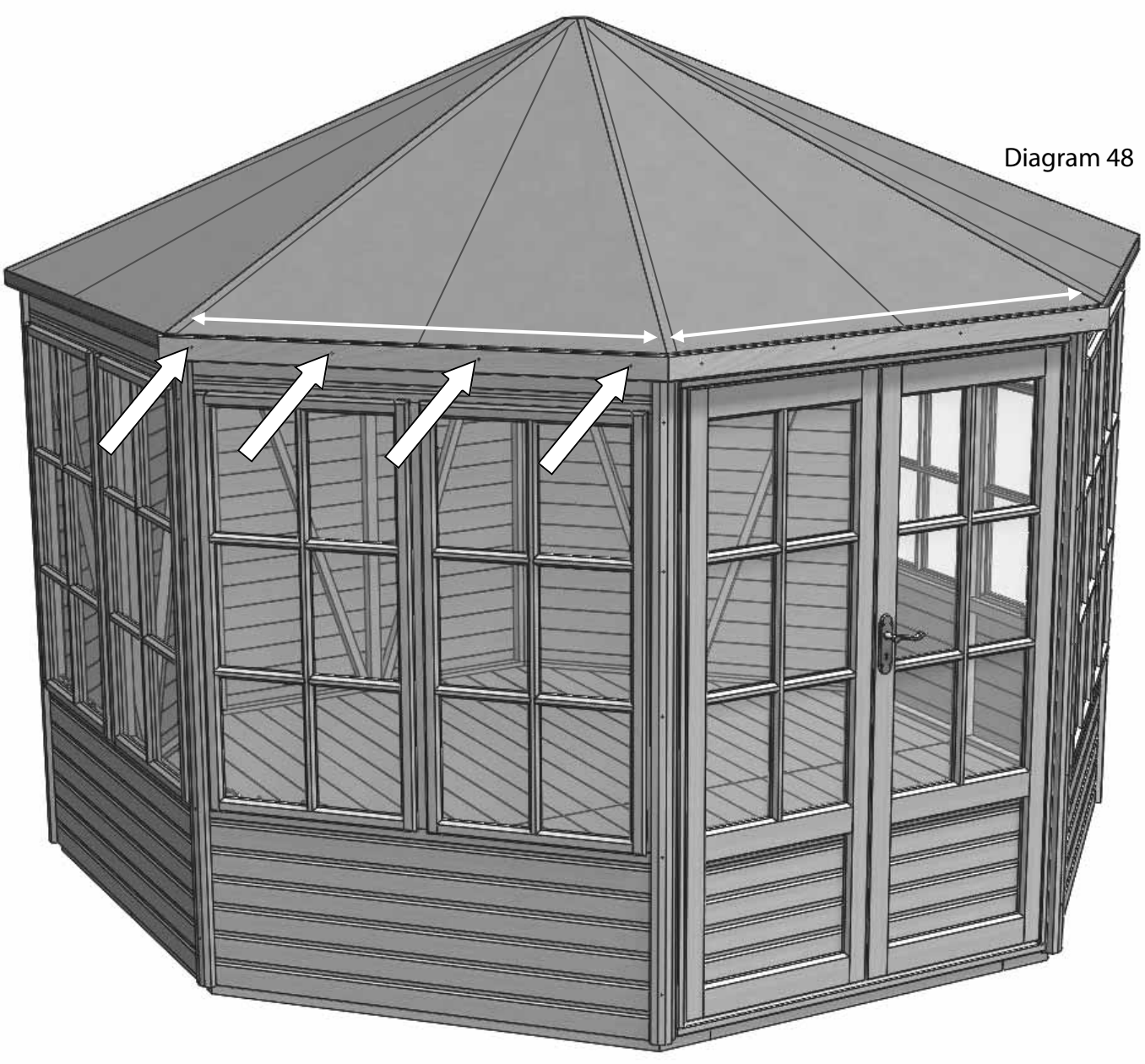


Diagram 48

Fascias and Capping

Before you can fix the roof capping in place you need to trim it to length (the full length capping is used on the optional slatted roof). Trim the end with the bevel so the square end that goes at the bottom of the roof is kept tidy and pre-treated. **DO NOT CUT THESE IF YOU HAVE A SLATTED ROOF**

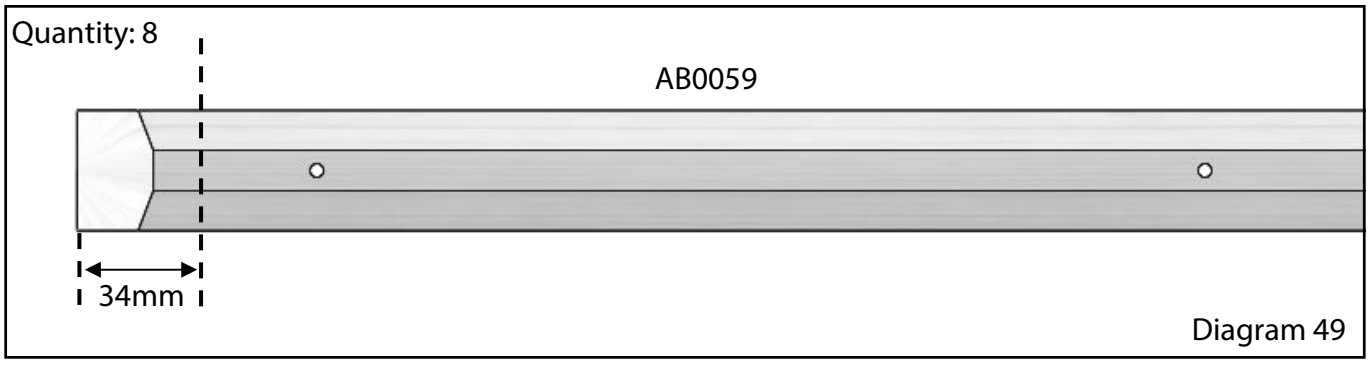


Diagram 49

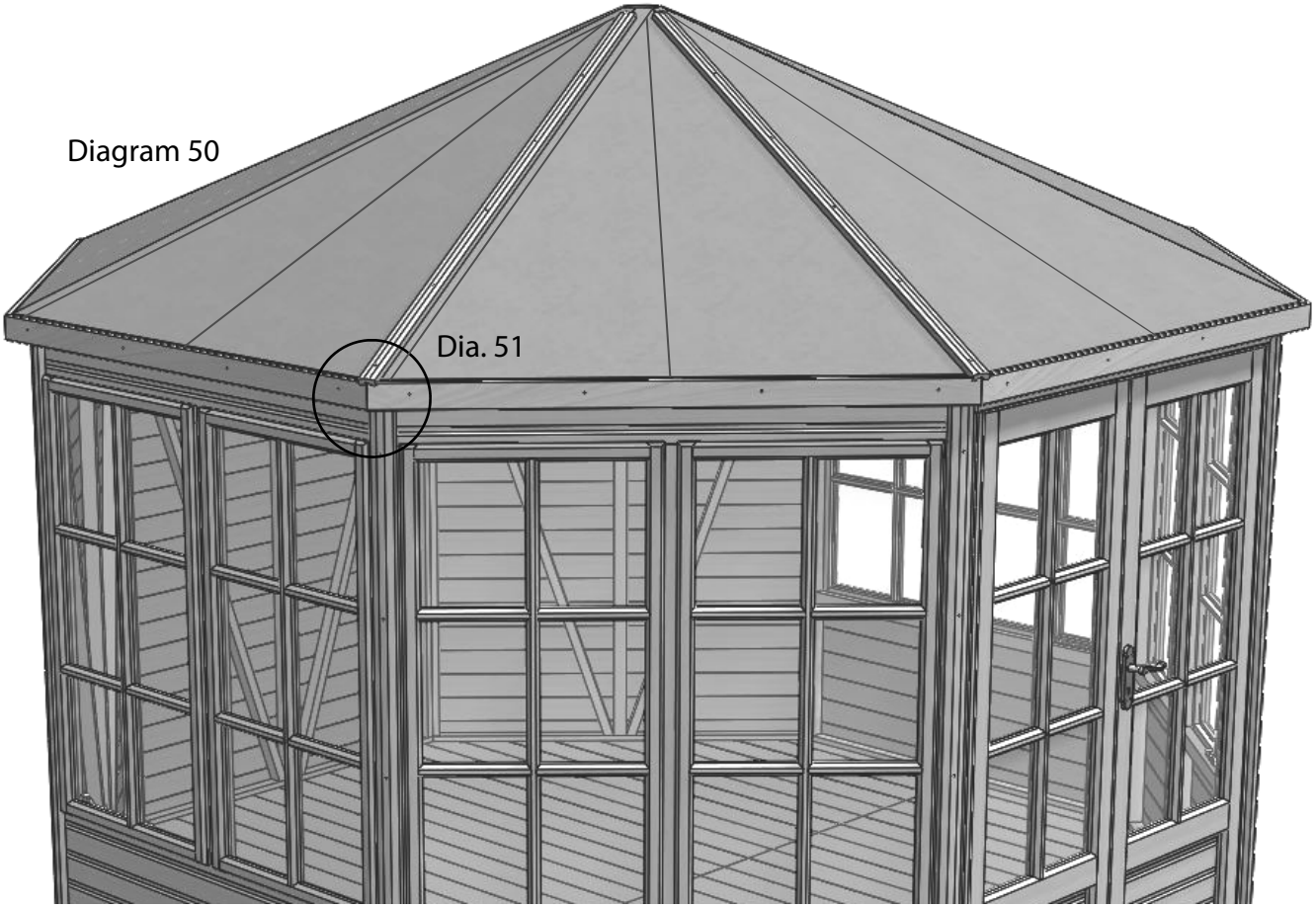


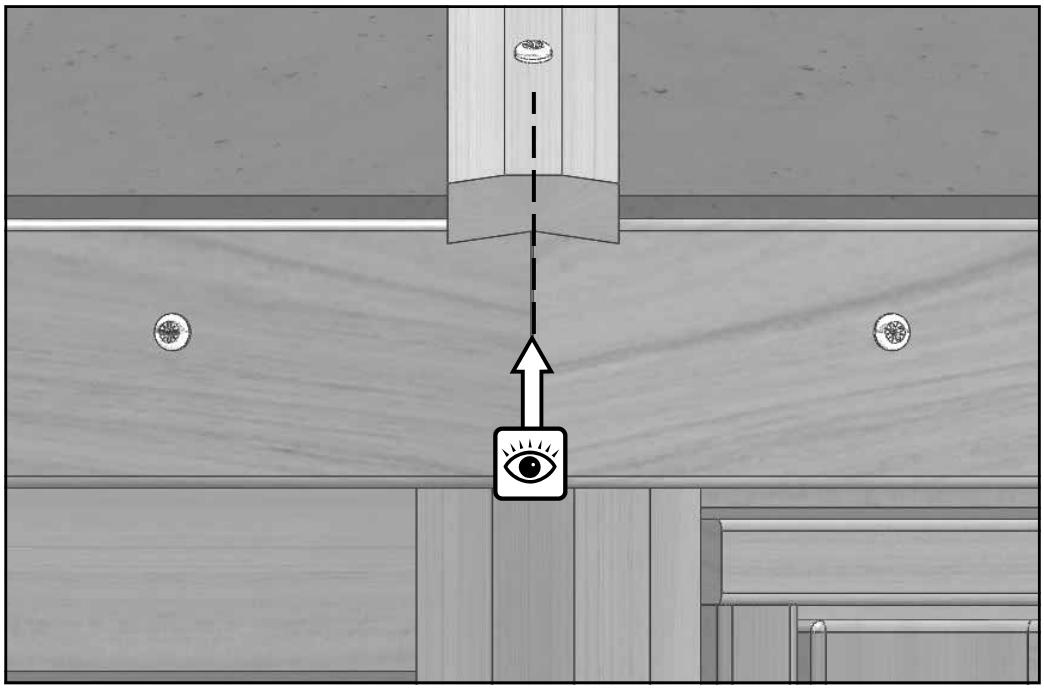
Diagram 50

Now you can fit the capping working your way around the building. As you position each one, line the end up with the outer point of the joint between fascias (diagram 51). When you are happy fix in position with 50mm countersunk stainless steel screws. Only fix the bottom screw for now as you will want to fix the top screw later, when all have been spaced equally.

10

Fascias and Capping

Diagram 51



With all the hip capping in place you can now trim the mid capping (diagram 52). As before trim the end with the bevel, however this time you have to cut 2 angles to create an arrow head shape.

Quantity: 8

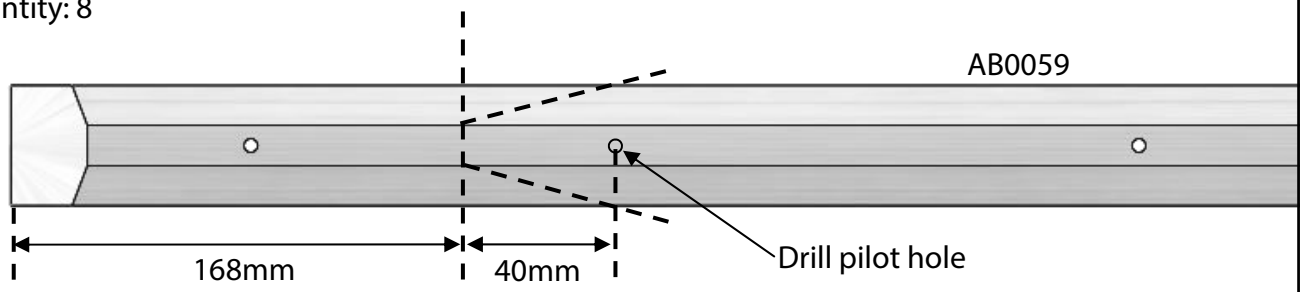
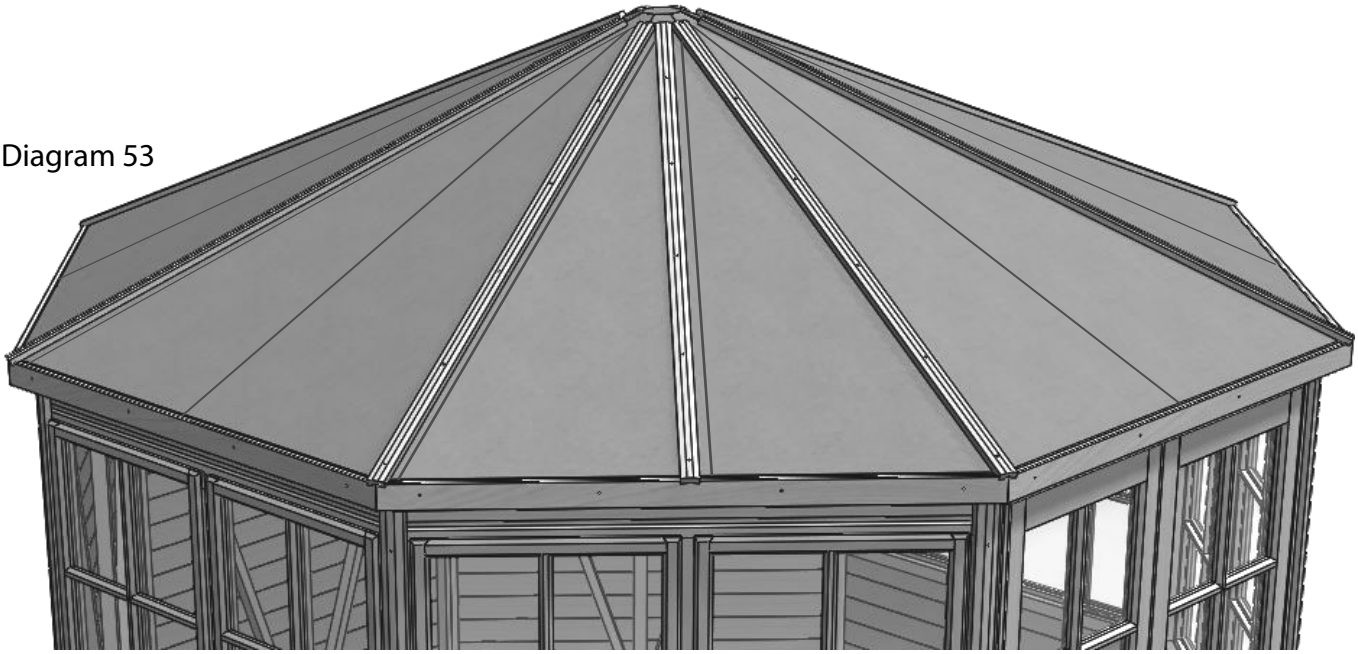


Diagram 52

Fascias and Capping

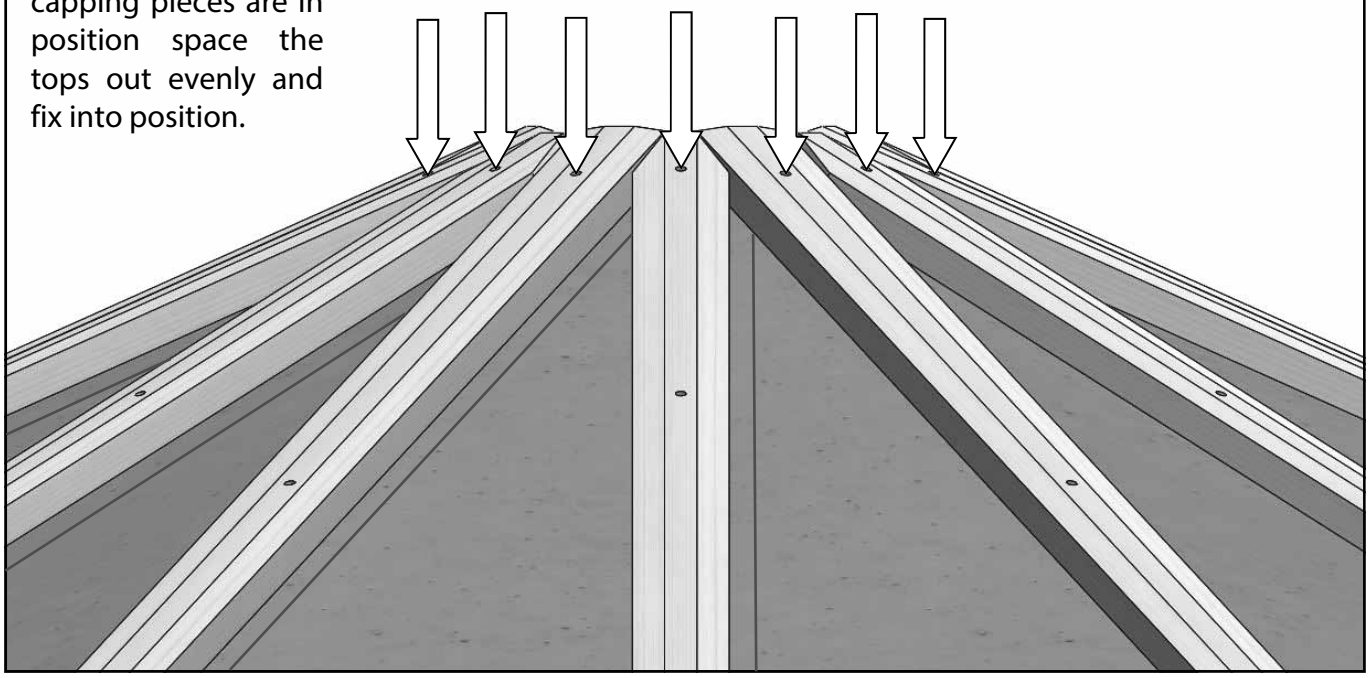
Diagram 53



Work round the building fitting the mid capping. The capping should be fitted so it overhangs the fascia slightly. Again all of these caps should be fitted with a 50mm countersunk screw at the bottom of the capping only.

Once all the corner capping pieces are in position space the tops out evenly and fix into position.

Diagram 54



Finish fixing the capping through the remaining holes. Once fixed in place you can trim any excess felt. Be very careful not to cut through both layers of roof felt. Scoring down the side of the capping a couple of times lightly is much safer than trying to cut through in one go!

10

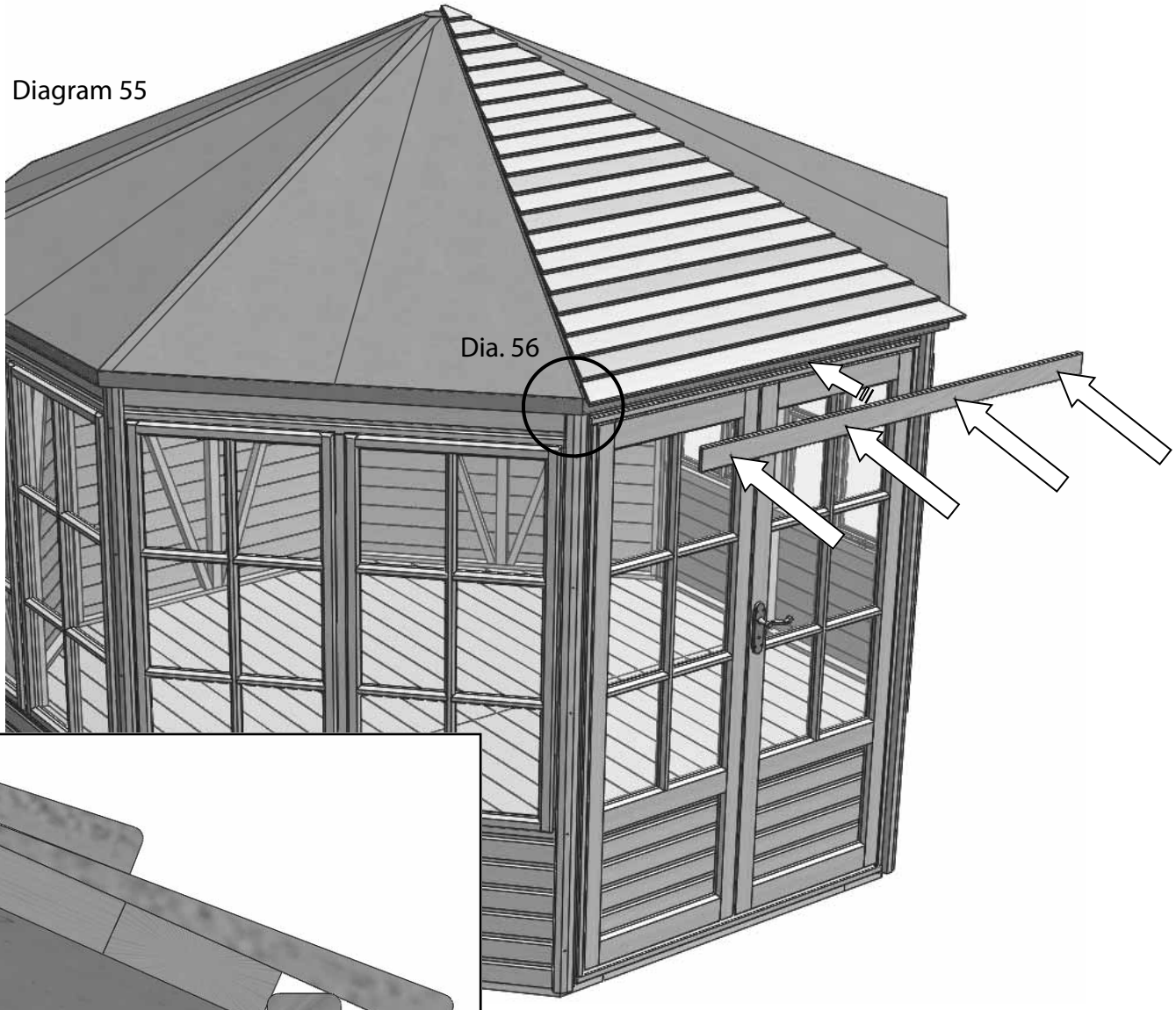
Now all the capping is fitted and the felt is trimmed you can move to **section 12.**

Slatted Roof Installation (optional)

With all the felt in place you can lower the first slatted roof panel into place. Its best to start above the door and work around the building from there. Ask a helper to hold the first roof panel while you position the fascia board below. You will notice the holes are slightly off-set, these should be closest to the bottom edge of the fascia in this installation.

Make sure the felt is folded down tight along the bottom of the roof, also line up the ends of the fascia with the corner of the soffits. The more time you take over lining these up will make a big difference to the overall finish.

Diagram 55



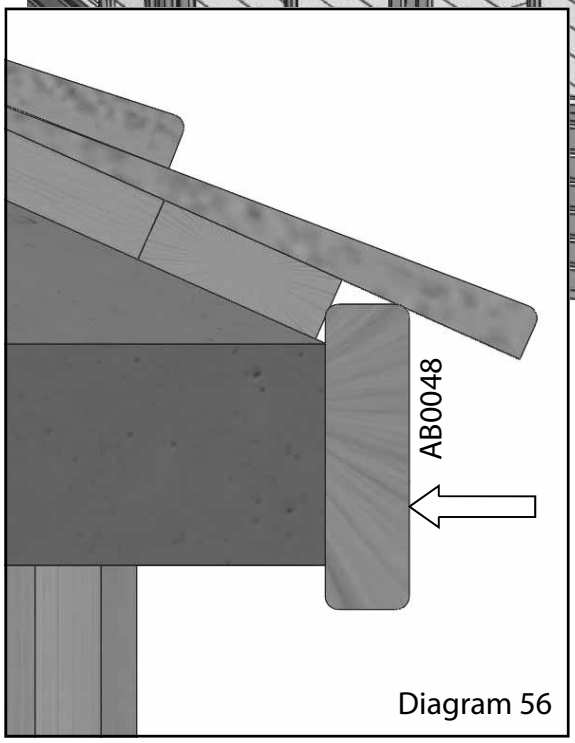


Diagram 56

You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer. Then push the fascia up until it touches the underside of the bottom slat. The treated softwood frame should then sit in behind it (diagram 56). Fix the fascia in place with 40mm pan head stainless steel screws, this will then support the roof section while you fix the rest of the fascias.

Slatted Roof Installation (optional)

When fitting the next fascia board adjust the position until you get a neat joint between the two boards. You may find you need to adjust the first one to get them to sit correctly. You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer.
Measure from the underside of the soffit to get the rest of the fascias in the same position as the first.

Diagram 57

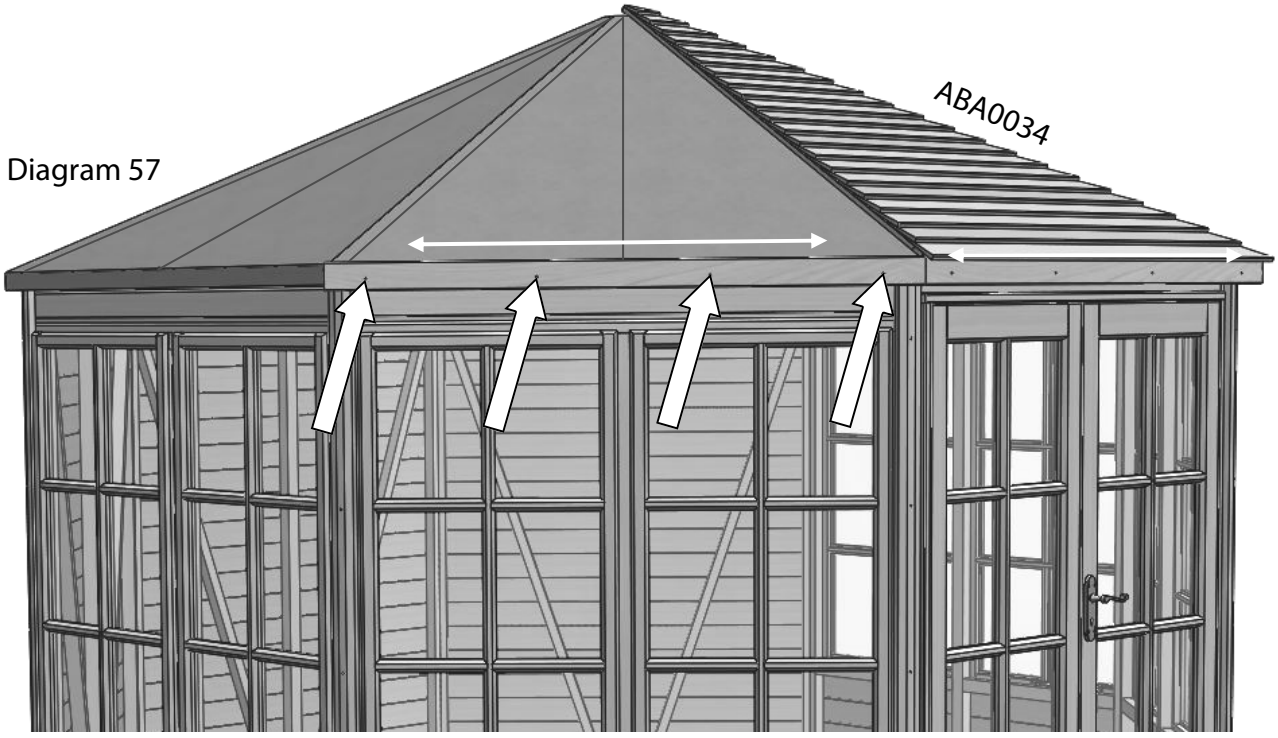
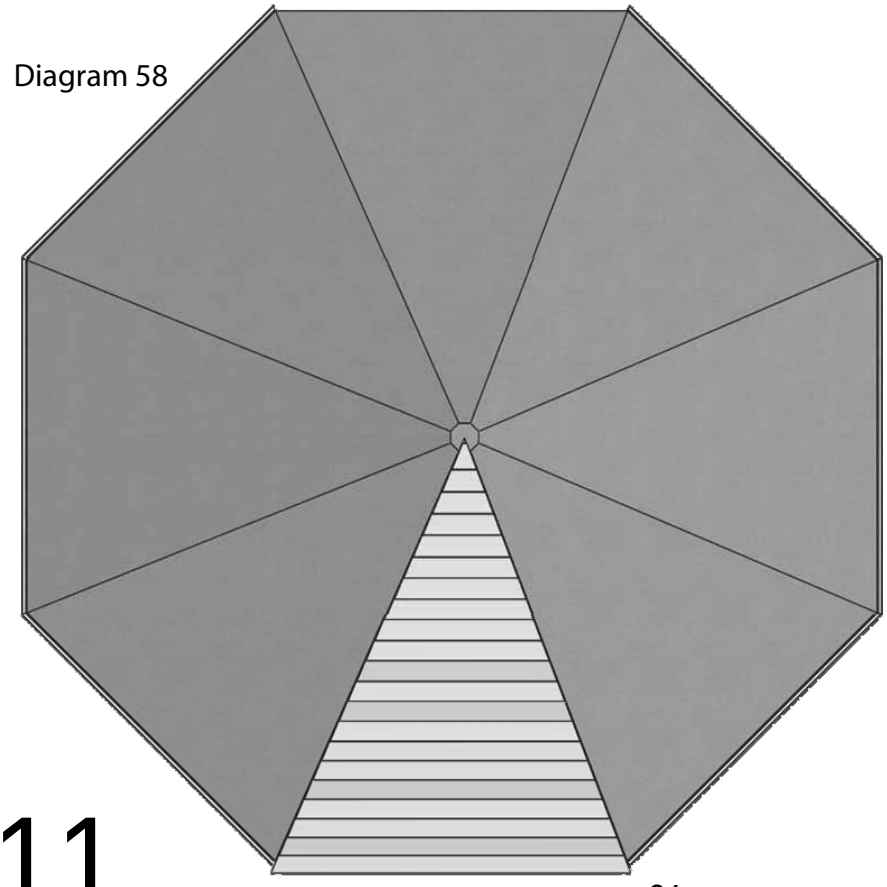


Diagram 58



Fit each fascia to the building leaving the one that is least visible to last in case it needs trimming or there is a slightly bigger gap. All being well it should slot in nicely.

11

Slatted Roof Installation (optional)

When all of the fascias are in place lay on the rest of the roof panels.
Now you can fit the capping working your way around the building. As you position each one, line the end up with the outer point of the joint between fascias (diagram 60). When you are happy fix in position with 80mm countersunk stainless steel screws. Only fix the bottom screw for now as you will want to fix the top screw later, when all have been spaced equally.

Diagram 60

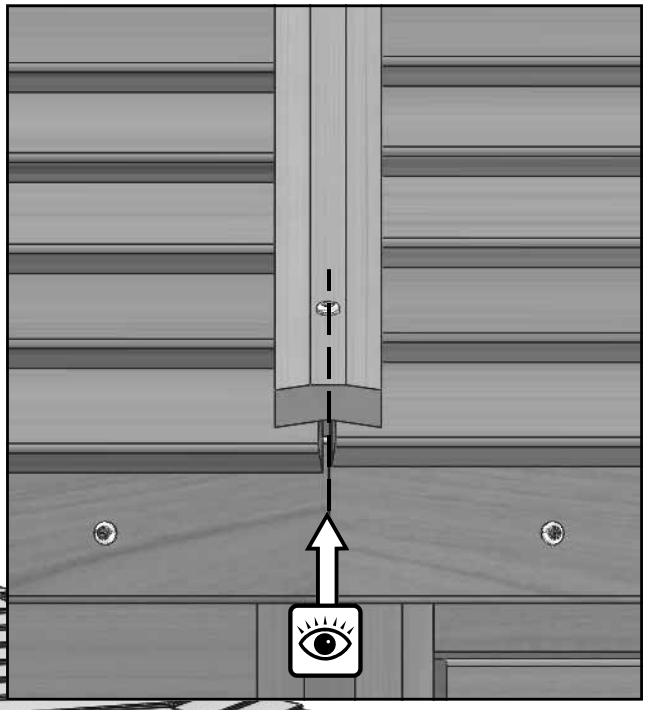
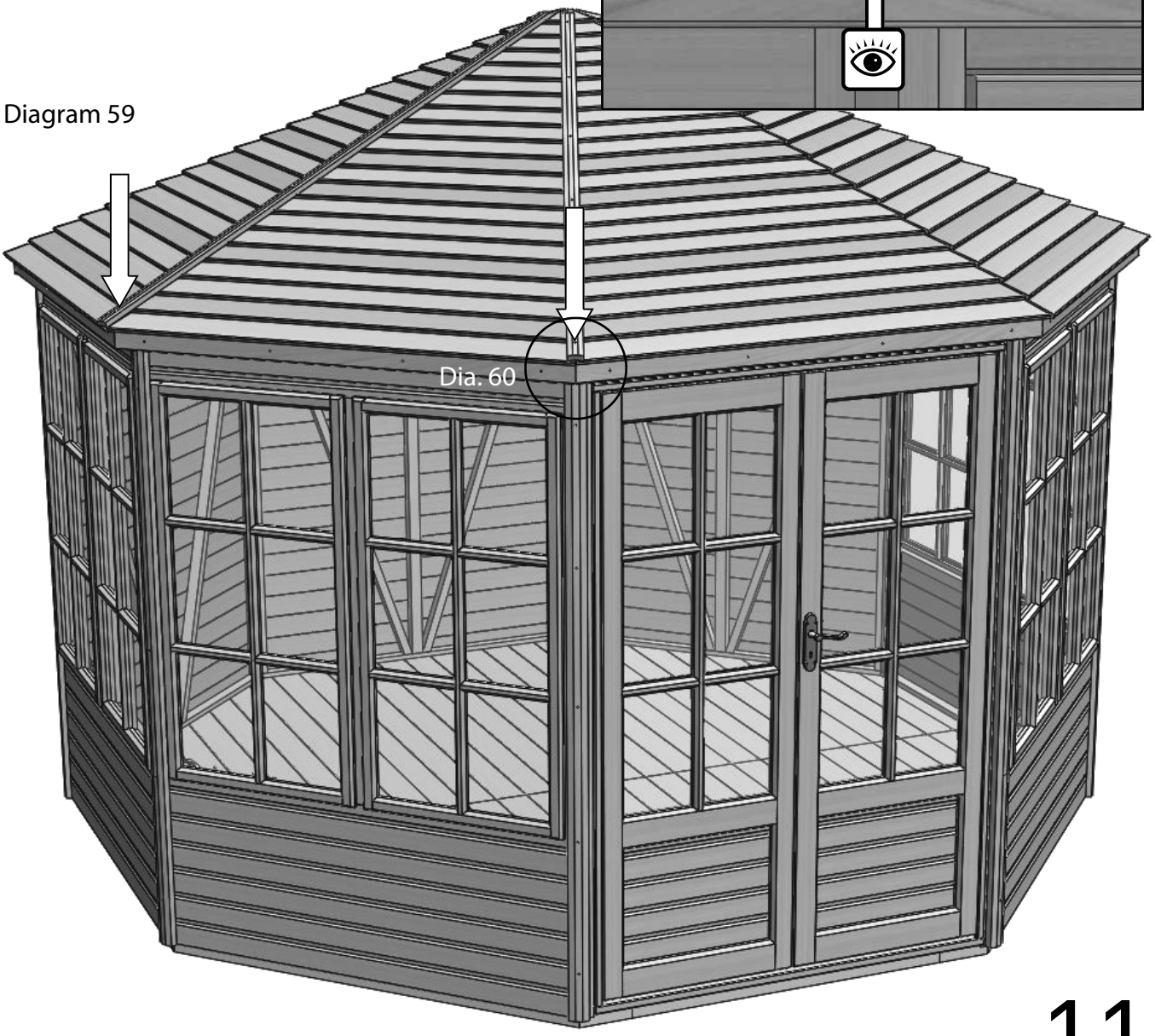


Diagram 59



11

Slatted Roof Installation (optional)

Once all the capping pieces are in position space the tops out evenly and fix into position.

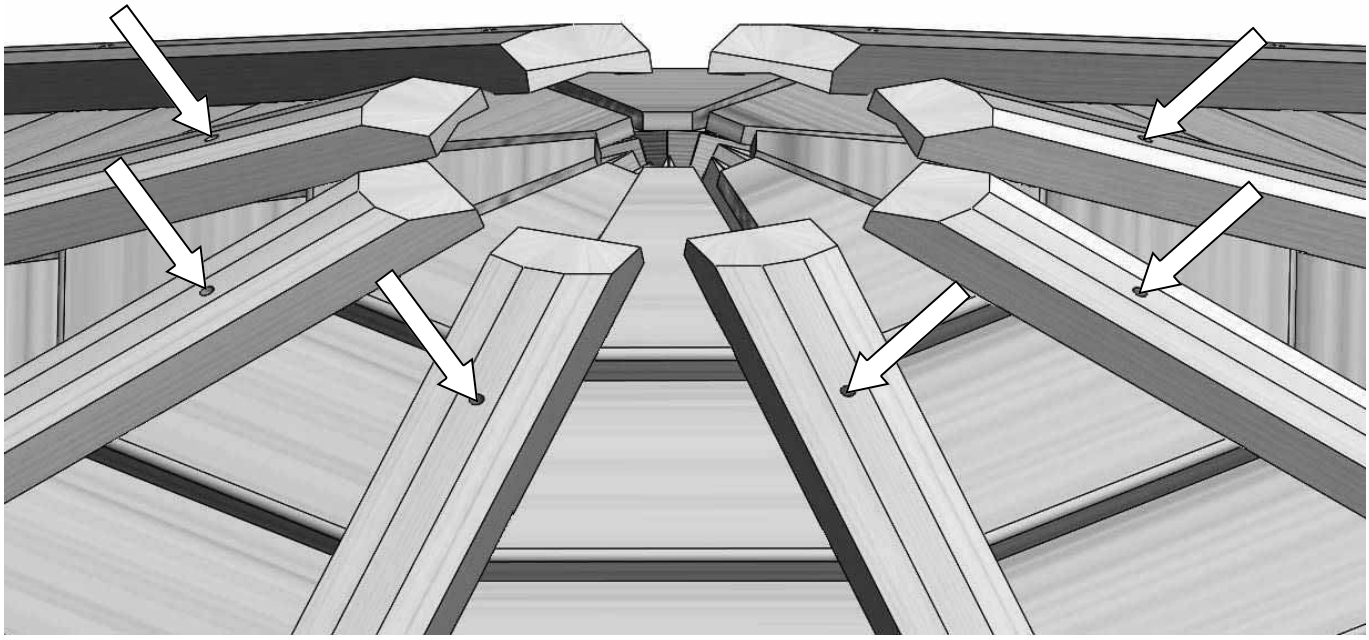
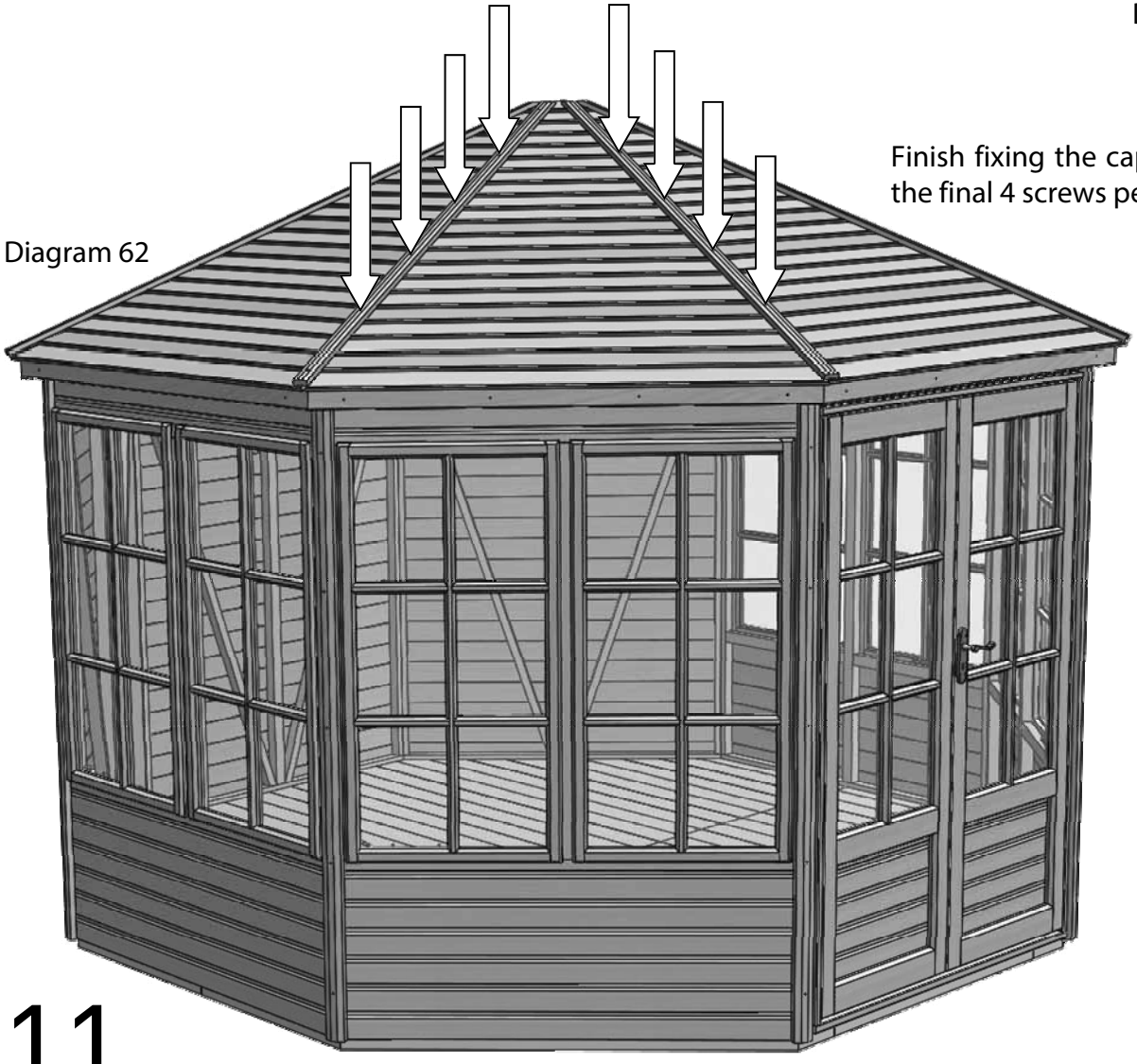


Diagram 61

Finish fixing the capping with the final 4 screws per strip.

Diagram 62



11

Top Cap and Finial

First mark the centre point of the top cap (AB0100) and drill a pilot hole. Then find the centre point of the finial (AB0106) and mark this. Fix the two parts together with a 50mm countersunk stainless steel screw.

Diagram 63

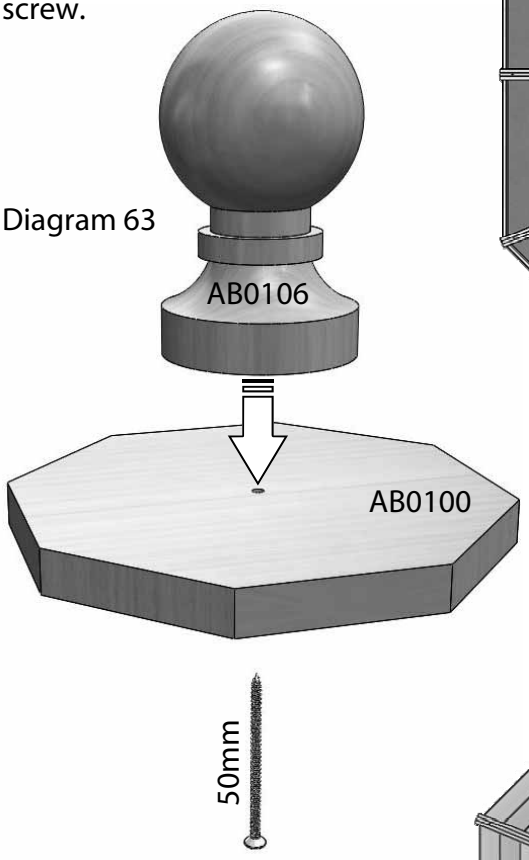


Diagram 64

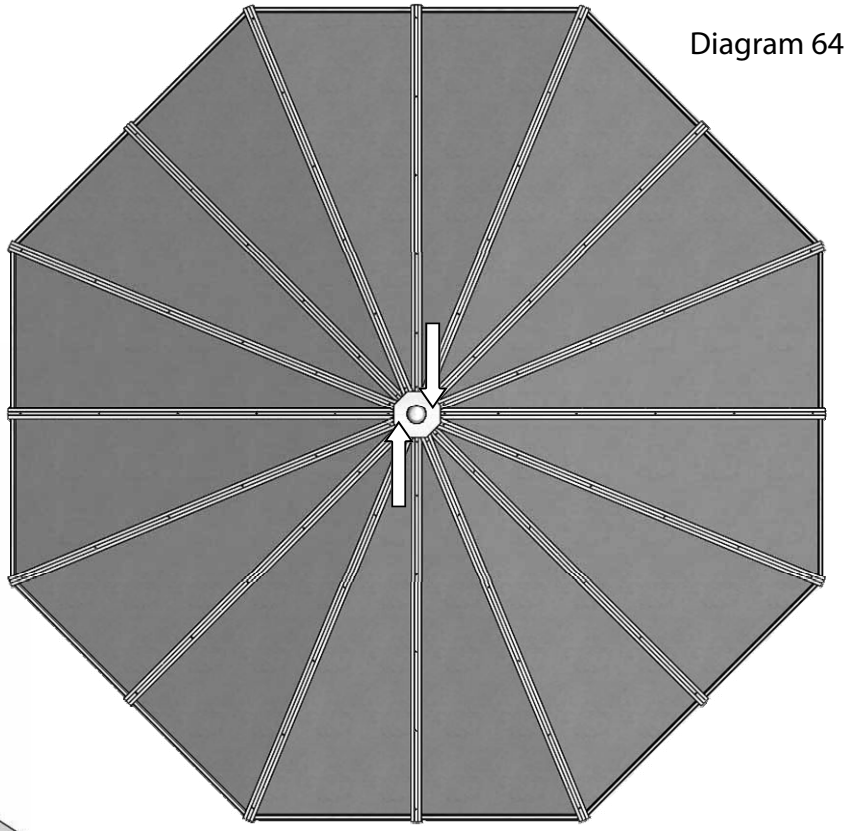
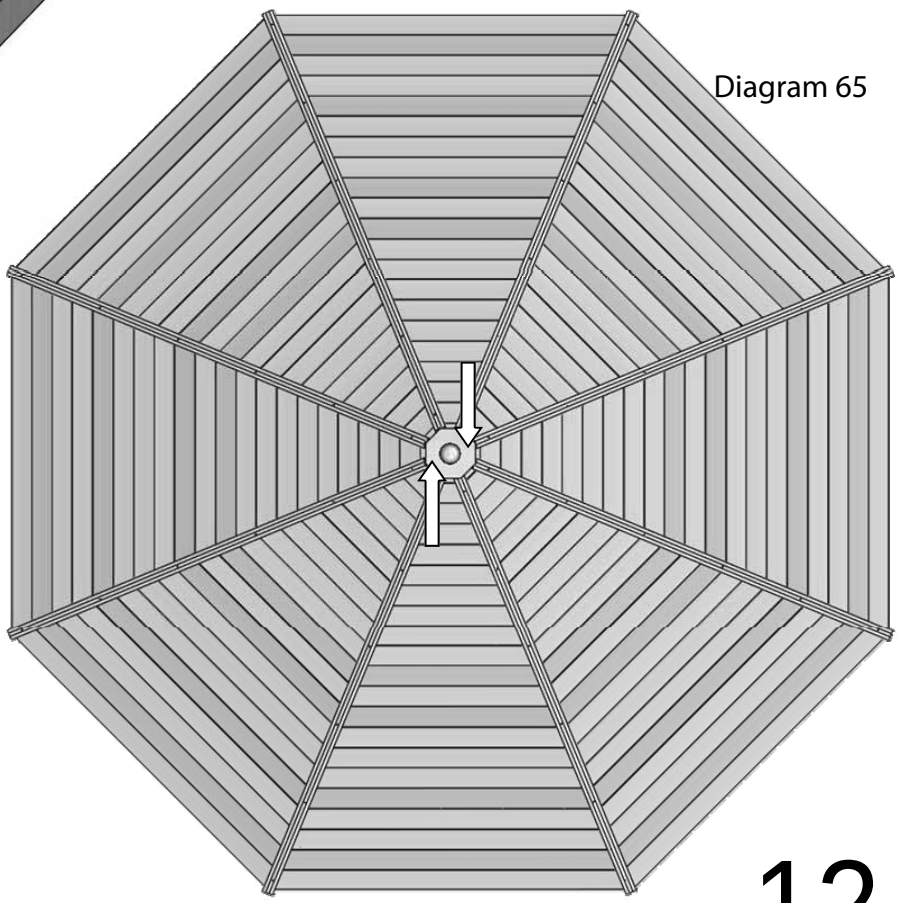


Diagram 65



Line the corners of the top cap up with the roof capping, drill 2 or 3 pilot holes through the cap above the tops of the roof capping. Fix in place with 40mm pan head stainless steel screws (diagram 64 and 65).

Casement Stay Setup

Remove the casement stay peg from below the window rail, keep the screw as you will need this to re-attach the peg (diagram 66).

Then remove the transit screw and washer from the casement stay handle, again keep this screw for the peg (diagram 67).

Next position the casement stay peg underneath the last hole on the arm, hold this in position while you lift the arm away and fix it with the two 25mm screws (diagram 68).

Diagram 66

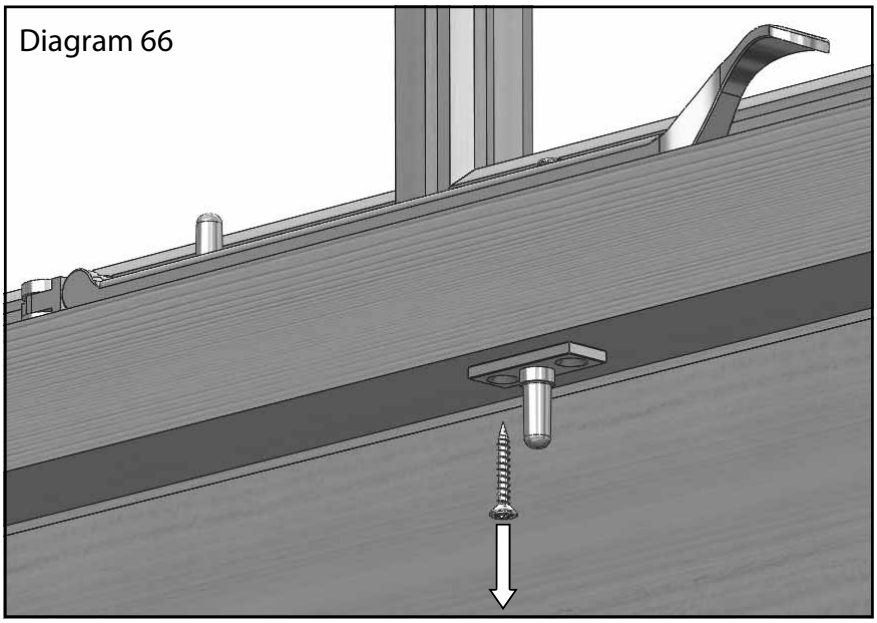


Diagram 67

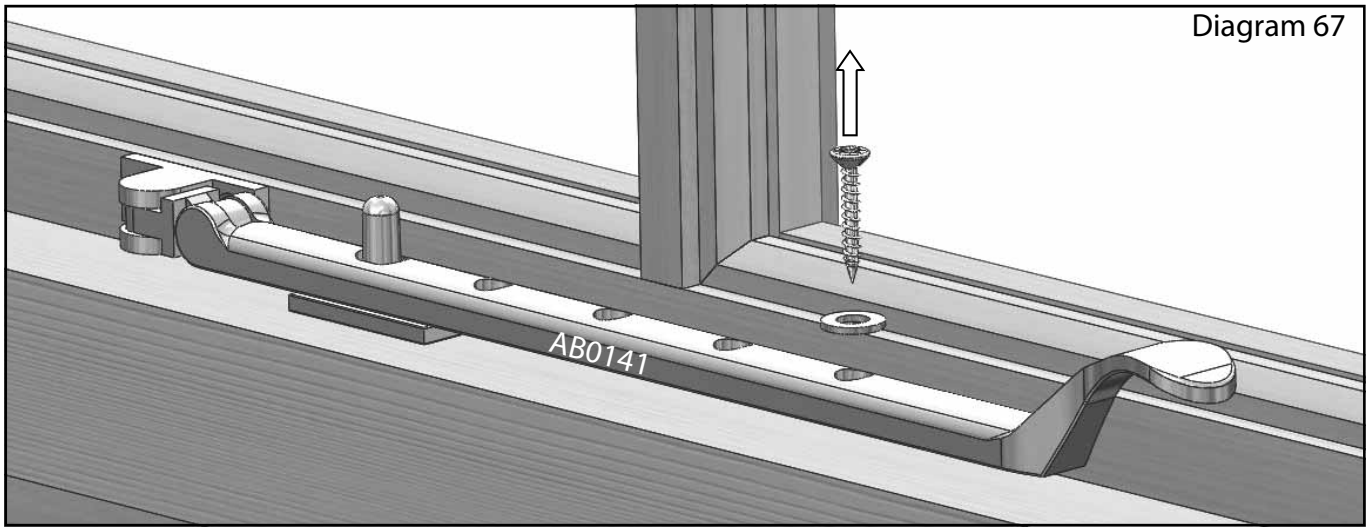
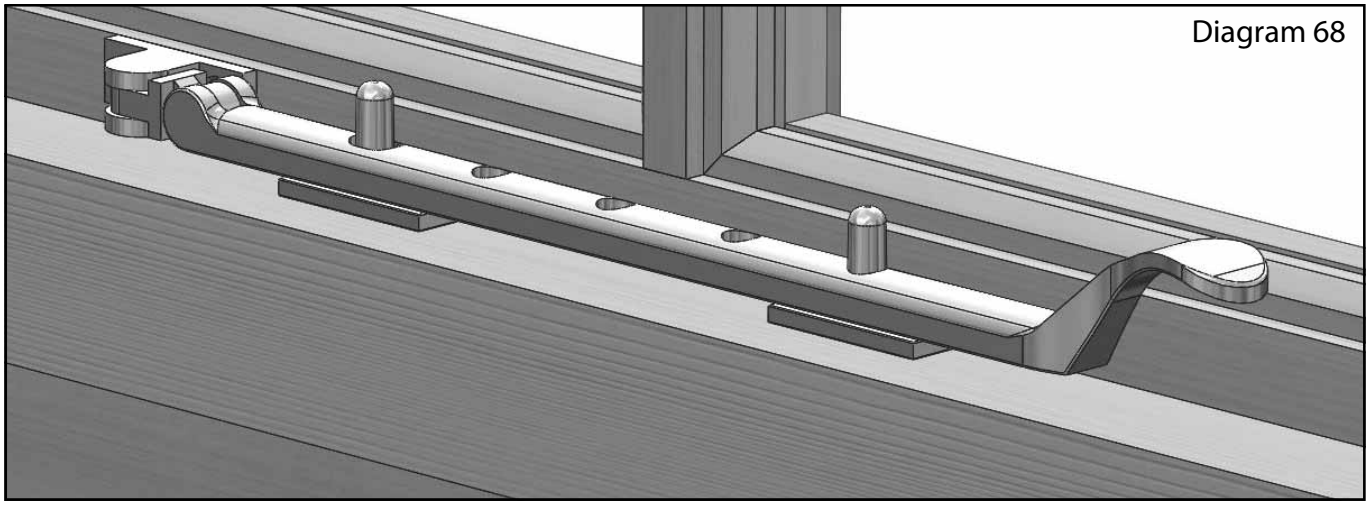


Diagram 68



13

Cabin Hook Fitting

Firstly fit the cabin hook eye plate to the door. This should fit close to the bottom of the mid rail and 178mm in from the hinge side (diagram 69). Fix in place with two 25mm countersunk stainless steel screws.

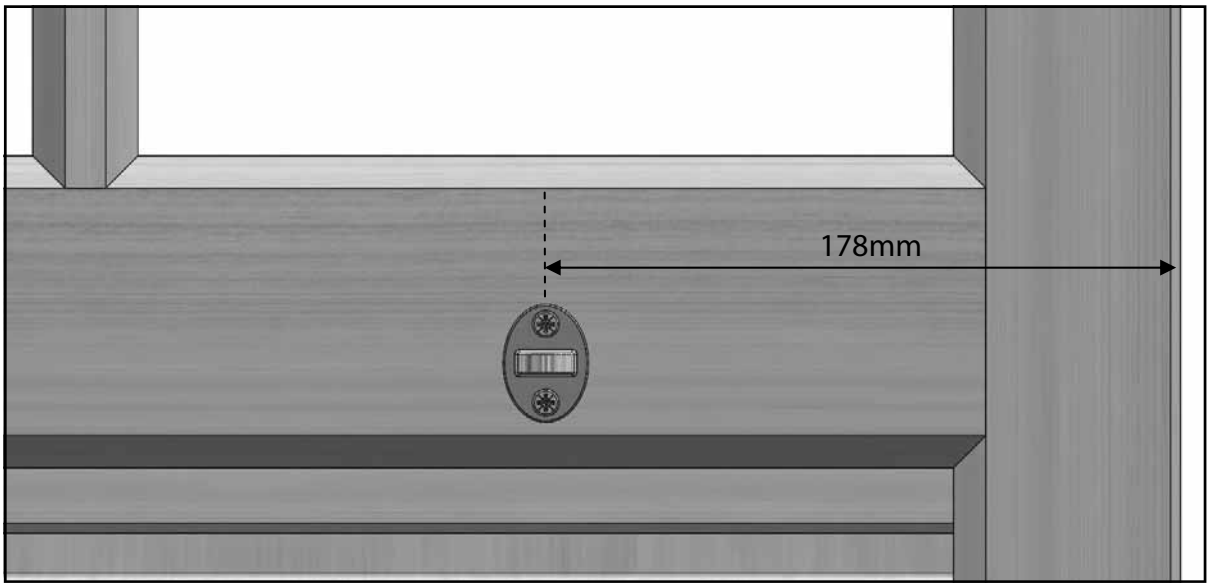


Diagram 69

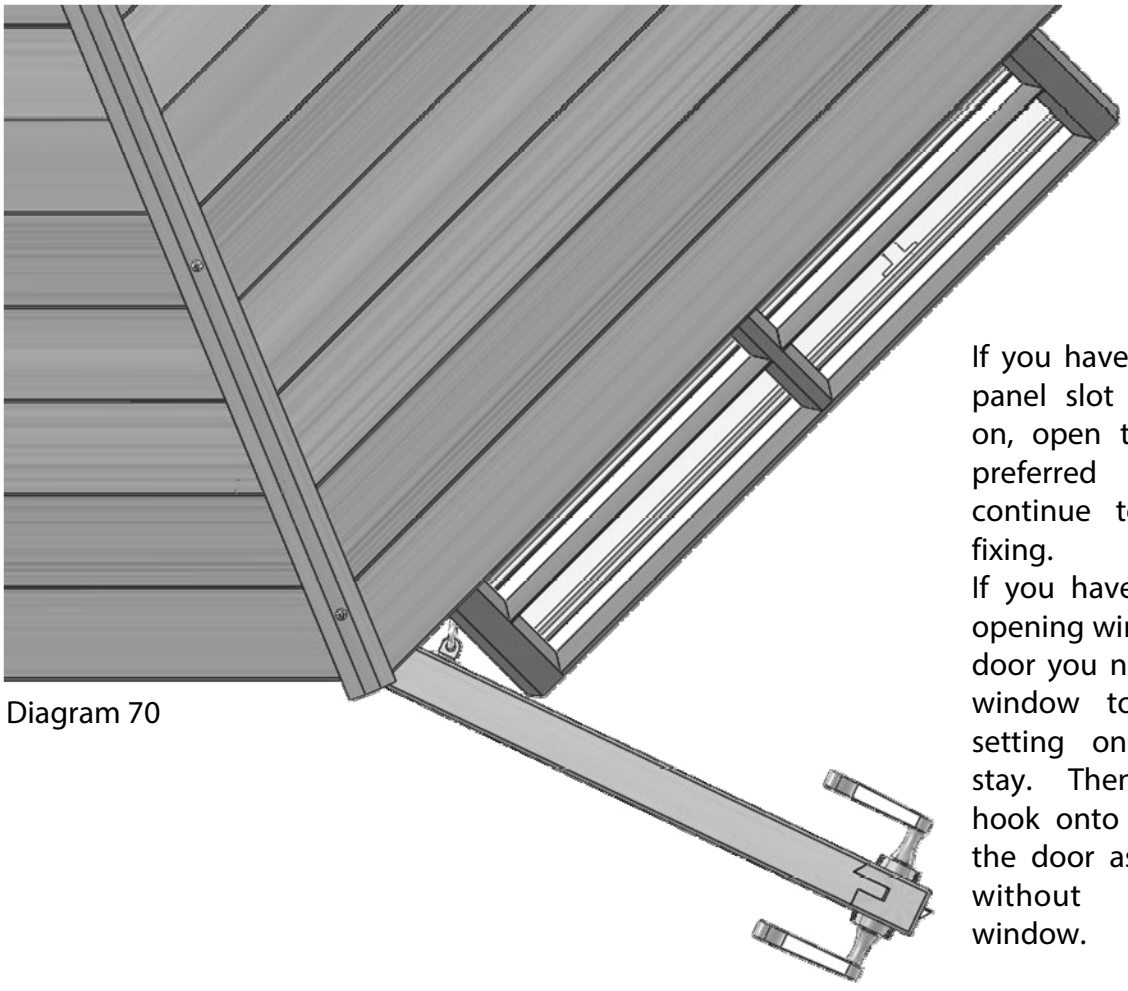


Diagram 70

If you have a fixed window panel slot the cabin hook on, open the door to the preferred position and continue to page 41 for fixing.

If you have positioned the opening window next to the door you need to open the window to its maximum setting on the casement stay. Then slot the cabin hook onto the eye. Open the door as far as possible without touching the window.

Cabin Hook Fitting

With the cabin hook (AB0145) slotted onto the eye, position the back plate of the hook against the side panel. This should be fixed just below the window frame to make sure it doesn't interfere. Screw the first 25mm screw into the top hole of the back plate, and the second screw in the bottom hole should be angled up slightly to be sure to pick up the softwood frame behind.

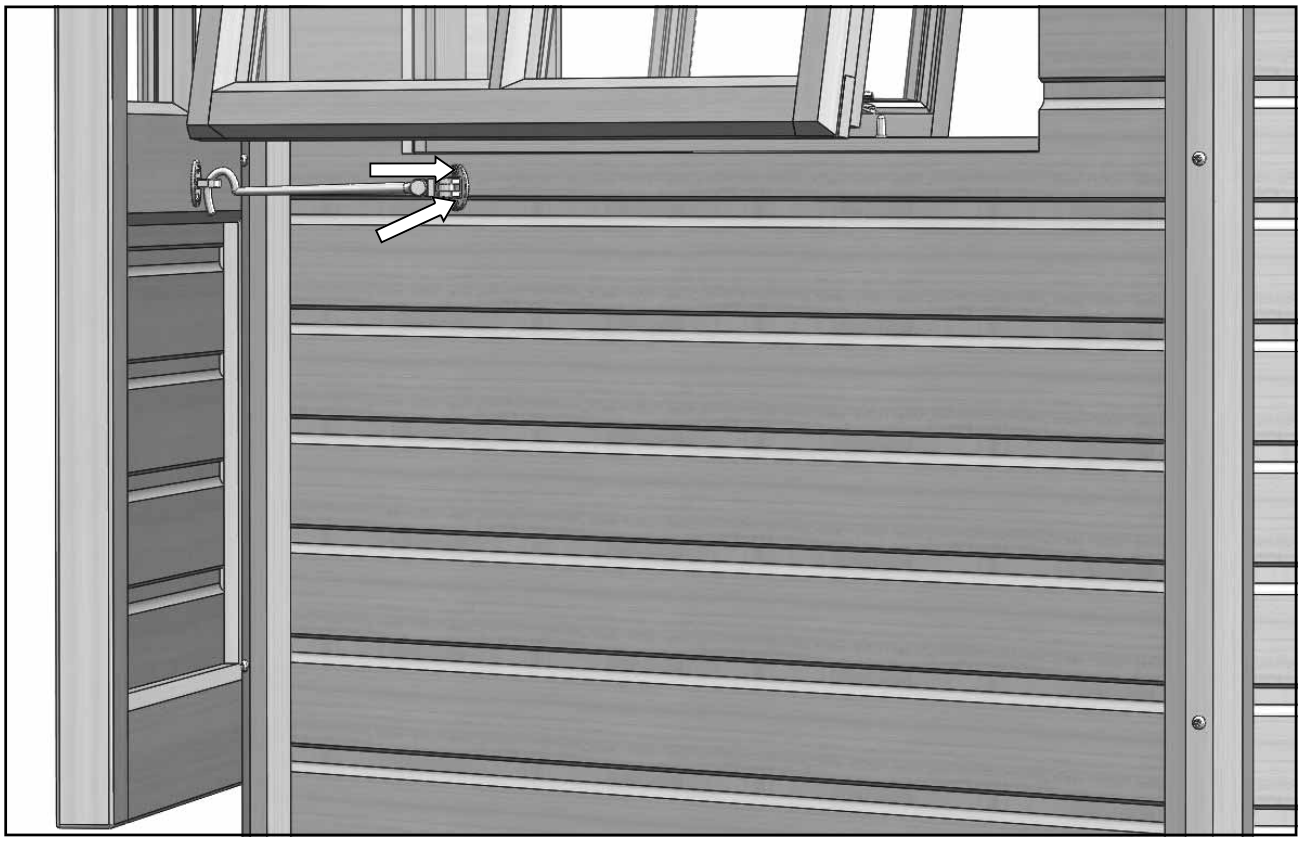


Diagram 71

Diagram 72

14

Architrave fitting

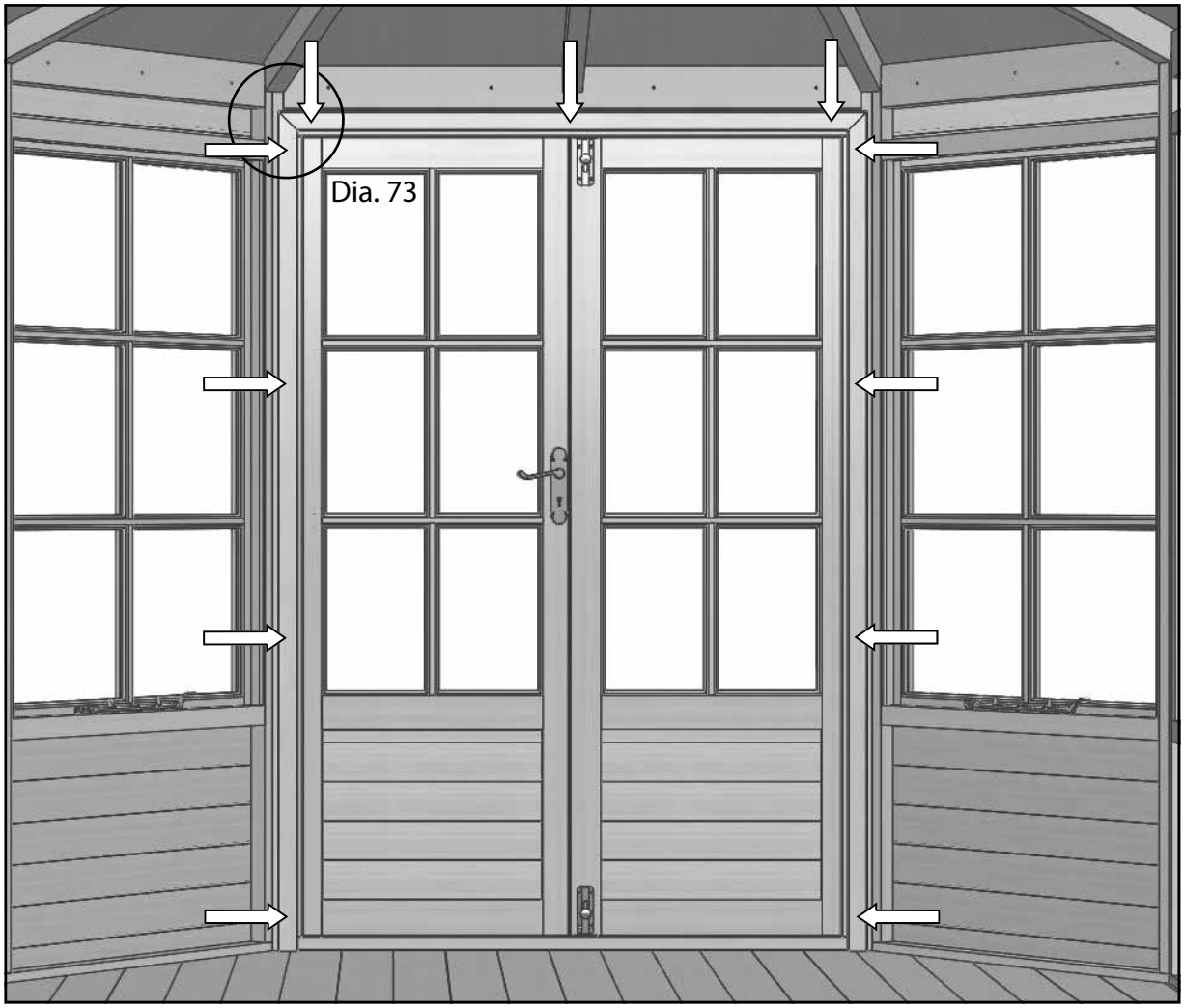


Diagram 73

Diagram 74

Finally you need to fit the architrave on the inside of the door frame. Measure 12mm from the inside face of the door frame (diagram 74) and make a mark at the top and bottom on each side. Line the first piece up with these marks, with the end of the architrave sitting on the floor boards and fix in place with four panel pins at the points shown above. Repeat this on the opposite side, the top section should then sit neatly on top. This can then be fixed with three panel pins.

Window trim fitting

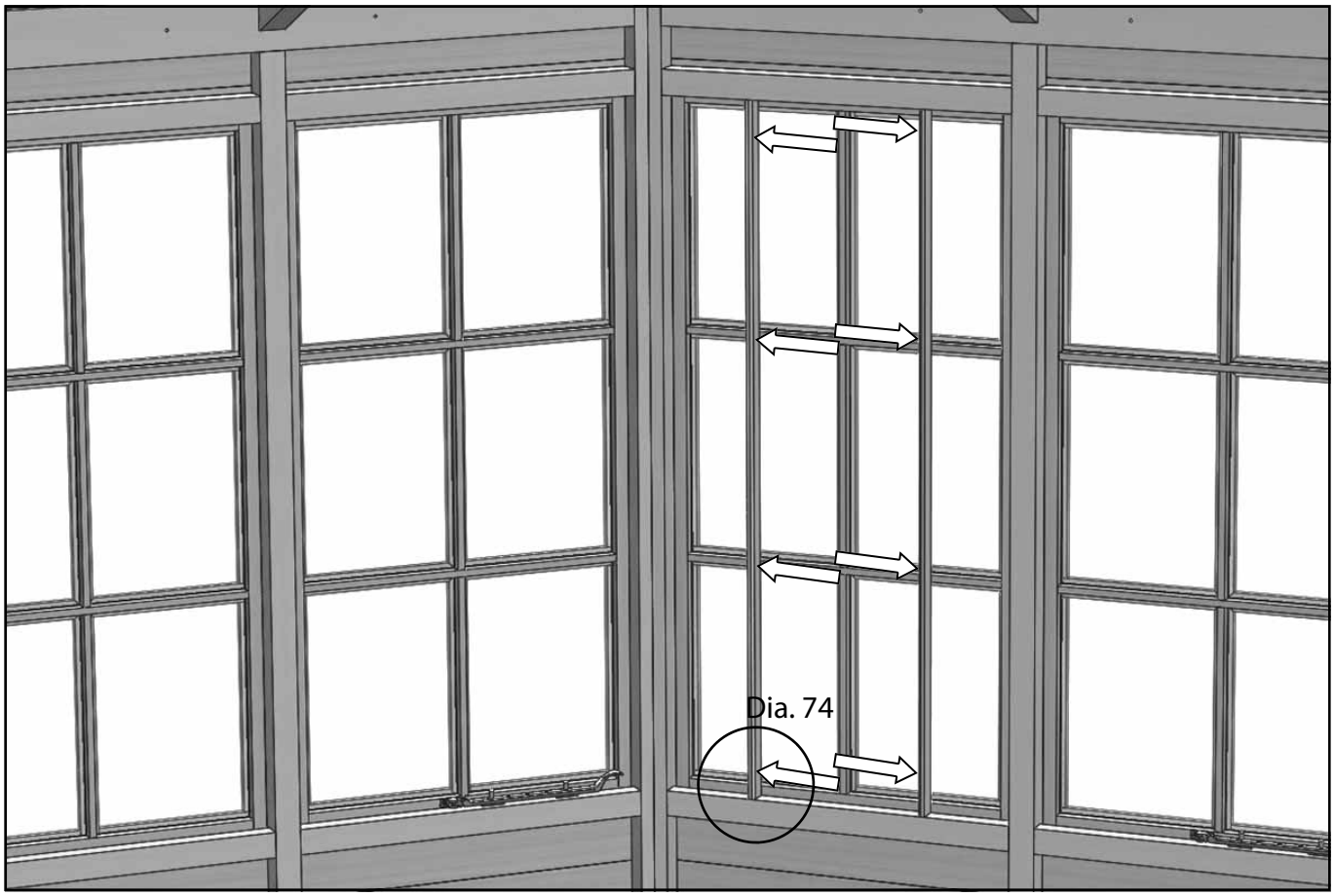


Diagram 73

Diagram 74

As with the architrave the window trims are fitted with four panel pins per side. (diagram 73). These need to be fitted to all window sections.

16

Weather Strip Fitting

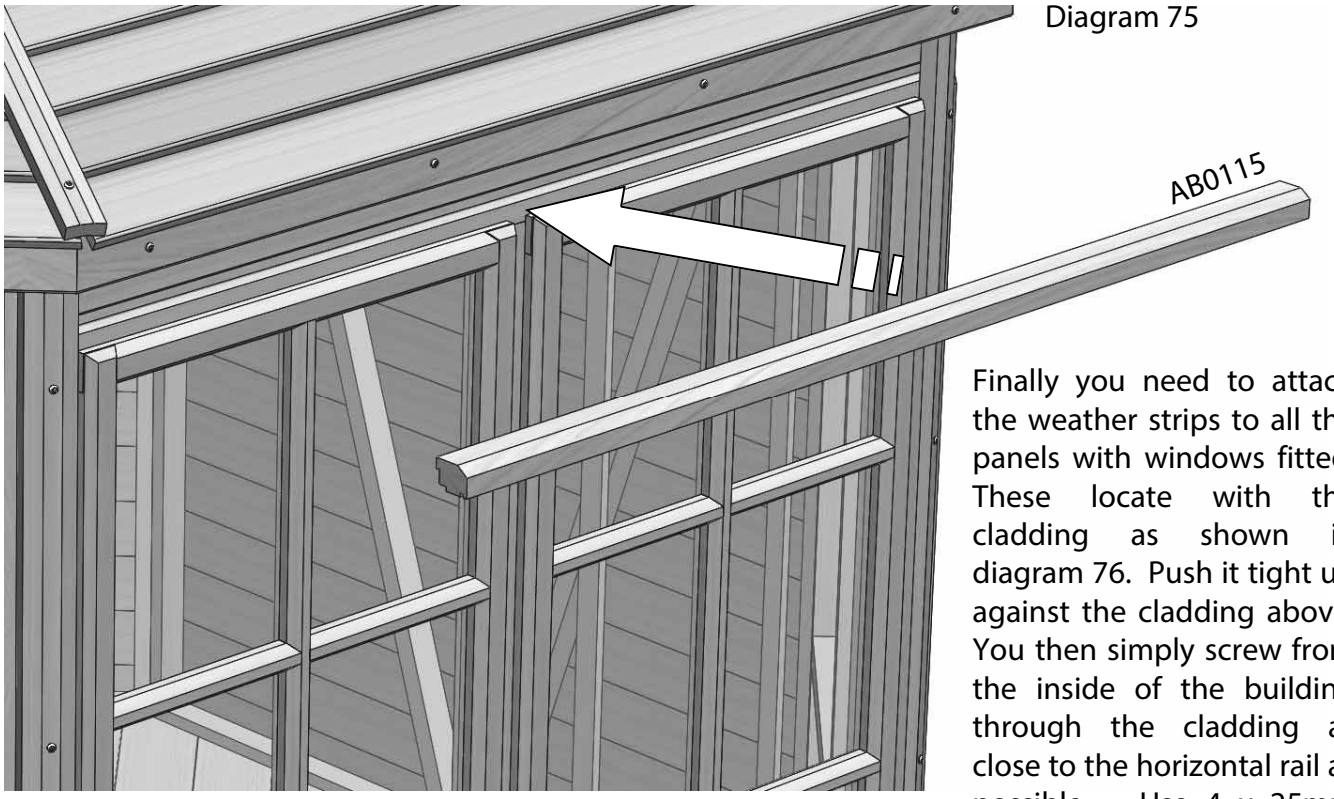


Diagram 75

Finally you need to attach the weather strips to all the panels with windows fitted. These locate with the cladding as shown in diagram 76. Push it tight up against the cladding above. You then simply screw from the inside of the building through the cladding as close to the horizontal rail as possible. Use 4 x 25mm countersunk screws to fix this in place.

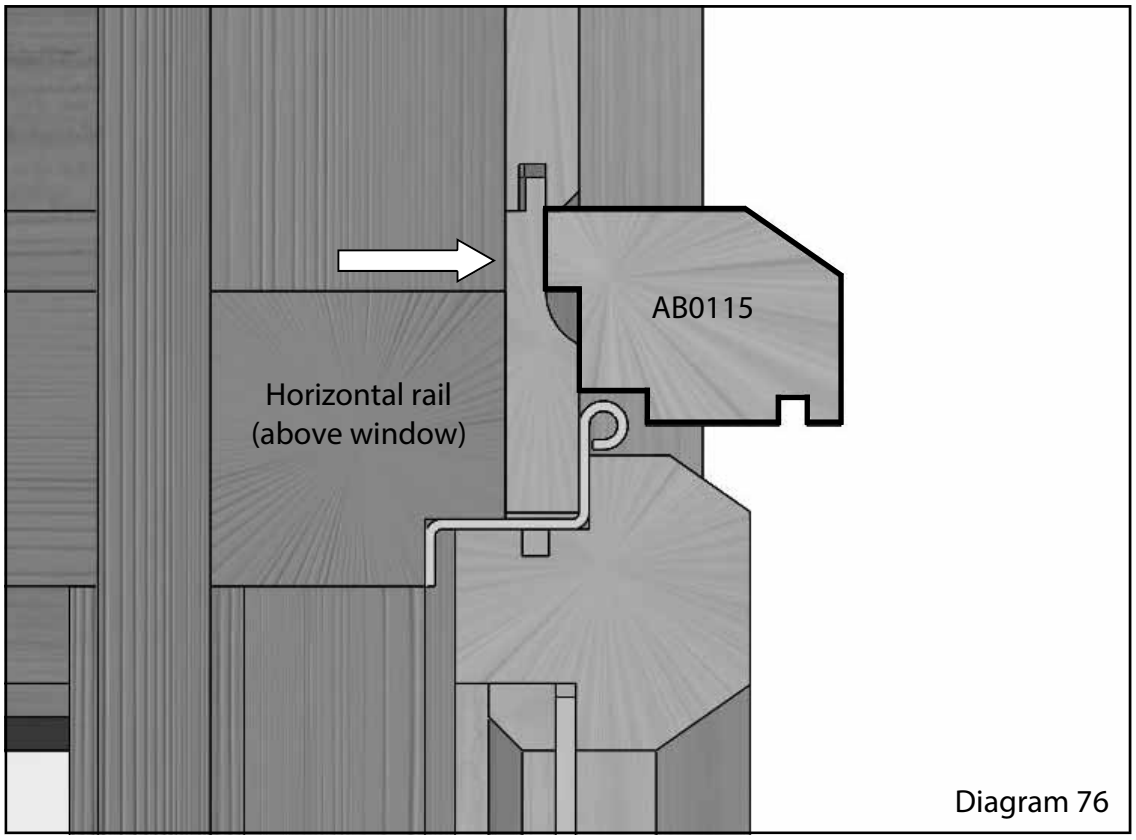


Diagram 76

Parts List

BOM No.	Part No.	Part description	Quantity
ABCEDOCT1010		**Octagonal Summerhouse 10x10**	
	ABA0008	Oct End Base Assembly 1010 LH	2
	ABA0010	Oct End Base Assembly 1010 RH	2
	ABA0012	Oct Base Insert Assembly 1010	2
	ABA0027	SH Oct Side Panel Clad_Double_Plain	3
	ABA0028	SH Oct Side Panel Clad_Double_Window	4
	ABA0041	SH Door Frame Assembly_Double	1
	AB0083	Oct Roof Sheet 1010 707x1944x20mm	16
	AS310	8kg Black Polyester mineral felt 1m wide × 4.1 m roll	4
	ABSHOCTBOX1010	Octagonal Summerhouse 10x10 Box	1
(Optional)	**ABA0034**	**Oct Ceder Slatted Roof Assembly_Double 1010**	**8**

Whats in your box:

ABCEDOCTBOX1010		**Octagonal Summerhouse 10x10 Box**	
	AB0009	Oct Framing Window Bead 1202mm	16
	AB0021	Oct Framing Roof Bar 1010 1842.92mm	8
	AB0022	Oct Framing Roof Bar_Intermediate 1010 1729.35mm	8
	AB0053	Oct Cloaking Facia_Double 1438mm	8
	AB0055	Oct Cloaking Soffet_Double 1418mm	8
	AB0059	Oct Cloaking Roof Hip 1010 1990mm	8
	AB0057	Oct Cloaking Side 1912mm	8
	AB0091	Oct Cloaking Architrave 1856mm	2
	AB0093	Oct Cloaking Architrave_Top_Double 1301.5mm	1
	AB0099	Oct Ridge Bracket 1010 327mm	1
	AB0100	Oct Cover Cap 66 200mm	1
	AB0104	Base Rail Noggin 268mm	8
	AB0106	Summerhouse Finial	1
	AB0145	Cabin Hook 8" SC 200mm	2
	EV0608	Victorian Door Handle SC	1
	ABSMA010	Smalls Pack 010	1
	ABSMA011	Smalls Pack 011	1

Parts List

BOM No.	Part No.	Part description	Quantity
ABSMA010		**Smalls Pack 010**	
	EV0332	40mm x 4 Pan Poz A2 SS woodscrew EV0332	80
	EV0333	50mm x 5 Csk pozi woodscrew A2 SS EV0333	92
	EV0334	80mm x 5 Csk pozi woodscrew A2 SS EV0334	100
	EV0336	25mm x 3.5 Csk pozi woodscrew A2 SS EV0336	12
	EV0337	4mm HSS	1
	02-1675	Clout Nails 1/2in	125
	02-1680	Panel Pin 30 X 1.6mm S/steel	48
	02-1814	Wftscrew 1 1/2inx6g Csk Zp	124
	02-5110	5 x 60mm Countersunk Passivated	74

ABSMA011		**Smalls Pack 011**	
	EV0333	50mm x 5 Csk pozi woodscrew A2 SS EV0333	46
	EV0334	80mm x 5 Csk pozi woodscrew A2 SS EV0334	64
	EV0336	25mm x 3.5 Csk pozi woodscrew A2 SS EV0336	16
	02-1675	Clout Nails 1/2in	136
	02-1680	Panel Pin 30 X 1.6mm S/steel	32
	02-1814	Wftscrew 1 1/2inx6g Csk Zp	120
	02-5110	5 x 60mm Countersunk Passivated	20

Window glass size: 321mm x 378mm
Door glass size: 235mm x 378mm

Alton Garden Buildings, TGP Ltd, Blythe Park, Cresswell, Stoke-on-Trent, ST11 9RD

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