

Please read all instructions before proceeding





8' x 9' Cedar Summerhouse Assembly Instructions

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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 <u>www.greenhousepeople.co.uk</u> 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).



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.

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:



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 235mm 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 diagram 1. Repeat this with the remaining two end sections.



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

Diagram 5

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

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.



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.



ABA0027

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).

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.

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





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



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, the door does have the potential to knock into the window frame when open. If the cabin hook is used correctly this should not be an issue.



Fit the opposite panel as you did the last.



Diagram 14

Fitting the next panel requires a slightly different approach as you can't simply drill and screw through at right angles to the frame. You need to get the drill in as close as you can and drill at an angle through side of the frame.

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.





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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



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 22

Roof Installation

You can now start to construct the roof. First you should fix the ridge infill (AB0024) to one of the ridge sections (AB0023). Drill two pilot holes in the infill section and fix with 40mm pan head screws. The infill should be level with the notches on the underside of the ridge section and extend beyond the ends by around 15mm (diagram 24). Drive the screw in slightly so that the screw head is flush with the surface.









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. 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 33

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 4×80 mm countersunk stainless steel screws. Its important to keep the ends inline with the joint between side panels.





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.

With all the roof bars fixed in place you can attach the ply roof sheets. Use $1^{1/2}$ inch countersunk screws to fix this. You should have 4 down each side with one in the middle at the bottom. Use the grove in the roof bars to help you line up the roof sheets (diagram 41).

AB0082

Dia. 32

Diagram 39

Diagram 40



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



Side Cloaking



Diagram 42

AB0060

Fixing to Floor



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.





Just keep rotating the sheet until you have 8 felt sheets cut ready to install.

Diagram 49

Next you need to cut the top section of roof felt. Use diagram 50 below to mark out the first one. Once you have cut this out, as before use this as the template being careful not to damage it. Keep rotating this until you have 6 triangles ready to install.



Finally you need to cut two smaller pieces to go above the large felt sheets. Mark out the felt as shown below in diagram 43. Once you have cut these you can fix the ply roof sheets you have been using as templates.



Diagram 52

Lay the first large 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 53).

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 until all the lower felt sheets are in place.

Now fit the smaller felt sections above the larger ones. The bottom edge of the small sheet should be around 100mm below the top of the larger sheet to give a good overlap. Position the sheet so the outside edges of both sheets line up. Fix this as shown in diagram 56.





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.



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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.



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**



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 62). 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 when all caps have been spaced equally.



Diagram 62

Once all the corner capping pieces are in position space the tops out evenly and fix into position. Finish fixing the capping with the final 2 screws per strip.



Finally fix the mid roof capping in place, you will also need to trim these 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**



The middle capping should be position over the glazing bar below, it is best to find the centre point with a tape measure before fixing. Fix this top and bottom, once you are happy with its position insert the last 3 screws on each cap.

With all the capping fitted you can now 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!
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.



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.



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.



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 71). 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,



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



Top Cap and Finial

Diagram 75

First mark the centre point between the long edges, then measure the same distance in from each end and make another mark. Drill two pilot holes. Then find the centre point of the finial (AB0106) and mark this. Fix the two parts together with a 50mm countersunk stainless steel screw.

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Line the corners of the top cap up with the roof capping, drill 4 pilot holes through the cap above the tops of the roof capping. Fix in place with 40mm pan head stainless steel screws (diagram 75 and 76).



AB0106

AB0102

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 77).

Then remove the transit screw and washer from the casement stay handle, again keep this screw for the peg (diagram 78).

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 79).







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 333mm in from the hinge side (diagram 80). Fix in place with two 25mm countersunk stainless steel screws.







If you have a fixed window panel slot the cabin hook on, open the door to the preferred position and continue to page 39 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.

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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.







Architrave fitting

Diagram 84





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 85) 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 another four panel pins.

Window trim fitting



As with the architrave the window trims are fitted with four panel pins per side. (diagram 86). These need to be fitted to all window sections.





Diagram 87

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Weather Strip Fitting





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Part No.	Part description	Quantity
	Octagonal Summerhouse 8x9 Box	
ABA0015	Oct Base Assembly 88 LH	2
ABA0016	Oct Base Assembly 88 RH	2
ABA0018	Oct Base Insert Assembly 89	2
ABA0027	SH Oct Side Panel Clad_Double_Plain	1
ABA0037	SH Oct Side Panel Clad_Single_88_89_Plain	2
ABA0038F	SH Oct Side Panel Clad_Single_88_89_Window_Fixed	2
ABA0038V	SH Oct Side Panel Clad_Single_88_89_Window_Vent	2
ABA0041	SH Door Frame Assembly_Double	1
AB0060	Oct Roof Sheet 88 1413x1440x325mm	2
AB0082	Oct Roof Sheet 88 1100x1499x40mm	6
AB0150	Roofing Felt Red 10m	2
ABSHOCTBOX89	Octagonal Summerhouse 8x9 Box	1
ABA0033	Oct Ceder Slatted Roof Assembly_88	8
ABA0032	Oct Cedar Slatted Roof Assembly_89	2
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ABSIVIAU10		1
EV(0222		80
		92
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	•	12
		1
		125
02-1080	Panel PIN 30 X 1.6mm S/STEEL	48
02-1814	Wftscrew 1 1/2inx6g Csk Zp	124
	ABA0015 ABA0016 ABA0018 ABA0027 ABA0037 ABA0038F ABA0038V ABA0041 AB0060 AB0150 ABSHOCTBOX89 ABA0033	Octagonal Summerhouse 8x9 Box ABA0015 Oct Base Assembly 88 LH ABA0016 Oct Base Assembly 88 RH ABA0018 Oct Base Insert Assembly 89 ABA0037 SH Oct Side Panel Clad_ Double_Plain ABA0037 SH Oct Side Panel Clad_ Single_88_89_Plain ABA0038F SH Oct Side Panel Clad_ Single_88_89_Window_Fixed ABA0038V SH Oct Side Panel Clad_ Single_88_89_Window_Vent ABA0041 SH Door Frame Assembly_Double ABA0041 SH Door Frame Assembly_Double ABA0032 Oct Roof Sheet 88 1413x1440x325mm AB0082 Oct Roof Sheet 88 1100x1499x40mm AB0030 Roct Ceder Slatted Roof Assembly_89 ABA0033 Oct Ceder Slatted Roof Assembly_89 ABA0032 Oct Framing Window Bead 1202mm AB0012 Oct Framing Roof Bar_Intermediate 89 1370.9mm AB0013 Oct Framing Ridge Bar 198 334.5mm AB0024 Oct Framing Ridge Bar 198 334.5mm AB0048 Oct Cloaking Facia_89 1126mm AB0055 Oct Cloaking Facia_88 91107mm AB0054 Oct Cloaking RoofHip_88_89 1570mm AB0055 Oct Cloaking RoofHip_88_89 1



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