

Assembly Guide - Kent / Seattle Home Office Range

Please read your Instructions thoroughly and please retain for future reference

Build within 1 month of receiving product



W4.0m x D3.0m
44mm Modern option shown
Double Door Full Glazed

Double
Door Covered



Multiple Thickness's:
28mm/35mm and
44mm

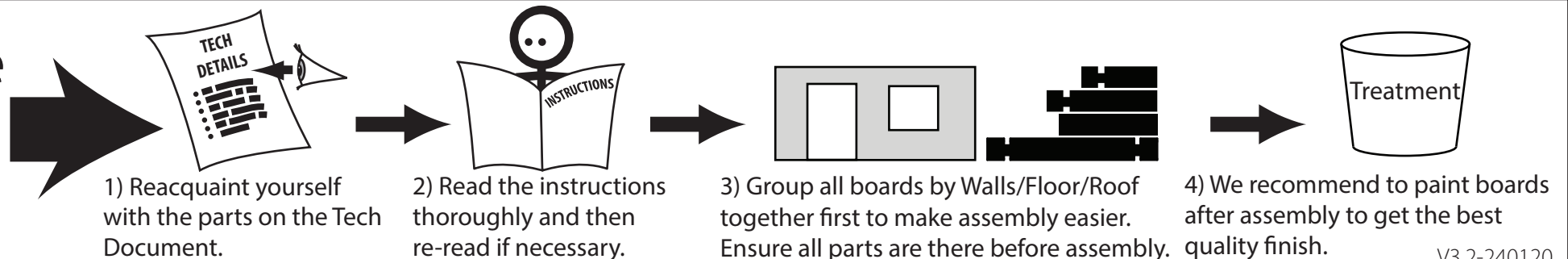


W4.0m x D4.0m
35mm Modern option shown
Double Door Full Glazed

CODE:

INS-0051

Before
You
Start



V3.2-240120

Please note that all images are for illustration purposes only.

IMPORTANT SAFETY NOTICES

GARDEN BUILDINGS: THESE PRODUCTS ARE INTENDED FOR DOMESTIC AND OUTDOOR USE ONLY.
These products have been designed as an affordable solution to most popular domestic uses.

ALWAYS BE ON THE SAFE SIDE – IMPORTANT SAFETY TIPS

- This building should be constructed by at least two adults.
- Do not use this product if it has been modified or damaged.
- Allow adequate time to complete construction. If you hit any snags, take a break, keep calm, and seek additional help if necessary.
- Make sure that there is adequate space around the construction site to enable access to all sides of the building during construction.
- Do not attempt to construct the building in strong winds or poor weather conditions.
- Make sure that any ladders used during construction are in a good condition and that all tools are in good working order.
- The building is not completely stable until construction is complete and the roof of this building is not intended to support significant weight. **Do not climb on the roof.**
- Keep bags, nails and fixings out of the reach of children.

Due to the nature of wooden panel products please watch out for the following minor blemishes:

- Protruding nails = hammer in the nails so that they are flush with the wood's surface.
- Splintered wood = smooth down with sandpaper.
- Loose or dead knots = use a non-toxic wood glue to secure.
- Wear protective gloves and robust clothes during construction.
- Make sure that any paint or preservative that you use is non-toxic and complies with EN71 regulations.
- Perform periodical checks throughout the life of the building to ensure that the original condition is maintained.
- Construct your building within a month of delivery to reduce the chances of the panels / boards warping.

AFTER MARKET MODIFICATION

- We do not recommend modifying this product. However, customers do enjoy modifying their buildings with their own specific needs in mind as our products allow for a wide range of uses.
- If you modify this product for your own personal requirements you are doing so at your own risk.
- Customers who modify their buildings should make sure to do so safely and so that they do not affect the integrity of the structure.
- If you are thinking of modifying this building be aware that any modifications invalidate your warranty and may affect your consumer rights.

MAINTENANCE

- If there is any cause for concern or any other problems are found on or after delivery, such as damaged parts **DO NOT BUILD**, please contact the customer Support Centre - www.gardenbuildingsdirect.co.uk/help for further advice and resolution and stop all use before assembly until issues are resolved.
- **IMPORTANT:** Throughout the life of the building please conduct checks to ensure the original condition is maintained.
- It is advised that the building is checked over prior to use each and every time.
- Please check the structural integrity of the building.
- Ensure the hinges of the door(s) are still in good working order regularly.
- Check the whole of the building for splintering. If this occurs please sand down the problem area and re-treat.
- Check that the fixings of the building are fit for purpose over the product's life.
- Please ensure that any cracks that should appear in the product are not situated on any joints.
- Cleaning of the building on a regular basis is advised to increase longevity.

PRODUCT WARRANTY

- Products are built to the highest quality standards and should provide a fantastic addition to your garden for years to come, this of course being subject to reasonable use, care and transportation.
- If in doubt about the product's limitations please read and understand all of the instructions and guidance notes. If necessary please contact the retailer that the item was purchased from.
- Please contact the retailer from which the product was purchased from for warranty and guarantee information.
- PLEASE NOTE: The warranty does not extend to damage caused by post-purchase transportation, careless handling or damage caused by misuse or modification.
- Treat your building annually with a quality timber treatment to comply with the buildings warranty.

GENERAL RECOMMENDATIONS

Thank you for purchasing this building. We hope you will be delighted with your new building for many years to come. These instructions have been written as a guide to assembling this building and will provide you with an overview of the process of constructing this building. There are a number of considerations to be thought of before constructing the building and how to maintain your building upon completion. This section is also aimed at ensuring you are aware of considerations such as: location for construction, treatment of the building and construction information.

PLASTIC GLAZING: The glazing is generally bound with a holding band and may look like one thick piece when delivered. It will be packed inbetween the doors and windows for delivery protection as might the fixing kit. **REMOVE PROTECTIVE FILM FROM ALL GLAZING BEFORE USE.** The glazing is safer to use than glass and is an economic solution for garden building use, but must be installed correctly, carefully and safely. The glazing on all the garden buildings does not make the windows water tight and we suggest using a silicon sealant to improve water resistance around the edges of the glazing.

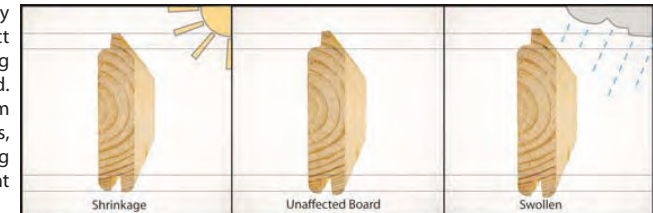
DOUBLE GLAZING: Double Glazed buildings will be pre-glazed and ready to hang. Please be careful handling the doors and windows. Store in a safe place until the cabin is erect. Fix the doors and windows using the Door and Window Assembly Instructions.

DOORS & WINDOWS: Generally the doors are sent in a separate pack with the windows and fixings all together. The door and window frames are packed within the main building pack. If your building is not built on a flat, level surface you may experience difficulties when fitting your doors and windows. The doors and windows fit to the frames as detailed in the separate documentation. Should this not be supplied please check inside the fixing kits and between the doors and windows before requesting a copy from the retailer from which you purchased the building.

BUILDING LOCATION & CONSTRUCTION: Locate your building in a suitable and well prepared area, which is flat and protects the building as much as possible from extreme weather conditions such as high wind, snowfall, flooding etc. **It is very important that a solid and level foundation is prepared to ensure the building will be level and square.** This will help ensure that all parts fit correctly. The building is not fully structurally sound until construction is complete, as the roof boards firm up the building. This is perfectly natural so do not worry and take your time as full rigidity for the building will only occur on completion of the construction process. **We recommend that you construct your building within 1 month of delivery as the timber may begin to warp.**

TREATMENT: Treating the product when assembled is essential to ensure the building will not deteriorate. We recommend you apply the finishing product to a small area to ensure it provides the intended result before proceeding. **IMPORTANT NOTICE:** The natural moisture content of wood will change according to season. We recommend applying a quality timber treatment to minimise the effects. Re-apply treatment annually to prolong the building's life.

WOOD CHARACTERISTICS: Wood is a natural material, which means that no two boards on your building will be identical and will expand and contract due to moisture levels. This natural affect of expansion and contraction is inevitable and is compensated for by the tongue and groove buildings. The timber in overlap buildings may warp and twist over time, which is a natural process. The timber may crack naturally over time, but will not affect the structural integrity of the building provided it has been assembled as advised. Keep pannels and your building away from extreme temperatures and away from trees, fences and other high moisture containing elements to reduce and help prevent warping.



TOOLS REQUIRED: - Drill with 4.5, 3 and 2mm drill bit / Hammer / Spirit Level / Measuring Tape / Screwdriver (Phillips) / Stanley Knife / Wood Saw / Step Ladder.

PLEASE NOTE: You are advised to pilot drill all screw holes and ensure all screwheads are countersunk.

CUSTOMER SERVICE: If there are any queries regarding the building construction or aftercare please contact the supplier of the building who will do their upmost to ensure customer satisfaction.

ADDITIONAL SAFETY RULES AND GUIDELINES:

- No one should use the equipment until properly assembled.
- Read the instructions thoroughly a couple of times before attempting each section of the build.
- Make sure you have adequate space, a safe working environment and a flat level base to work on.
- Take your time, do not panic.
- Construct your building within one month of delivery to stop parts warping / bowing.

PRODUCT MAINTENANCE CHECK LIST:

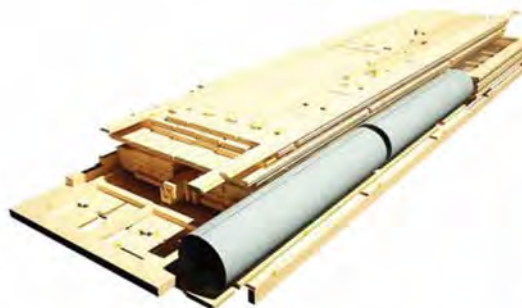
- ☒ **Level Base:**
A firm level base and protection from moisture penetration is key to maintaining the building.
- ☒ **Seal The Windows:**
Use a silicone sealant on the inside and outside of the windows as soon as possible after assembly is a strong way of sealing the windows.
- ☒ **Annually Treat The Building:**
Treat your building after construction with a good quality water resistant treatment. Repeat this process annually inside and out.
- ☒ **The Building Must Not Be In Contact With Anything:**
Overhanging hedges or trees must be cut back regularly as a branch may pierce the roofing felt or glazing and would allow water ingress.
- ☒ **Regularly Check / Replace Damaged Felt:**
Check the felt regularly. Any damaged felt must be replaced with a new piece of high grade mineral felt.
- ☒ **Examine The Base Regularly:**
Your base may subside, which will make your building twist as it moves and the doors may drop so checking this is not happening regularly.
- ☒ **Lubrication:**
Use a suitable oil to lubricated all moving parts, such as hinges, for continued proper use.
- ☒ **Monitor Timber Movement:**
Check the timber movement and release the vertical strips as shown in the maintainance section.

STORAGE/ASSEMBLY

We Recomend that the building is assembled within 1 month of recieving the building.

STORAGE - The timber pack must be kept raised off the ground and covered to protect from moisture, failure to do so may cause additional warping and damage.

ASSEMBLY TIP - Lay all the timbers in the groups of the walls. This means during assembly you can walk around simply adding the next board. This will save no end of time.



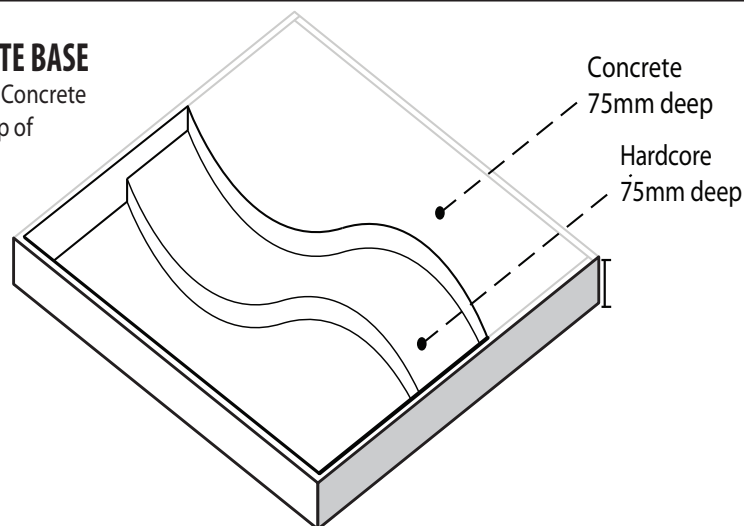
BUILDING A BASE

When thinking about where the building and base are going to be constructed ensure that there will be access to all sides for maintenance work and annual treatment. This building should be situated at least 2m away from any structures or obstructions (such as fences, buildings, trees etc).

All garden buildings must be built on a level, flat base to be erected correctly.

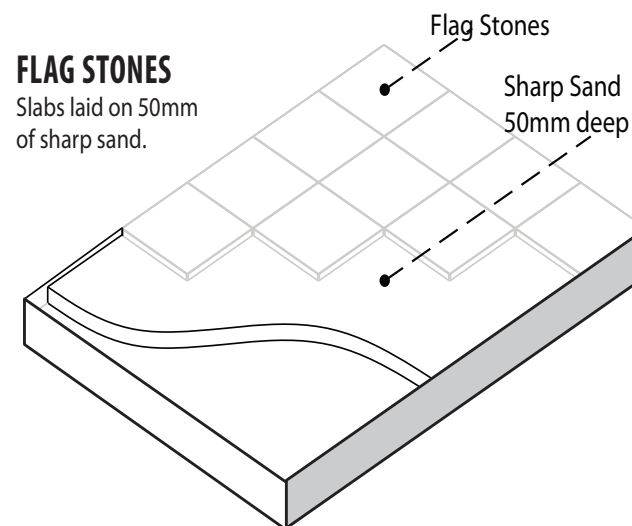
CONCRETE BASE

75 mm of Concrete laid on top of 75mm of hardcore.



FLAG STONES

Slabs laid on 50mm of sharp sand.



Log Cabin Timber Movement

PAGE 03

Maintenance: 2 weeks after build & on-going - Due to the nature of timber and the Interlocking style the building will want to settle and move. Follow the stages for the explanation of timber movement and the prevention/solution of issues.

Fig A: After Build

This image shows the corner of the building as assembled after the final stage. The back board (highlighted) is fixed to the framing so that causes the boards above to remain at that height.

Fig B: Timber Movement

This image shows an over exaggerated image of possible timber movement. As you can see the back wall board (highlighted) has not moved, but the boards below have, due to the drying out of the boards and the weight settling.

This if left alone could cause a gap in the walls. There is a solution and way to prevent this happening (see **Fig C**). The following rule generally applies:

- Excessive dry conditions can cause board shrinkage
- Excessive wet conditions can cause board expansion

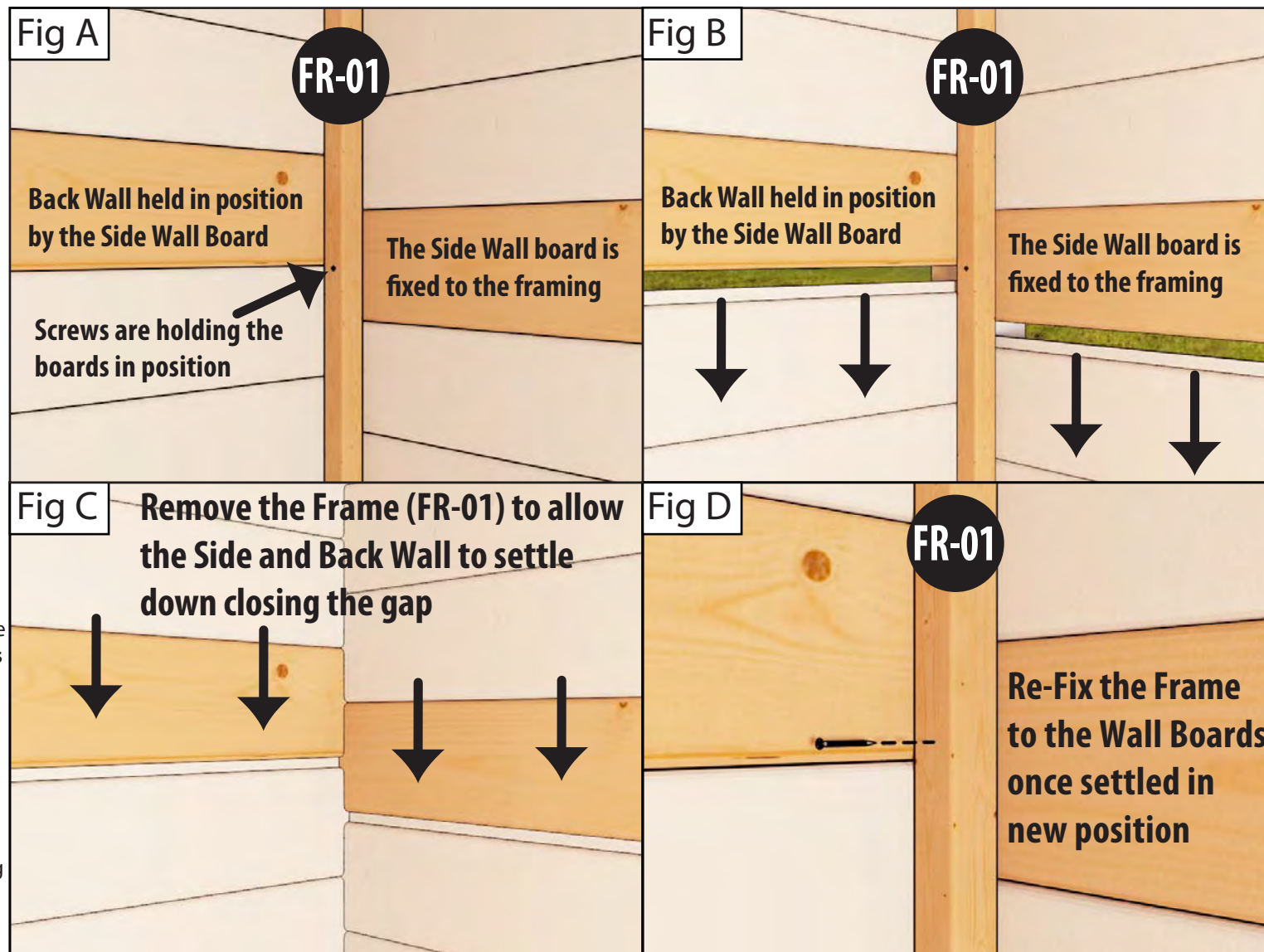
Fig C:

We suggest that removing all the vertical framing temporarily will allow the building to re-settle and find its natural level. This includes all items holding the vertical height (**Framing, Window and Doors Frames** etc.) as well as any fixed cupboards etc. Simply by doing this the building will re-settle and close any gaps.

Fig D:

Re-fix all the vertical framing to cover where the boards meet. In some instances the framing may require minimal trimming to fit. Checking the building regularly will ensure that this movement is minimal.

We recommend checking and re-treating the building a couple of weeks after the build and bi annually, if there are particular dry or wet periods extra vigilance is always advised. Please contact our support team if you need further reassurance or assistance.



Simple

Tips and Tricks

BILLYOH

Useful steps for easy maintenance and repairs

Wood is a natural material and so any sap, bark or knots make up the rustic appearance of your garden building.

1 Tree Sap

OK!



This naturally occurs in wood and may be present in some of the boards.

2 Bark

OK!



The marks left from bark can be filled using wood filler and sanded smooth.

3 Knots in Bearers

OK!



Knots in bearers are fine to be used with the building as they are unseen.

4 Warped Purlins

OK!



This can be nailed flat when building and won't affect the final construction.

5 Chips

OK!



Chips only on one side can be hidden by flipping boards over on Log Cabin roof and floors.

Keep your building looking its best for longer

For Extra Help

01909 768 858

Simple

Tips and Tricks

BILLYOH

Useful steps for easy maintenance and repairs

Simple DIY tricks to make easy repairs and maintain your building for years to come

1 Chips in Tongue

OK!



These chips will be hidden when the boards are slotted together.

2 Cuts in Groove

OK!



These cuts can be hidden on floors and roofs by flipping over the board.

3 Marks on Boards

OK!



These marks can be hidden on floors and roofs by flipping over the board.

4 Cuts in Tongue

OK!



These are hidden when the boards are slotted together.



5 Rough Edges

OK!



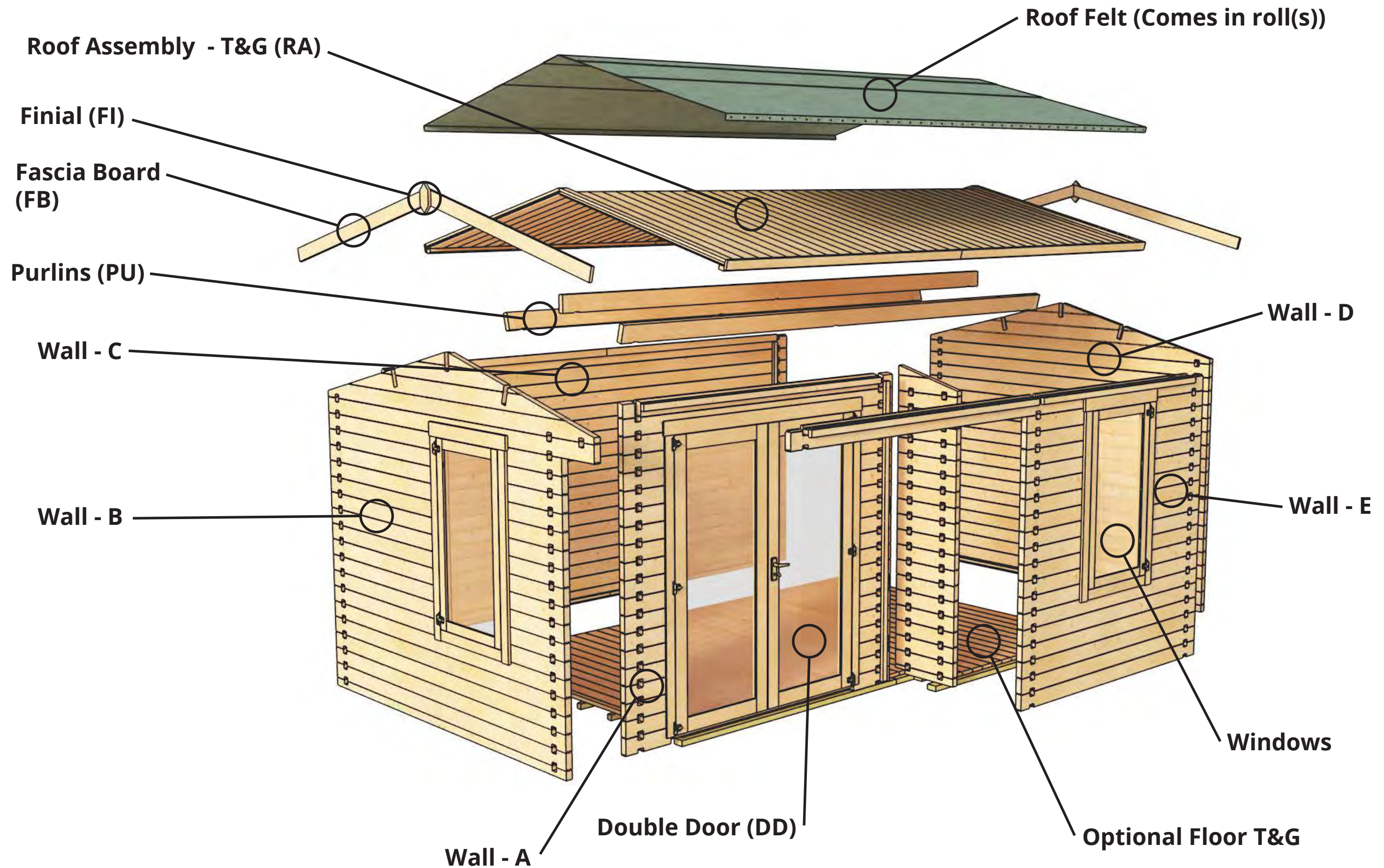
Sandpaper can be used to quickly smooth off any rough edges and lighten the colour.

Keep your building looking its best for longer

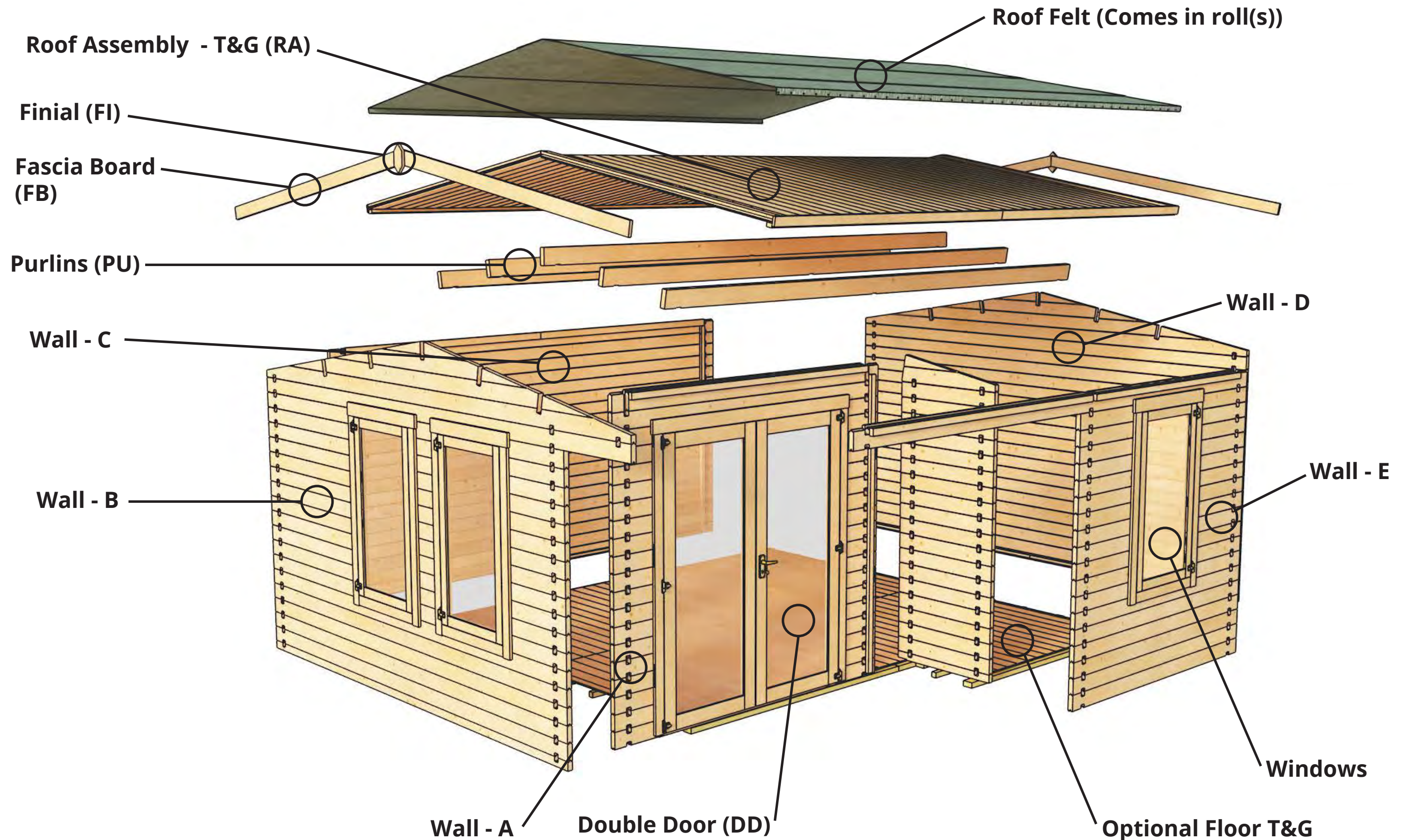
For Extra Help

01909 768 858

Exploded View - 44mm W4.0m x D3.0m Shown, please refer to tech details for specific building



Exploded View - 35mm W4.0m x D4.0m Shown, please refer to tech details for specific building



1 28/35/44mm Bearer Layout

75PT-69.5 cut from Front Bearer

Back

Front

W4.0 x D3.0m shown, Use Web Details for more detailed layout

2 28/35/44mm Bearer Layout

75PT-69.5 cut from Front Bearer

Back

Front

W4.0 x D4.0m shown, Use Web Details for more detailed layout

3 Wall Board Fixing

Back

Front

S50 x 6

Place the first wall boards across the left end, center & right end. Check technical details for dimensions of each wall boards. Screw the wall boards.

4

Place the starter wall boards at back end, front end & door end and fix in place.

Back

Front

S50 x 2
S70 x 6

Ensure the notches are interlocked and that the board are at 90 degrees

5

Build up the walls of the cabin in this order; Side & Center Wall Boards, then Front and Back Boards.

6

28, 35, 44mm Floor Assembly

Back

Front

W4.0m x D3.0m
Floors in 1 as shown

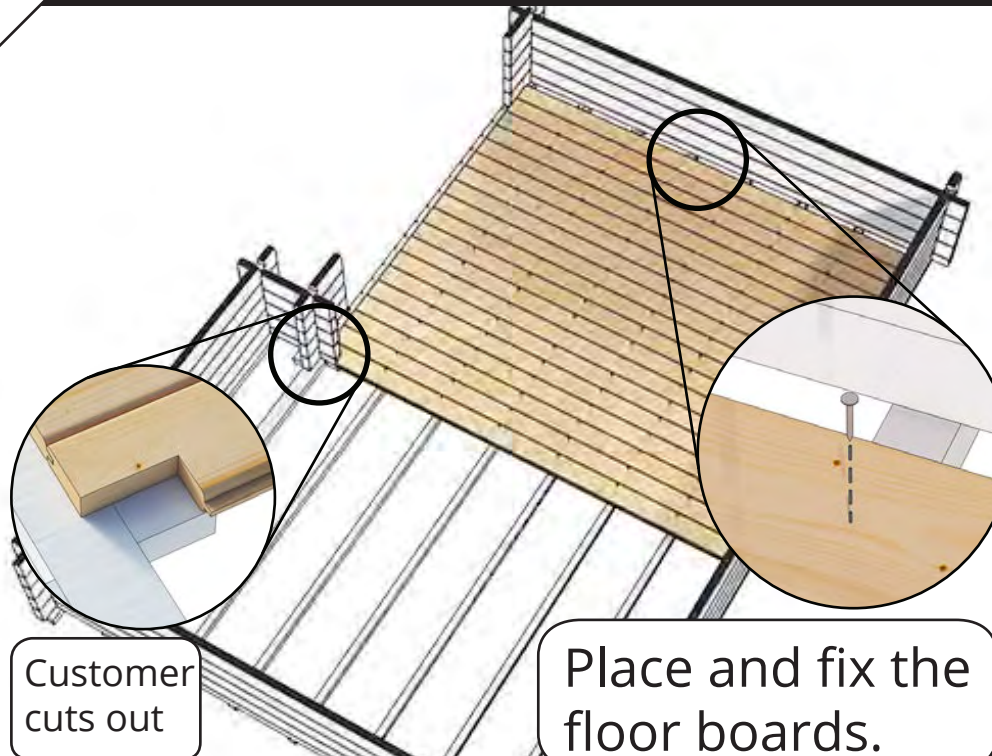
7 28, 35, 44mm Floor Assembly

Back

Front

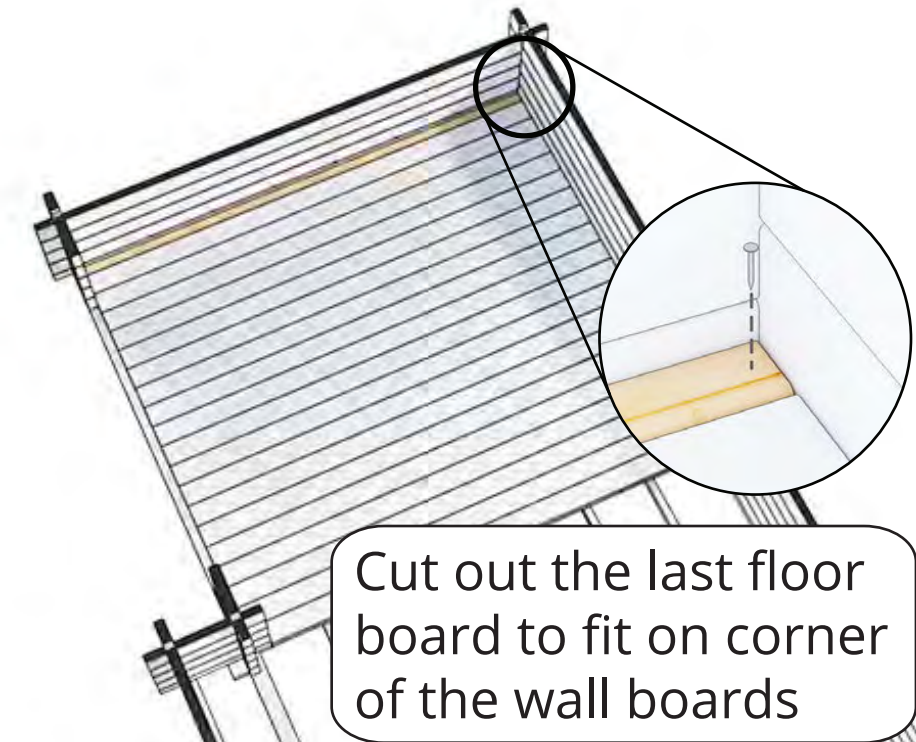
W4.0m x D4.0m
Floors in 2 as shown

8 Floor Assembly



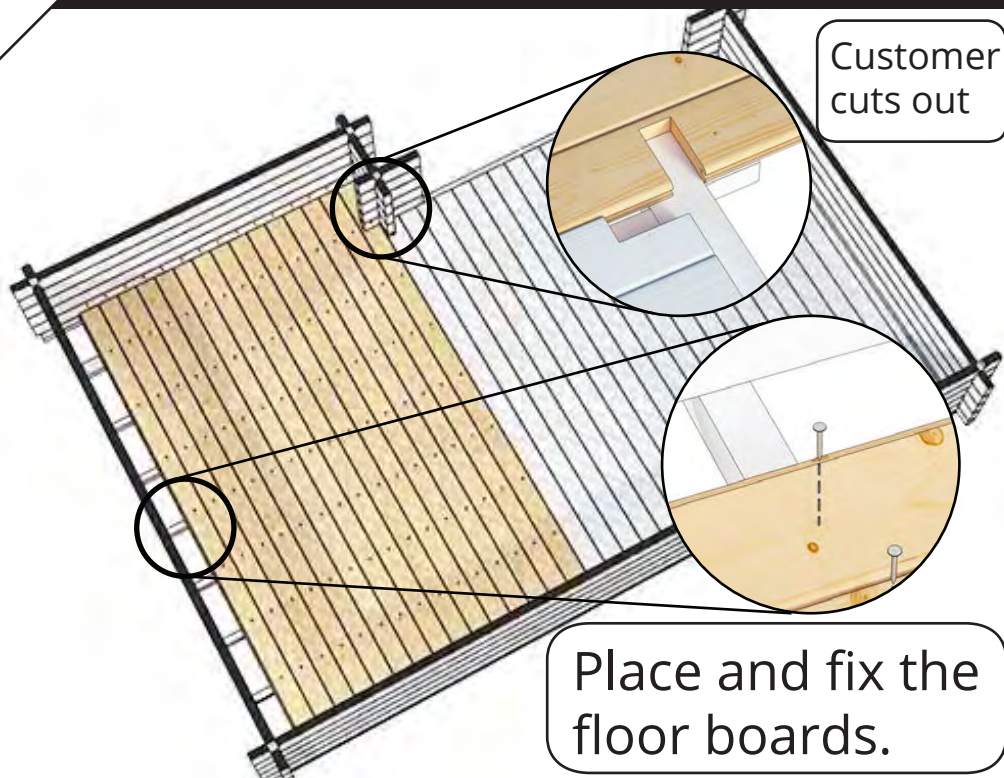
N40 - 28/35/44mm

9 Floor Assembly



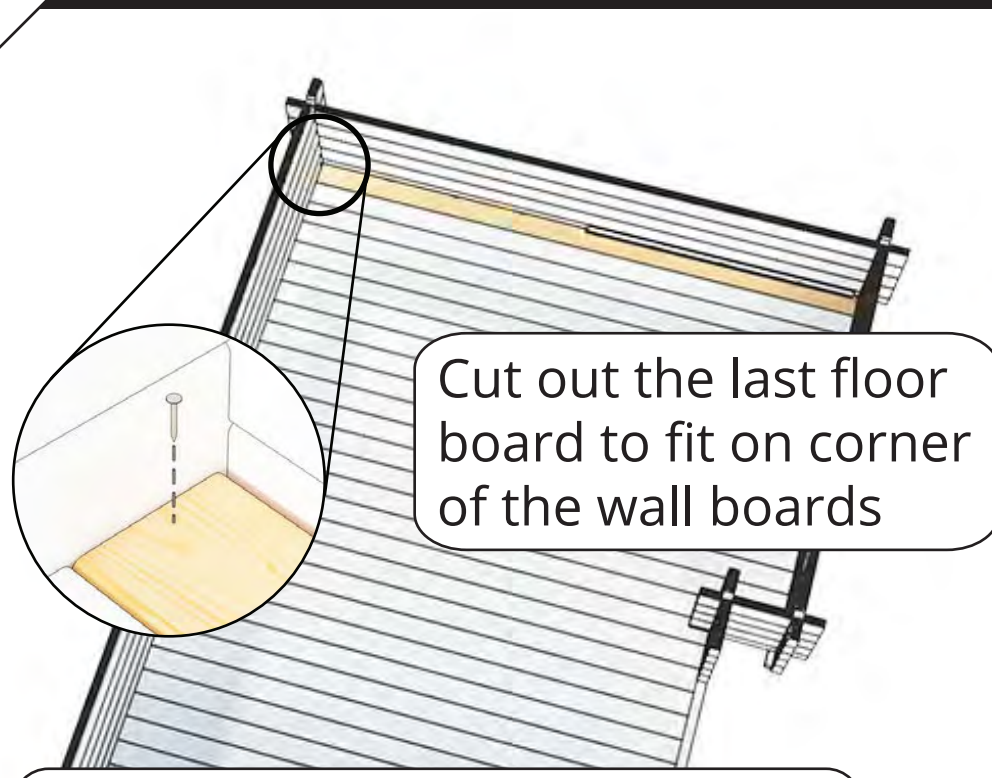
N40 - 28/35/44mm

10 Floor Assembly



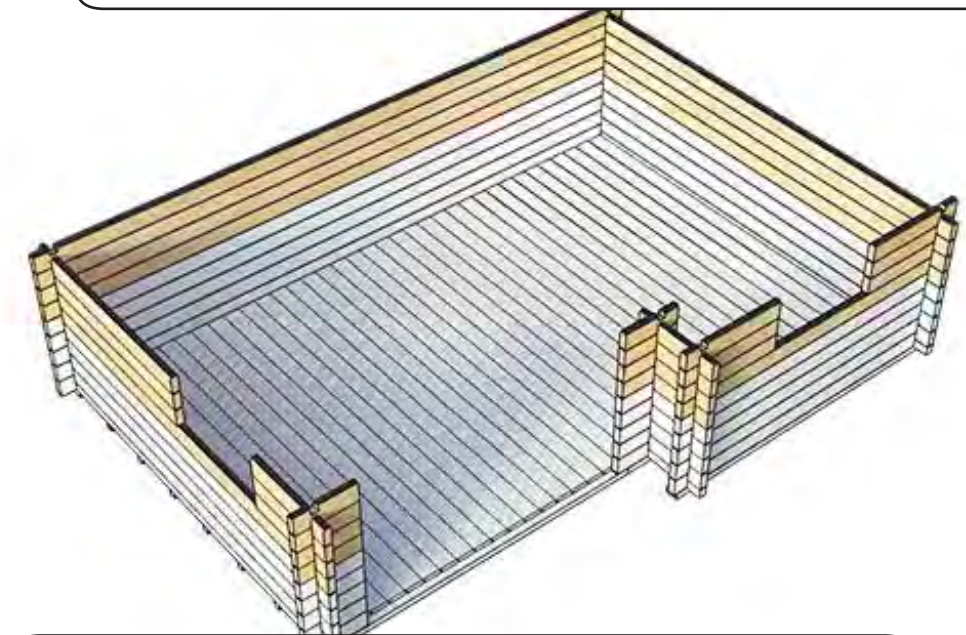
N40 - 28/35/44mm

11 Floor Assembly



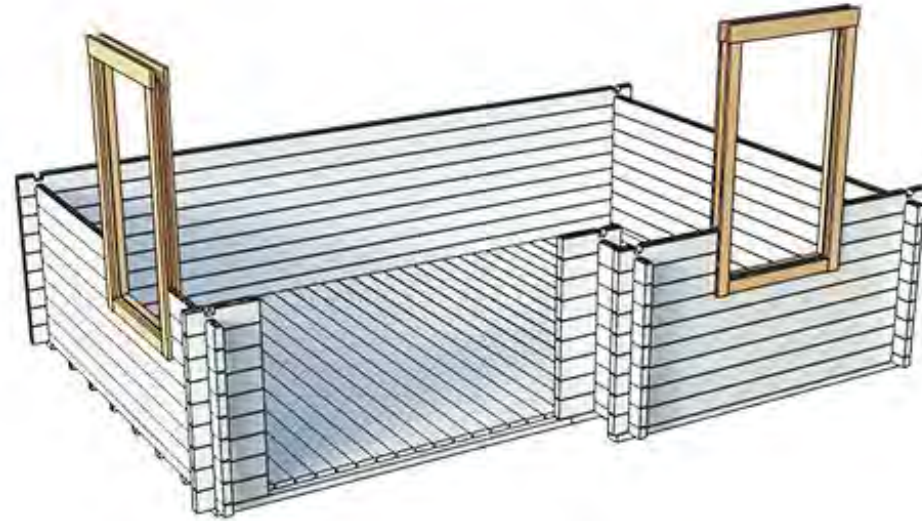
N40 - 28/35/44mm

12 Pile up at least 4 Wall Boards before fitting the Window frame



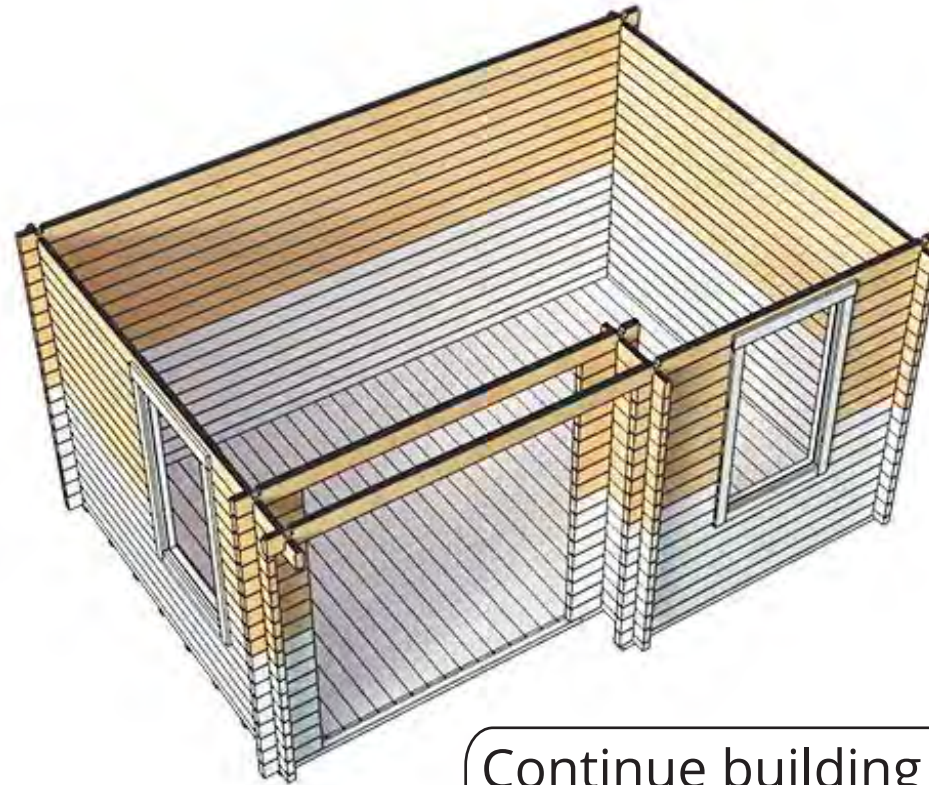
Build up the walls of the cabin in this order; Side & Center Wall Boards, then Front and Back Boards.

13



Slide and fit the Window Frame onto the Wall Boards

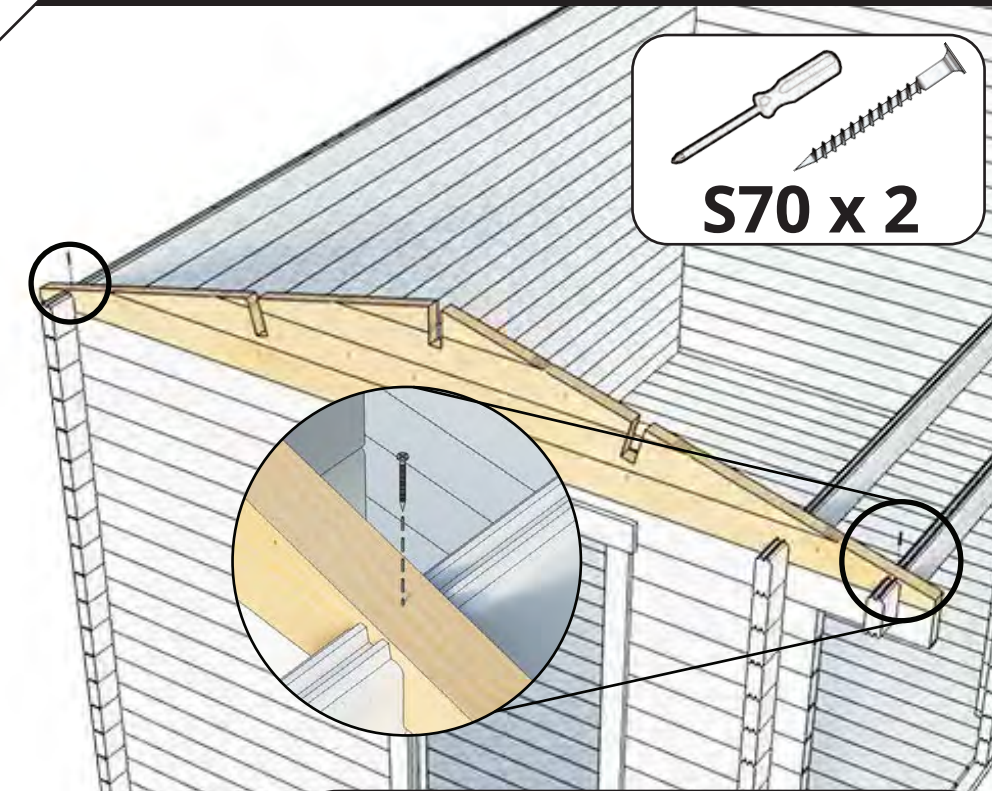
14



Continue building up the Wall Boards

15

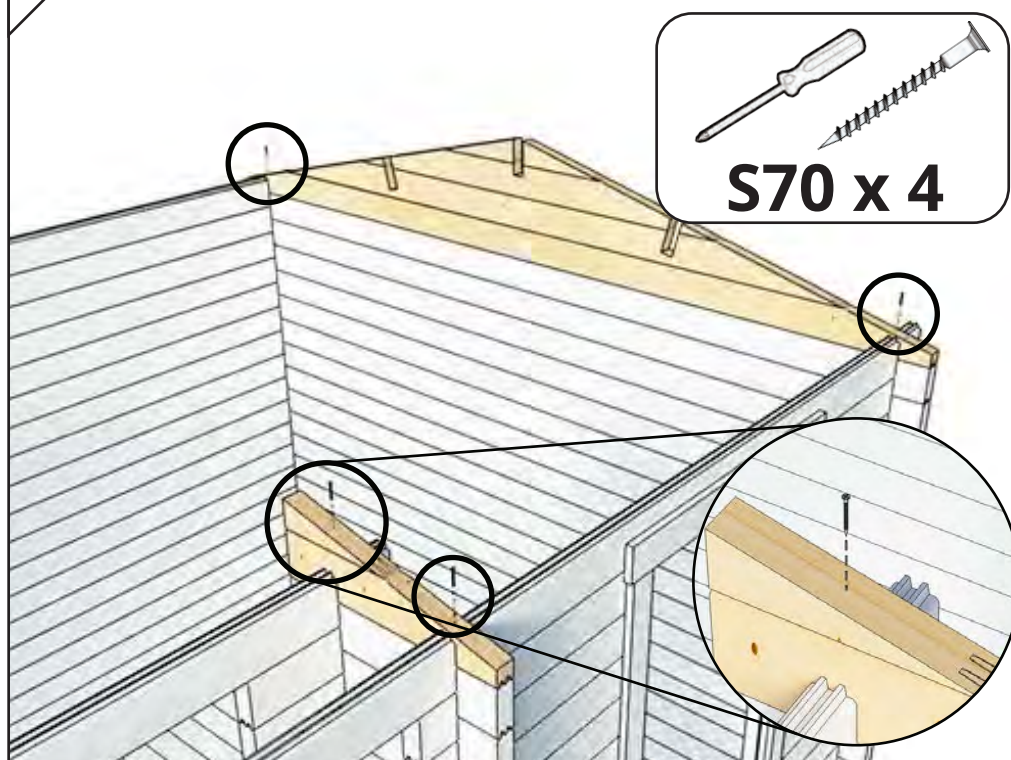
Gable Top



Place the Gable top on top of wall boards and fix.

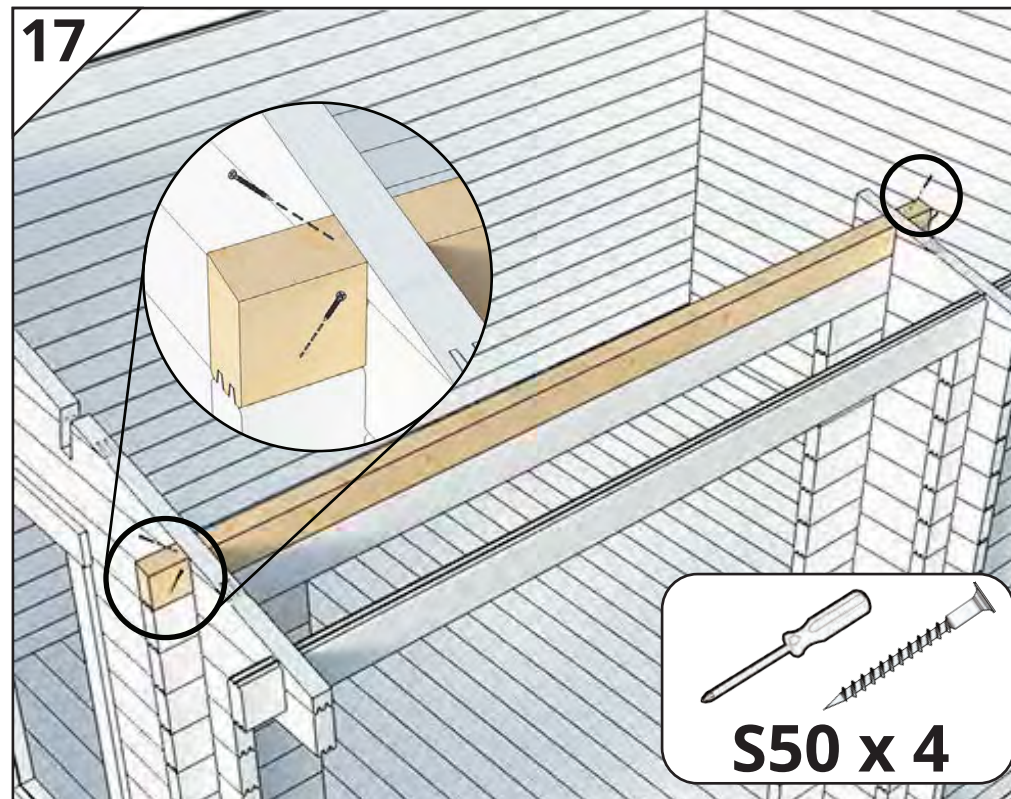
16

Gable Top



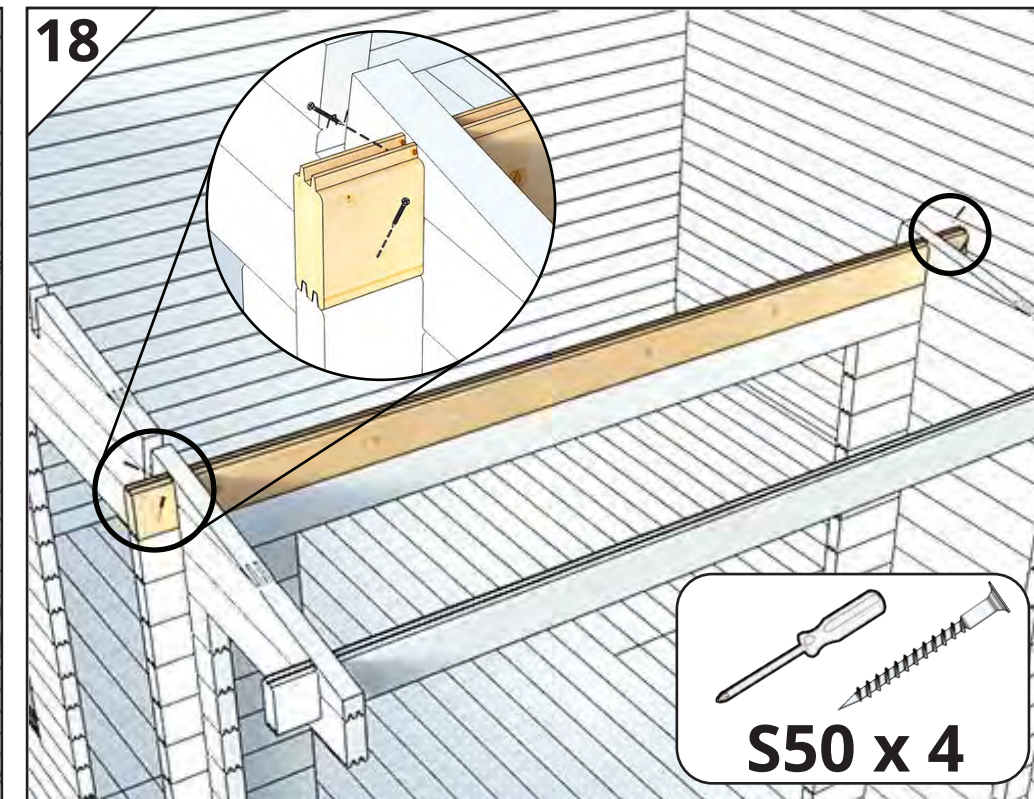
Repeat previous stage of Gable top assembly.

17

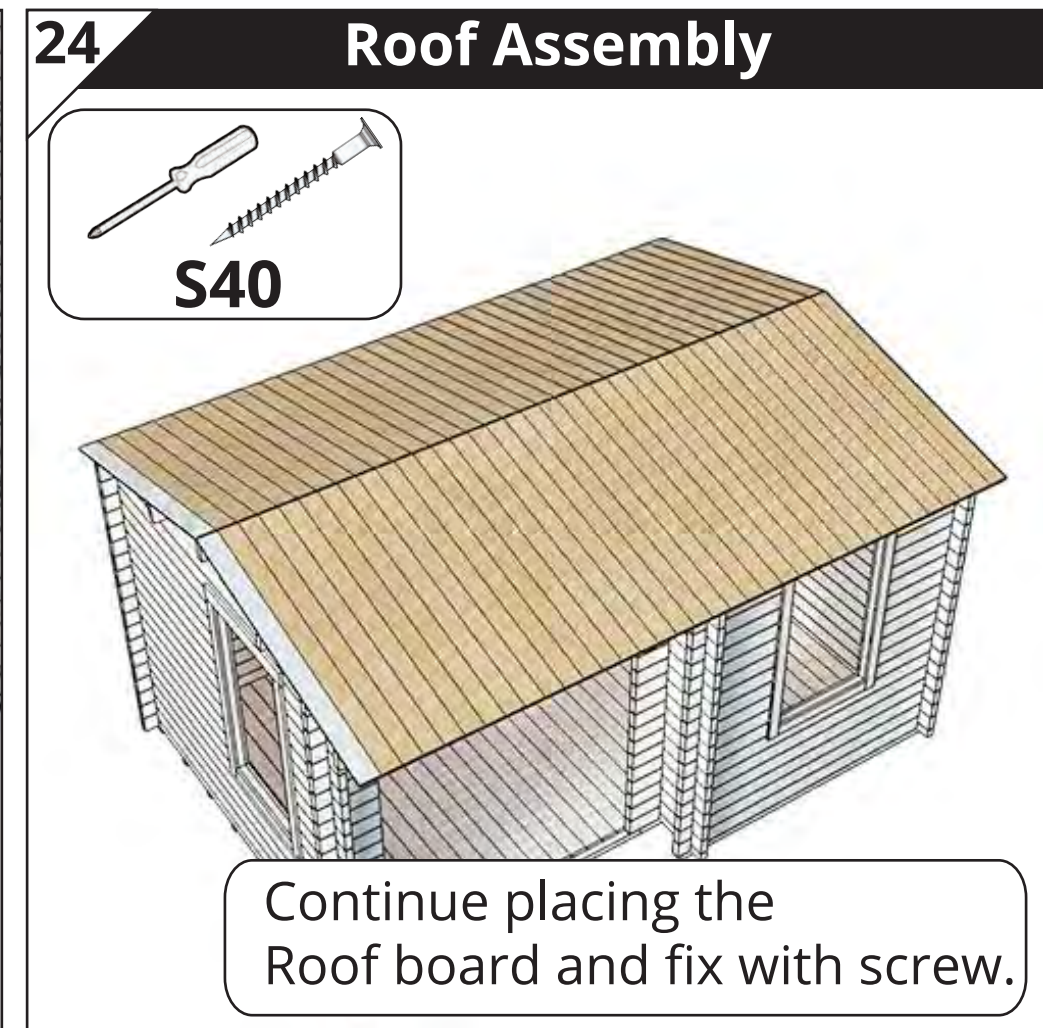
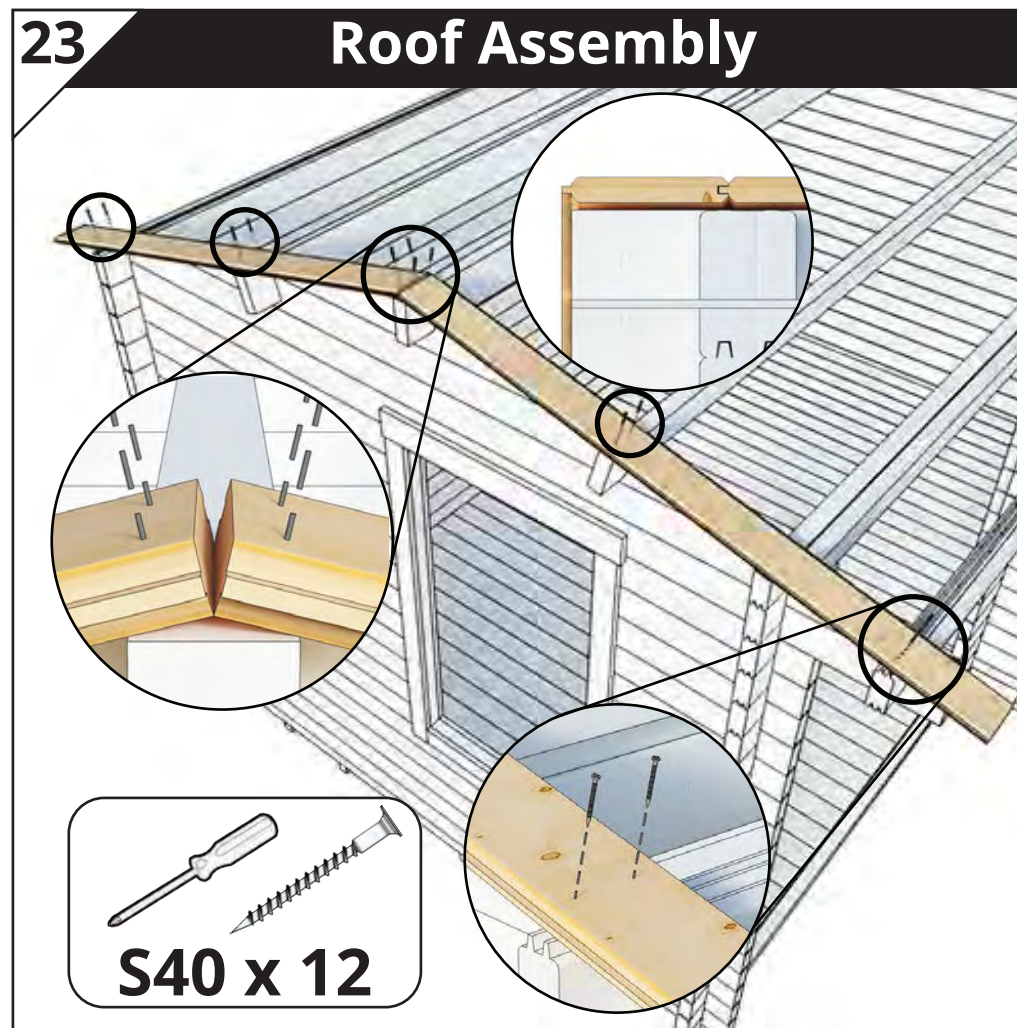
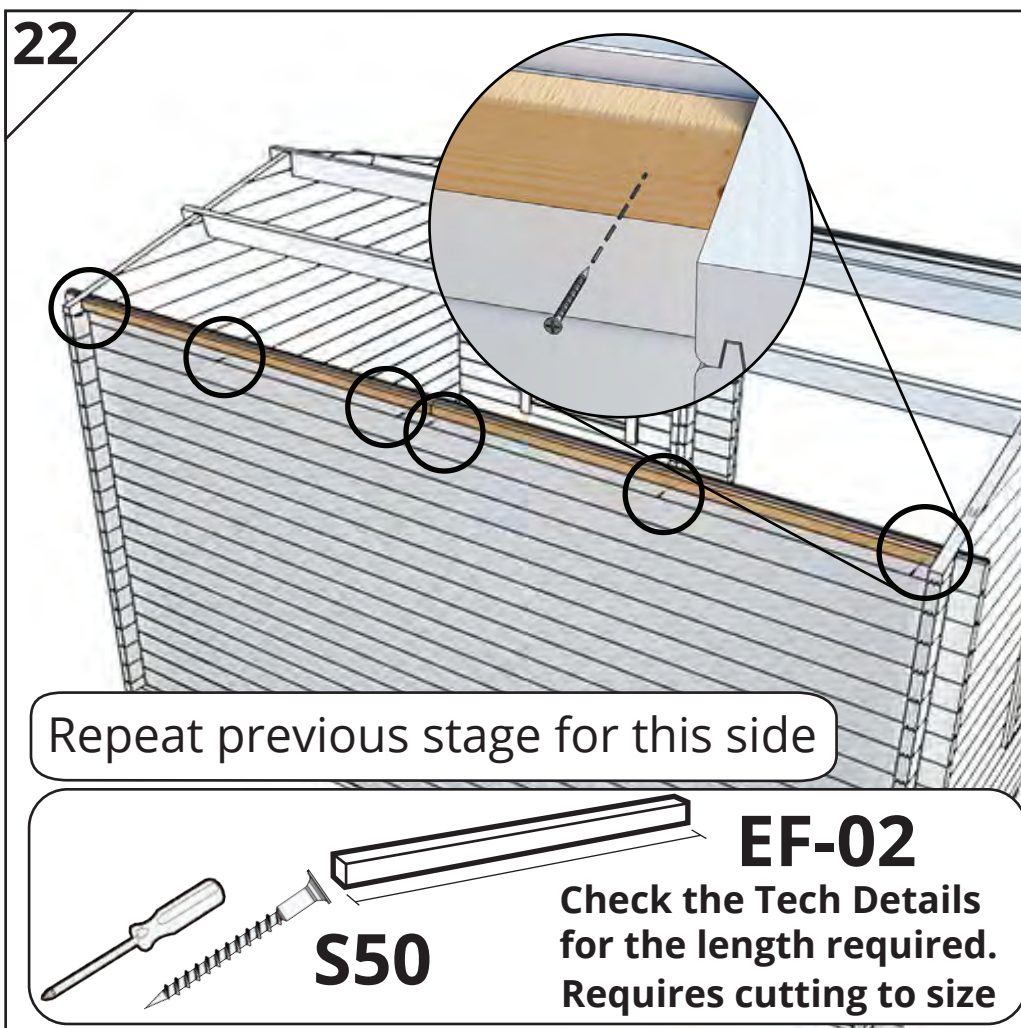
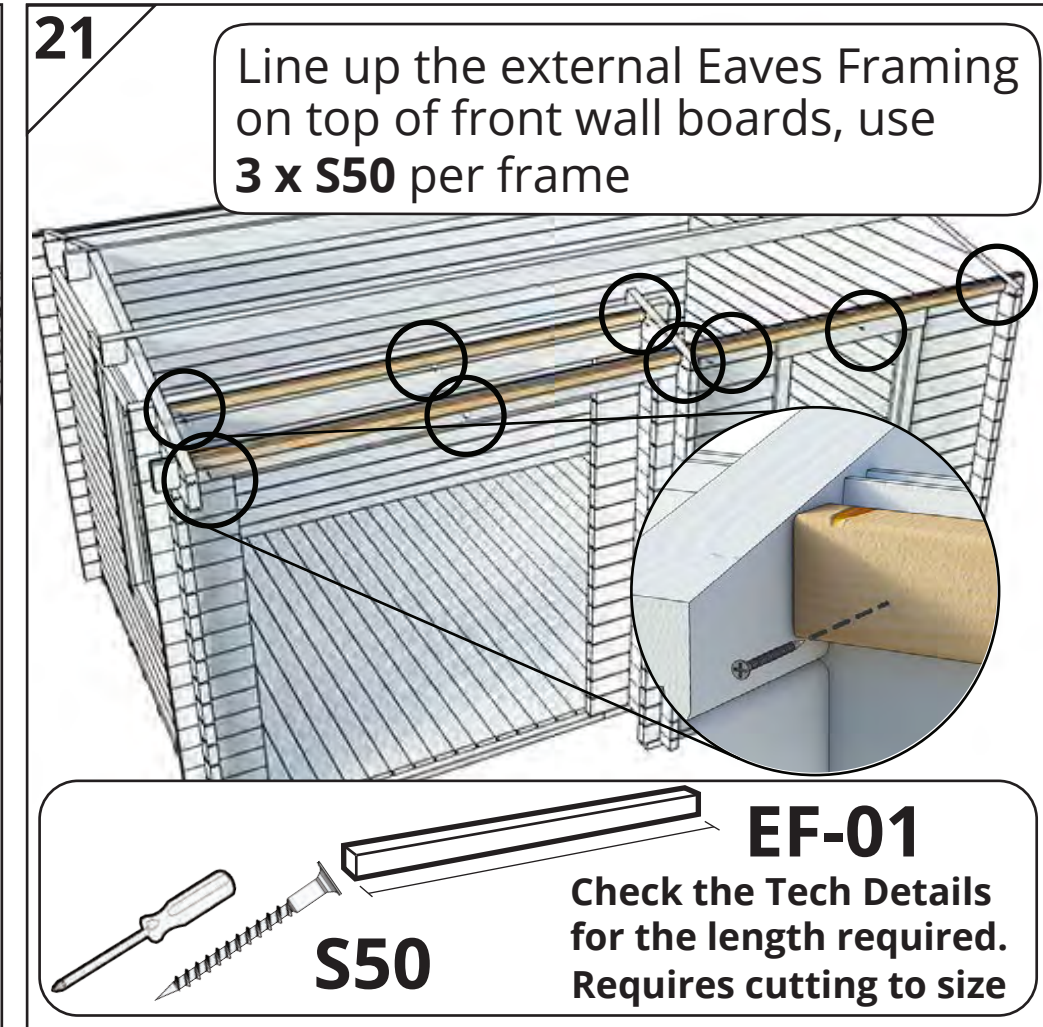
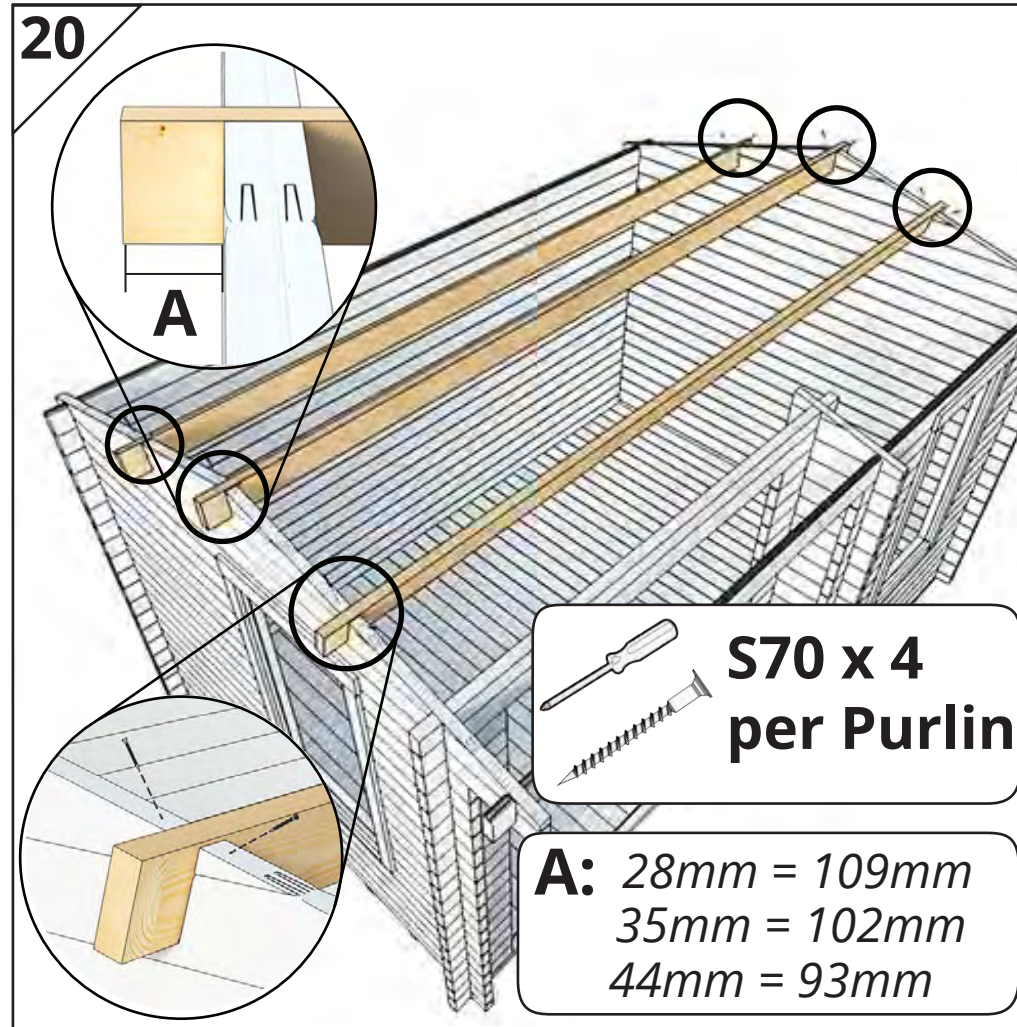
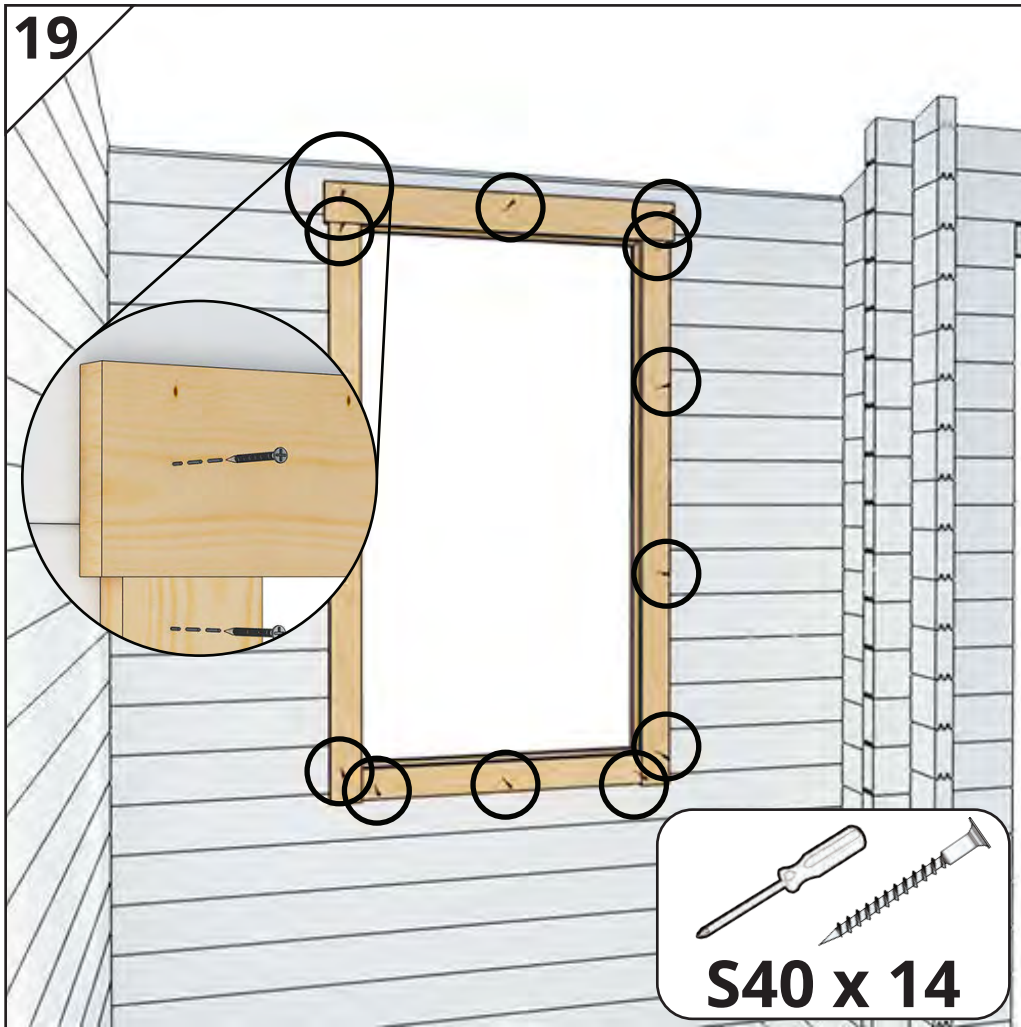


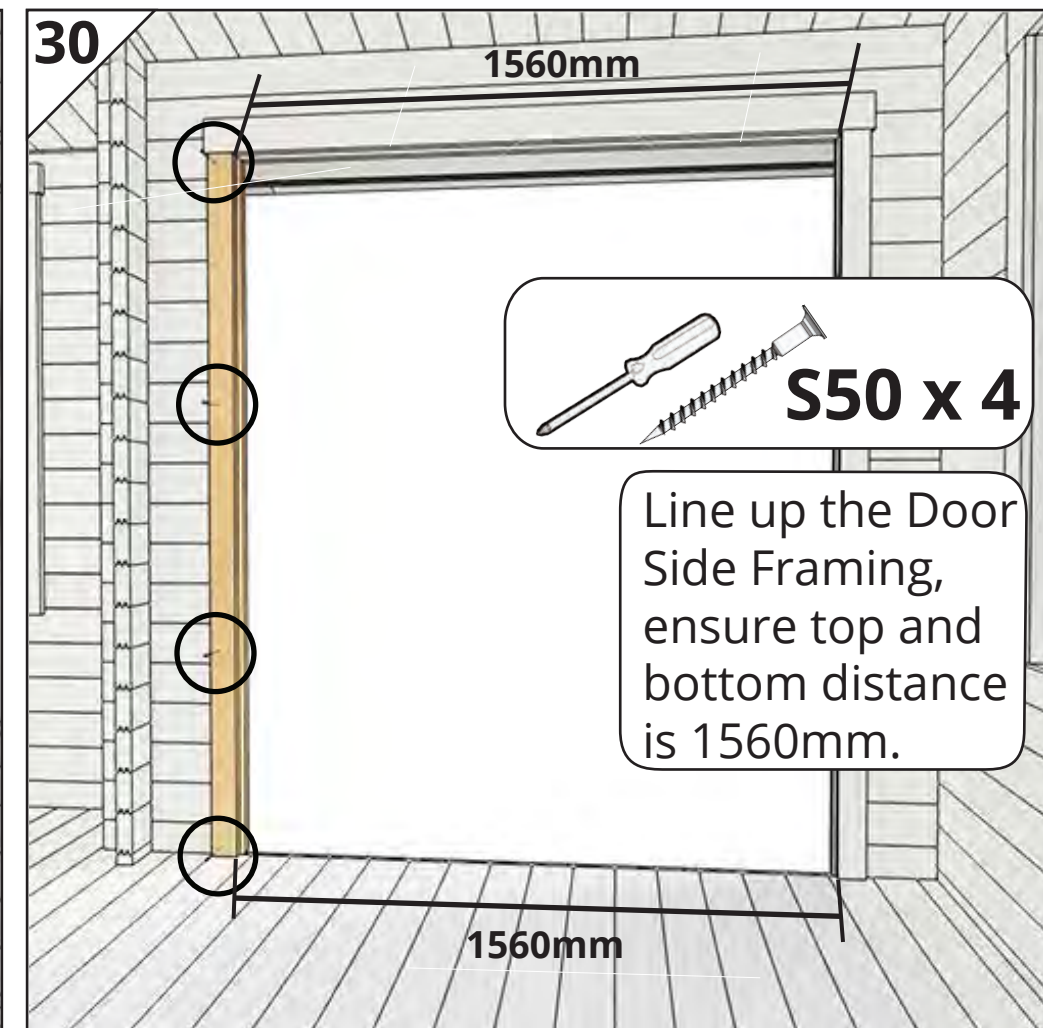
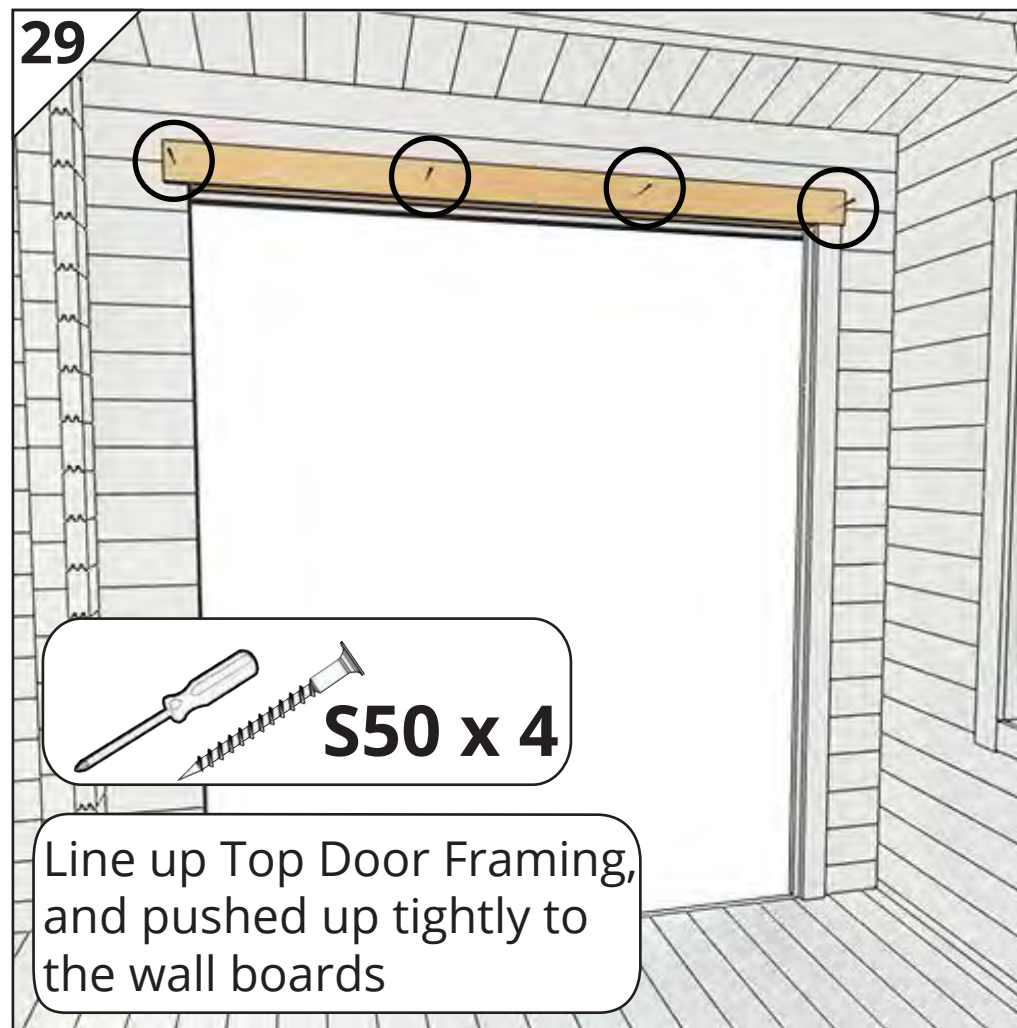
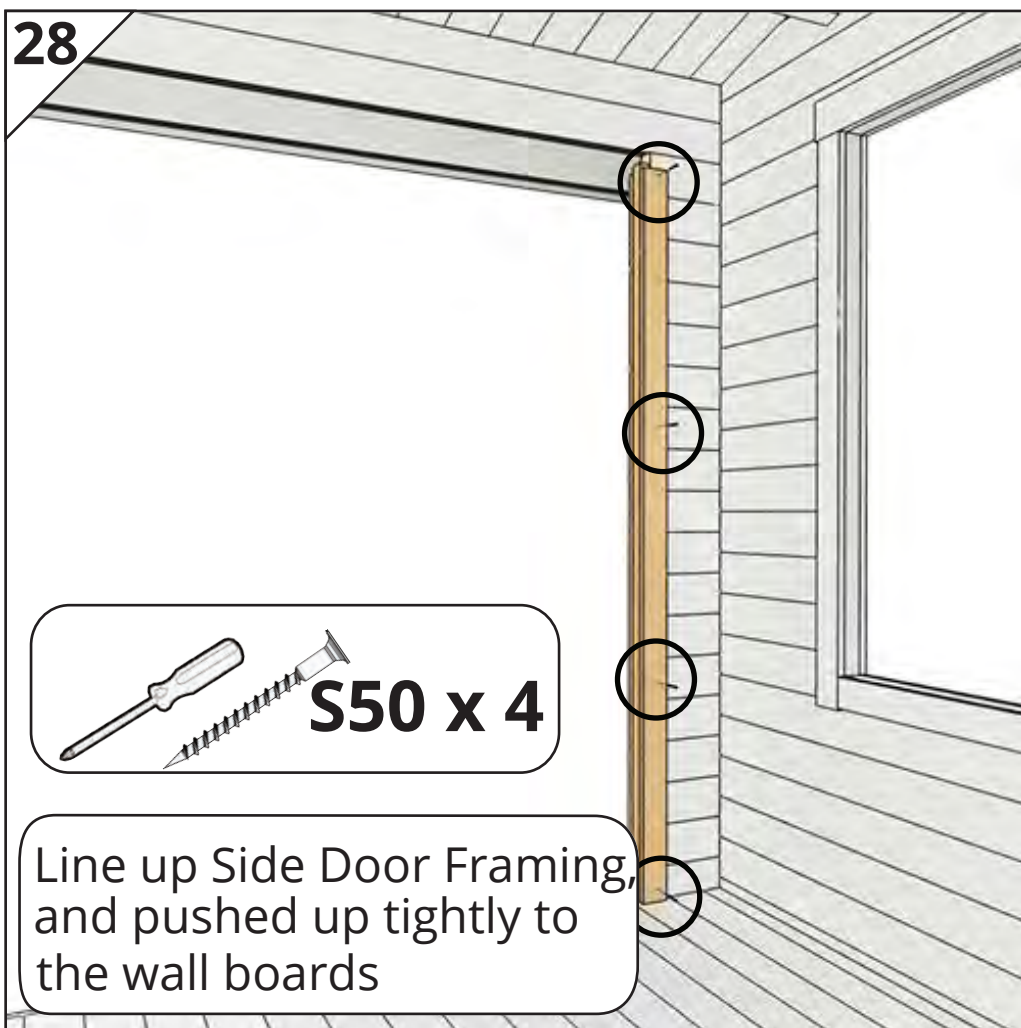
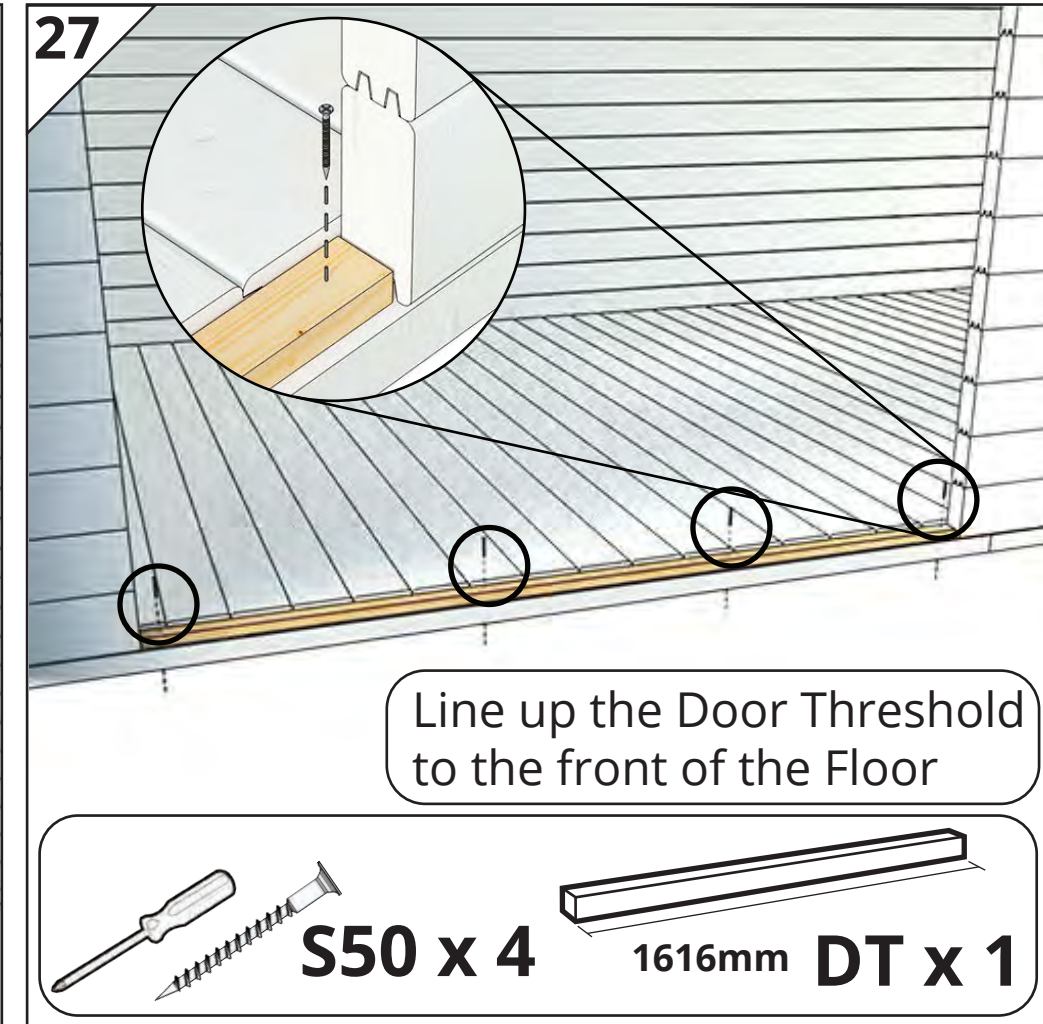
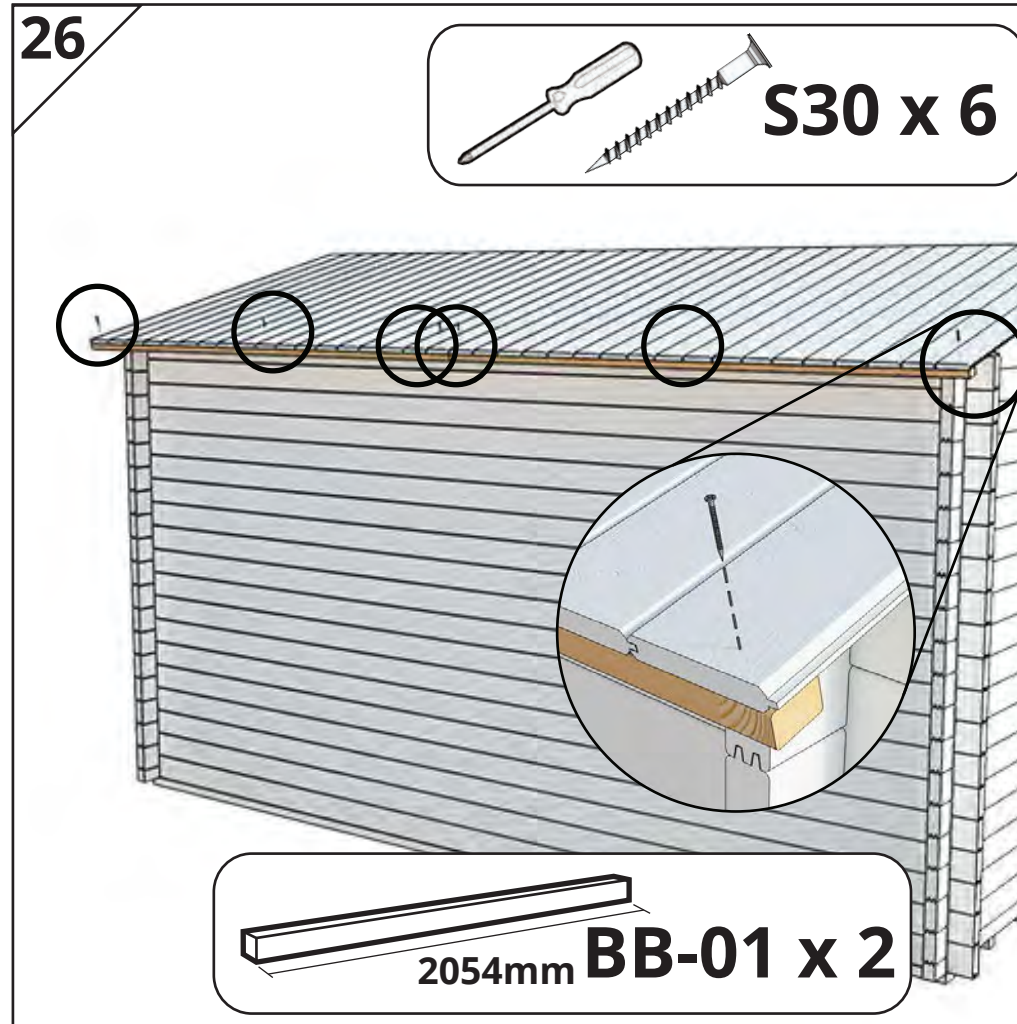
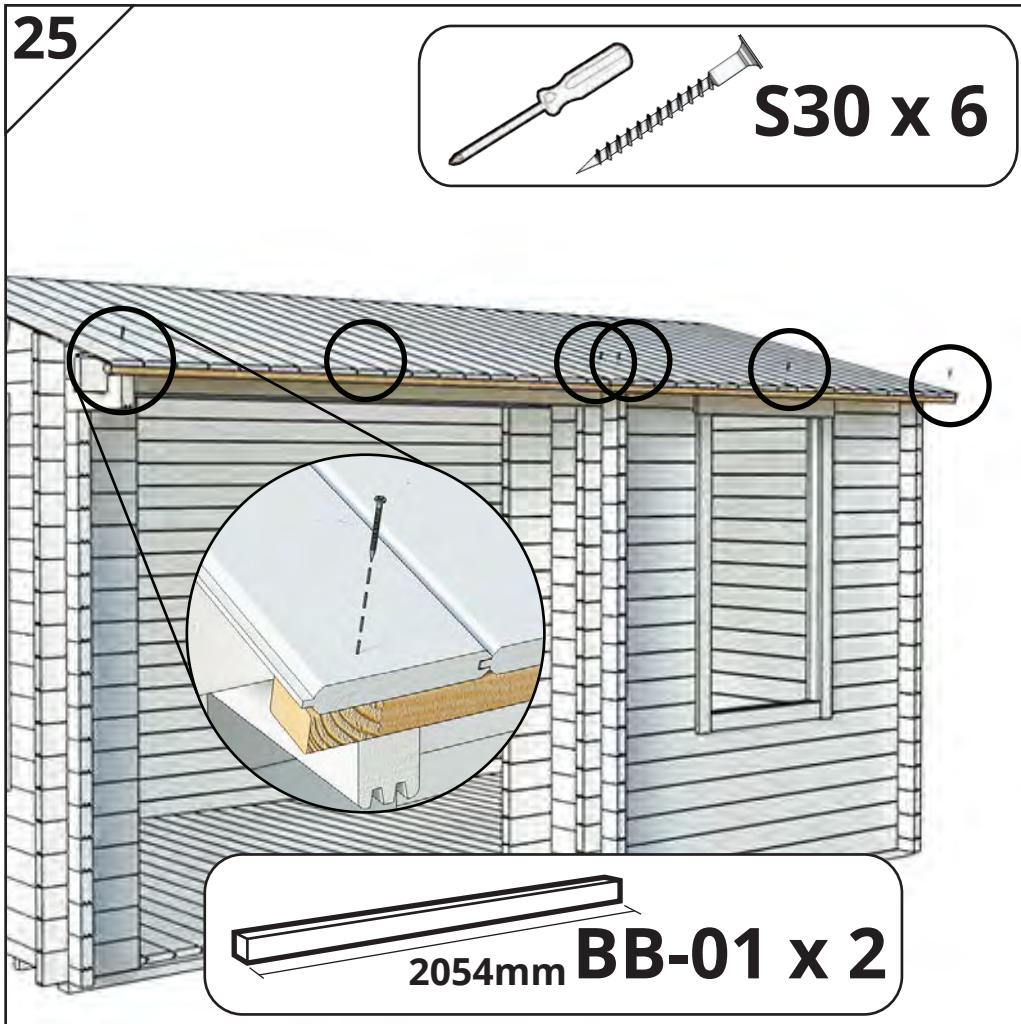
Place and fix the last wall board on top of front door wall. **W4.0m x D3.0m only using BV Boards.**

18



Place and fix the last wall board on top of front door wall. **W4.0m x D4.0m only using D Boards.**





31 Fixing Window Glazing (Modern)

Cardboard can be used to protect the glazing when fitting the Beading

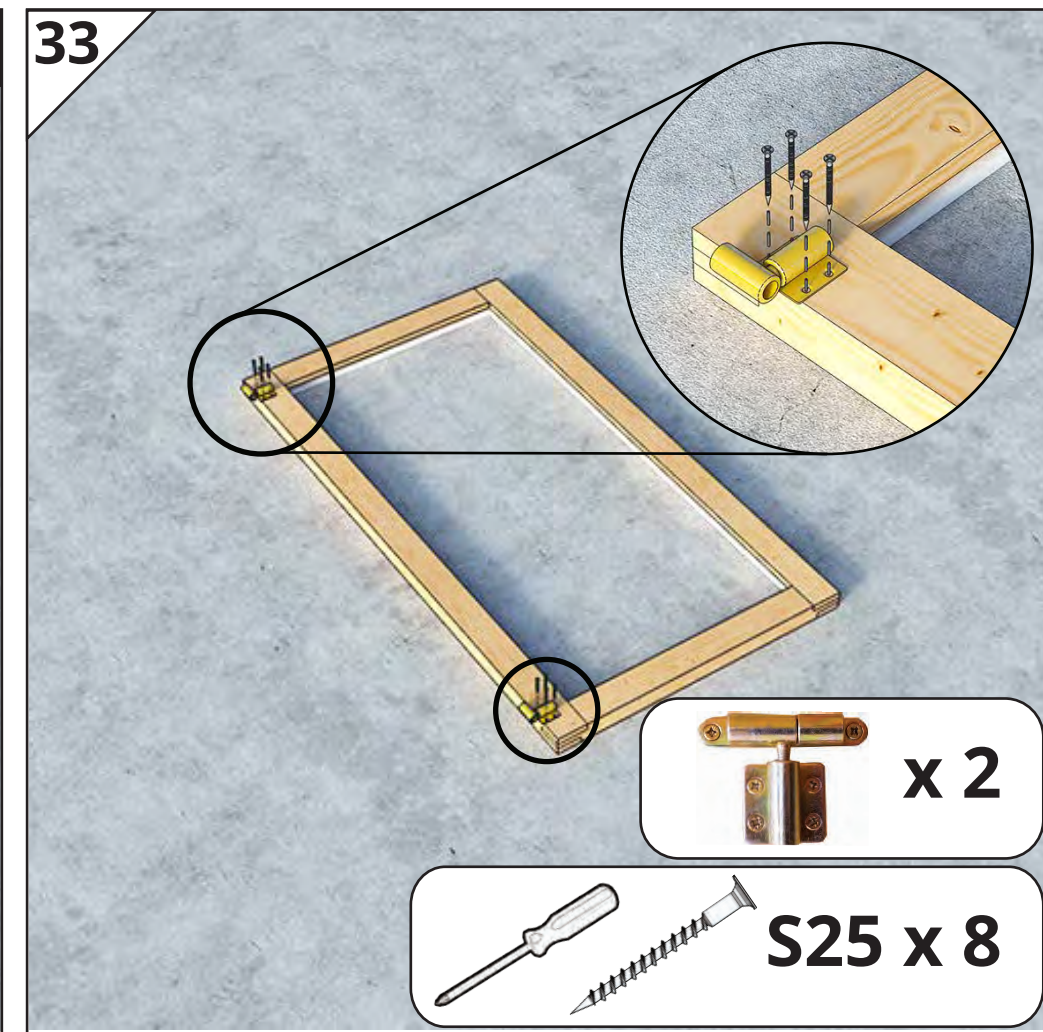
Place the Glazing in the Frame and fit the beading around the edges



32 Fixing Window Glazing (Georgian)

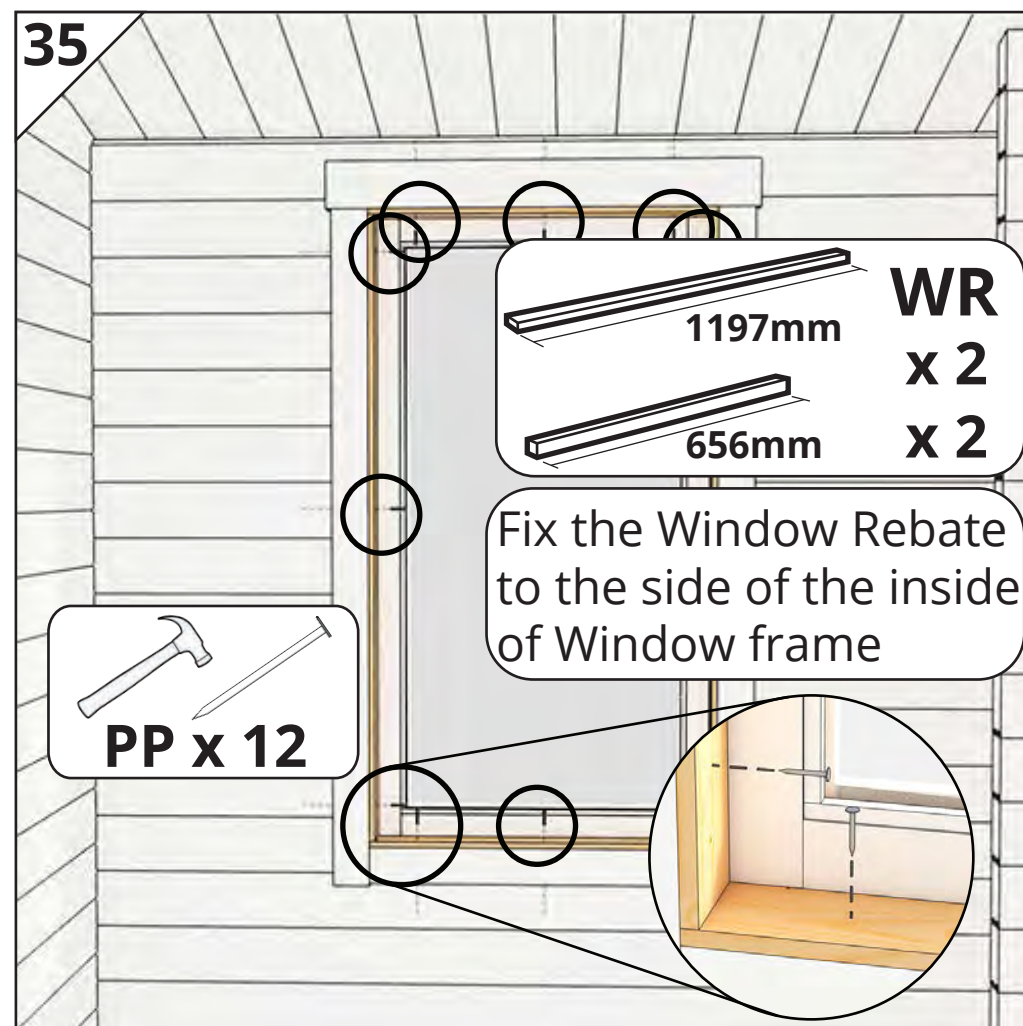
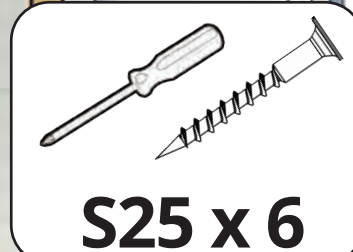
Cardboard can be used to protect the glazing when fitting the Beading

Place the Glazing in the Frame and fit the beading around the edges



34 Fixing Opening Window

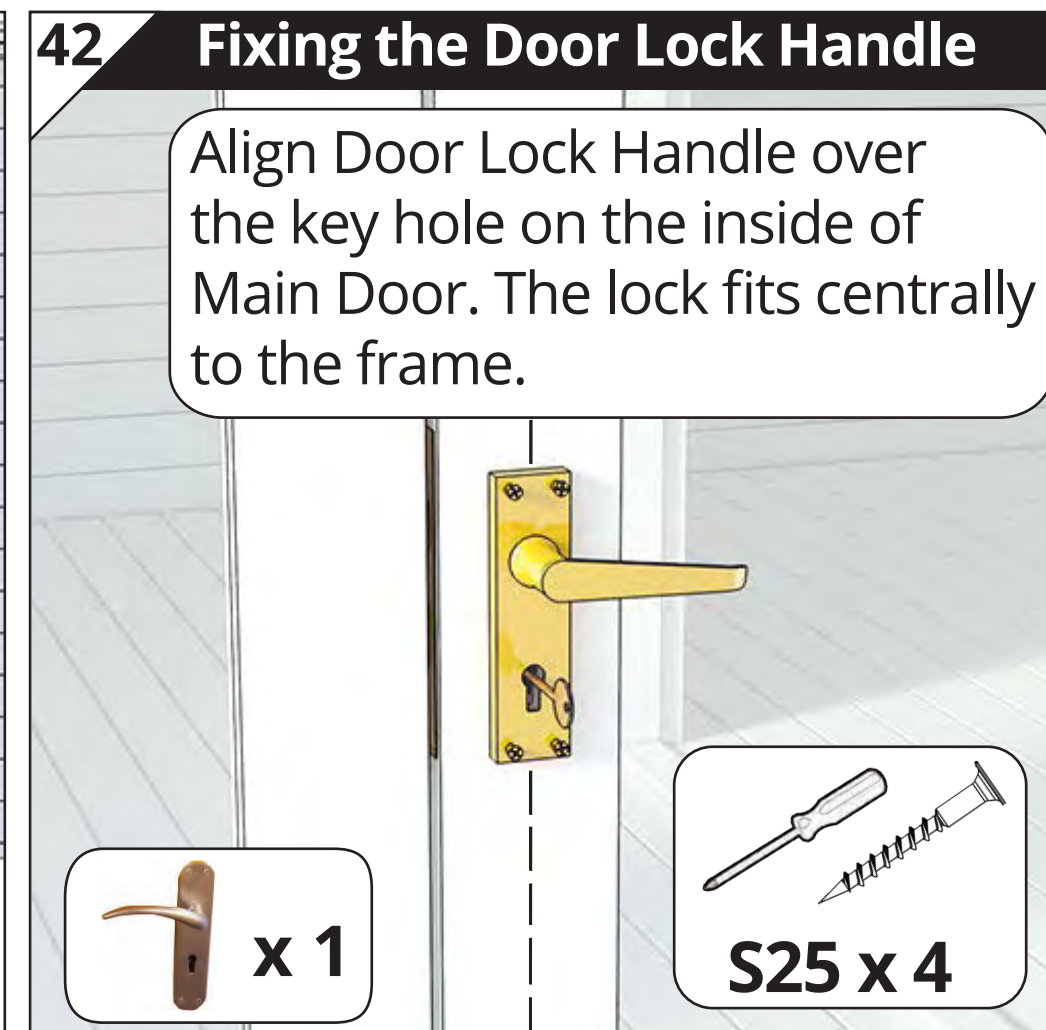
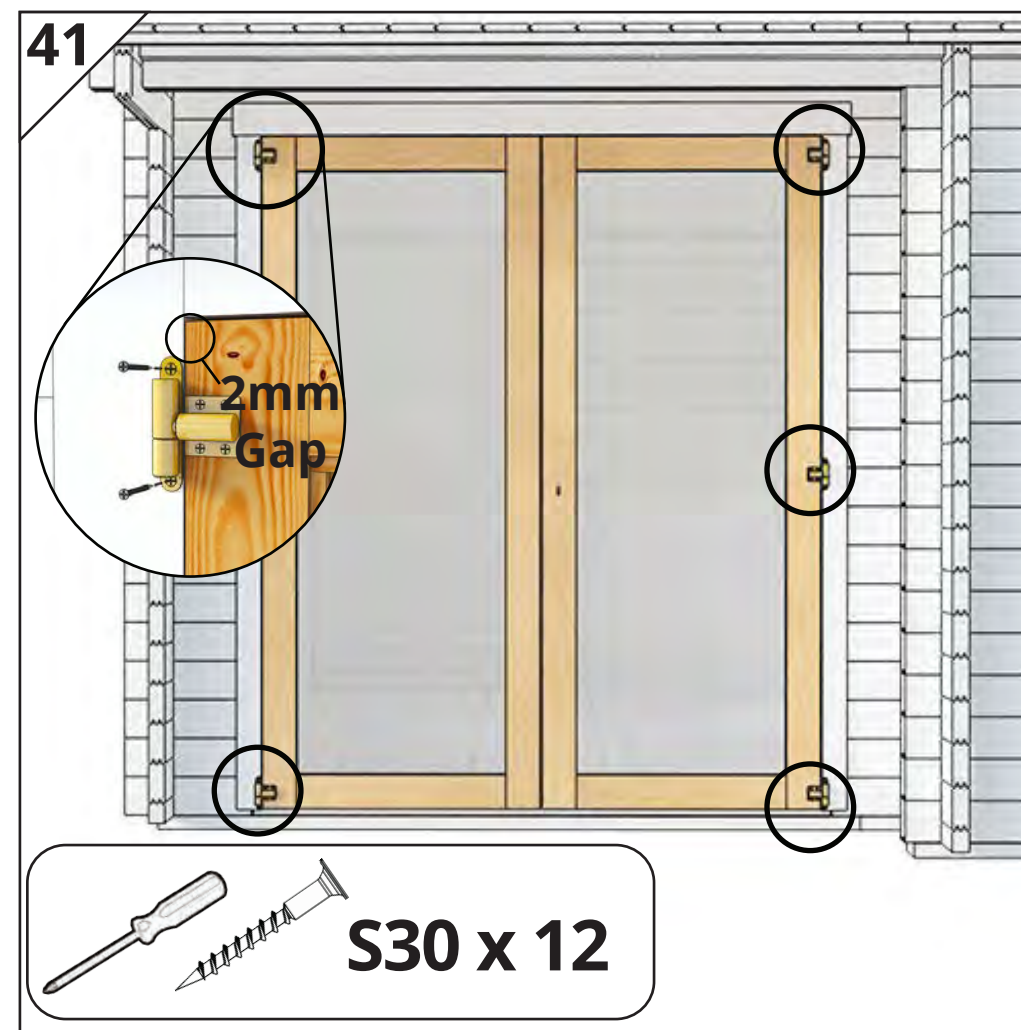
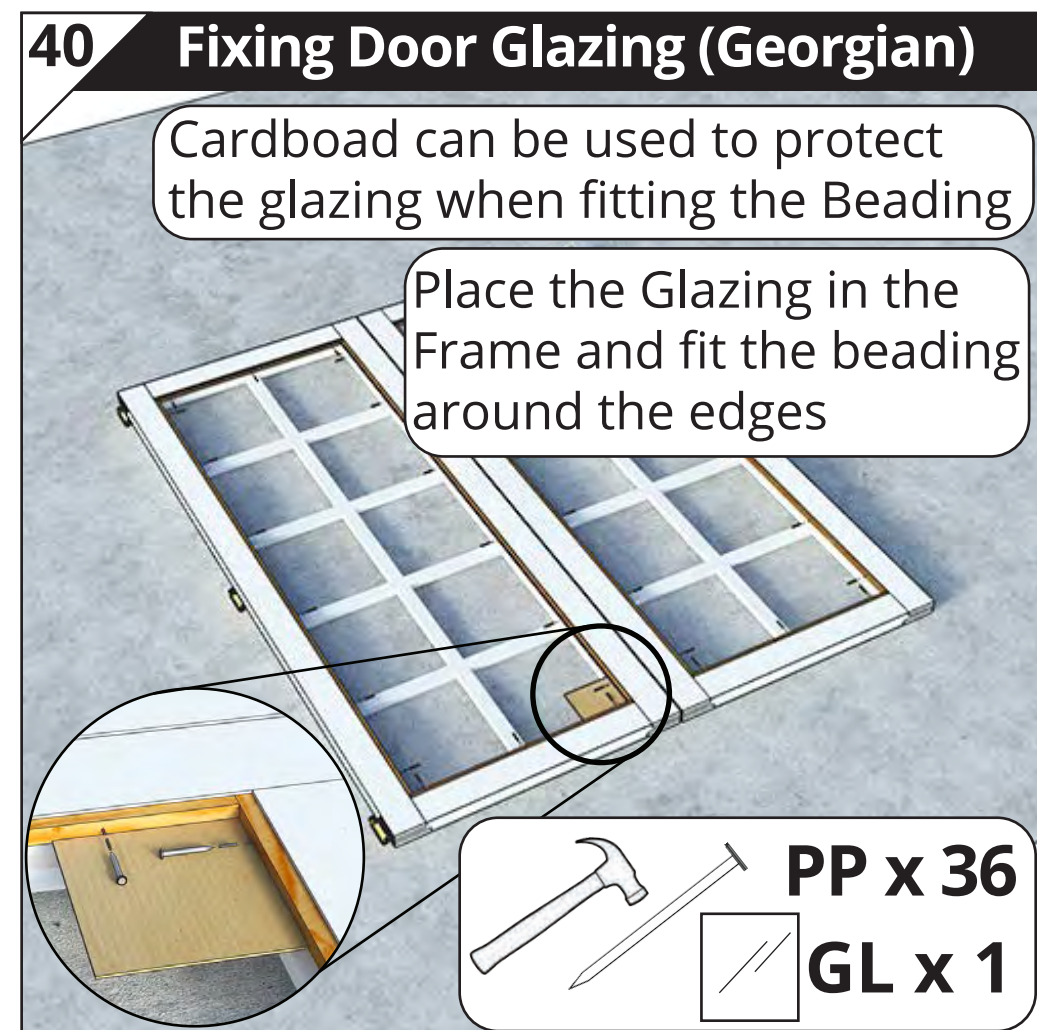
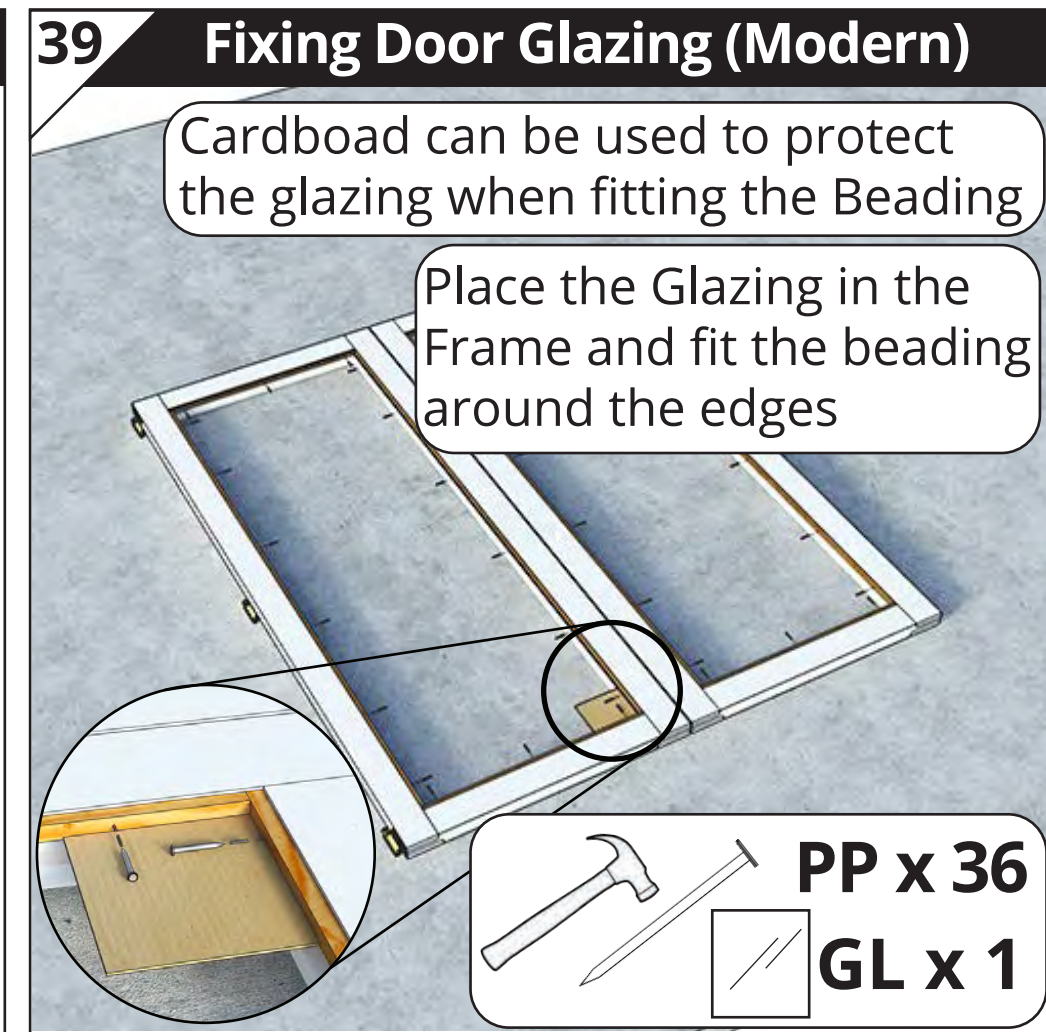
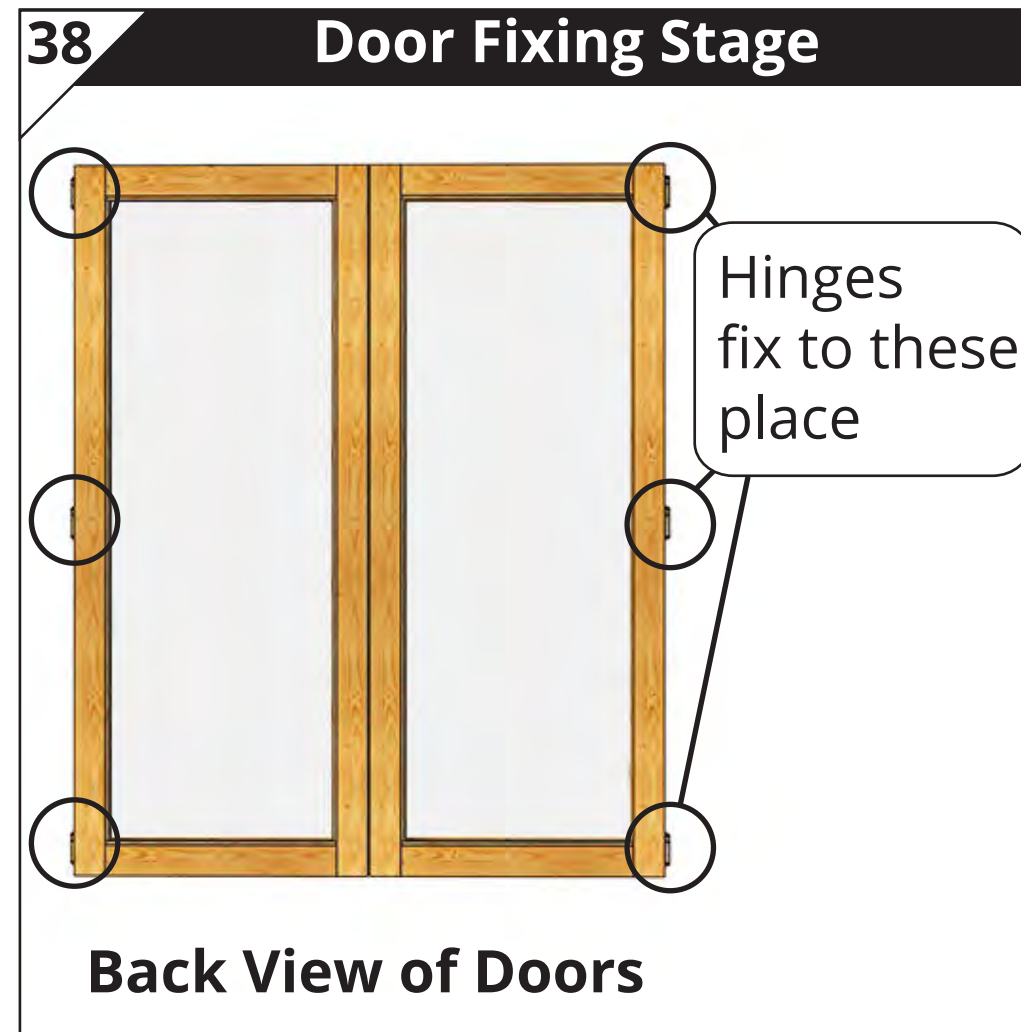
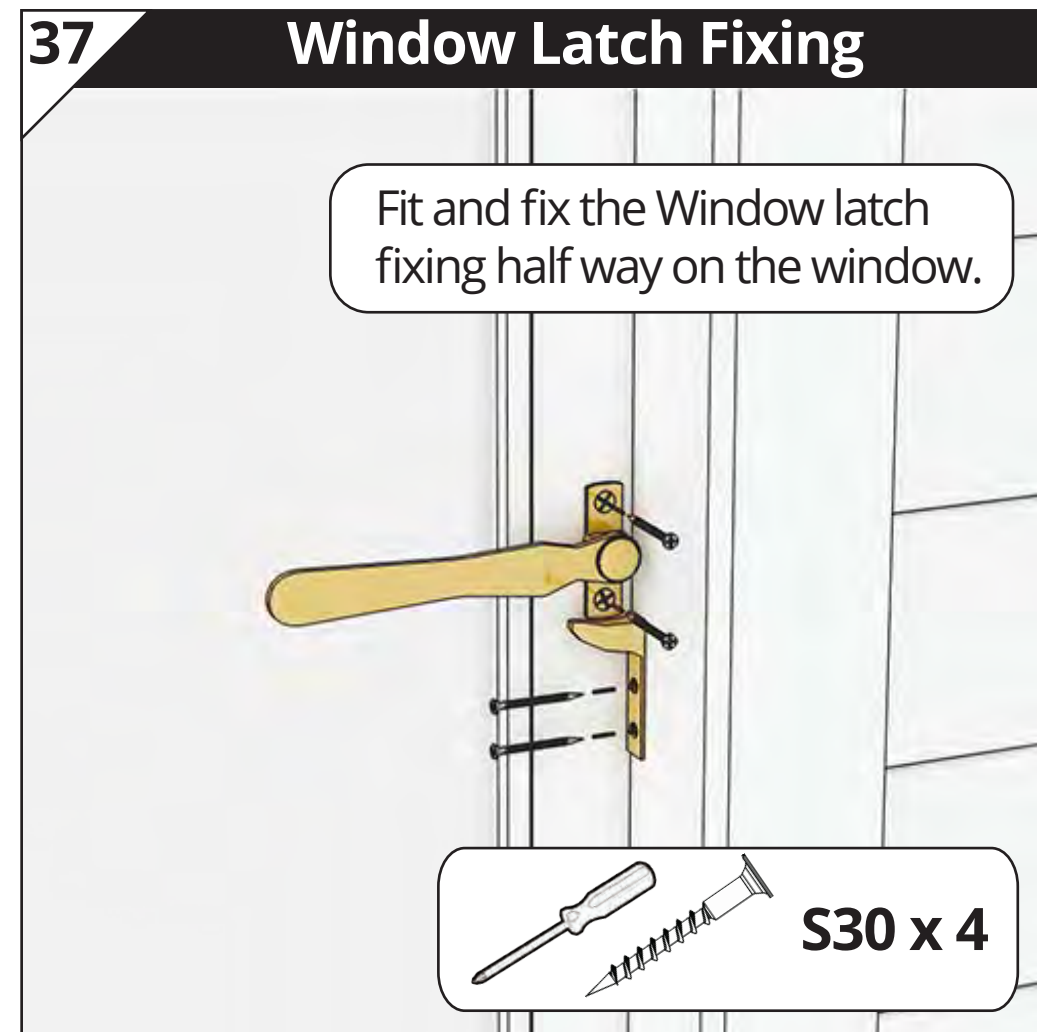
Fit the Opening Window close to the side edge of the window frame

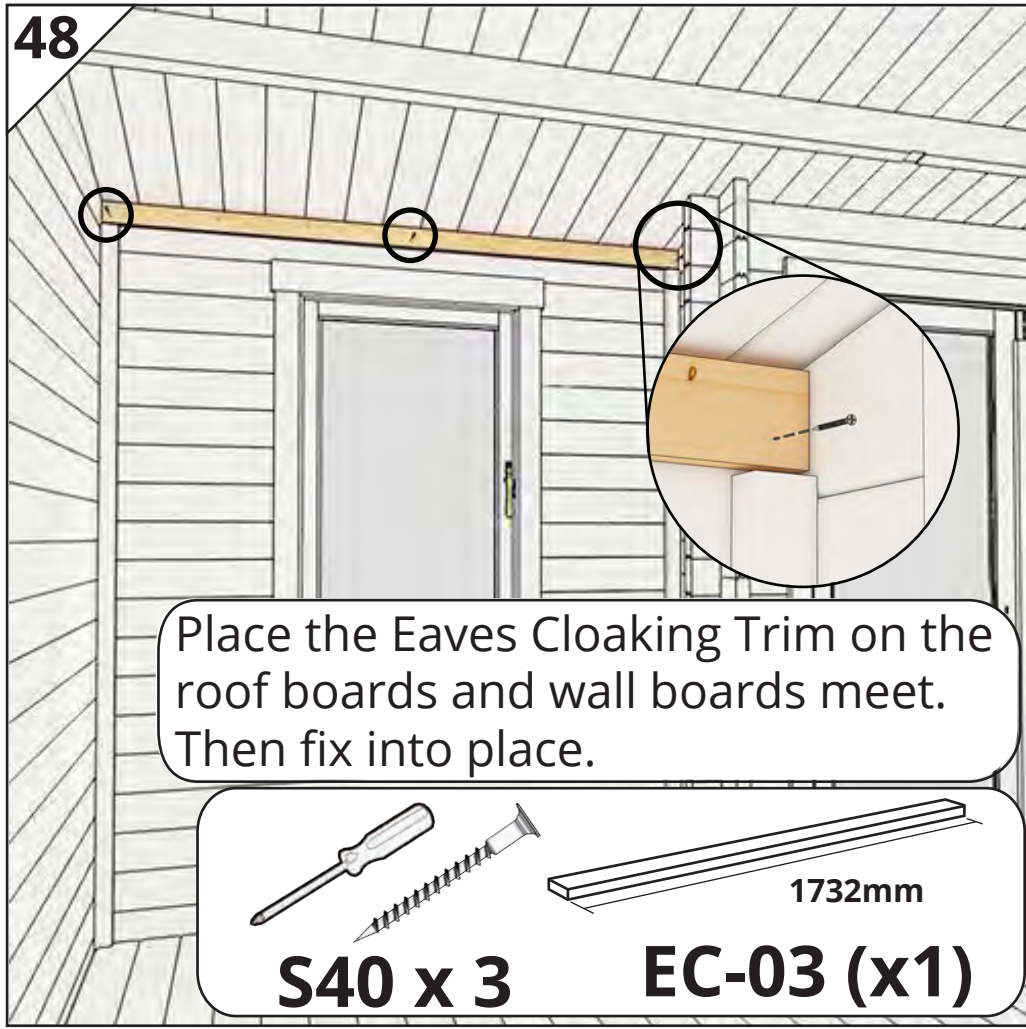
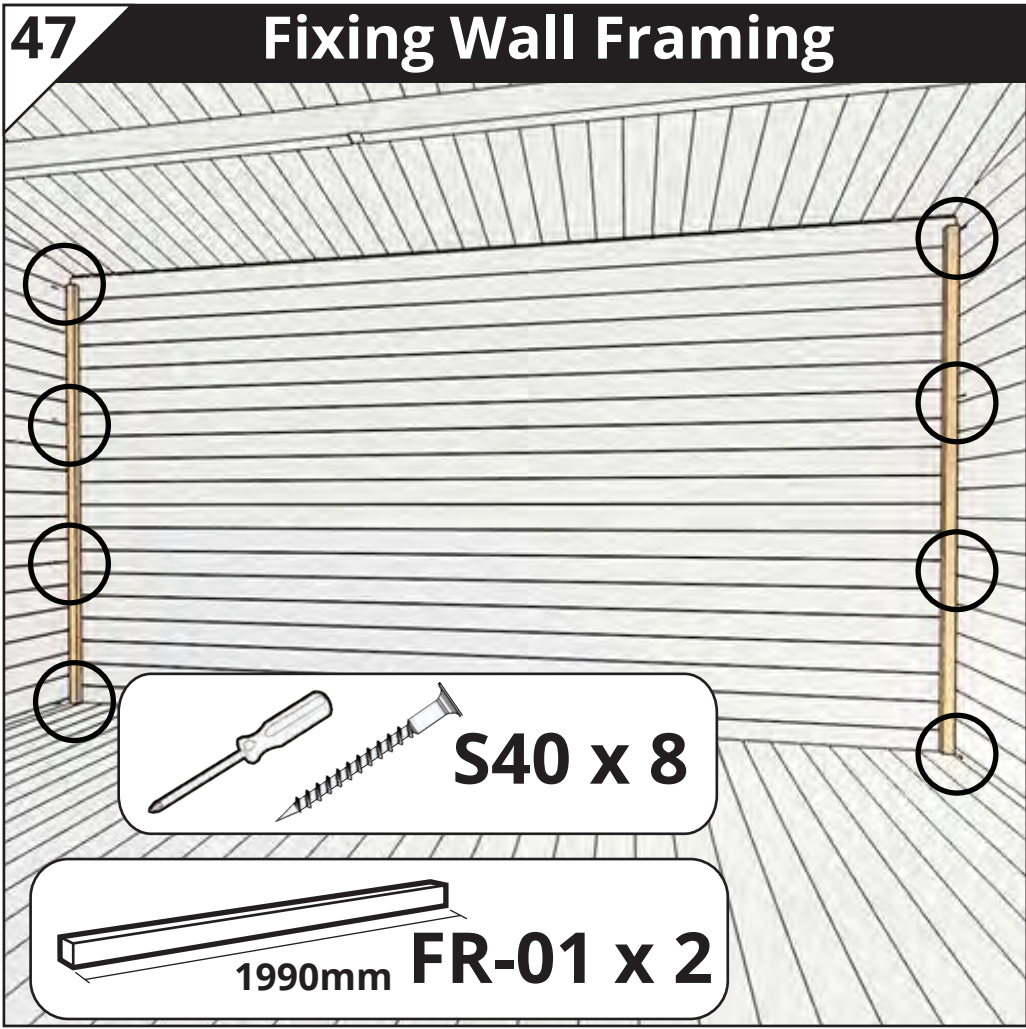
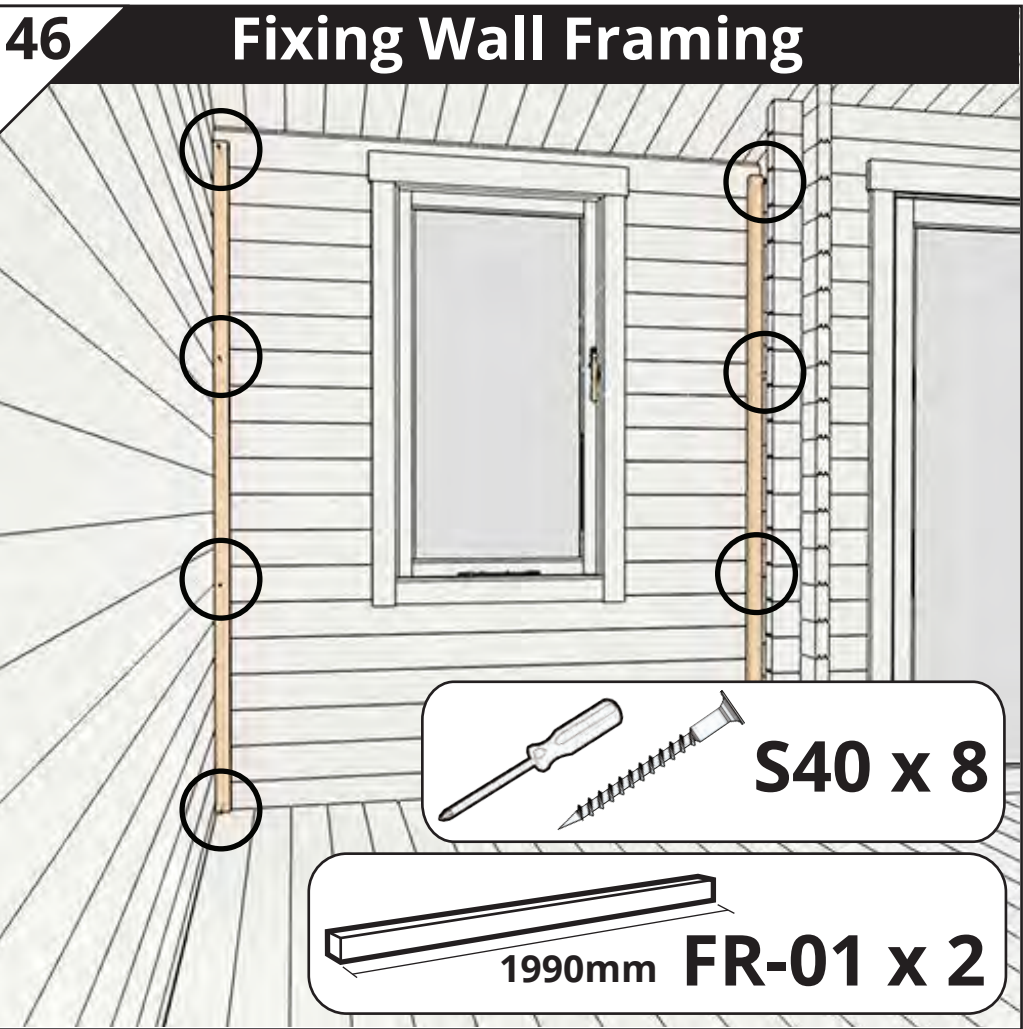
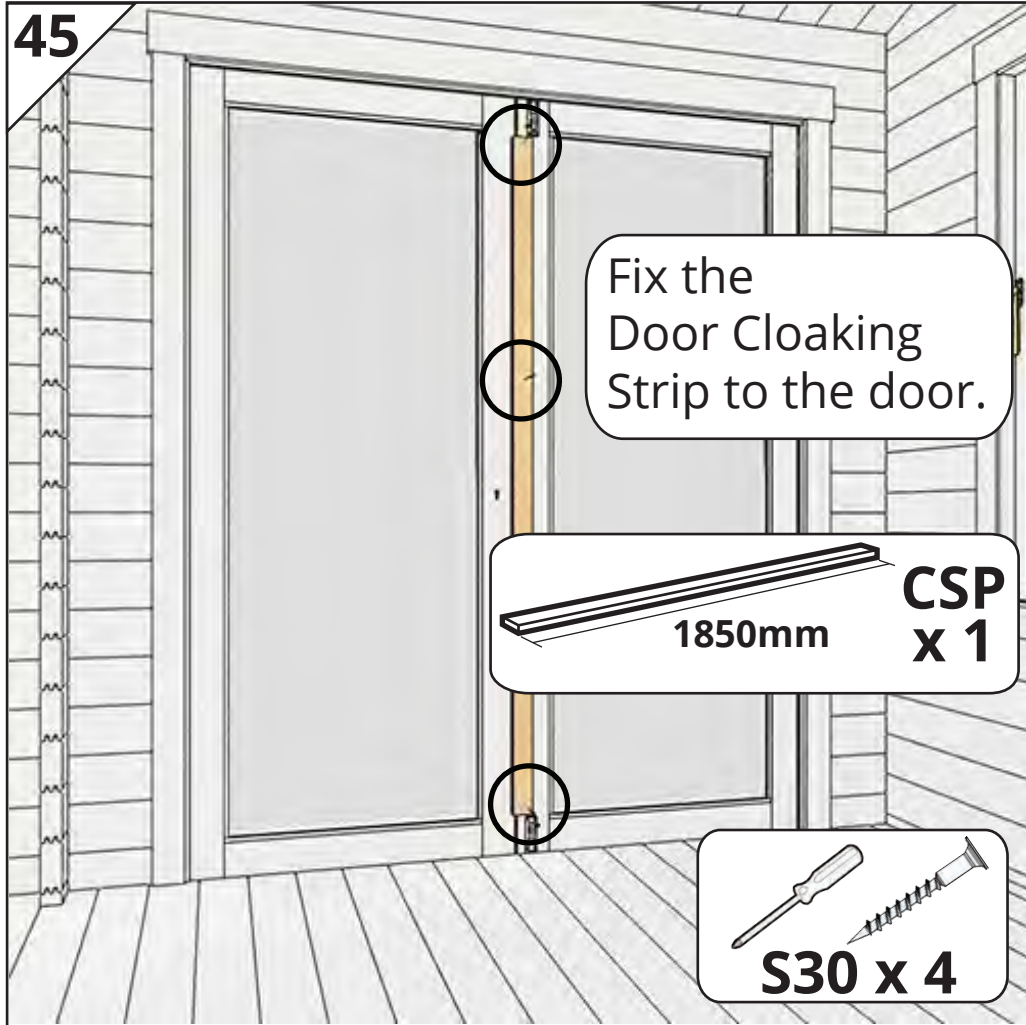
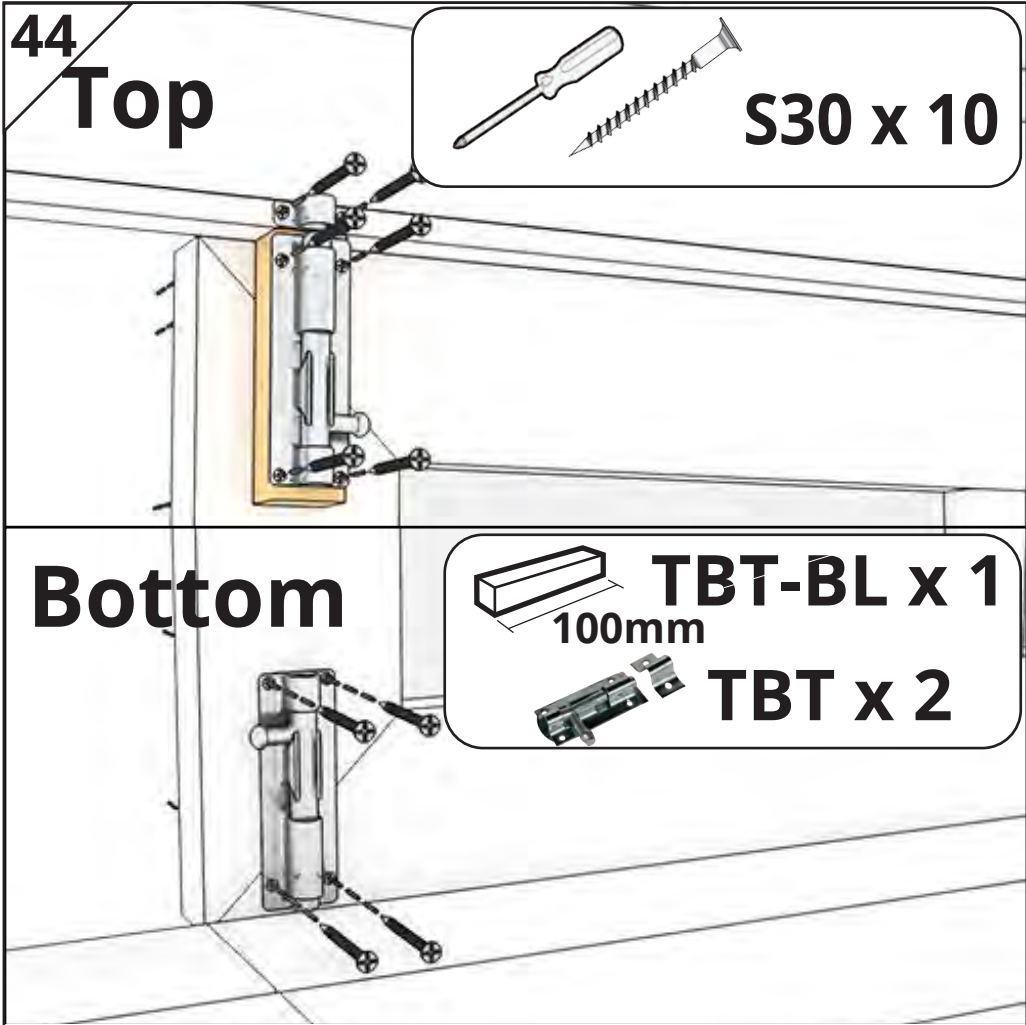
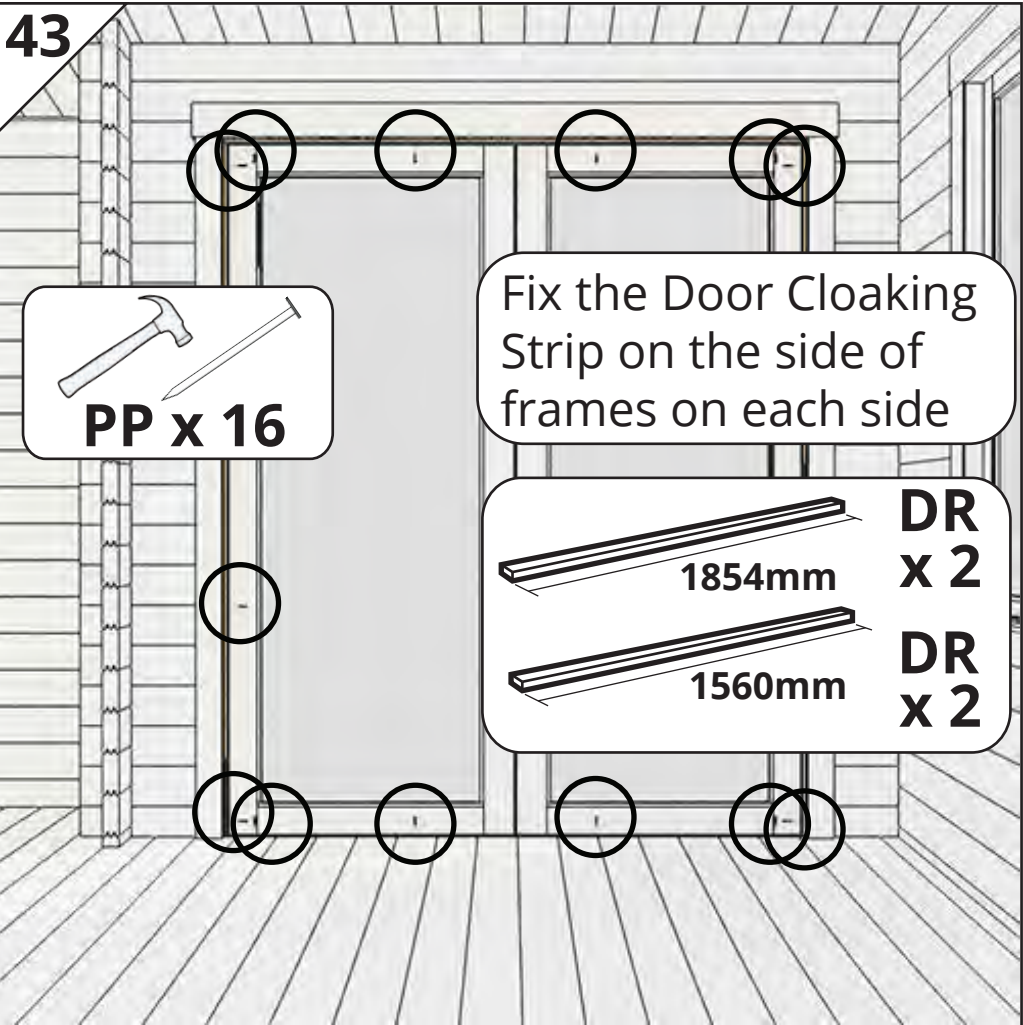


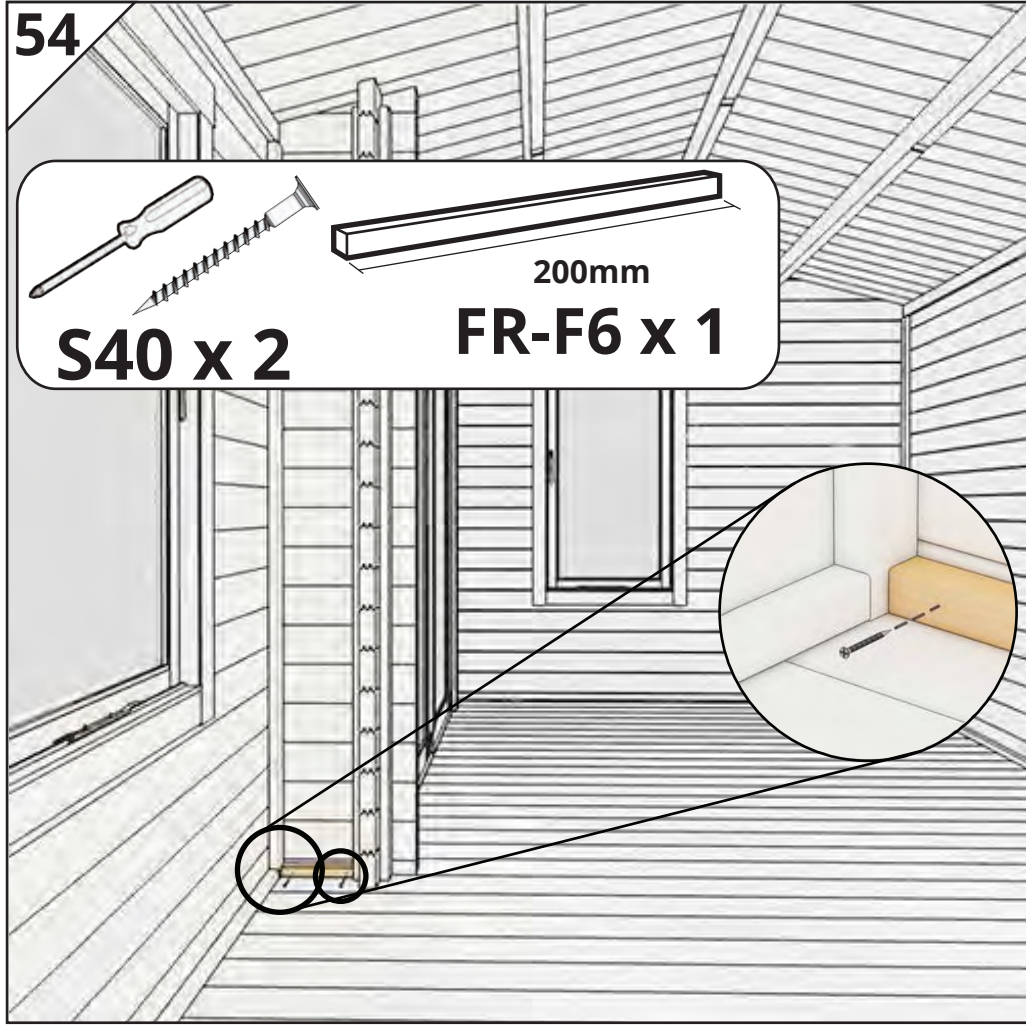
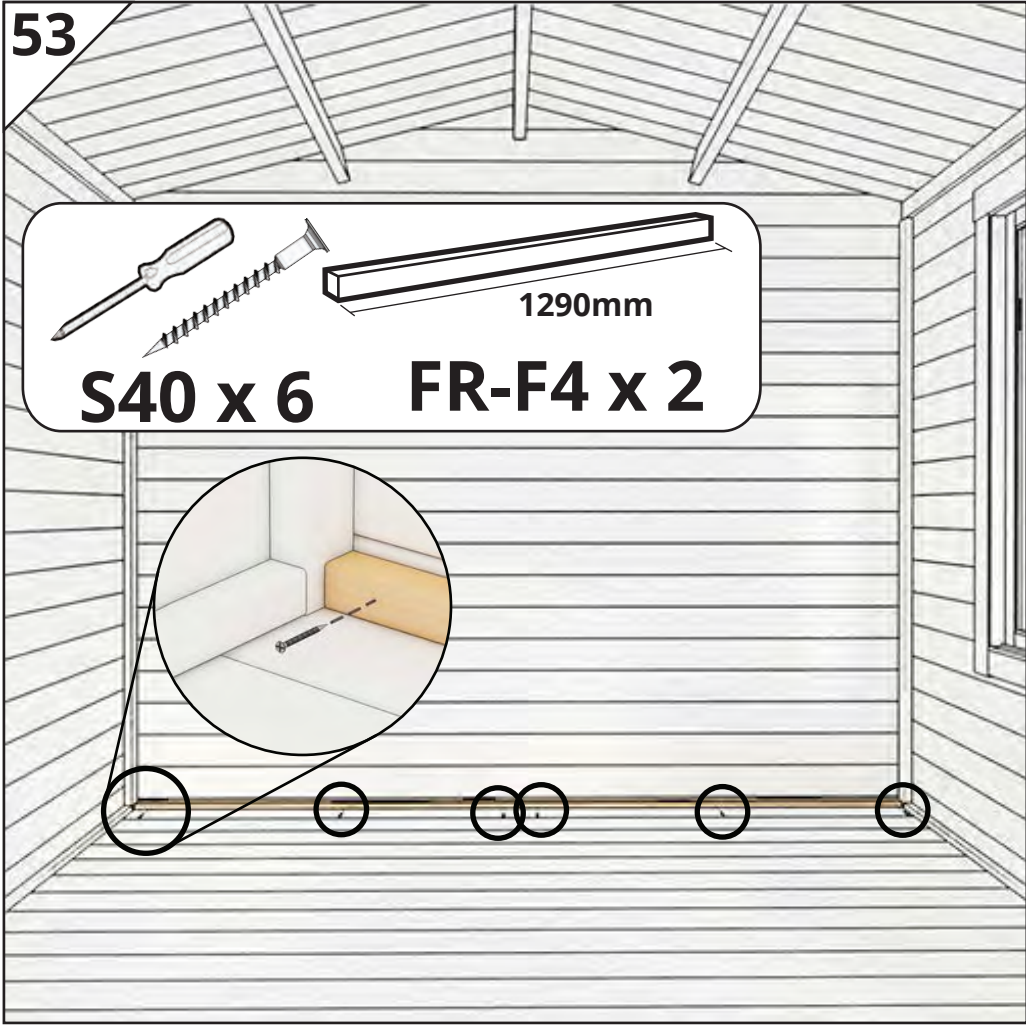
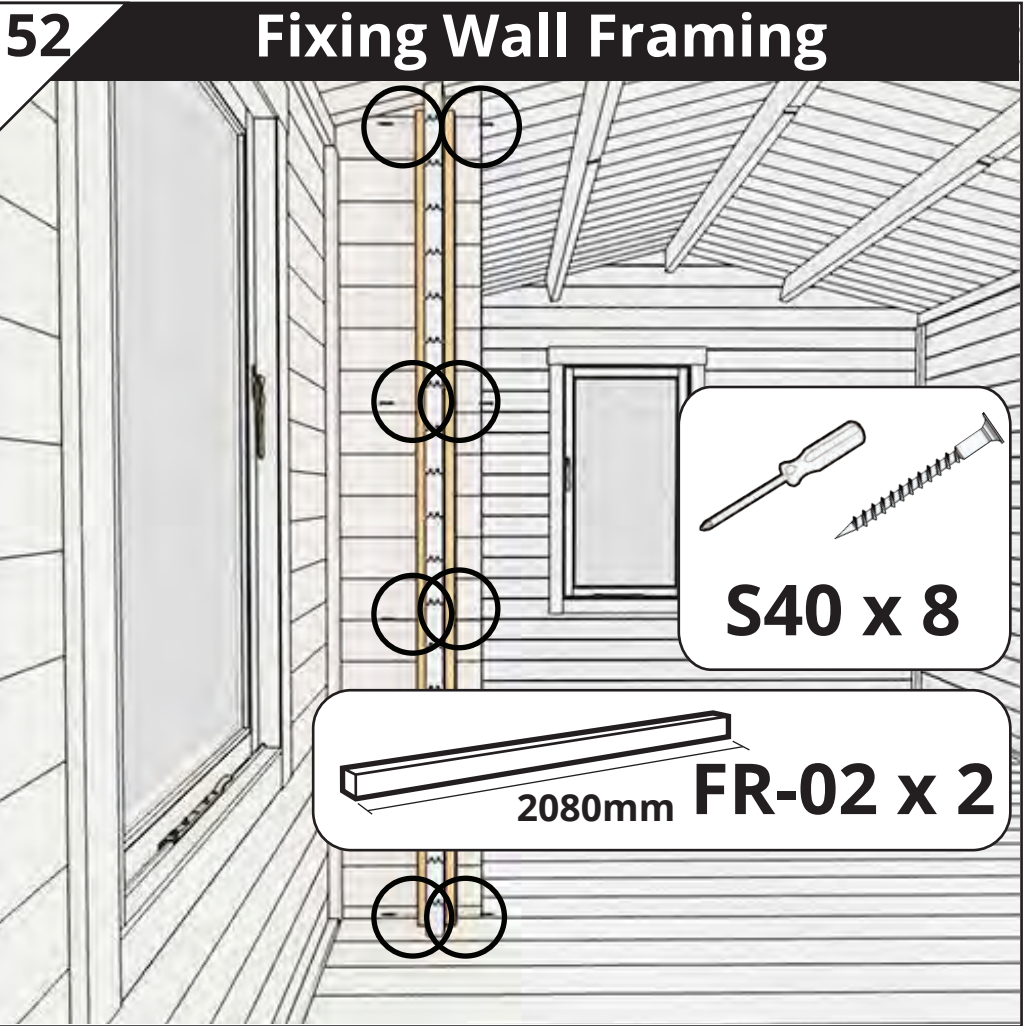
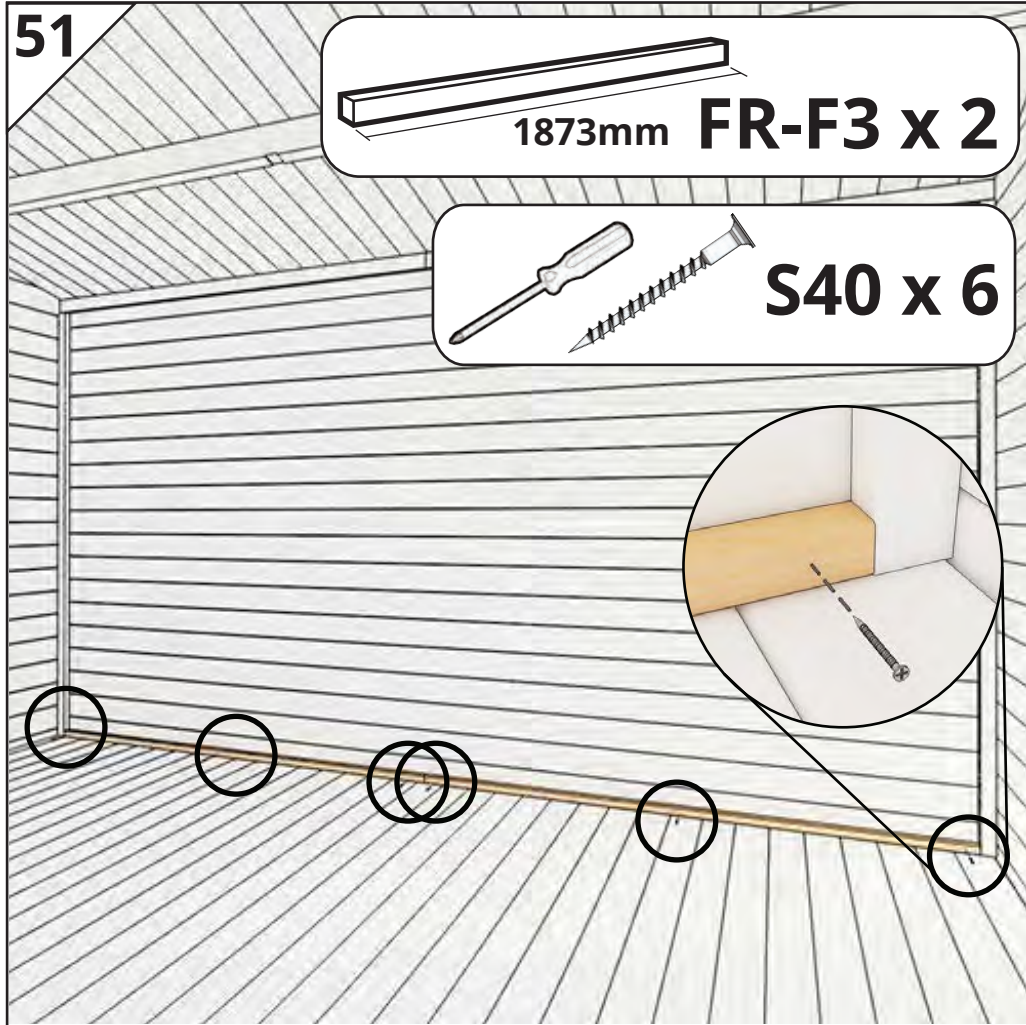
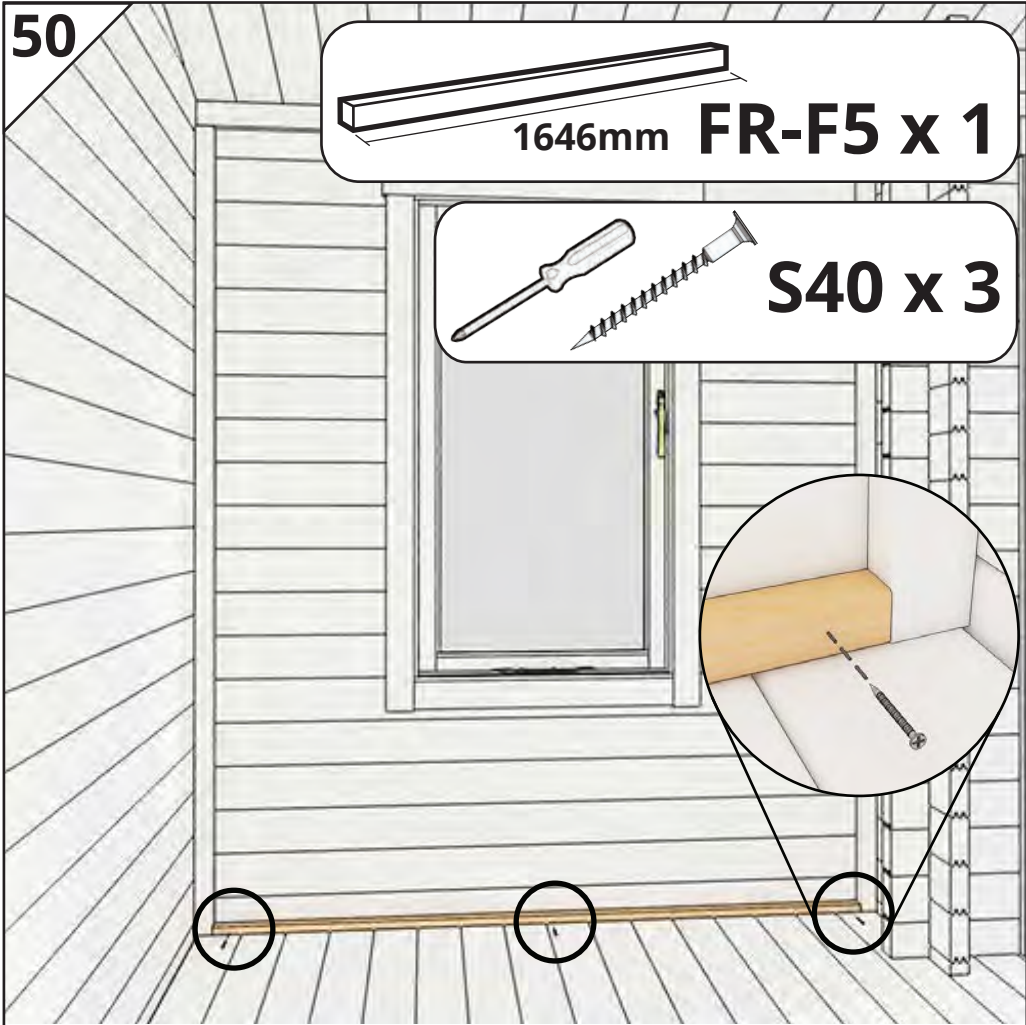
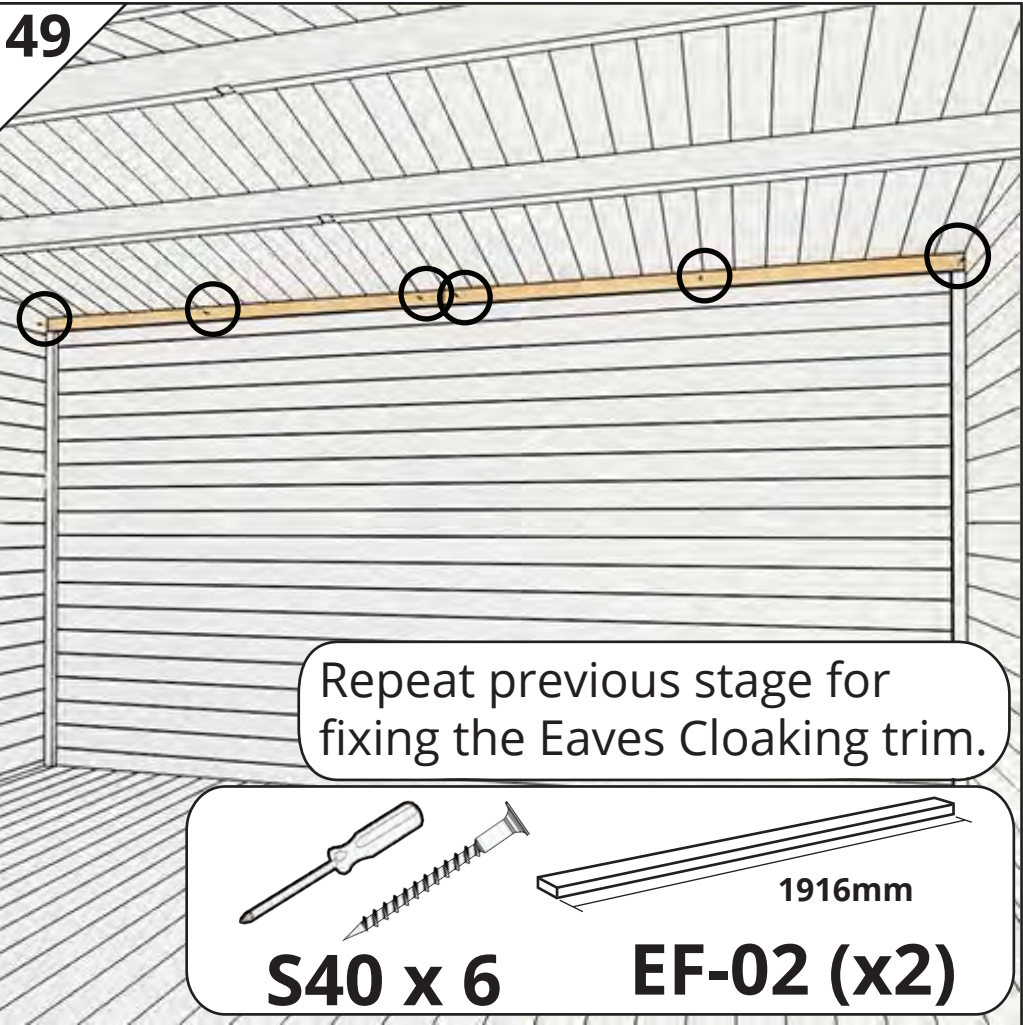
36 Fixing Opening Window

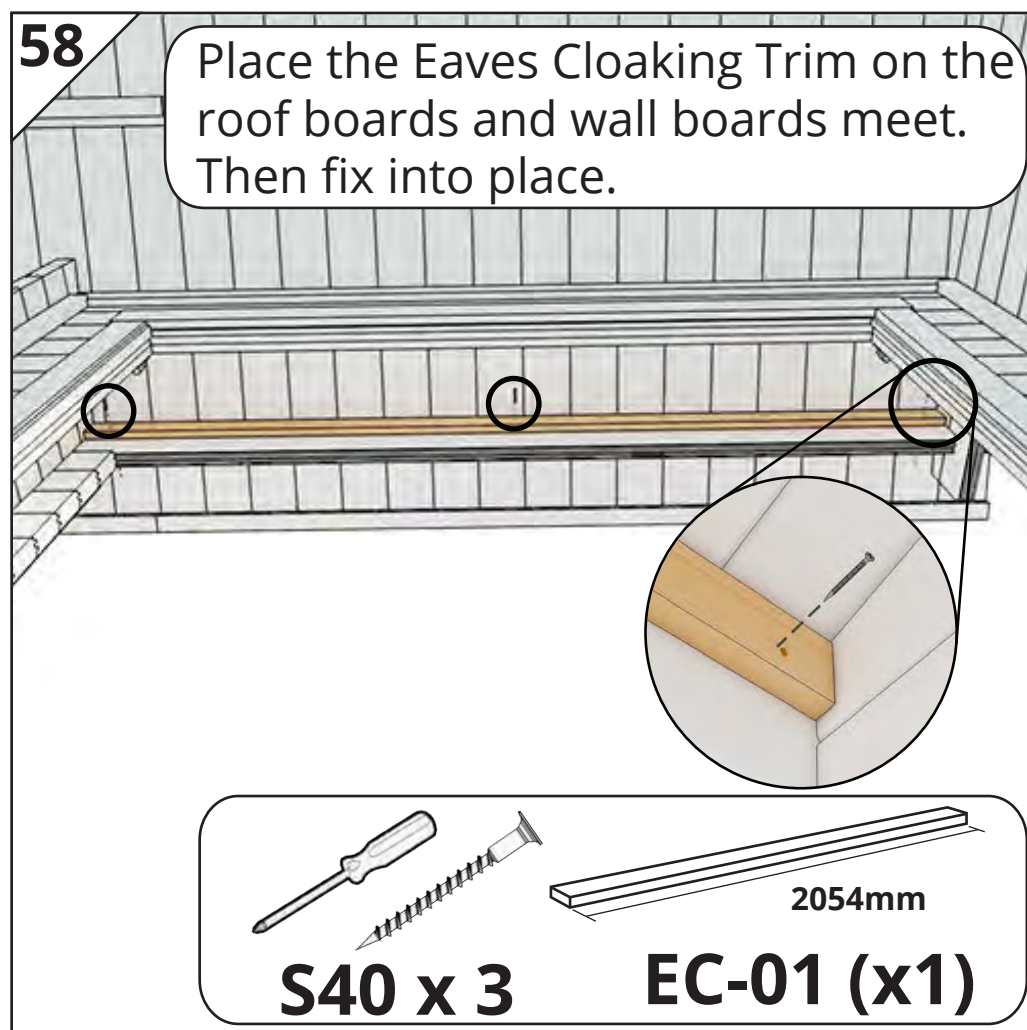
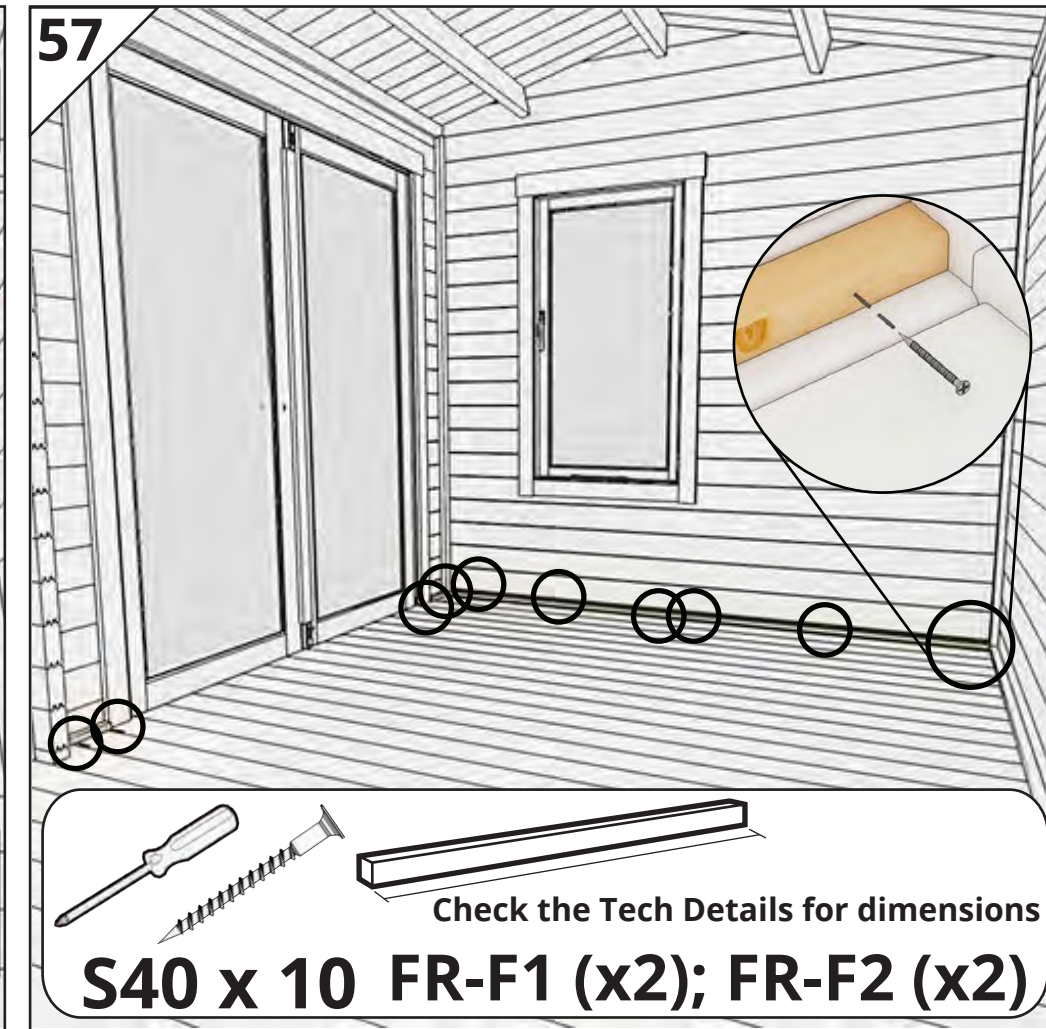
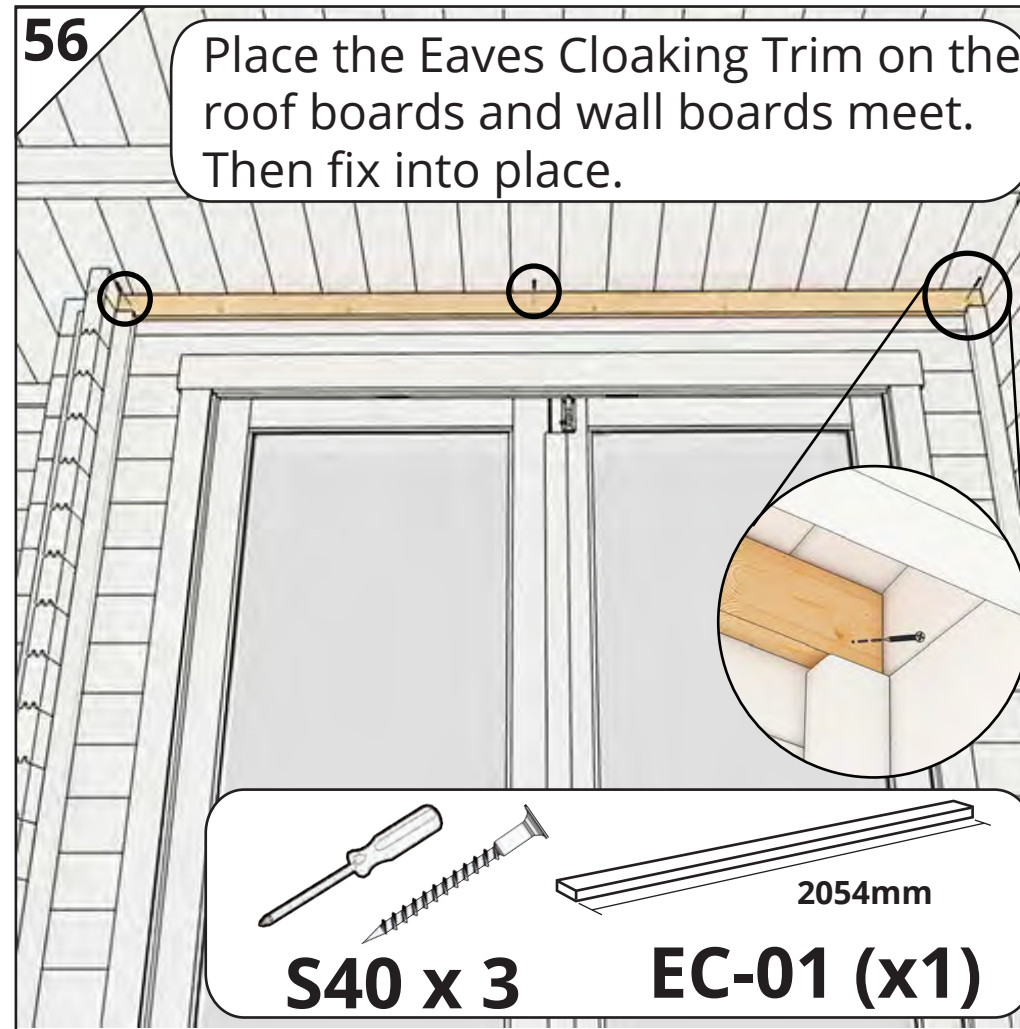
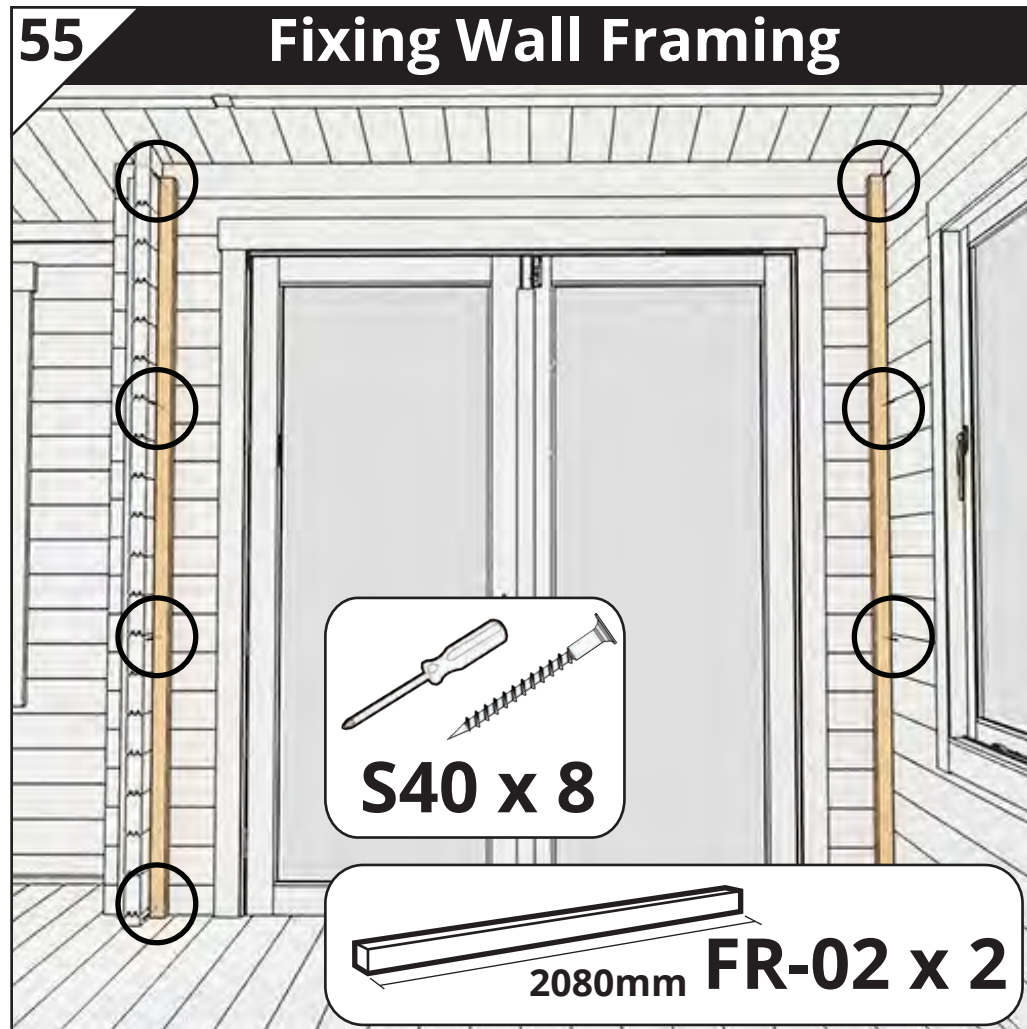
The Casement Stay joint fits centrally to the opening window. 2 people will be required for this.

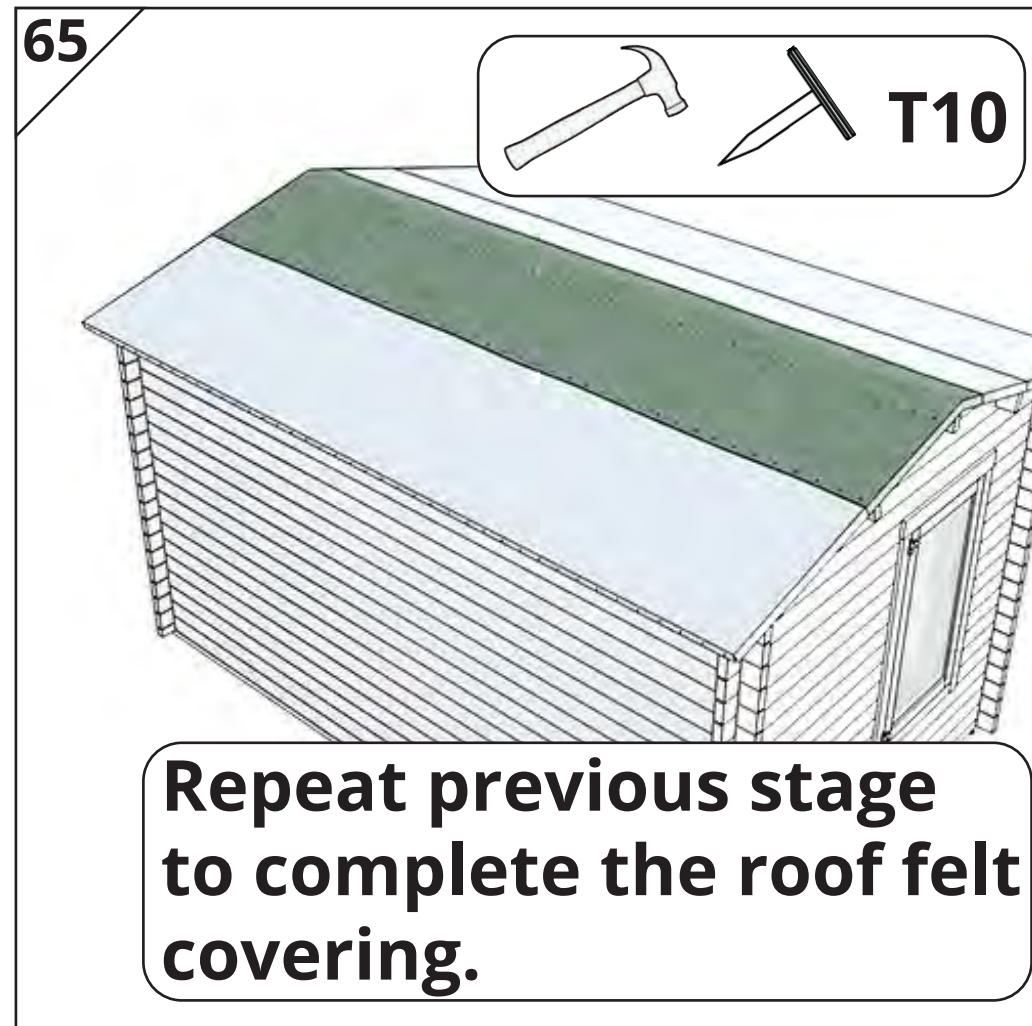
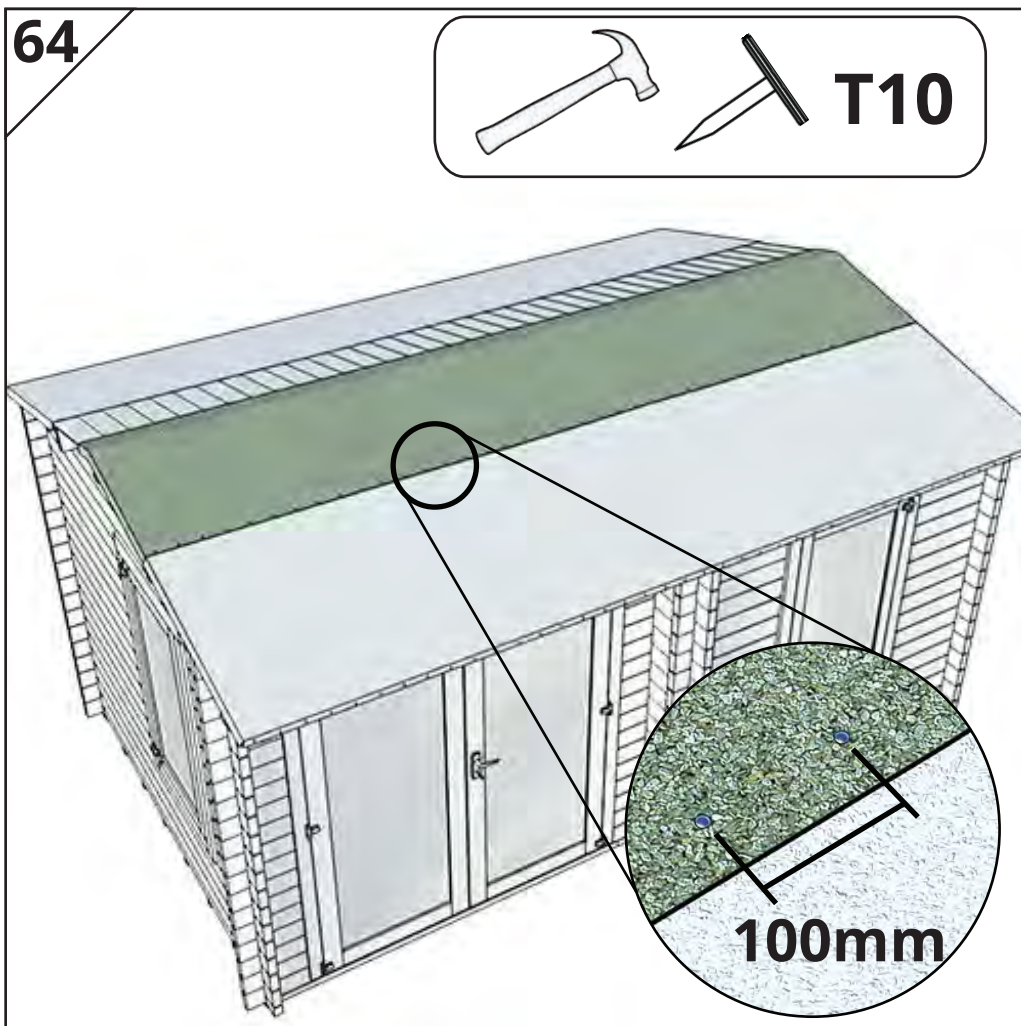
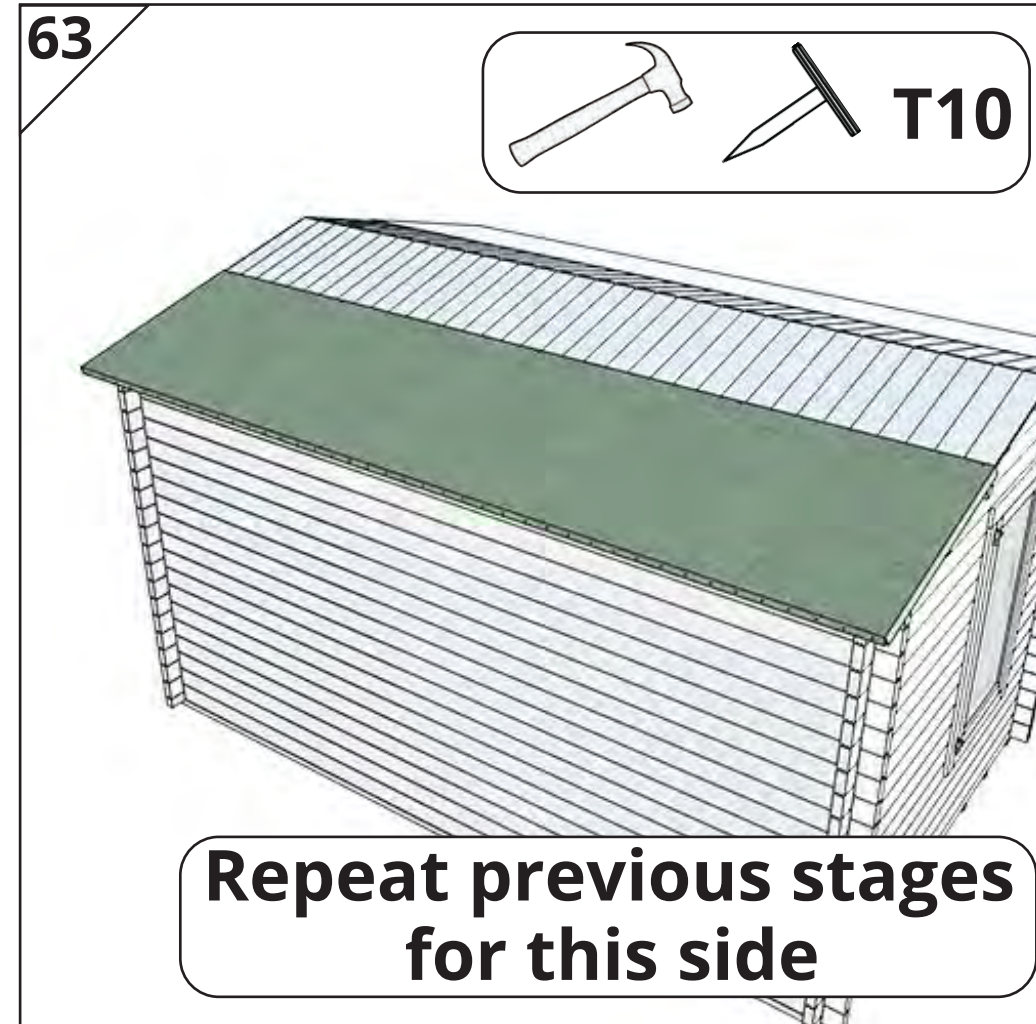
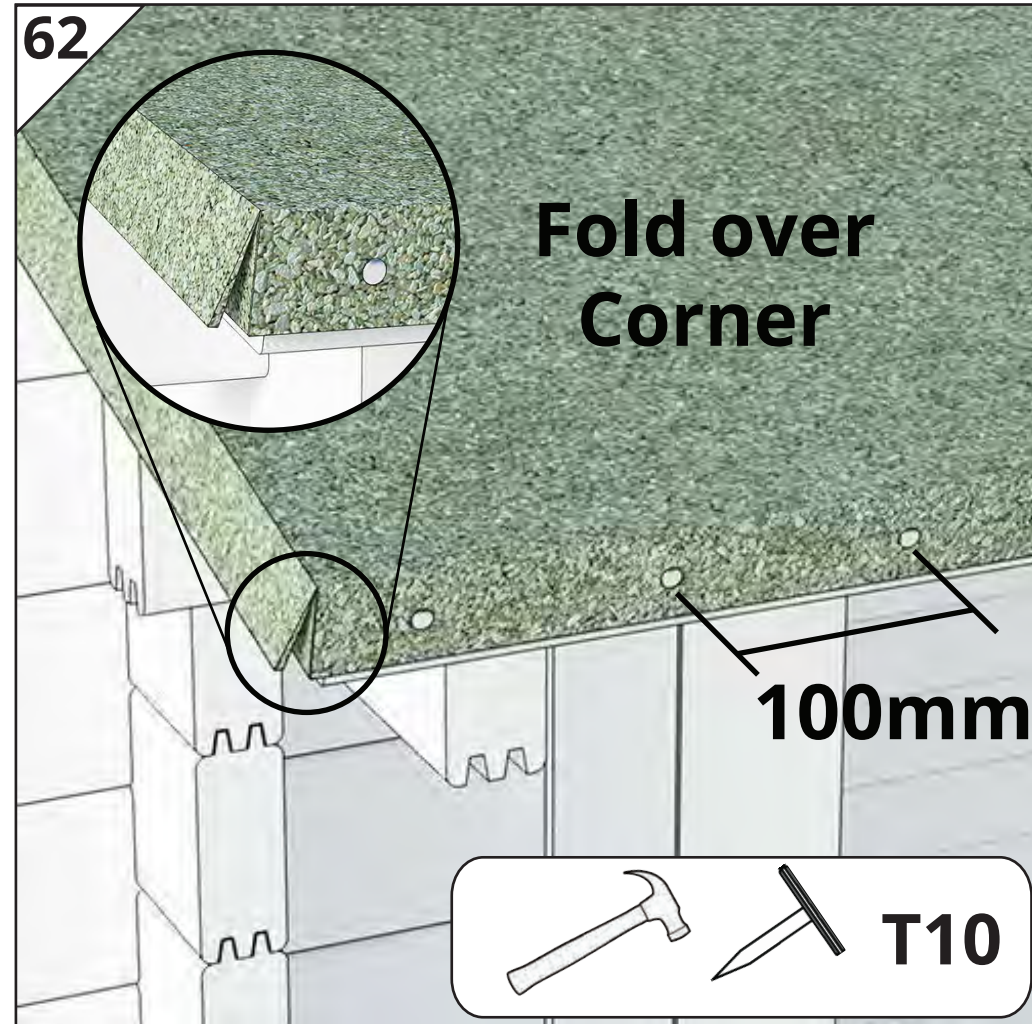
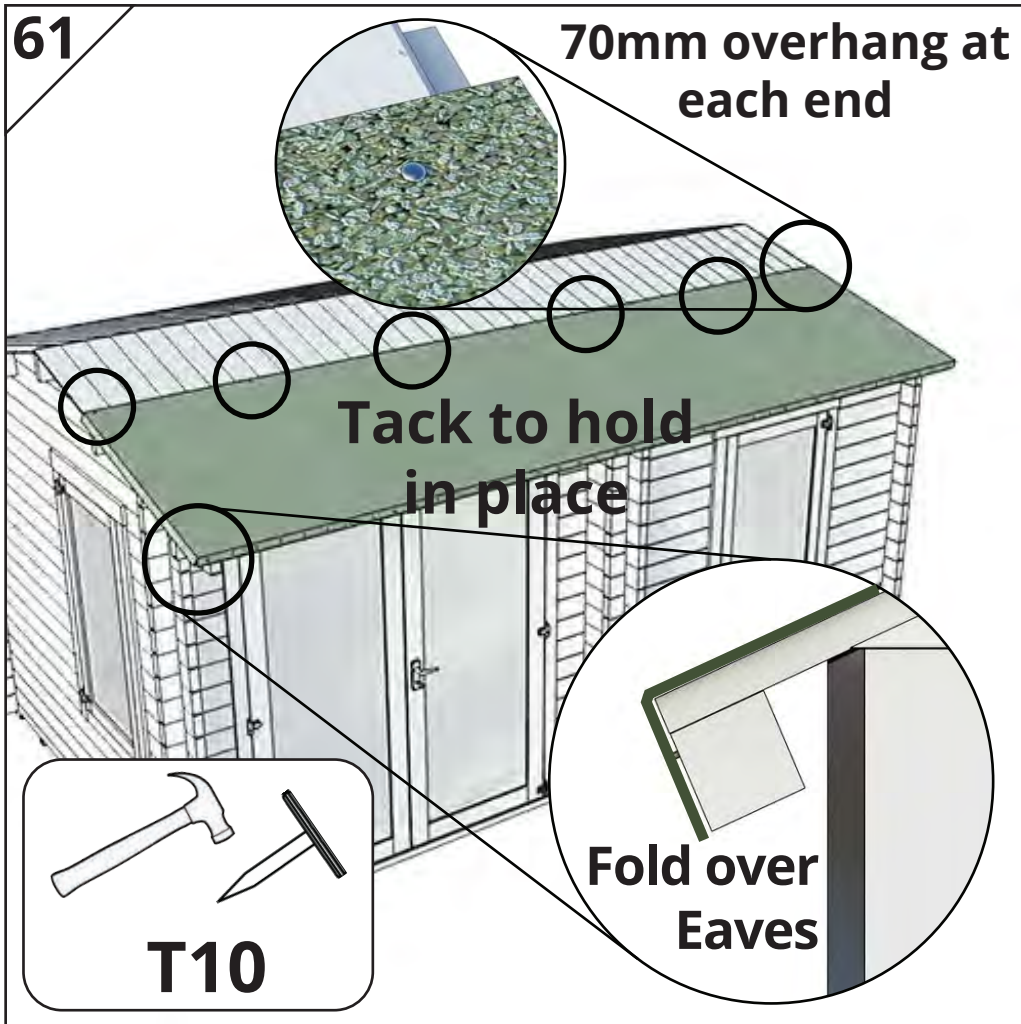




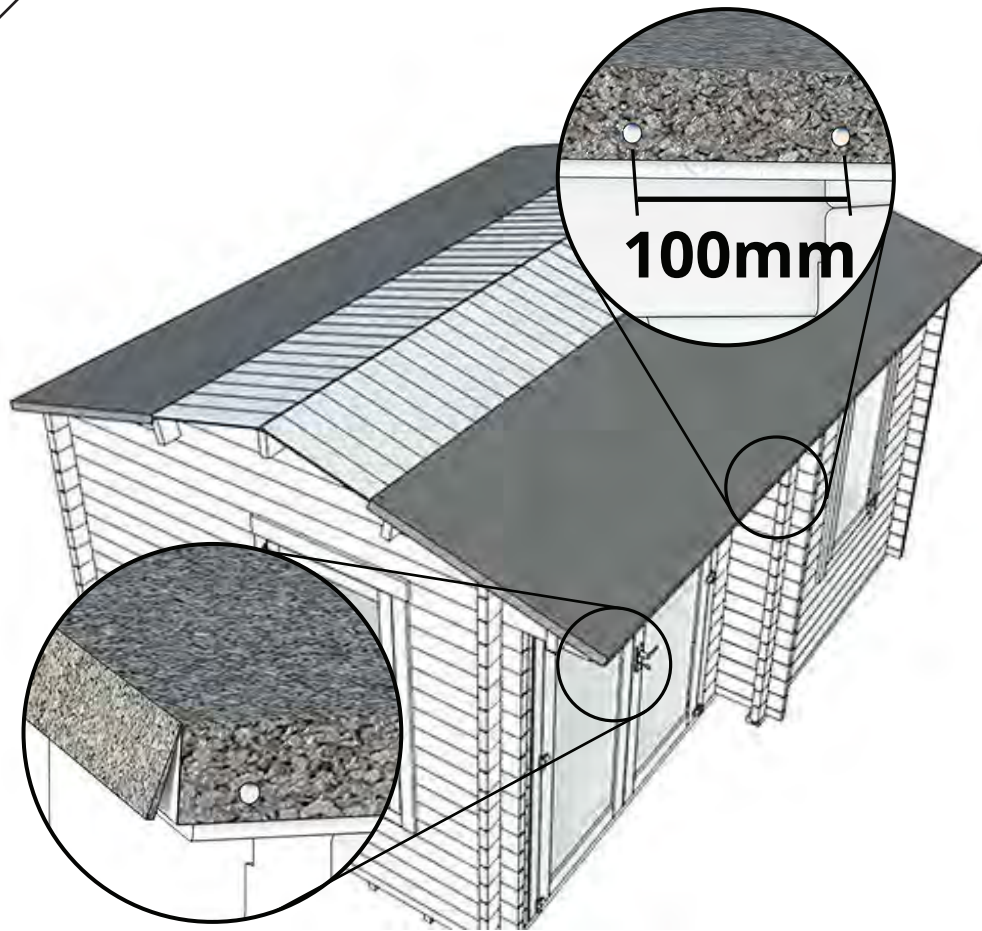




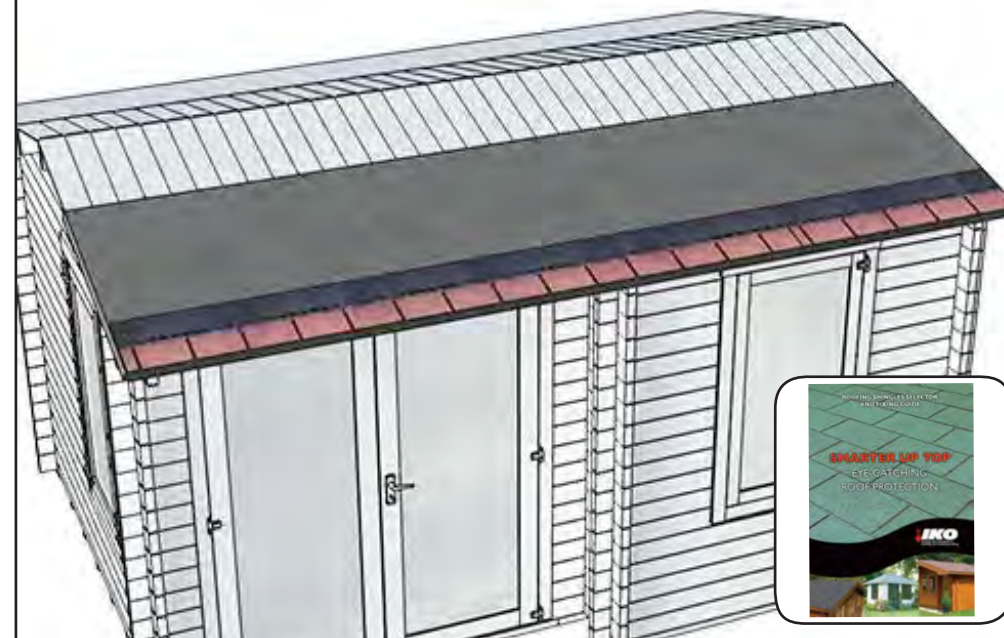




67 For Shingles Roof Covering Only

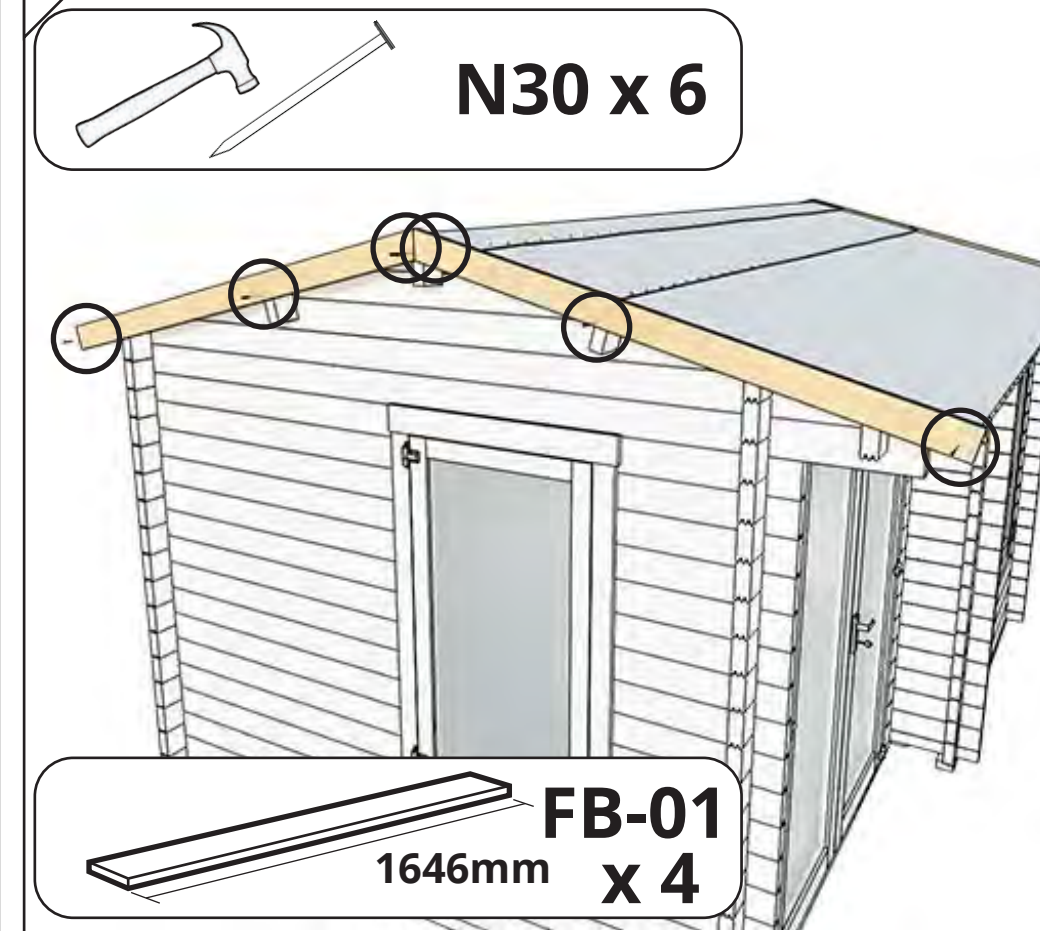


68 For Shingles Roof Covering Only

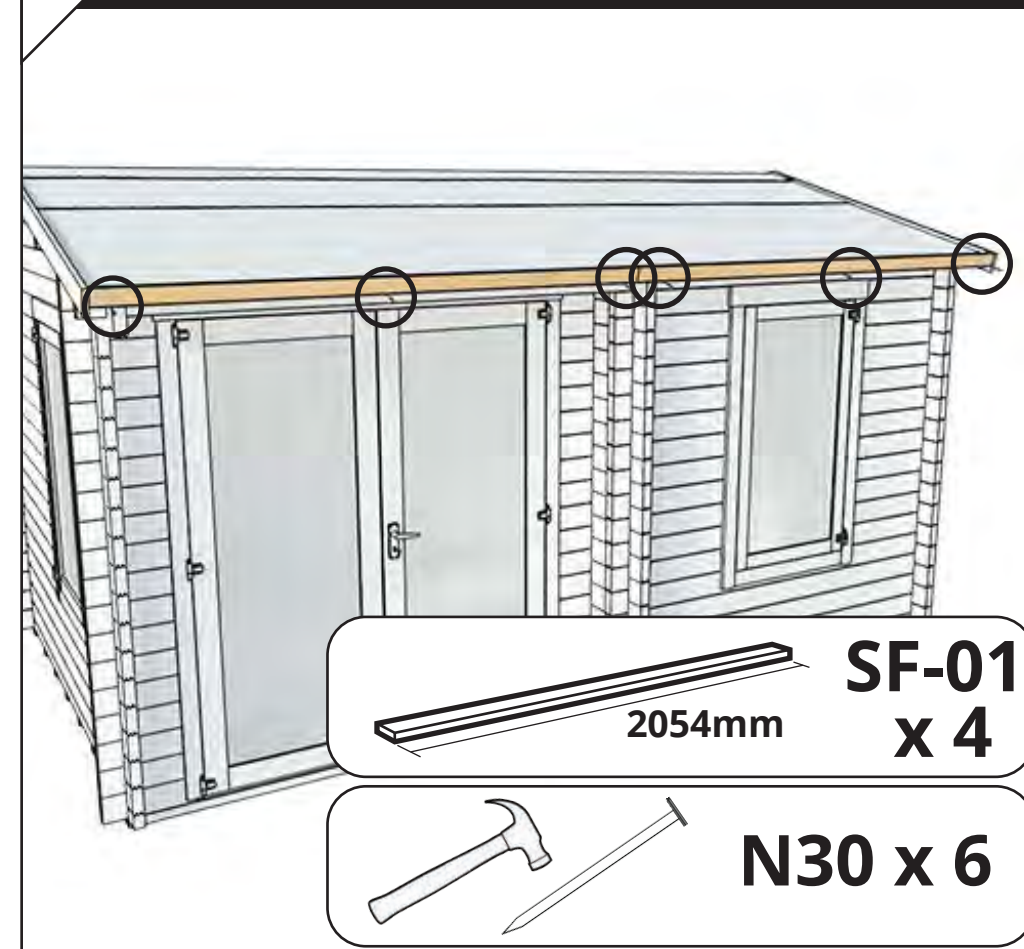


Use the Shingles Instructions that come with the packs

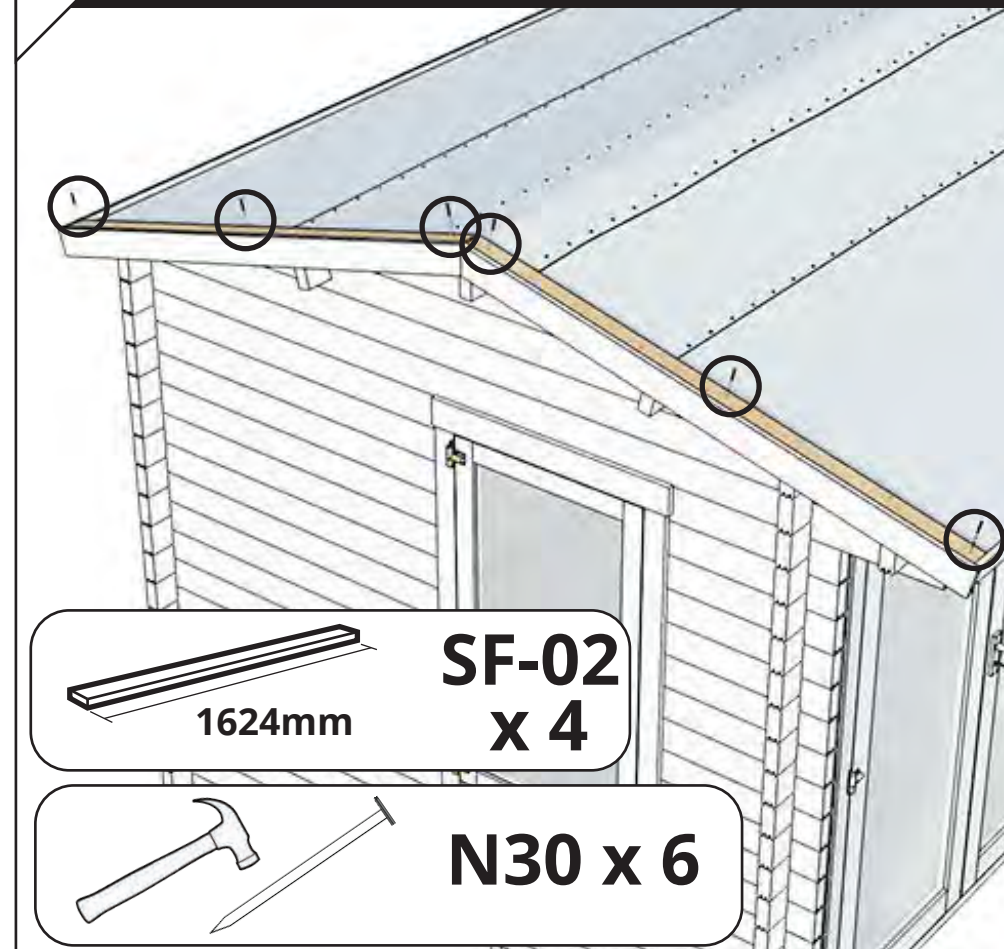
69 Facia Fixing Stage



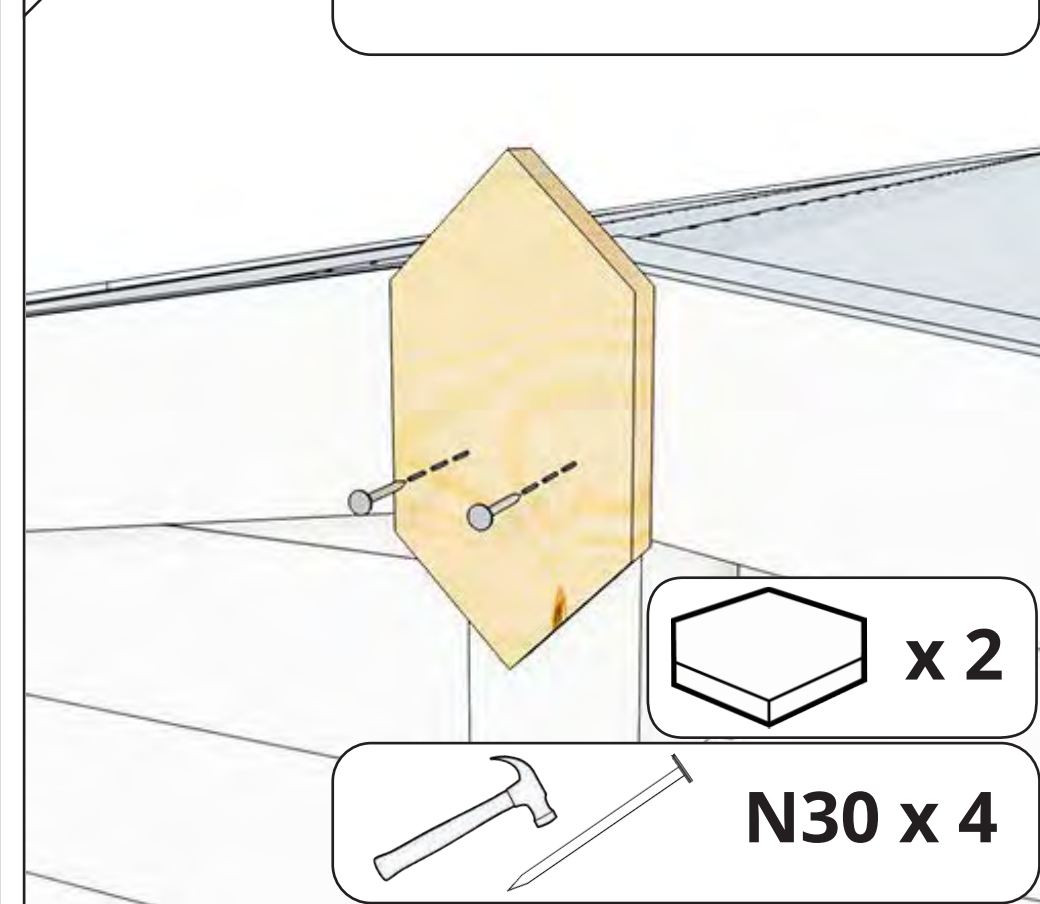
70 Barge Board Fixing Stage



71 Side Weather Fixing Stage



72 Pilot drill holes first



73

Protect your building

44mm W4.0m x D3.0m Seattle Home Office (Double Door)



**Please refer to page 3 for
the required building
maintenance for the seasonal
timber movement**

74

Protect your building

35mm W4.0m x D4.0m Seattle Home Office (Double Door)



**Please refer to page 3 for
the required building
maintenance for the seasonal
timber movement**