

SUMMERHOUSE TETBURY



Garden Buildings

# Octagonal 8x8 Instruction Manual



Please read all instructions before proceeding

08/17



# 8' x 8' 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 [www.greenhousepeople.co.uk](http://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.

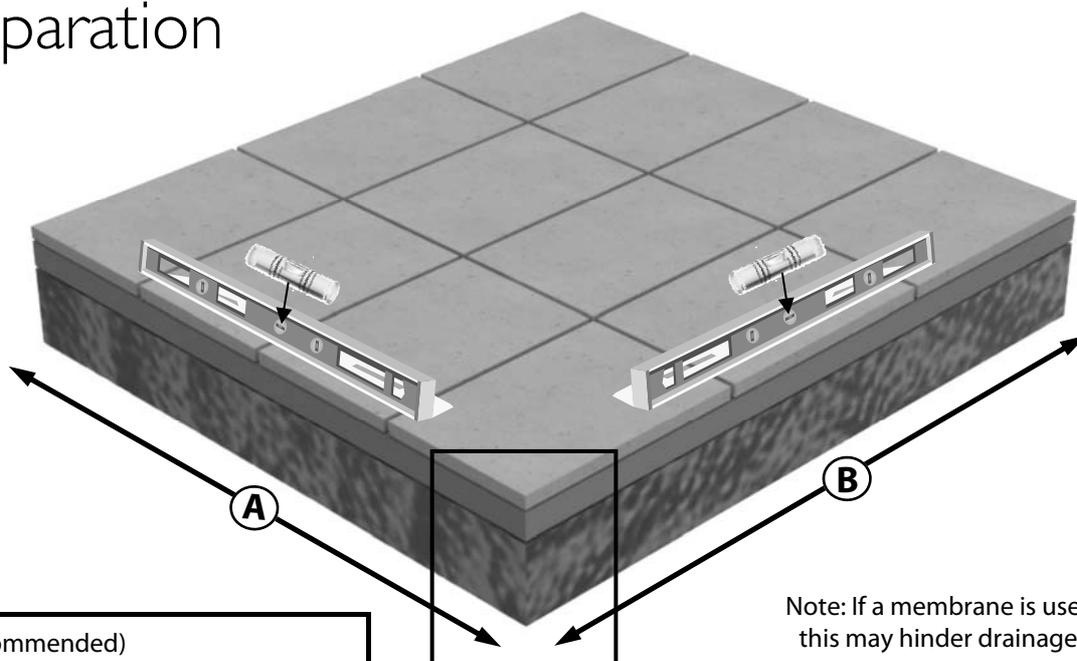
## **Site Preparation**

- 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).

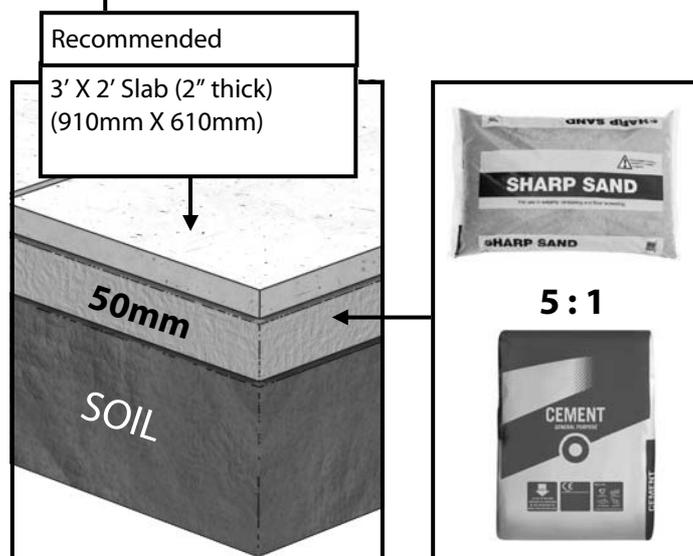
# Base Preparation



**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)
8 ft - 2508mm	8 ft - 2508mm	3050	2730

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



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.

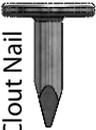
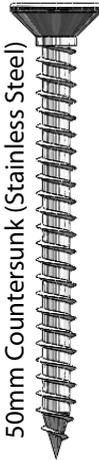
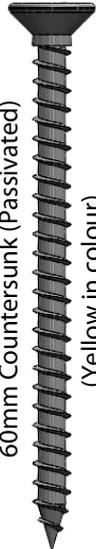
Finally, and most importantly, choose a site where your Alton summerhouse will look right so that it will complement your garden.

# 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:

Fixing felt	Fixing ironmongery	Used on wooden trims	Fixes ply roof panels	Used on side clanking and fascias	Fixing roof bracket and finial	Used on floor and side panels	Fixes soffits and roof bars to the eaves
02-1675	EV0336	02-1680	02-1814	EV0332	EV0333	02-5110	EV0334
12mm Clout Nail	25mm Countersunk (Stainless Steel)	30mm Panel Pin (Stainless Steel)	1 1/2 inch Countersunk (Zinc Plated)	40mm Pan Head (Stainless Steel)	50mm Countersunk (Stainless Steel)	60mm Countersunk (Passivated) (Yellow in colour)	80mm Countersunk (Stainless Steel)
							

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.

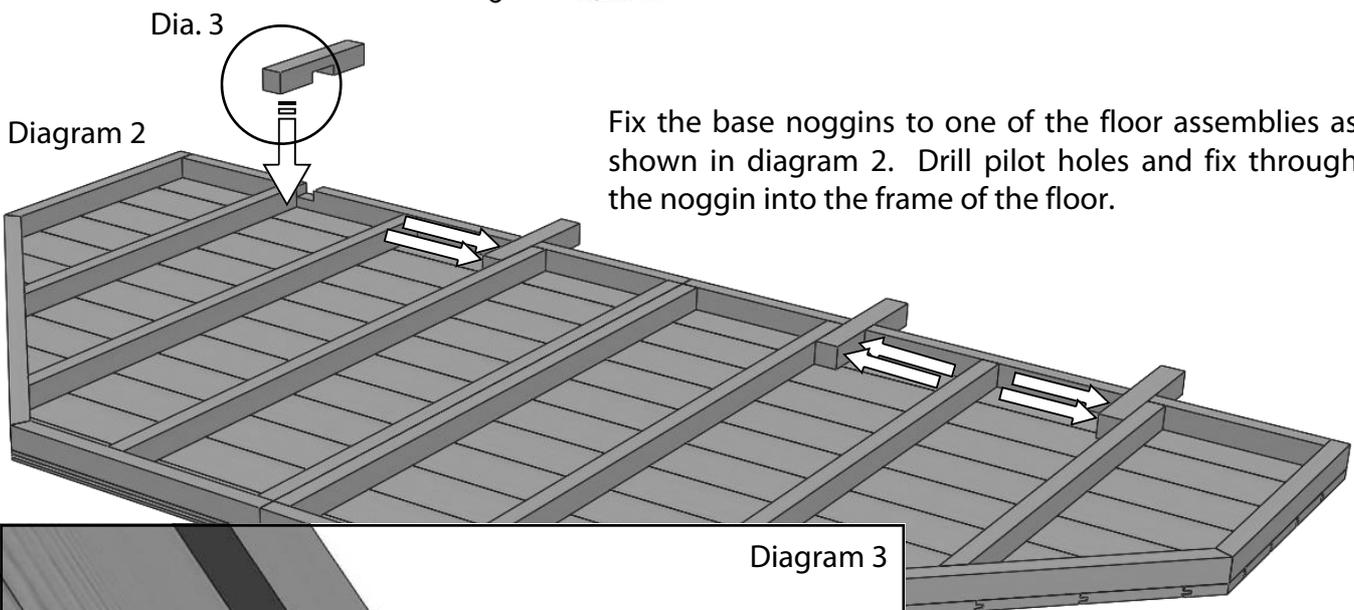
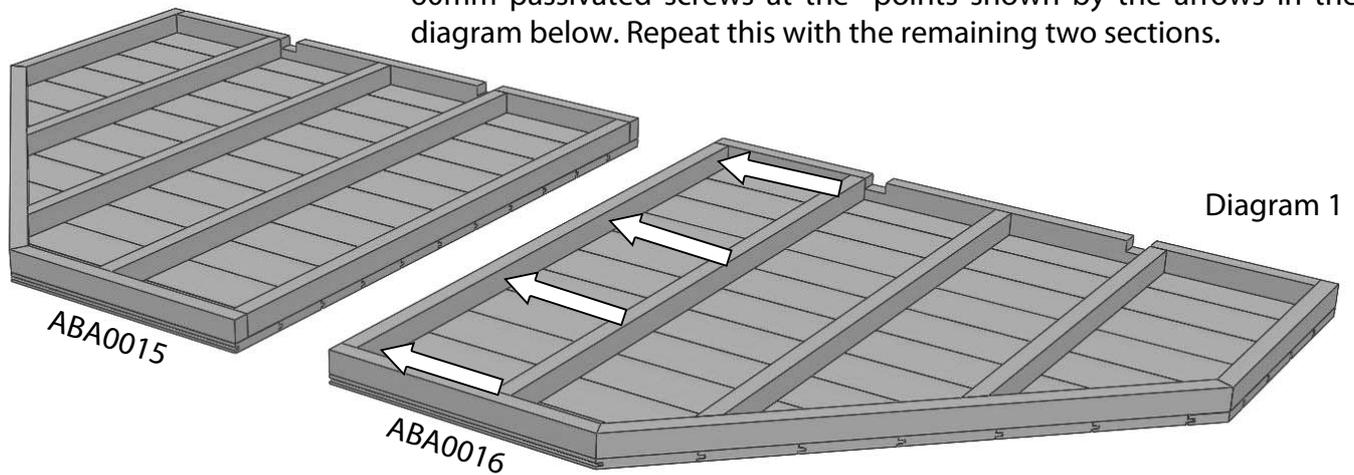
When screwing through one piece of timber into another it is always recommended to pre-drill the first piece. This will prevent the timber from splitting which could be unsightly.

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.

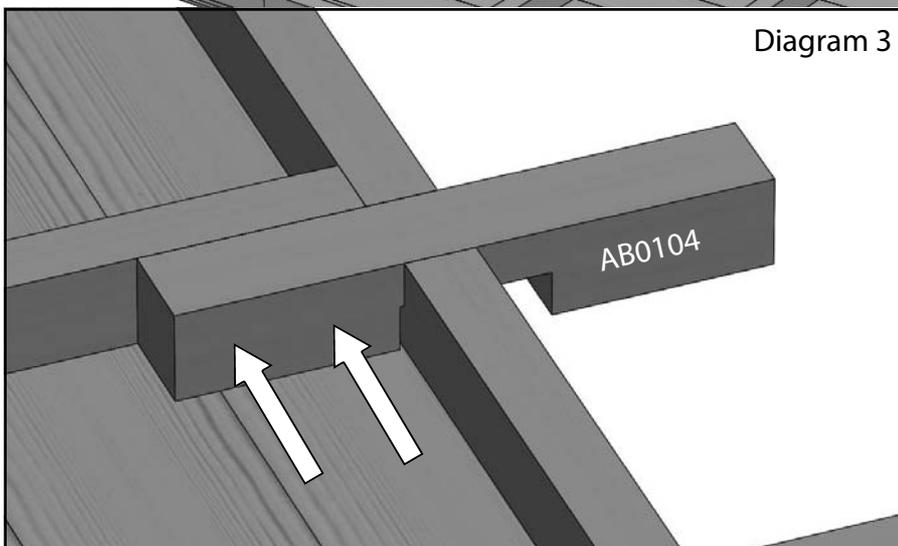
If any glass is broken during construction or afterwards you will need to carefully remove the beading on the inside of the building to replace this. You can either call our customer service team for a quote or source it locally. The glass size in the windows is 321mm x 378mm and in the door is 264mm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



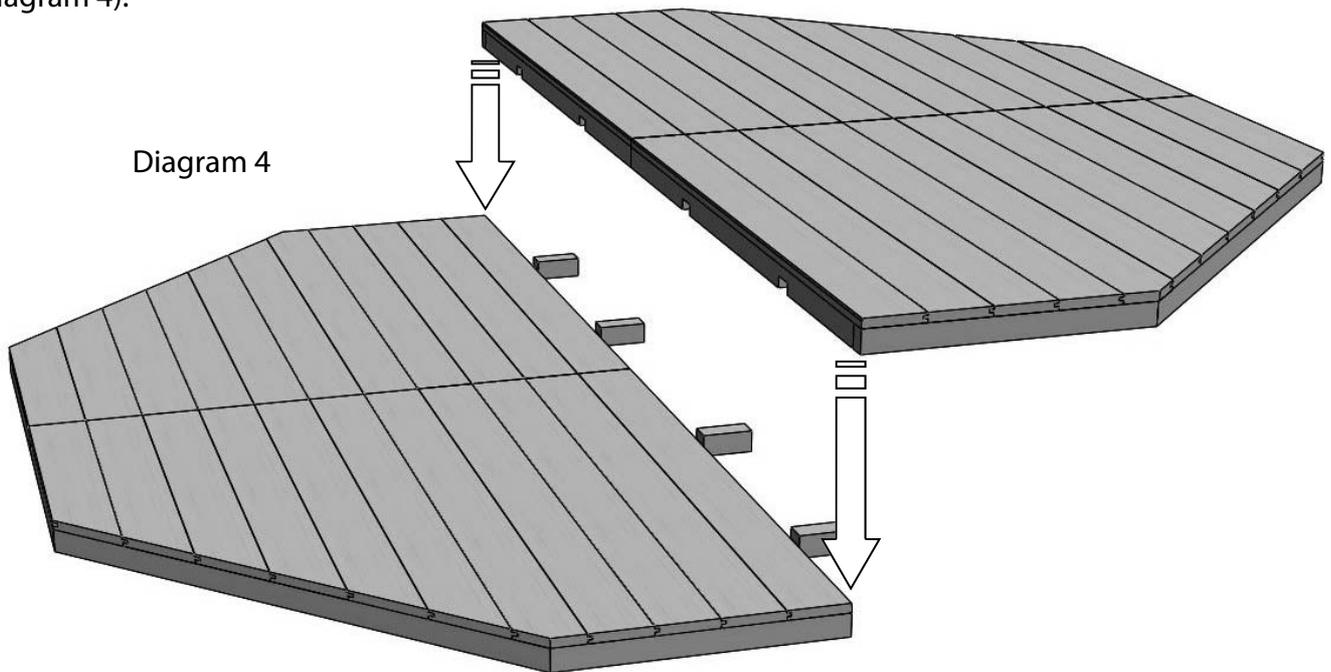
Fix the base noggins to one of the floor assemblies as shown in diagram 2. Drill pilot holes and fix through the noggin into the frame of the floor.



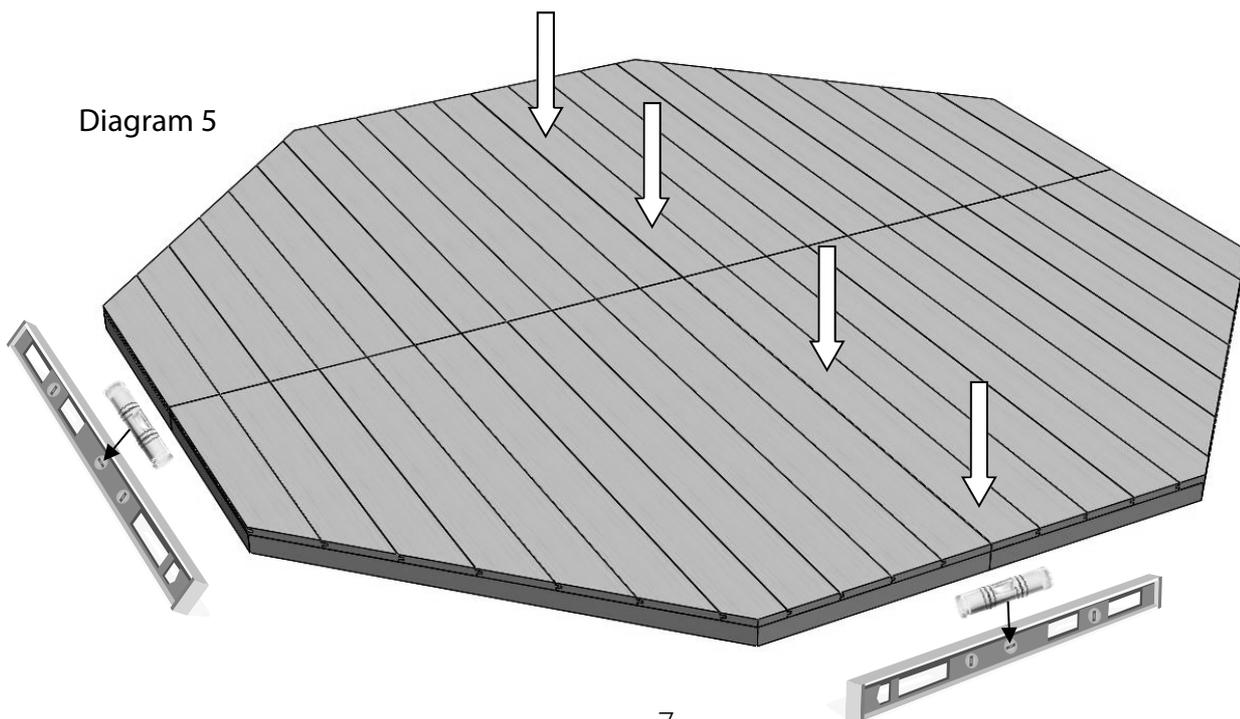
# Floor Assembly

Now the two halves of the floor are assembled and ready to be joined, carefully turn them over and move them into position. You should decide at this point which direction you want the floor boards to run, most would say that they look best running front to back.

Position the half with the noggins attached first, then slide the other half up to it. It's a good idea to make a small mark on the floor without the noggins to indicate the centerline of the noggin, this will insure your screw doesn't miss the noggin. You will then need to lift this half onto the noggins (diagram 4).



Check that the edges of the floor are in line before drilling pilot holes and fixing with 60mm passivated screws (diagram 5). 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.



# Side Assembly

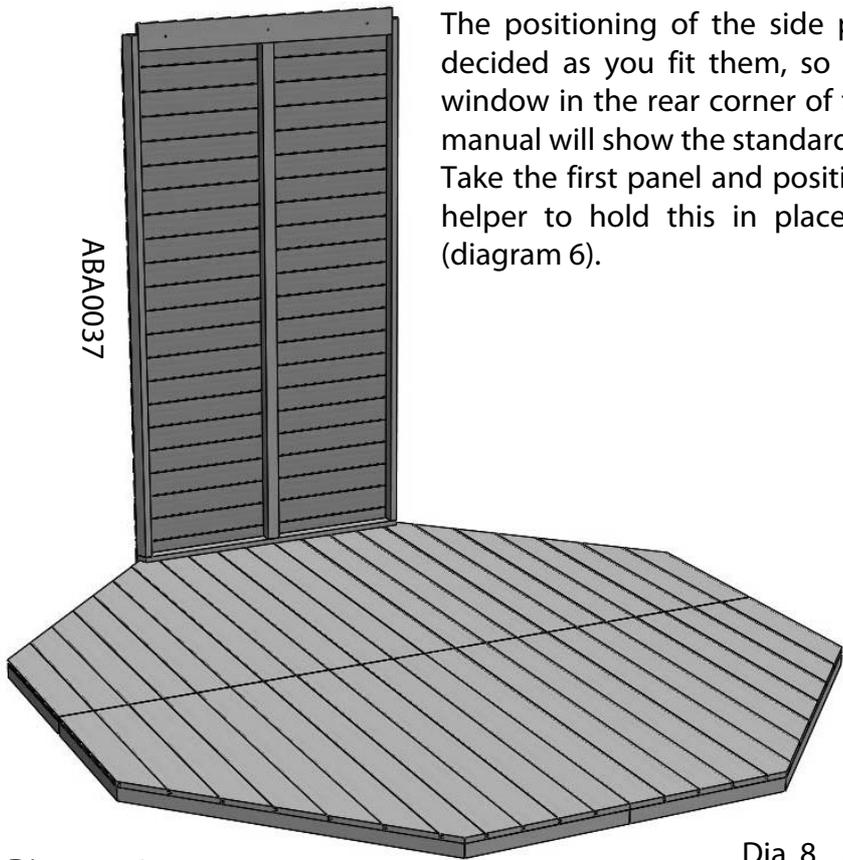


Diagram 6

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 6).

Drill pilot holes with the 4mm drill bit supplied at each point shown by the arrows on diagram 7. Make sure the panels line up perfectly on the inside (diagram 8) 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.

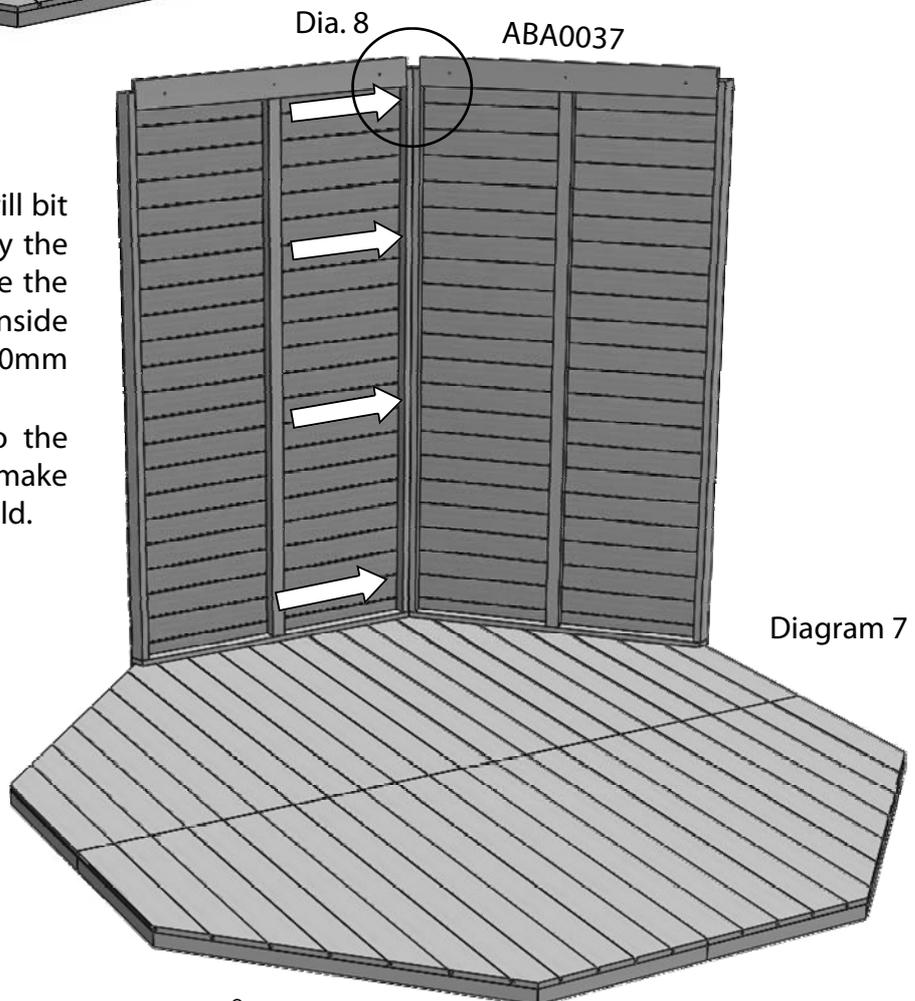
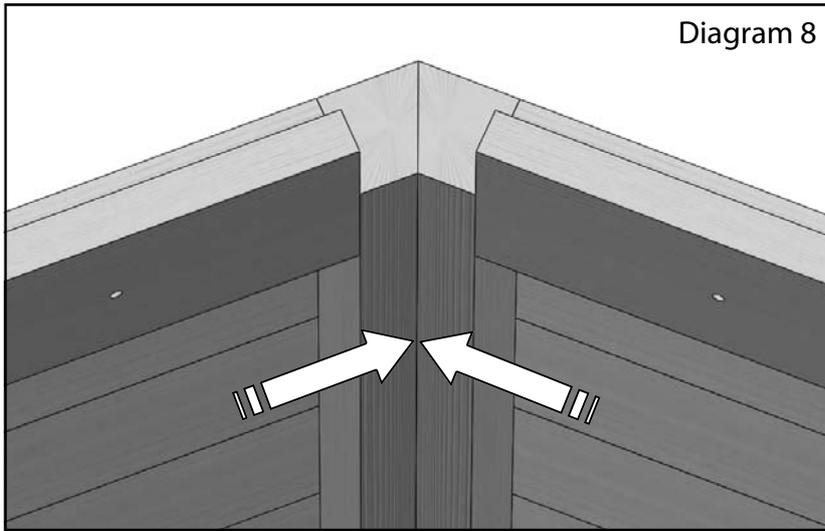


Diagram 7

# Side Assembly



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.



# Side Assembly

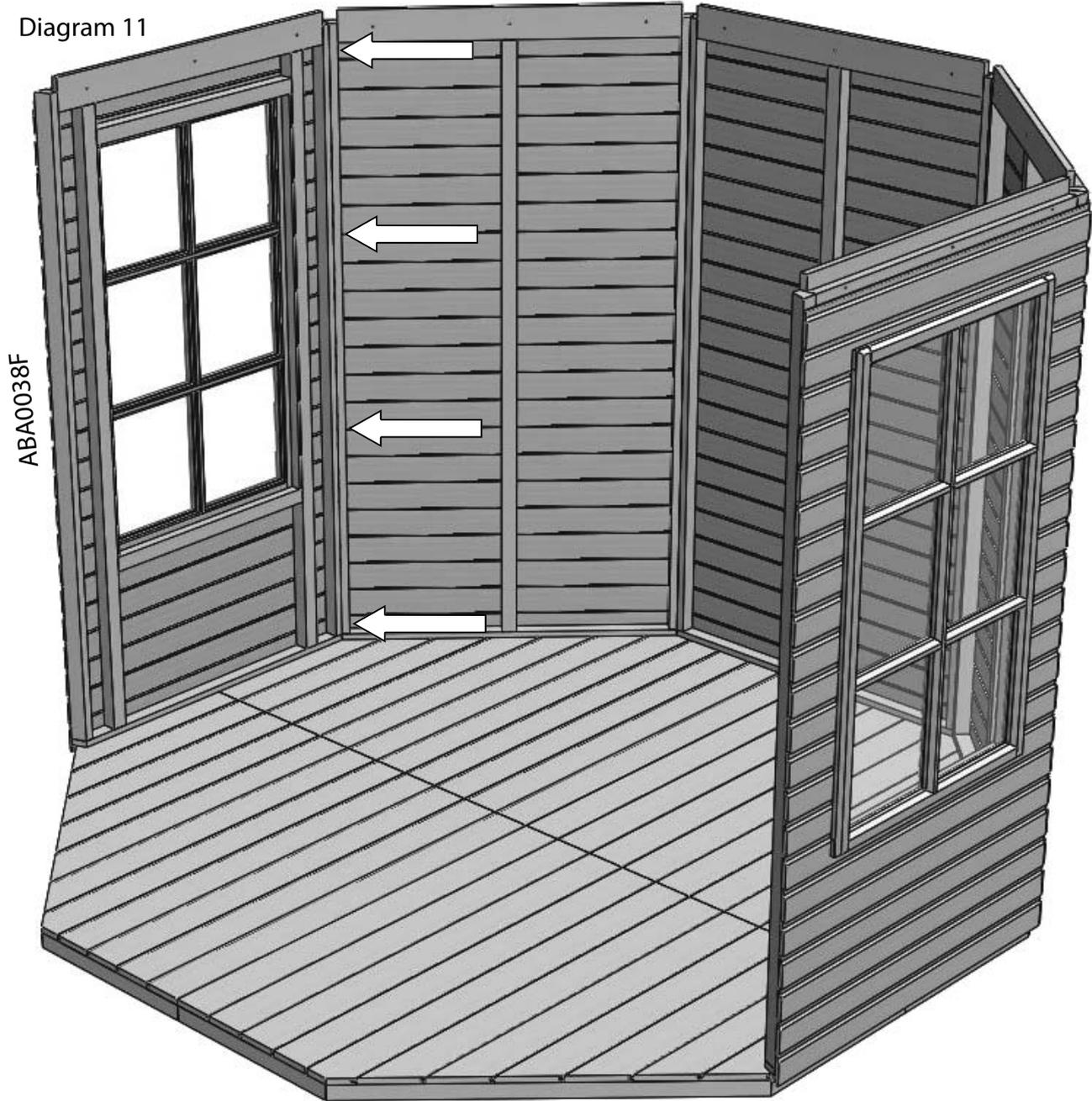
If you have followed the standard panel layout you can now fit a window section. Again it is up to you whether you chose a fixed window or opening window section. If the opening window is next to the door it does have the potential to knock into the window frame when open. If the cabin hook is used correctly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



# Side Assembly

Fit the next panel as you did the last.

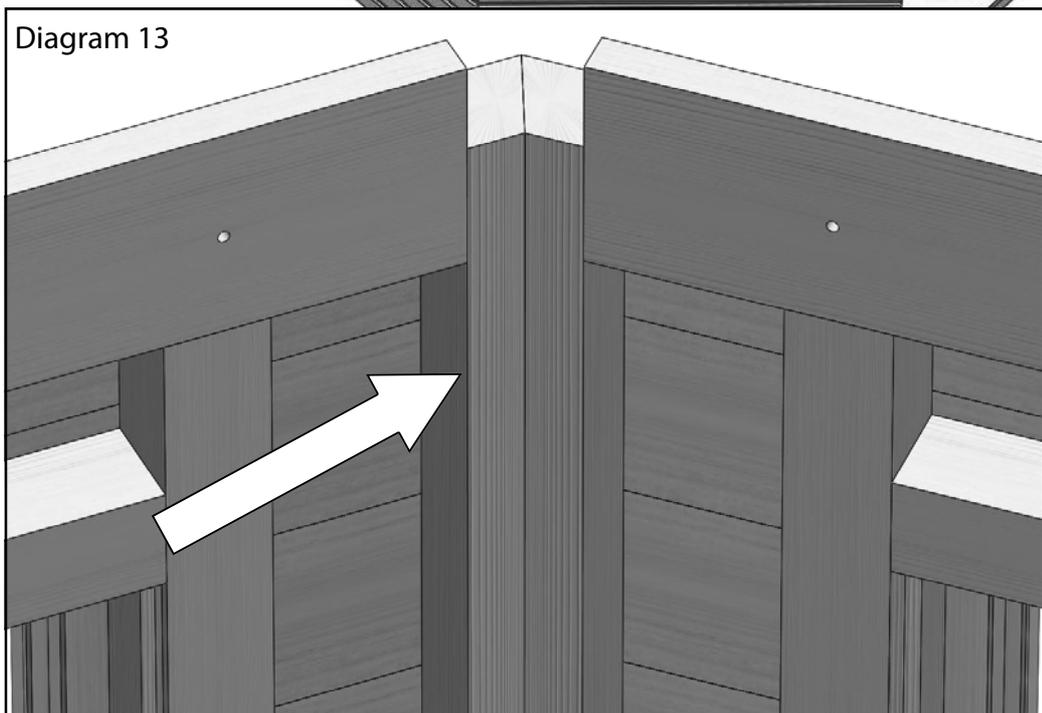
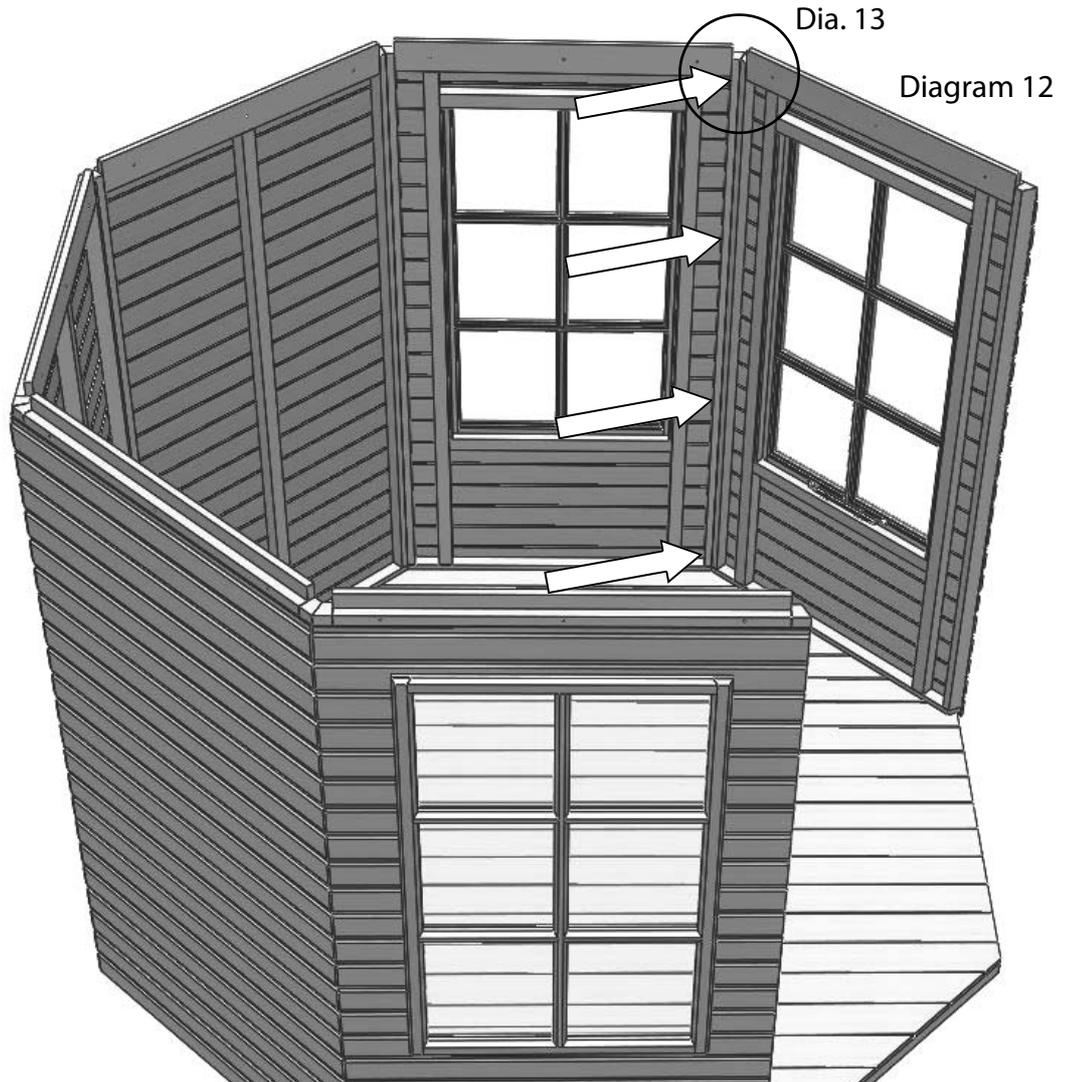
Diagram 11



# Side Assembly

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.

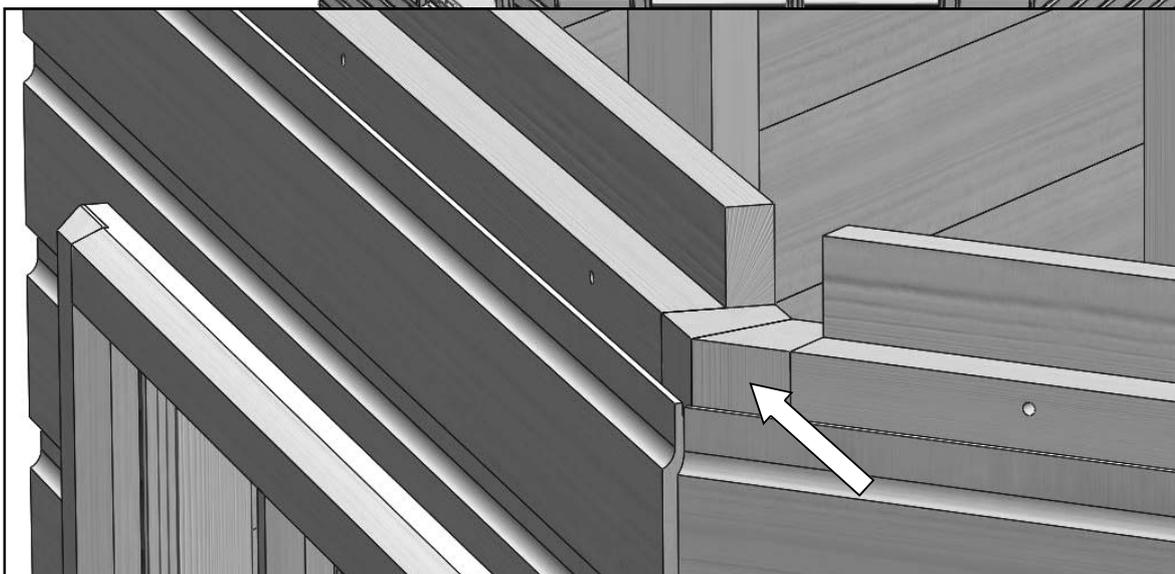
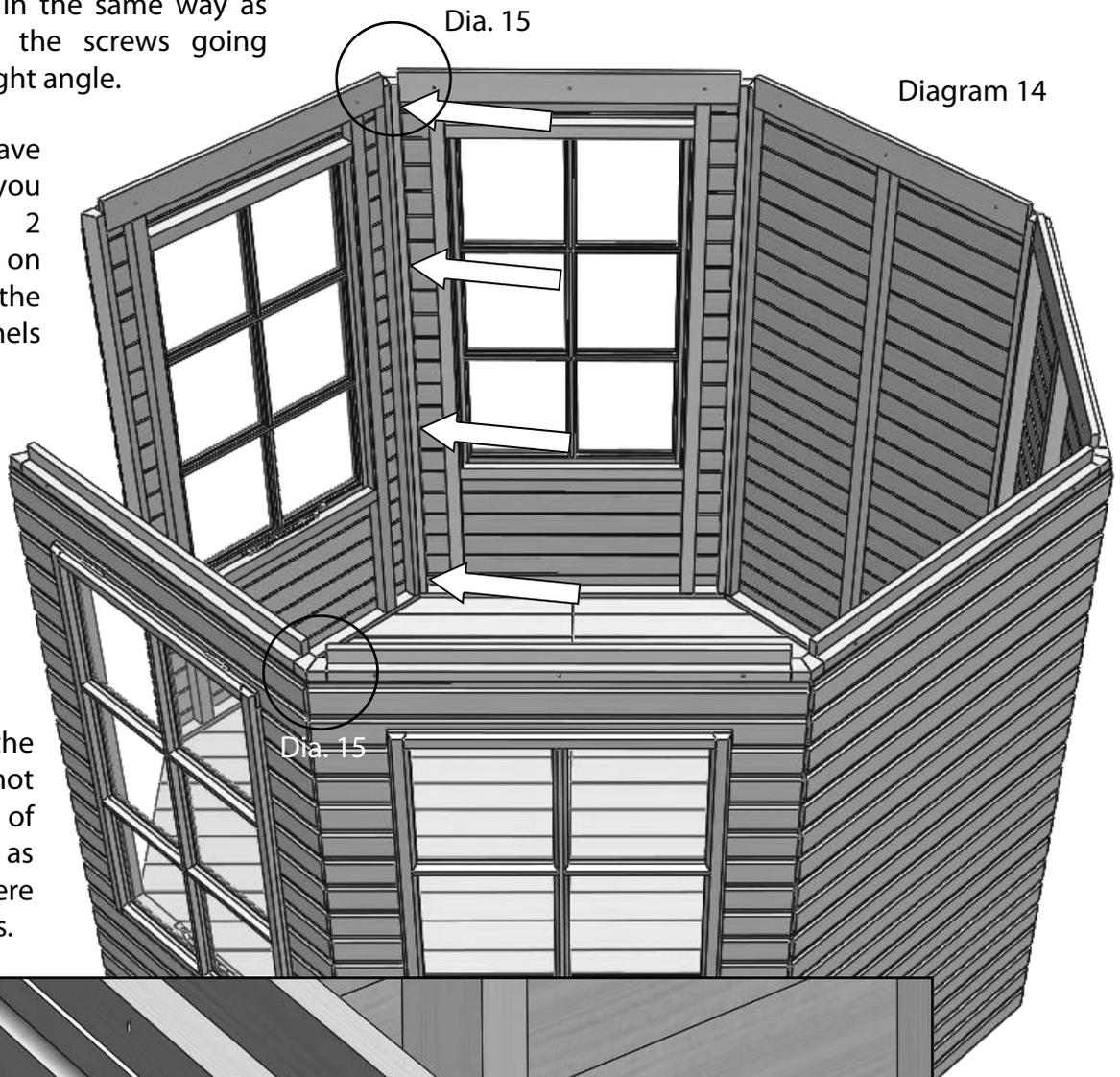


# Side Assembly

Fix this panel in the same way as the last with the screws going through at a slight angle.

Once you have done this you should make 2 final fixings on the outside of the last two panels (diagram 12).

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

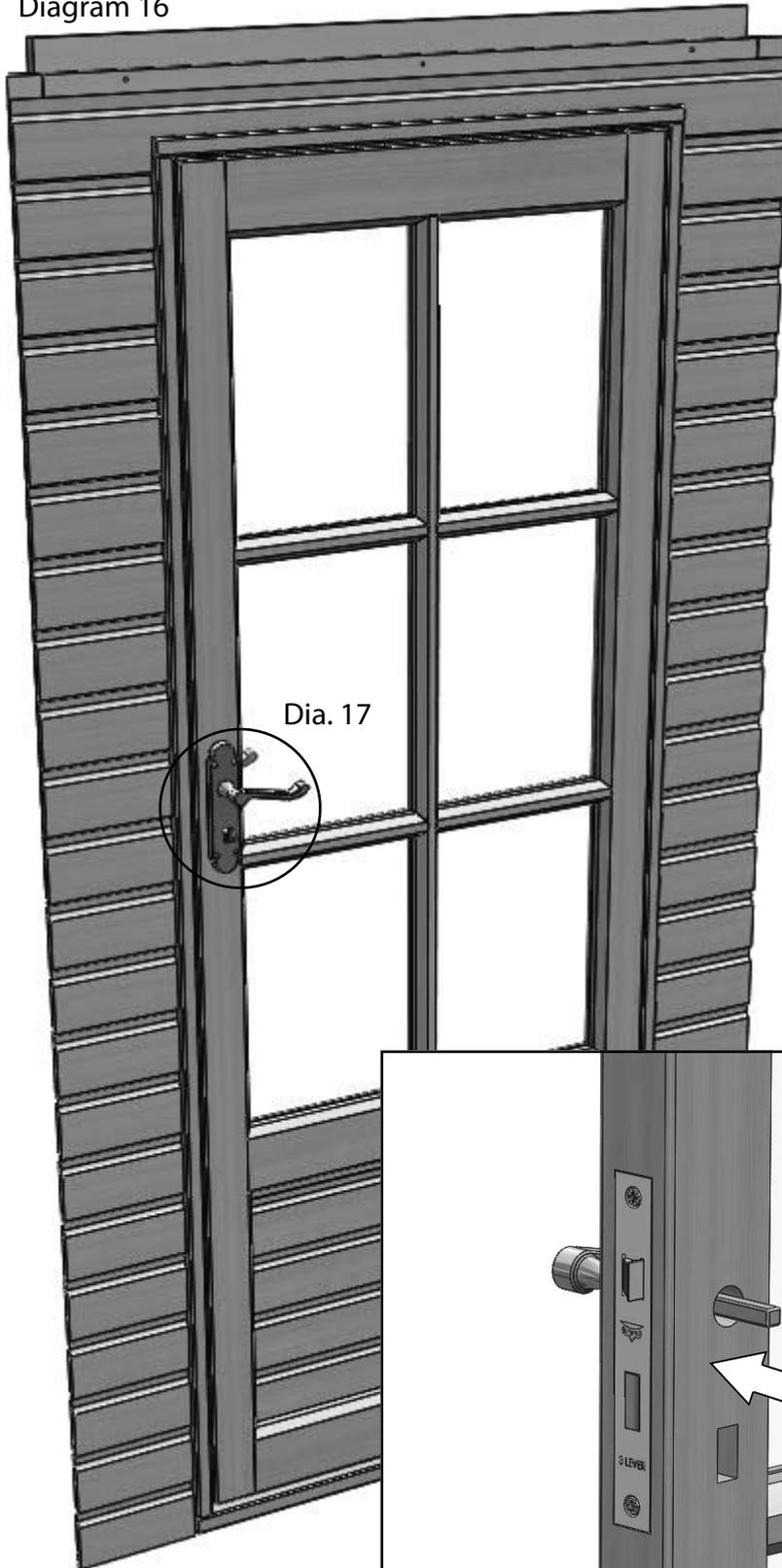


With all the side sections in place you can now install the door. Remember do **not** fix the sides to the floor yet.

# Door Installation

ABA0041

Diagram 16



Before you can install the door section you need to fit the door handle. 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.

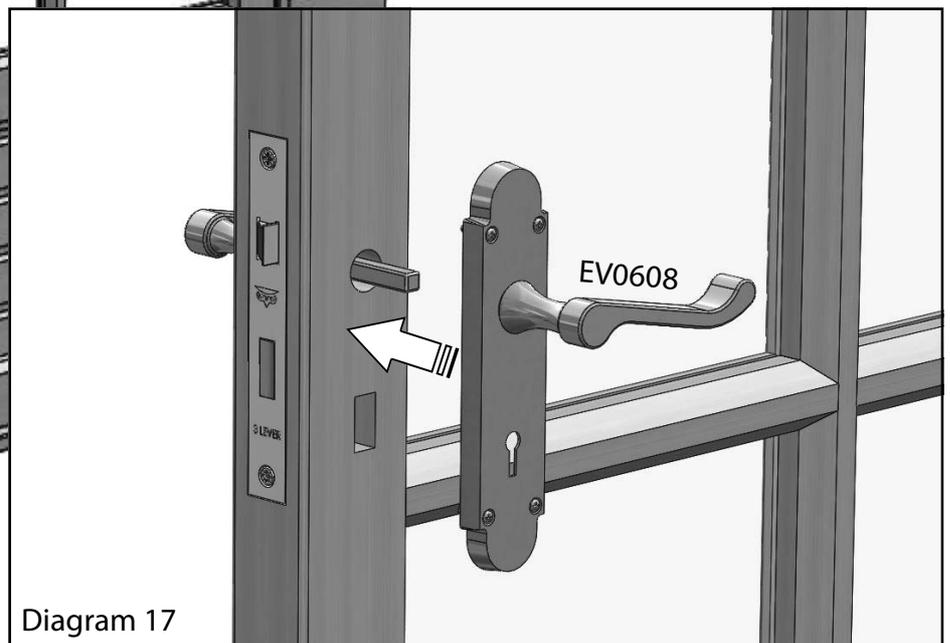


Diagram 17

# Door Installation

Slot the door section into position, drill pilot holes shown by the arrows below (diagram 18) 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 19).

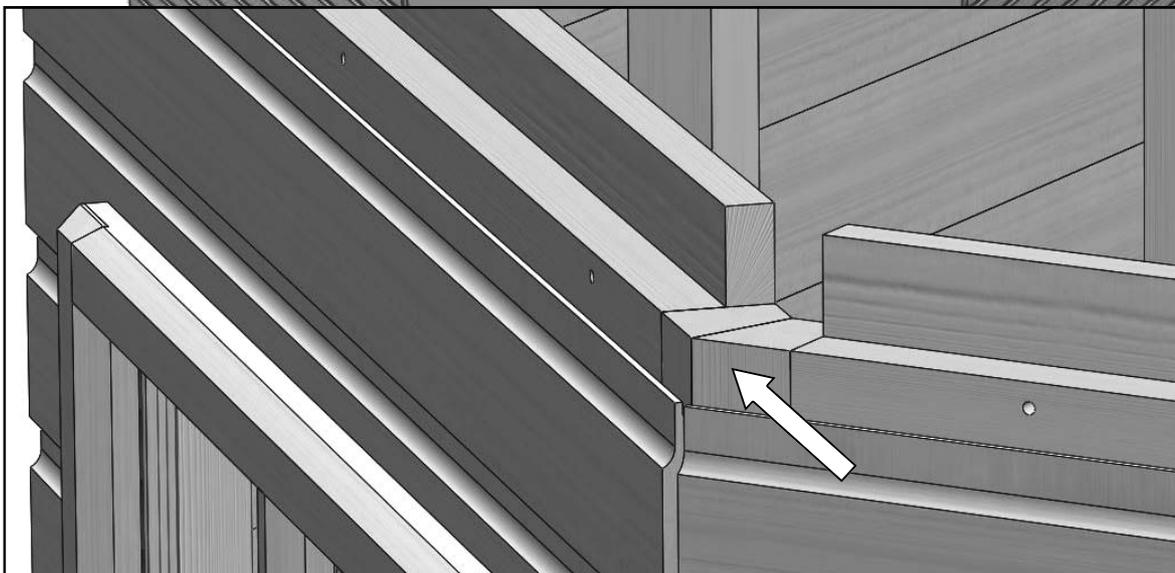
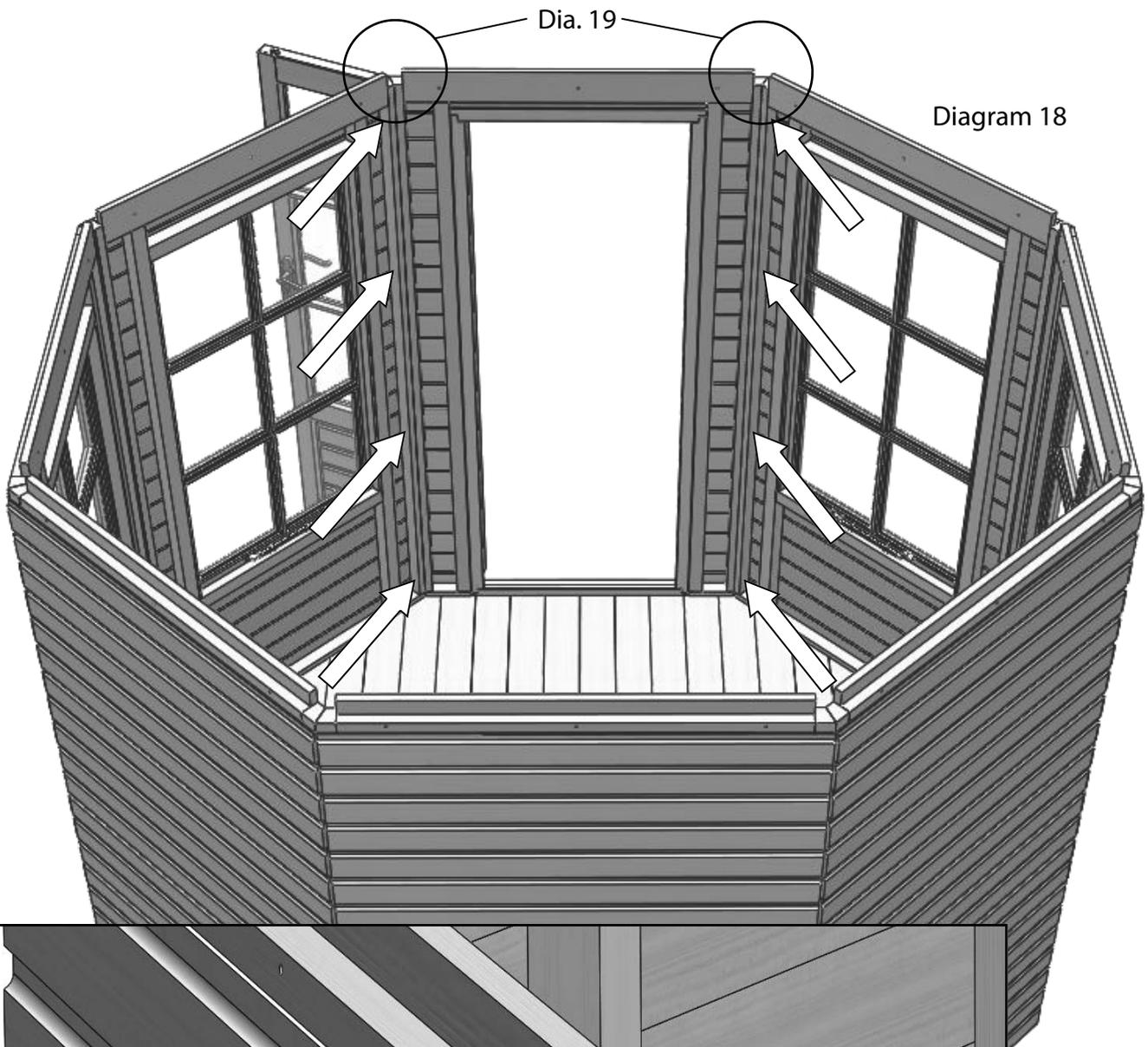
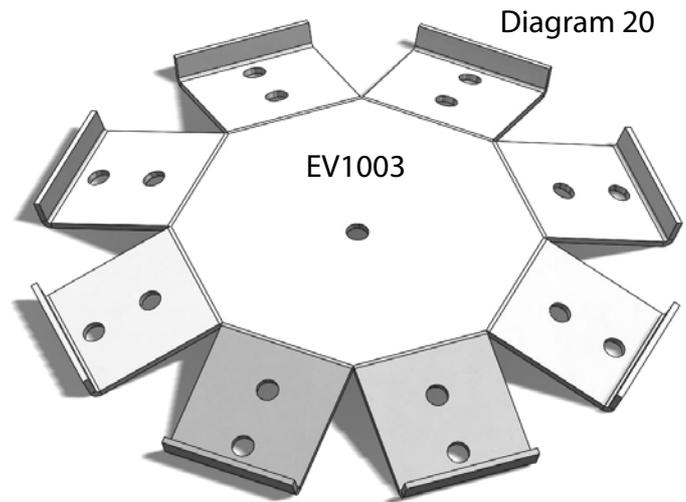


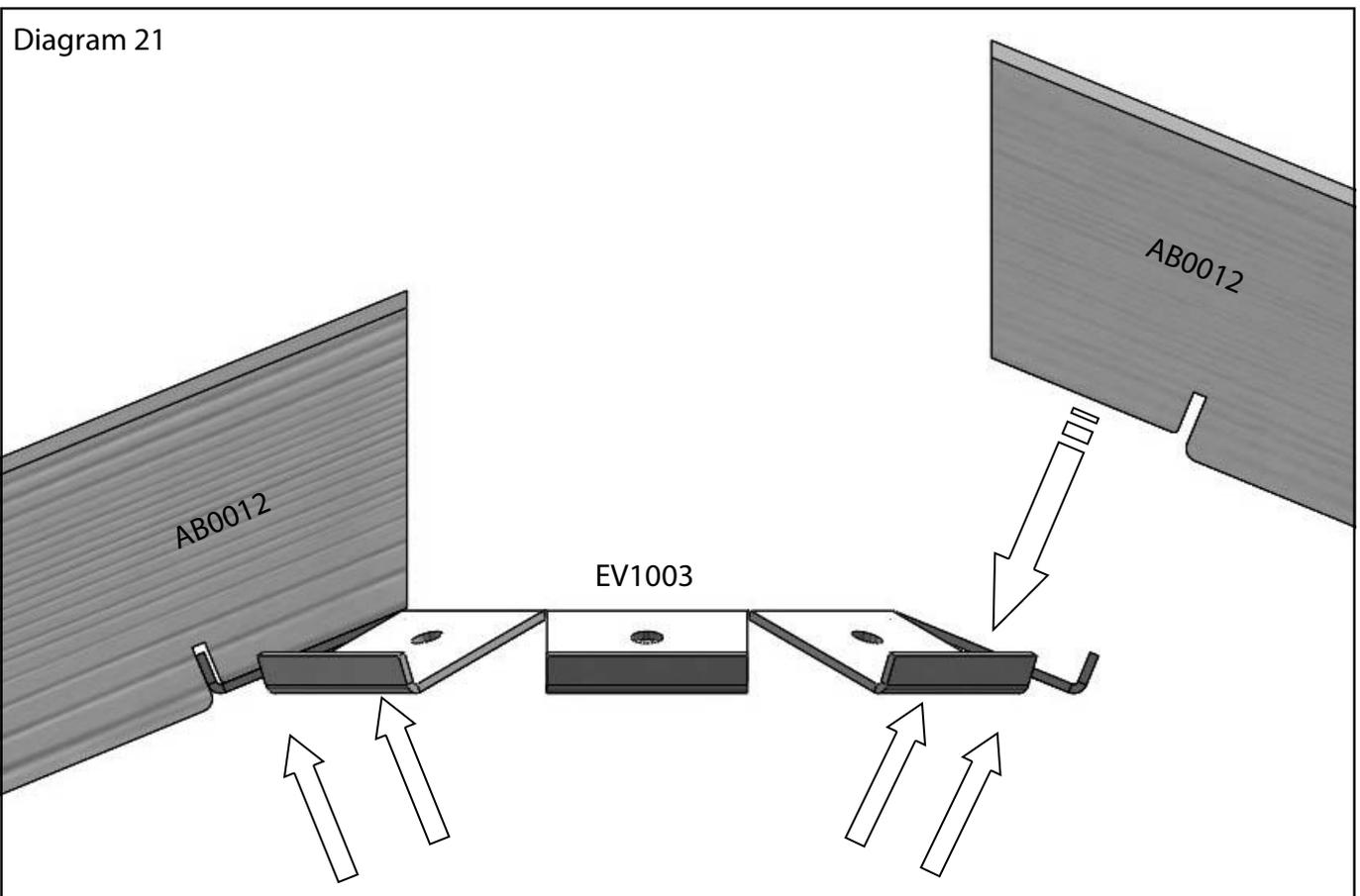
Diagram 19

# Roof Assembly

You can now start to construct the roof. First you need the top bracket (EV1003) and two roof bars (AB0012).



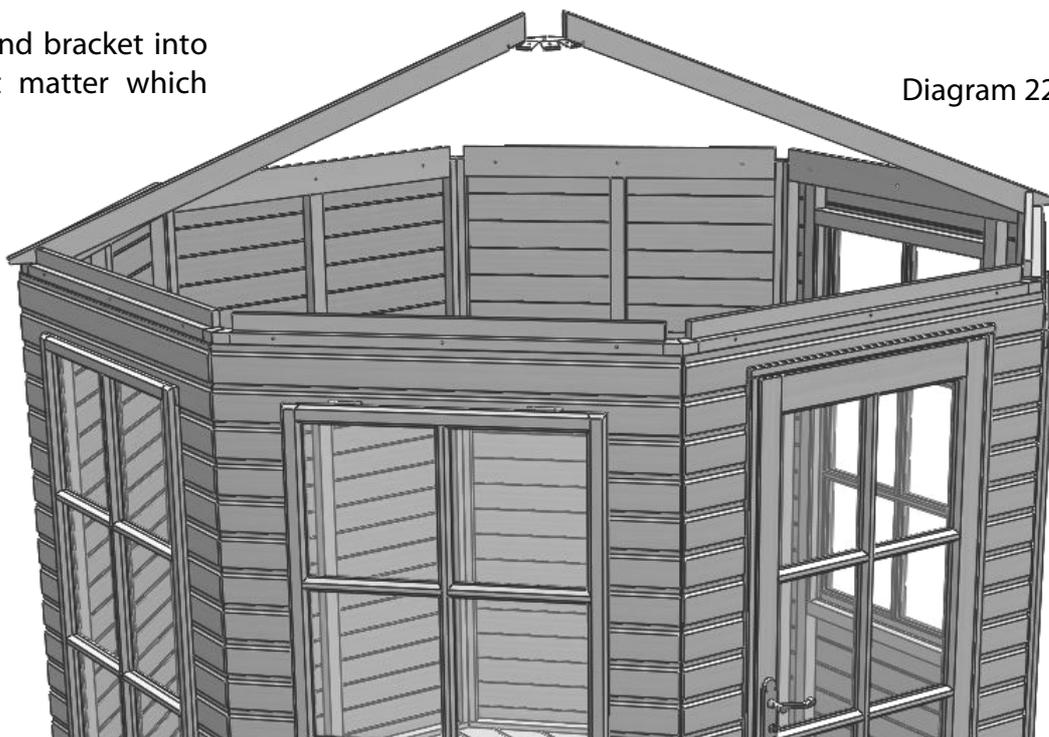
Working on the floor, slot the bracket onto the first roof bar. Drill pilot holes through the pre-drilled holes in the bracket. Then fix in place with 50mm countersunk stainless steel screws. Add another glazing bar in the opposite position to the last bar and fix this in place (diagram 21).



# Roof Assembly

Lift the 2 roof bars and bracket into position, It doesn't matter which position you start in.

Diagram 22



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

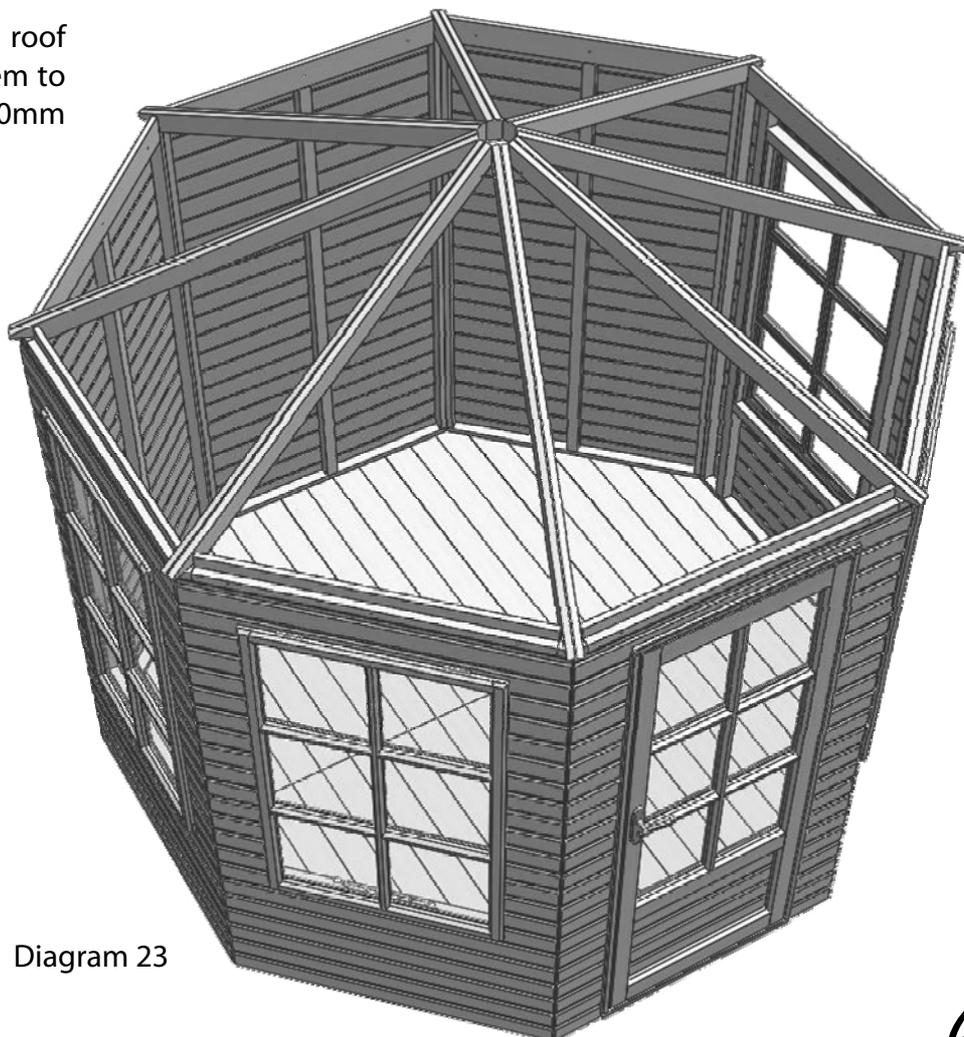


Diagram 23

# 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 24). 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.

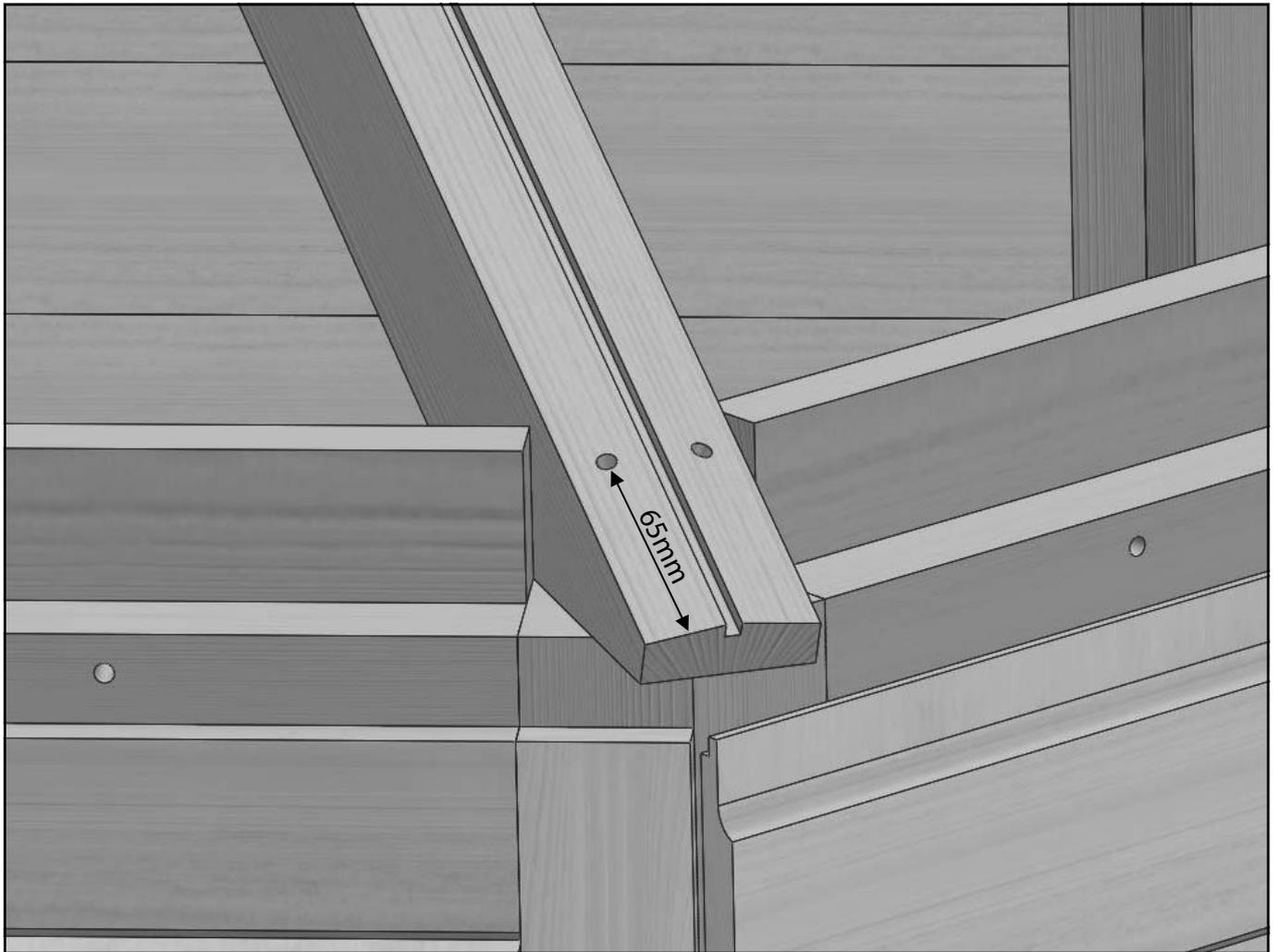


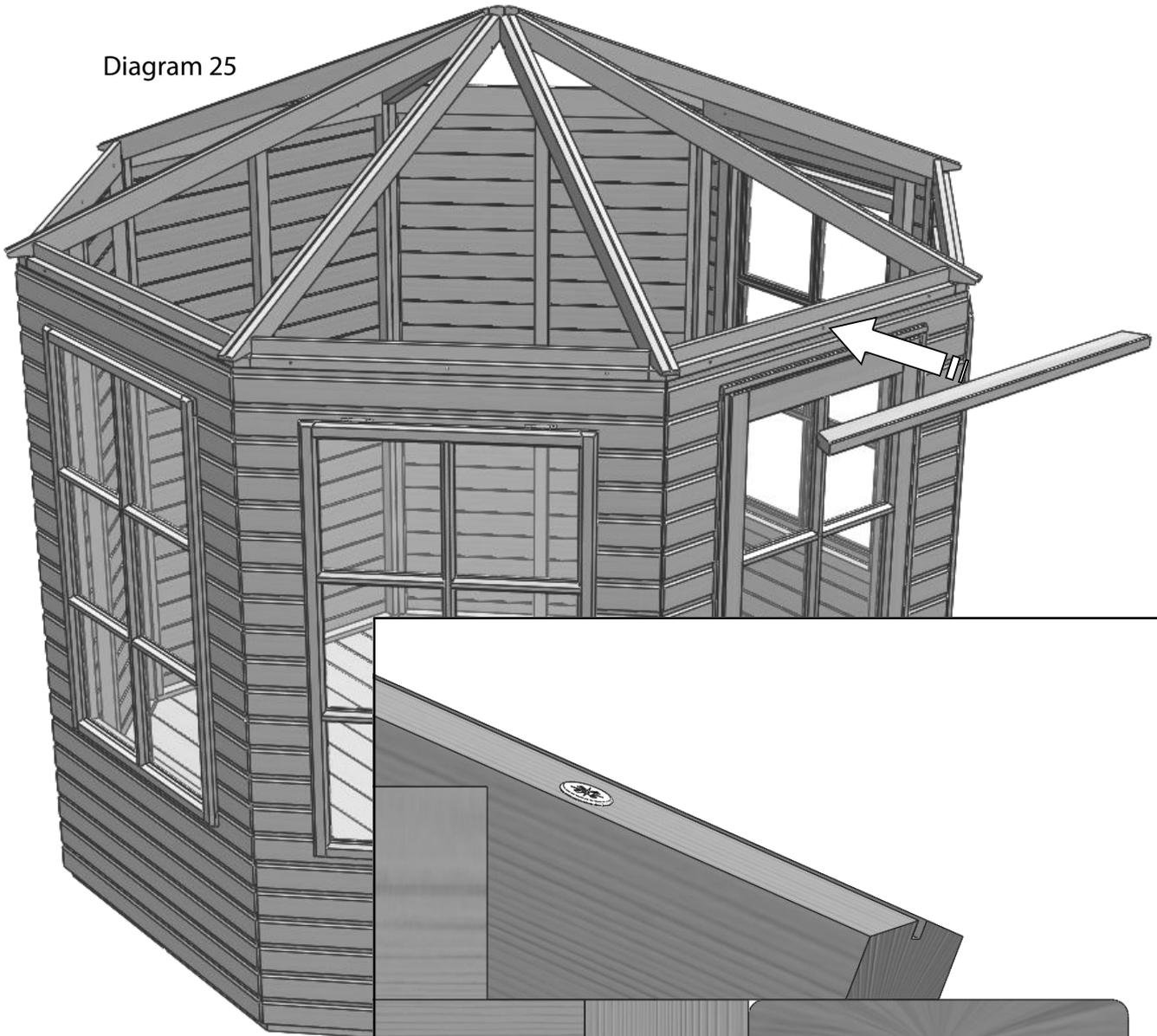
Diagram 24

# Roof Assembly

Have a helper hold the soffit in position while you fix it from the inside through the pre-drilled holes with 3 x 80mm countersunk stainless steel screws.

Its important to keep the ends inline with the joint between side panels.

Diagram 25



These are fixed to the top of the side panels (diagram 26). Push the soffits tight up against the underside of the roof bars. Screw position shown in diagram 27 overleaf.

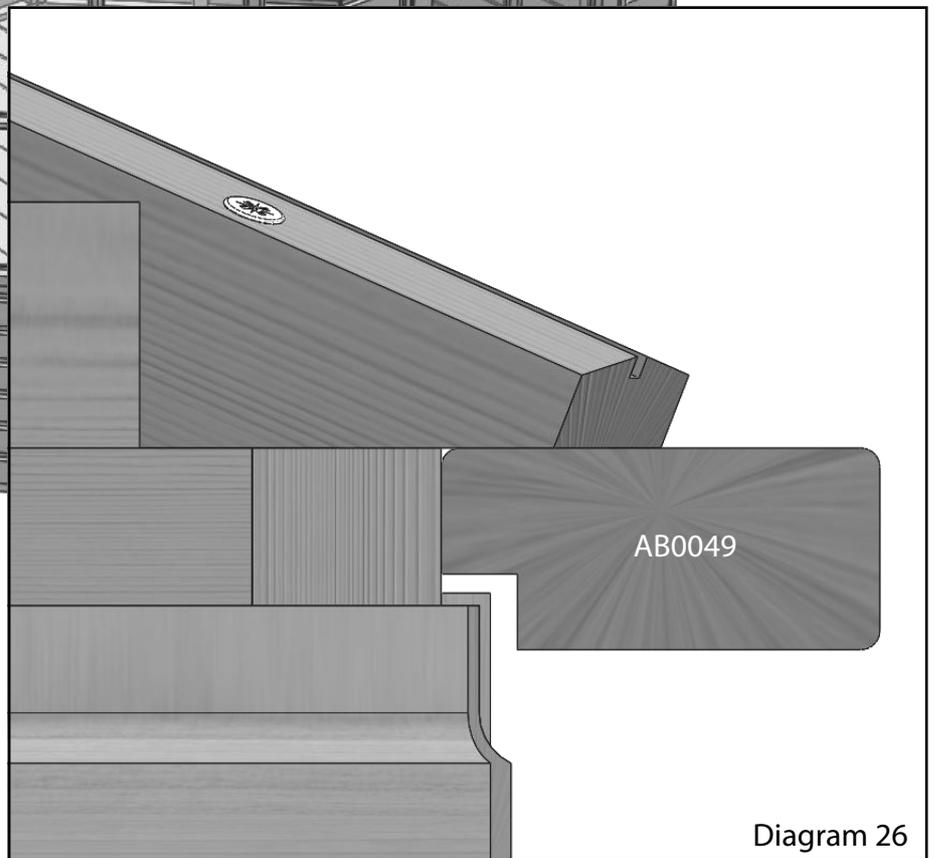


Diagram 26

# Roof Assembly

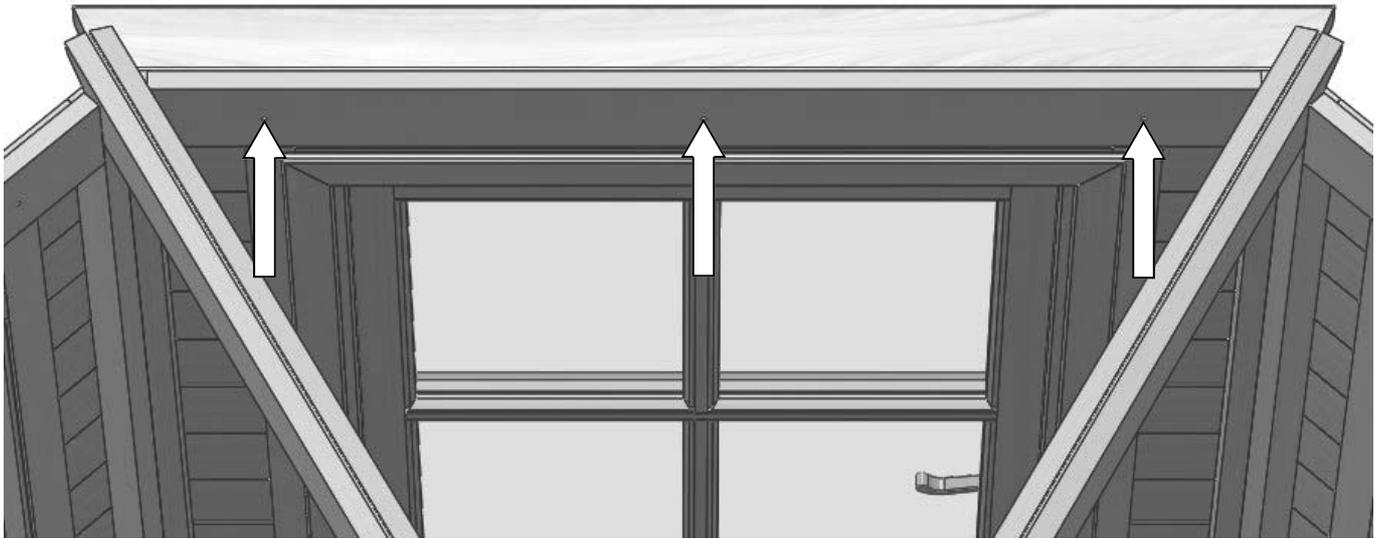
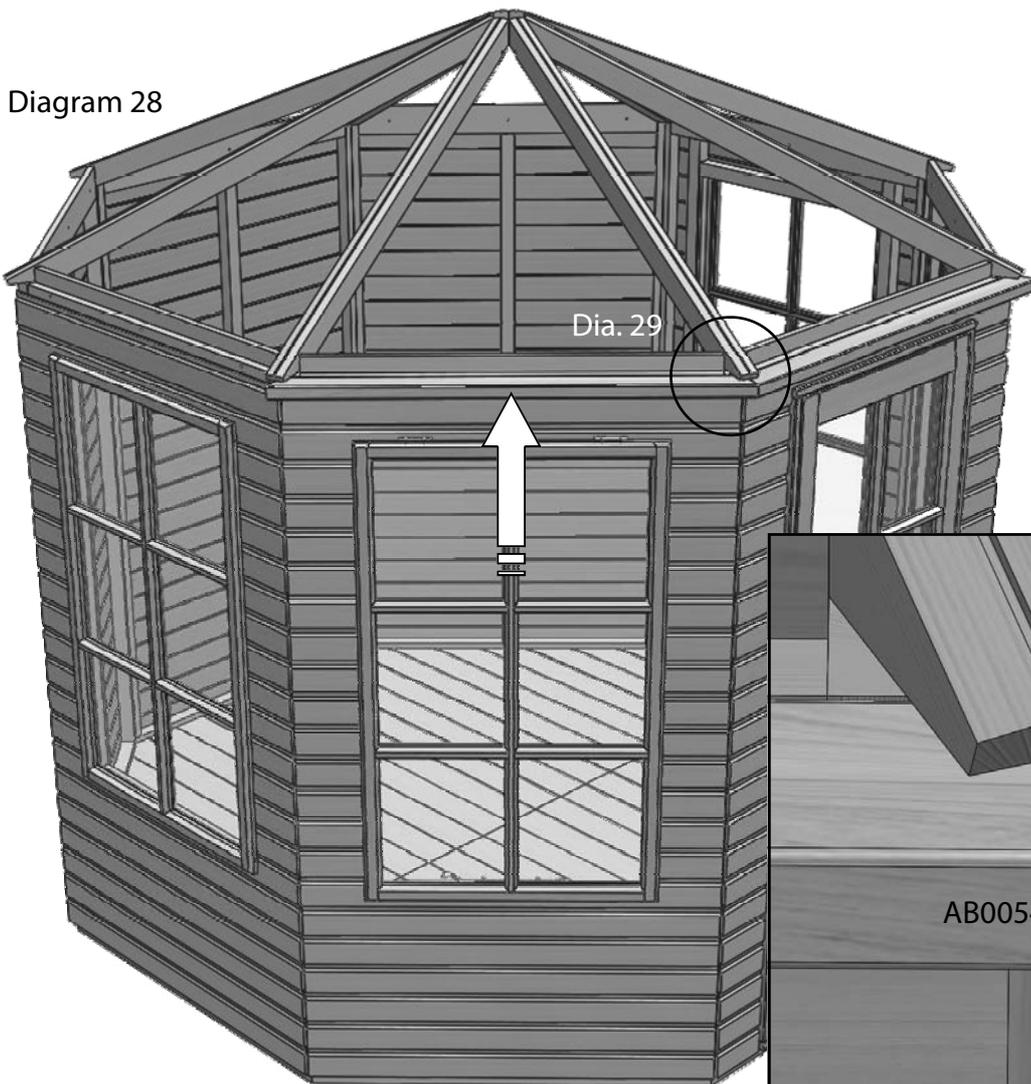
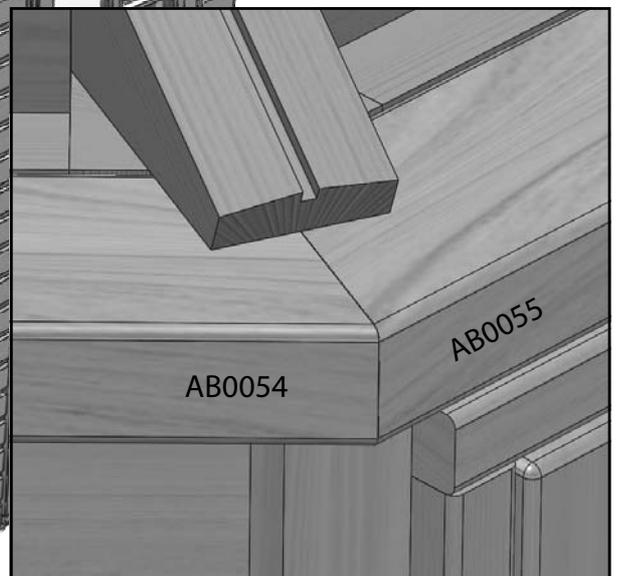


Diagram 27



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 29



# 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.

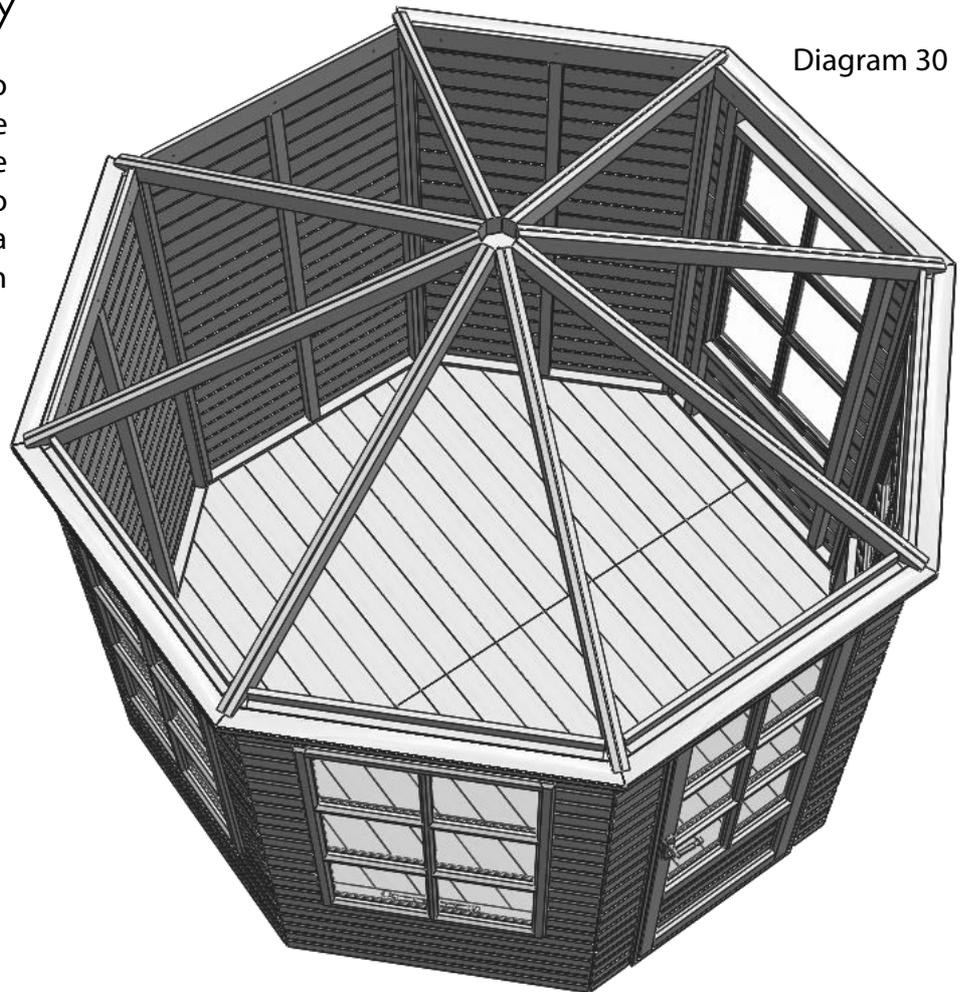


Diagram 30

With all the roof bars fixed in place you can attach the ply roof sheets. Use 1<sup>1/2</sup>inch countersunk screws to fix this. You should have 4 down each side with one in the middle at the bottom. Use the groove in the roof bars to help you line up the roof sheets (diagram 32).

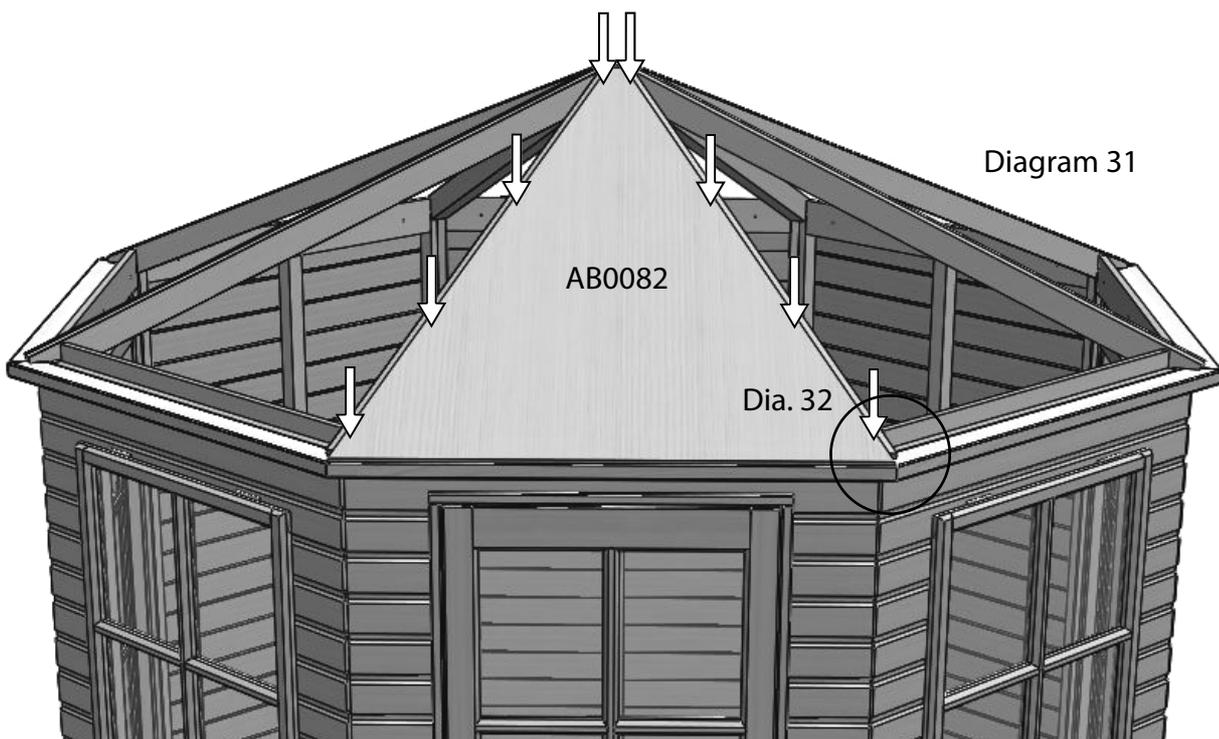
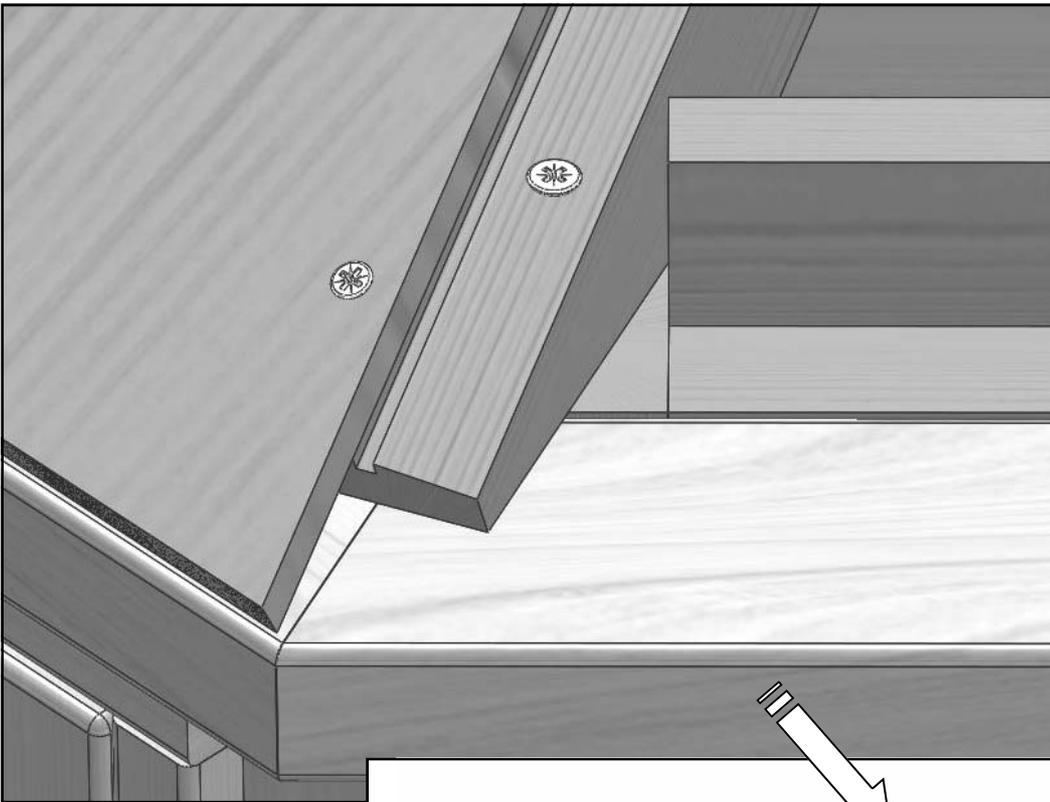


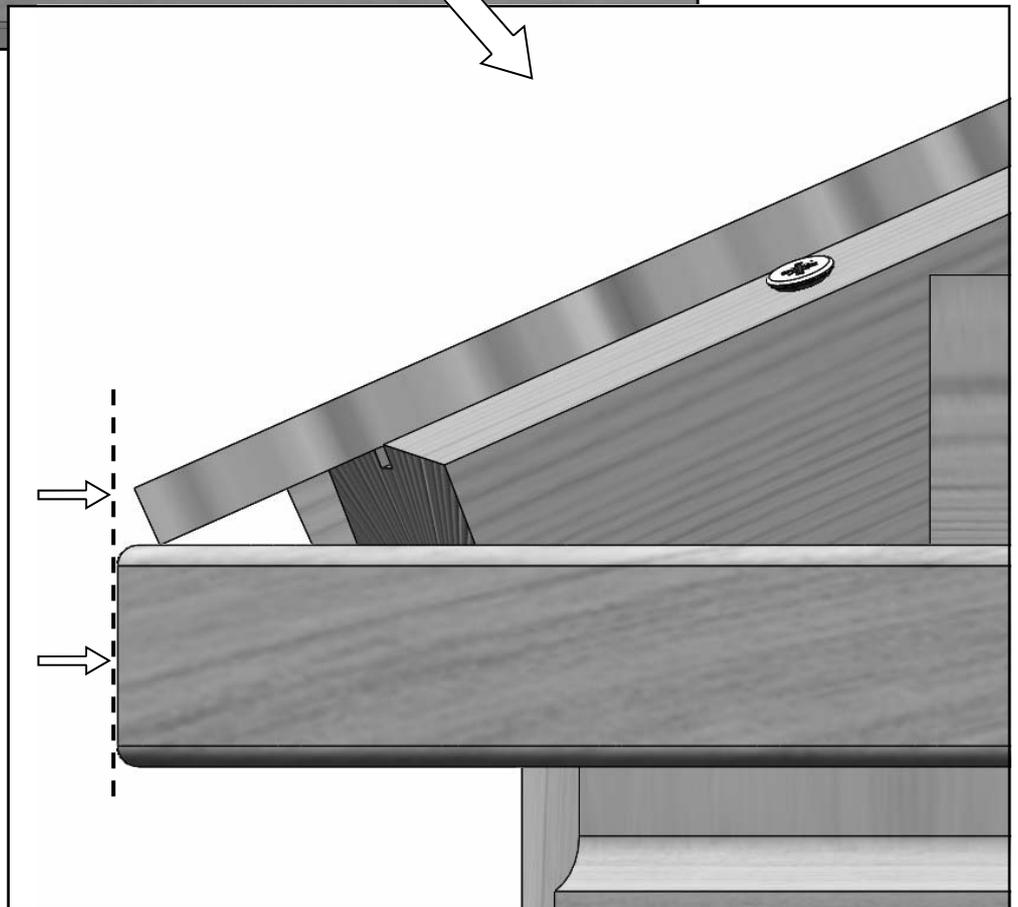
Diagram 31

# Roof Assembly

Diagram 32



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 double section and one single as you will use these as a template for the roof felt.

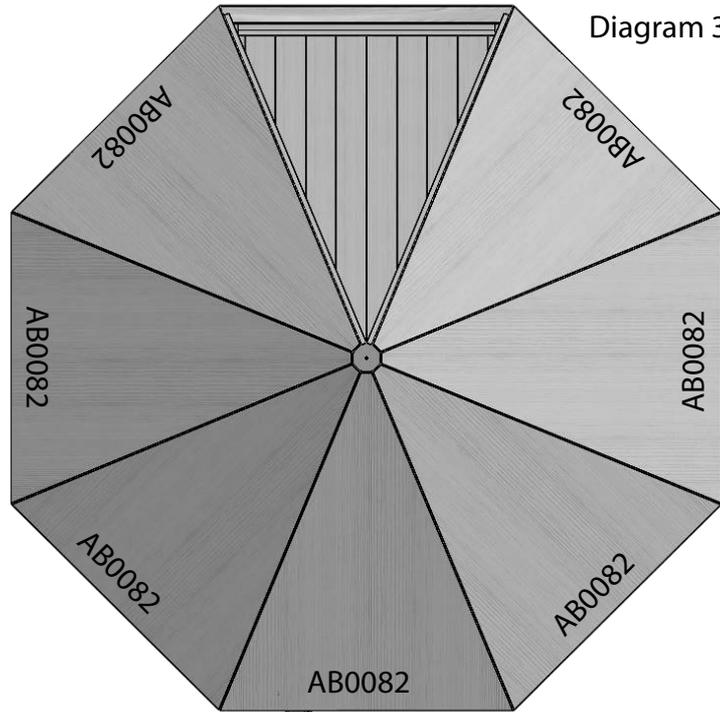


Diagram 33

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.

Diagram 34

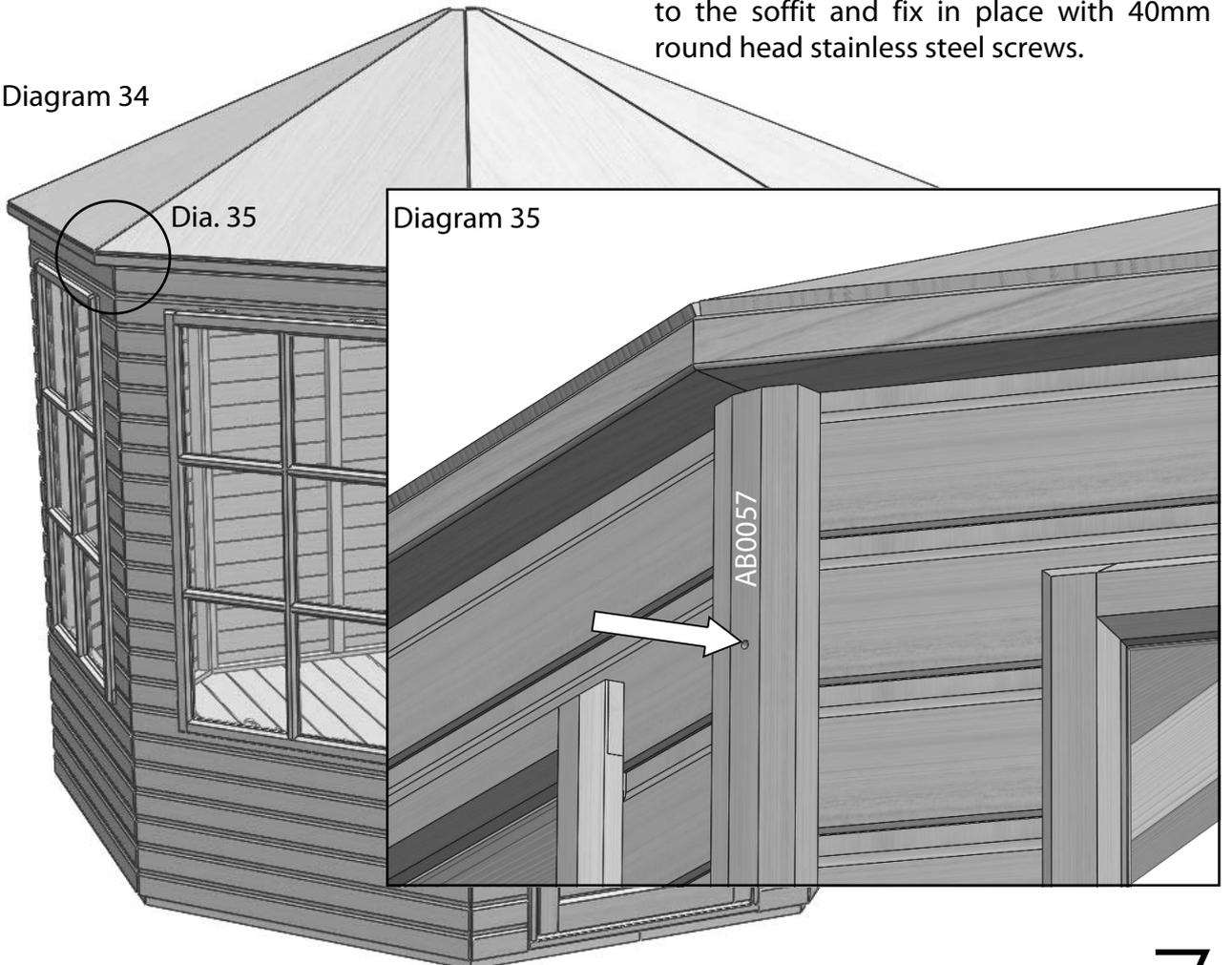


Diagram 35

AB0057

Dia. 35

AB0057

# Fixing to Floor



Diagram 36

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.

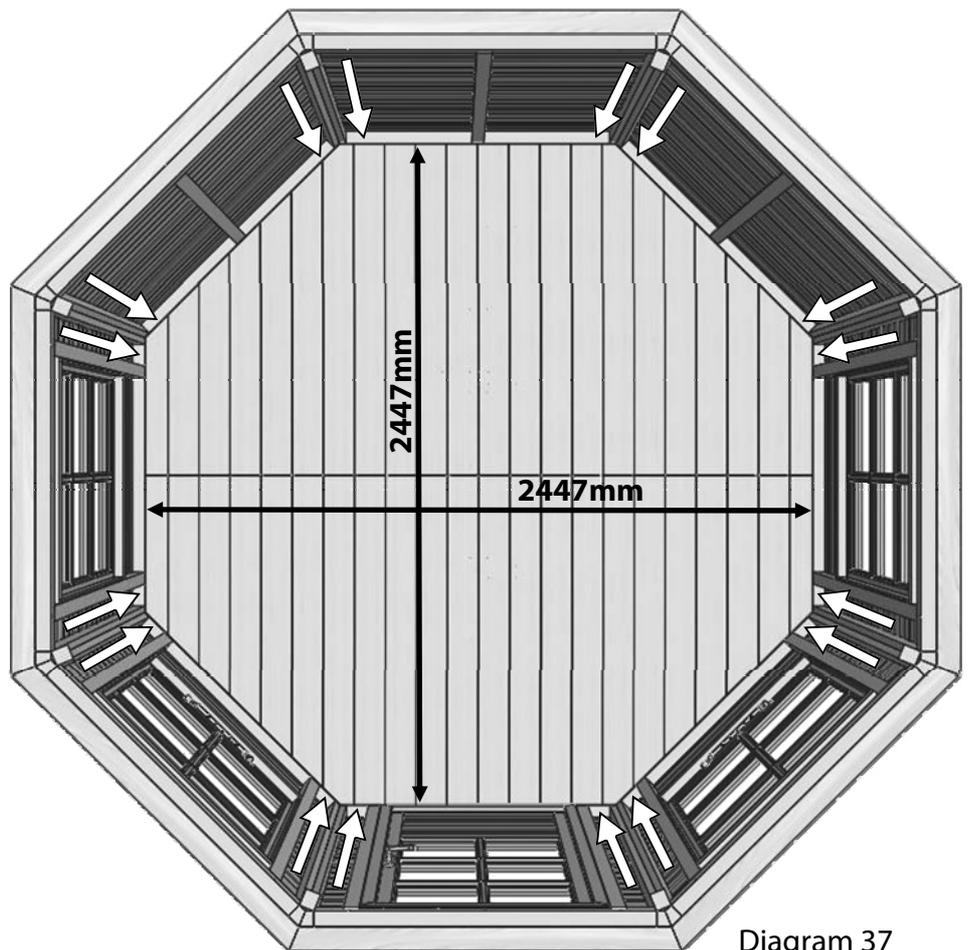


Diagram 37

# Roof Felting

Take the role 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 to slide under the felt to protect the floor when cutting.

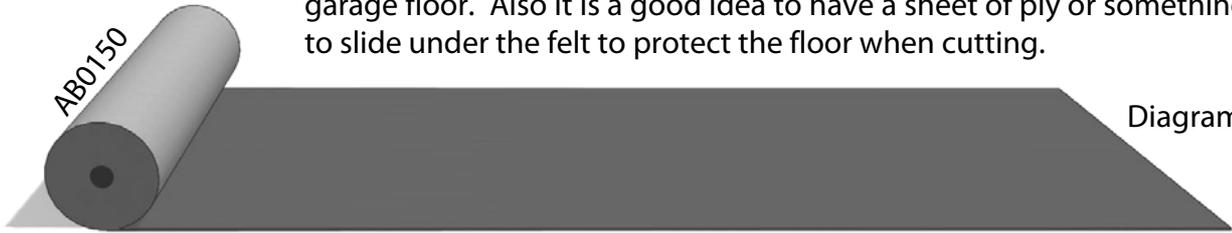


Diagram 38

Lay the ply roof panel onto the felt as shown in diagram 39. 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.

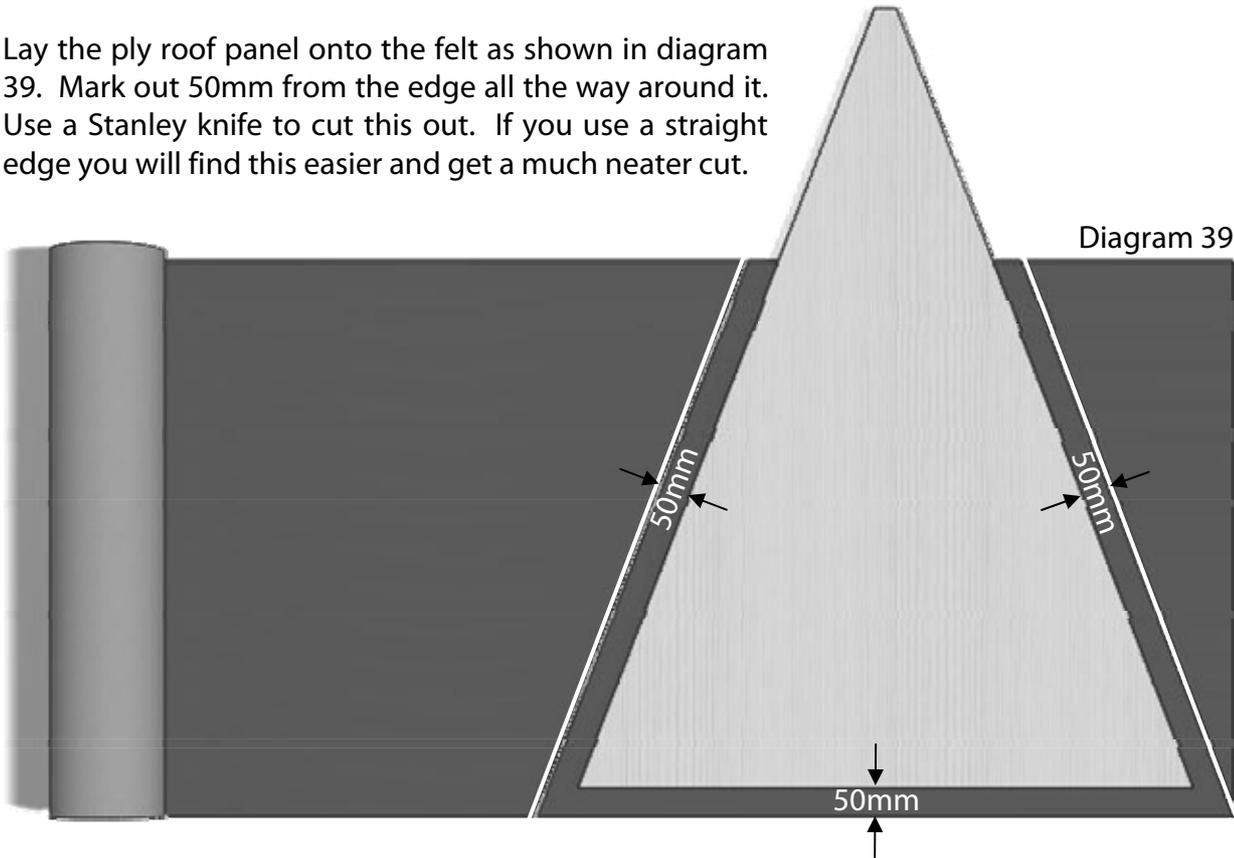


Diagram 39

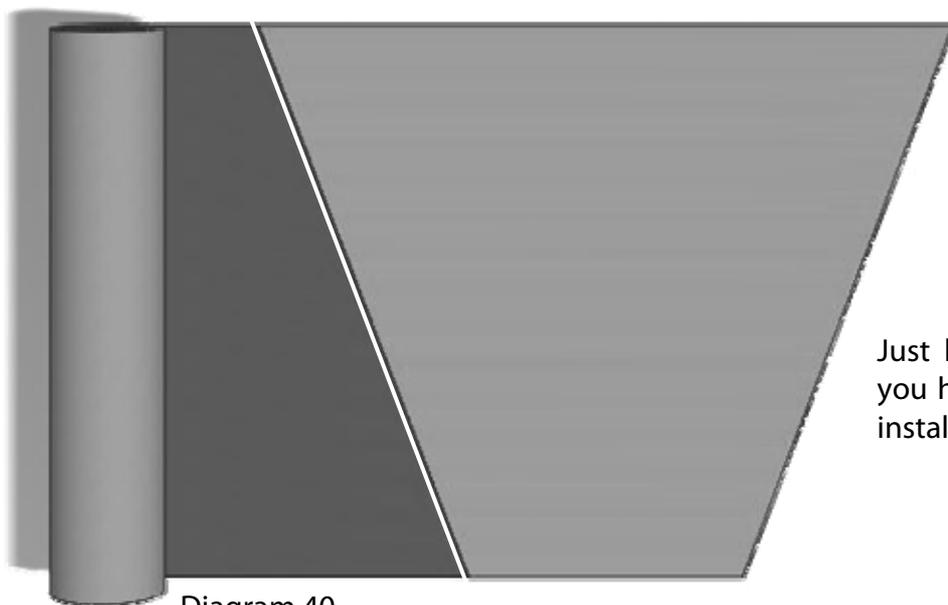


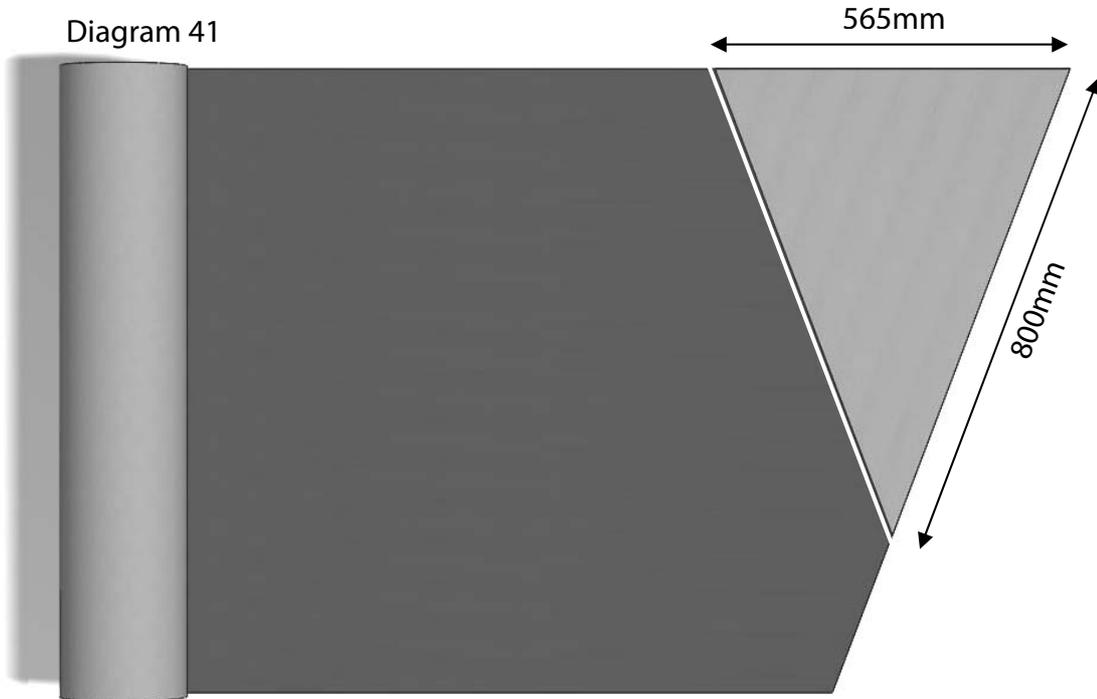
Diagram 40

Once you have cut the first one use this as your template. Be careful when moving it so as not to damage it as you will want to use this on the roof.

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

# Roof Felting

Next you need to cut the top section of roof felt. Use diagram 41 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 8 triangles ready to install. You can now install the last ply roof section.



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 42).

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

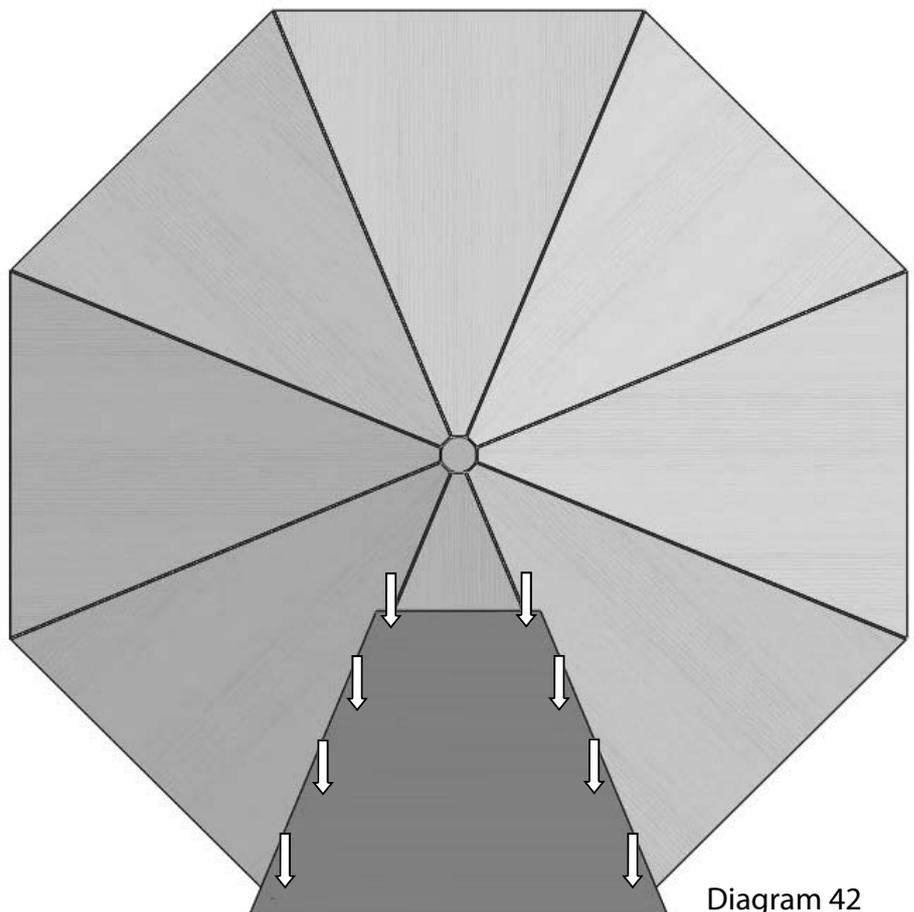
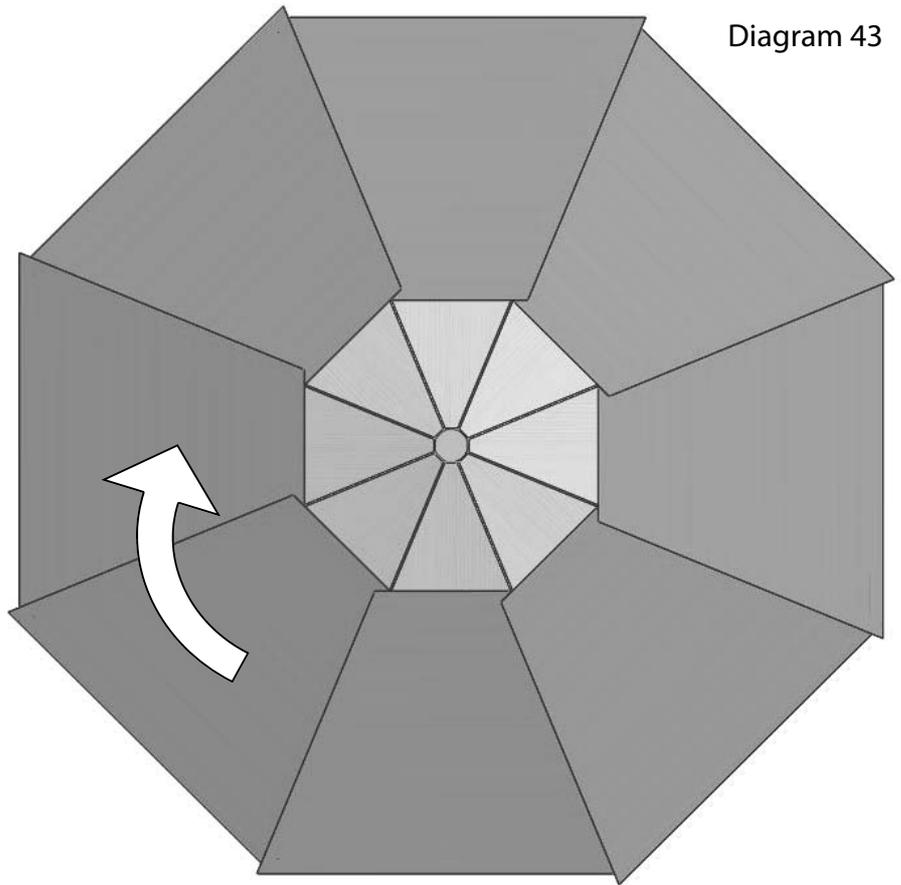


Diagram 42

# Roof Felting

Work clockwise around the building until all the lower felt sheets are in place.

Diagram 43



Now fit the smaller felt sections above the large ones. The bottom edge of the small sheet should be around 100mm below the top of the larger sheet to give a good overlap. In this position all the edges of both sheets should line up. Fix this as shown in diagram 45.

Diagram 44

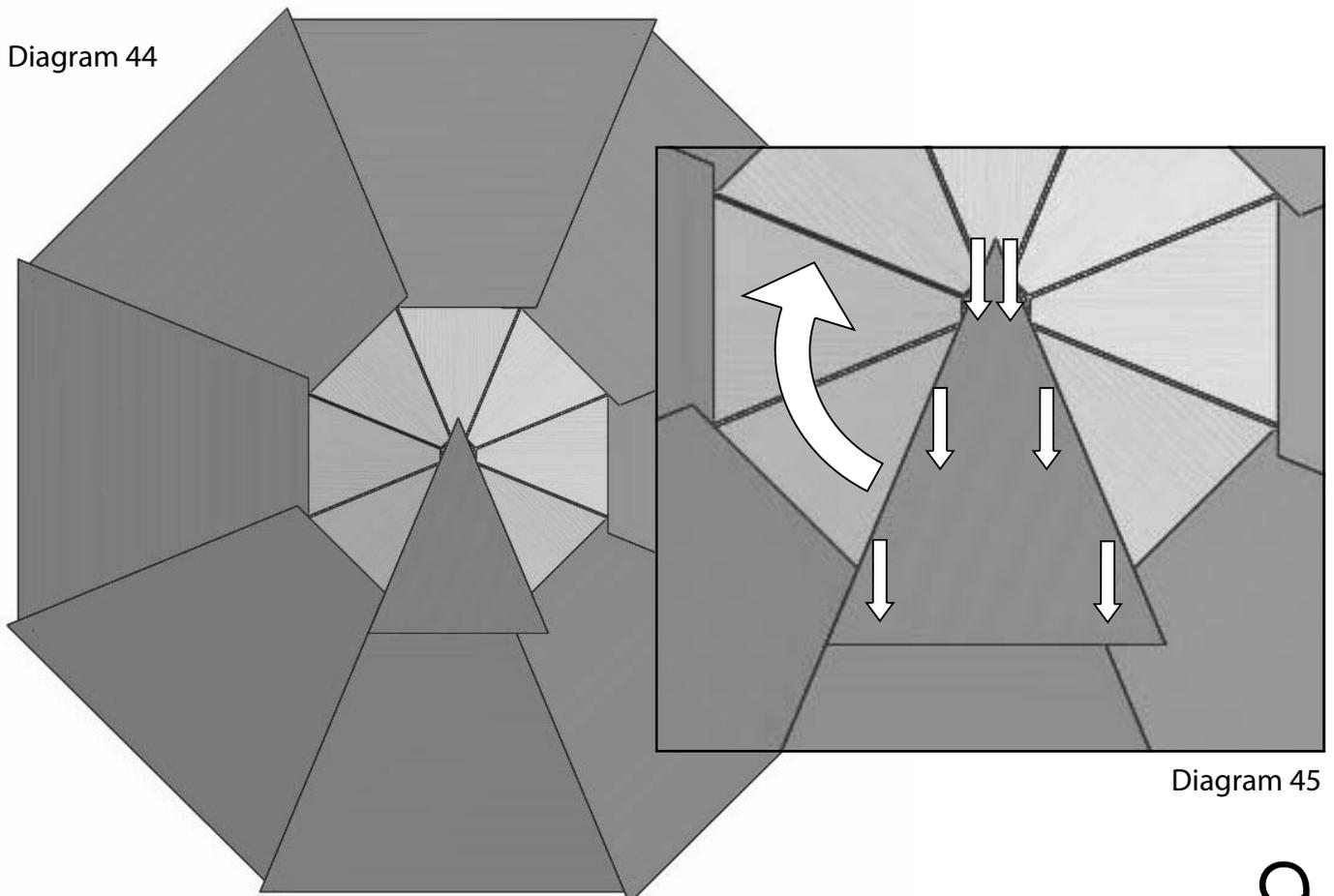
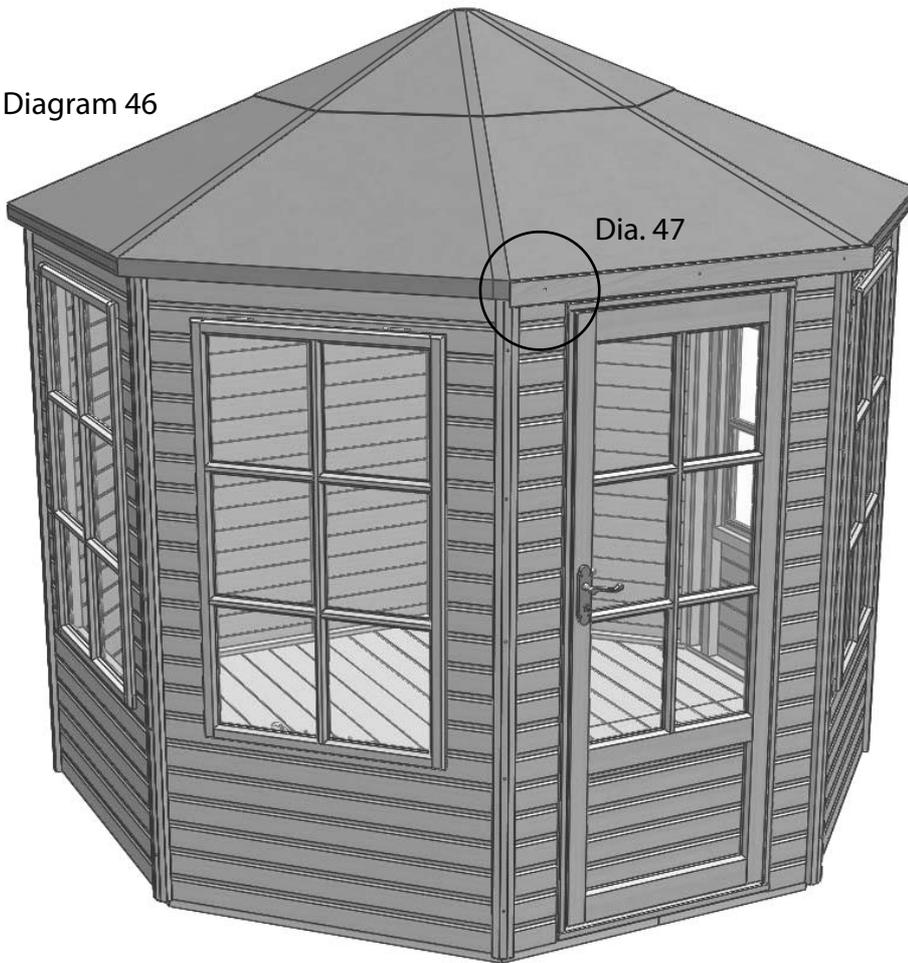


Diagram 45

# Fascias and Capping

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

Diagram 46

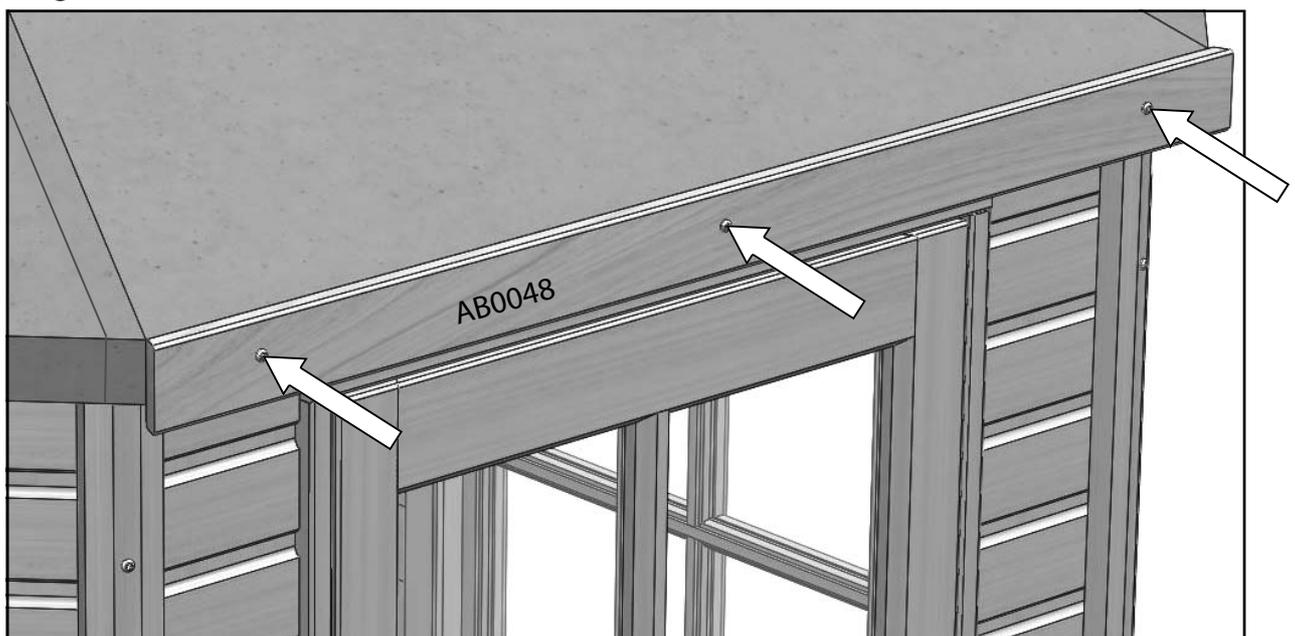


With all the felt in place you can begin to fix the fascias. Start with the fascia above the door. You will notice the holes are slightly off-set, in this install they should be closest to the top of the fascia.

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 47



# 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.

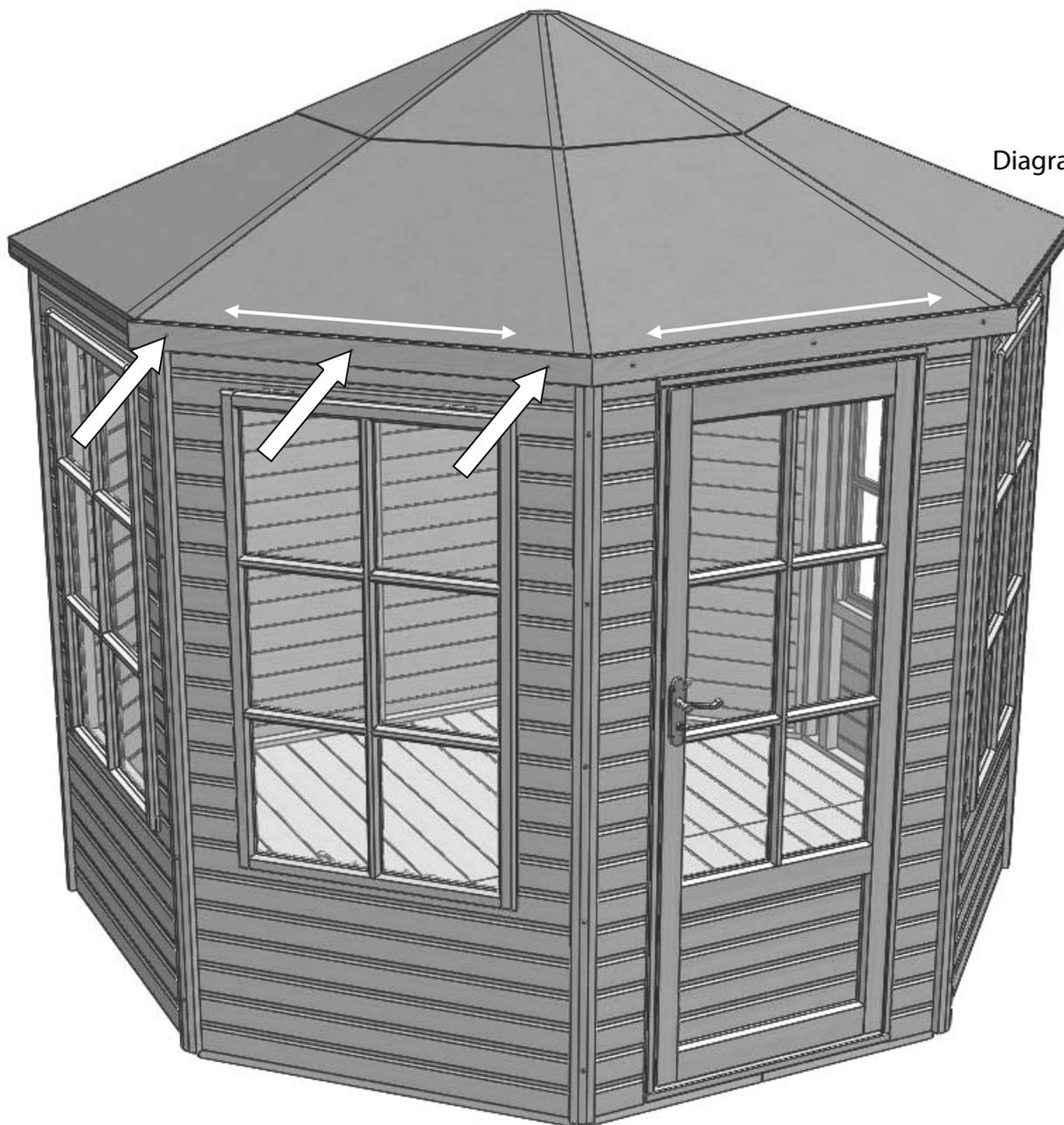
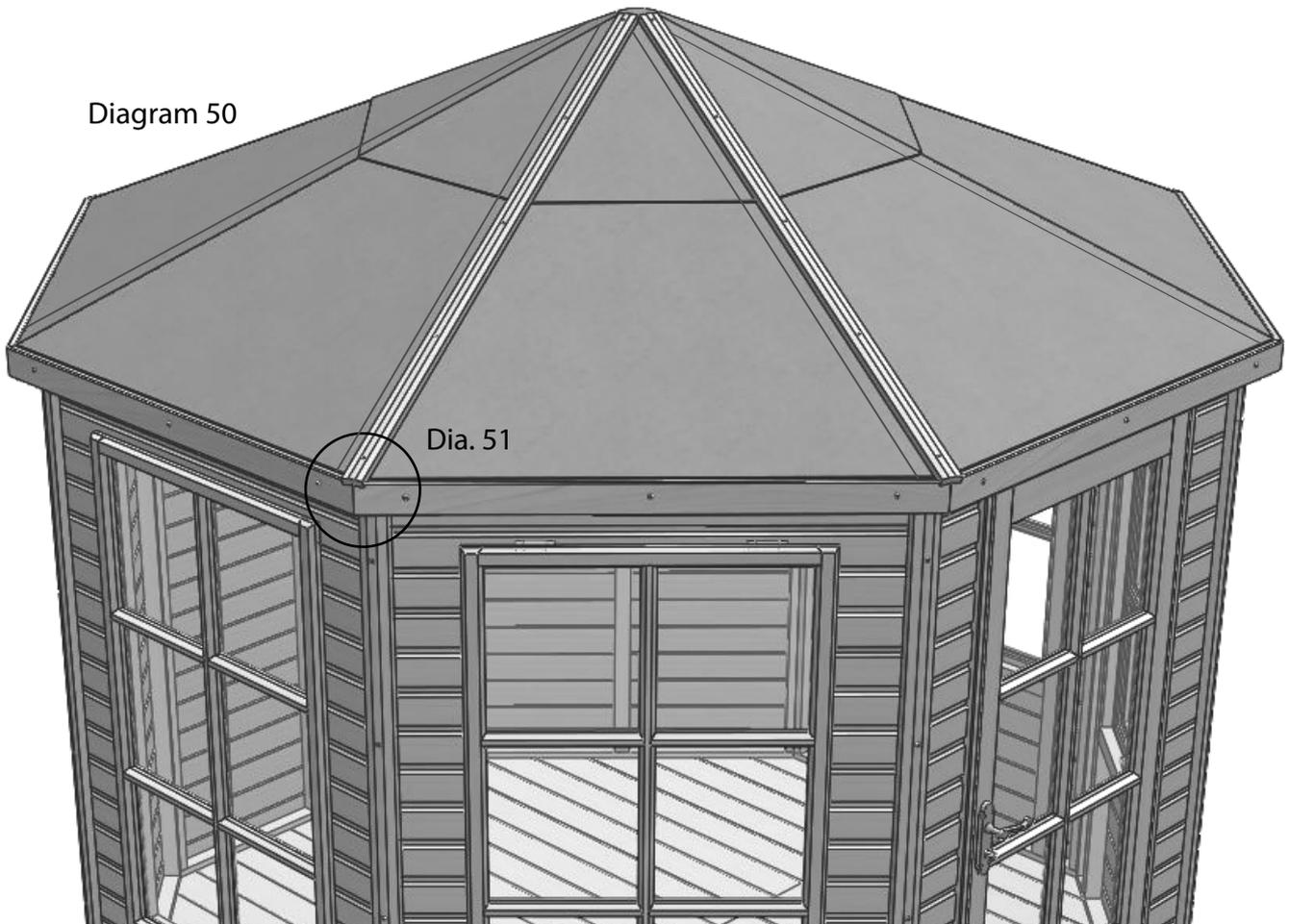
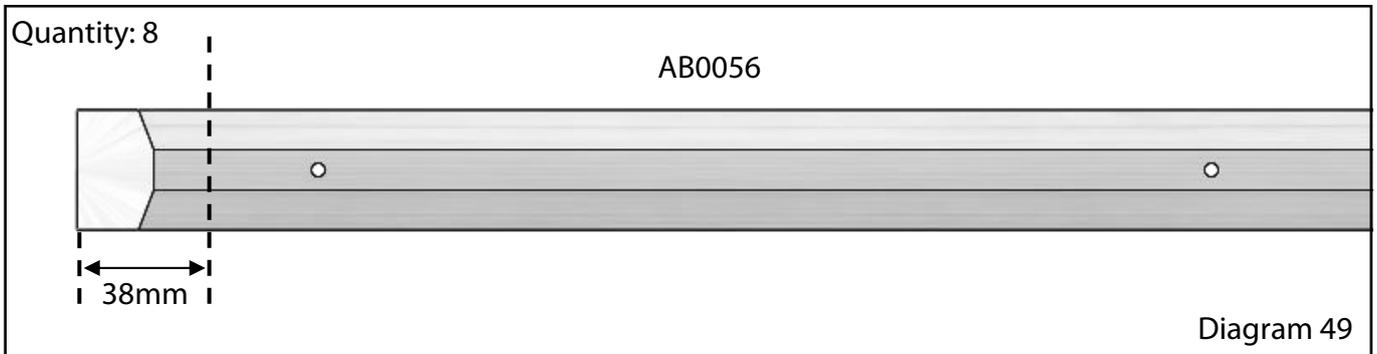


Diagram 48

# Fascias and Capping

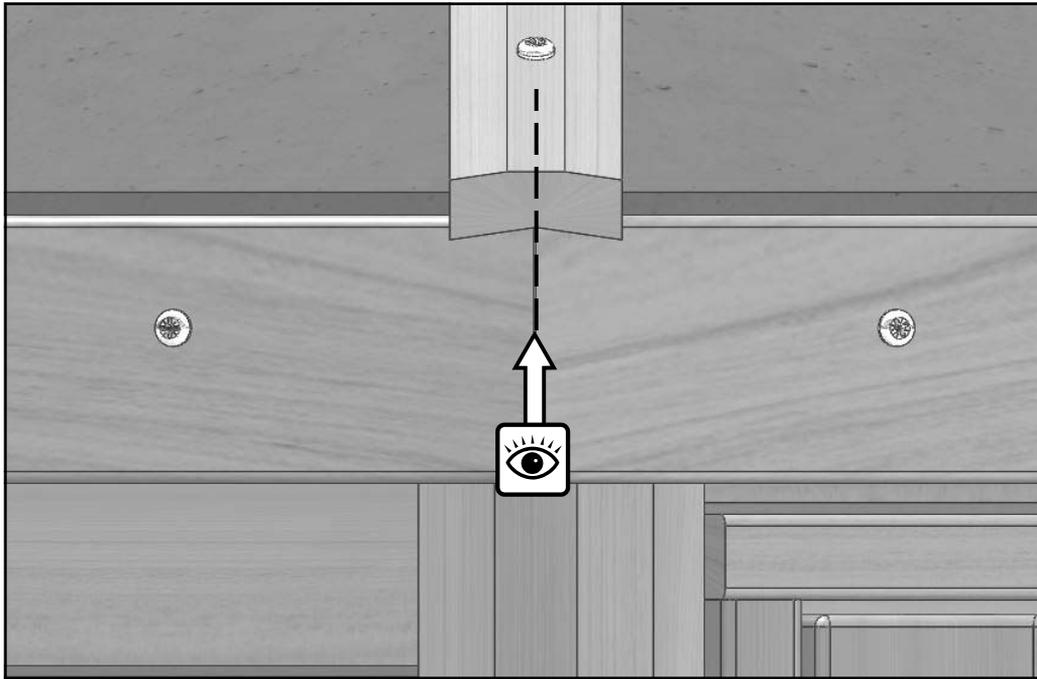
Before you can fix the roof capping in place you need to trim it to length (the full length capping is used on the optional slatted roof). Trim the end with the bevel so the square end that goes at the bottom of the roof is kept tidy and pre-treated. **DO NOT CUT THESE IF YOU HAVE A SLATTED ROOF**



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 next, when all have been spaced equally.

# Fascias and Capping

Diagram 51



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

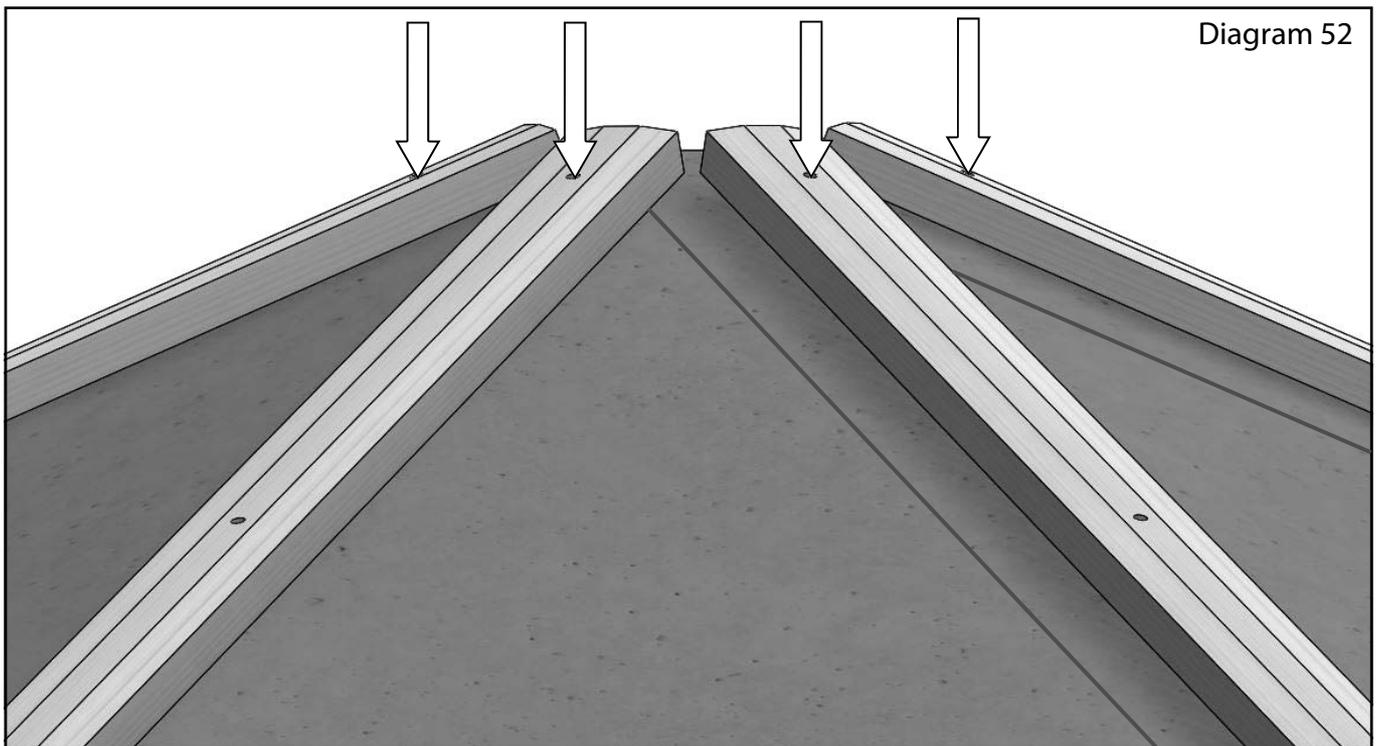


Diagram 52

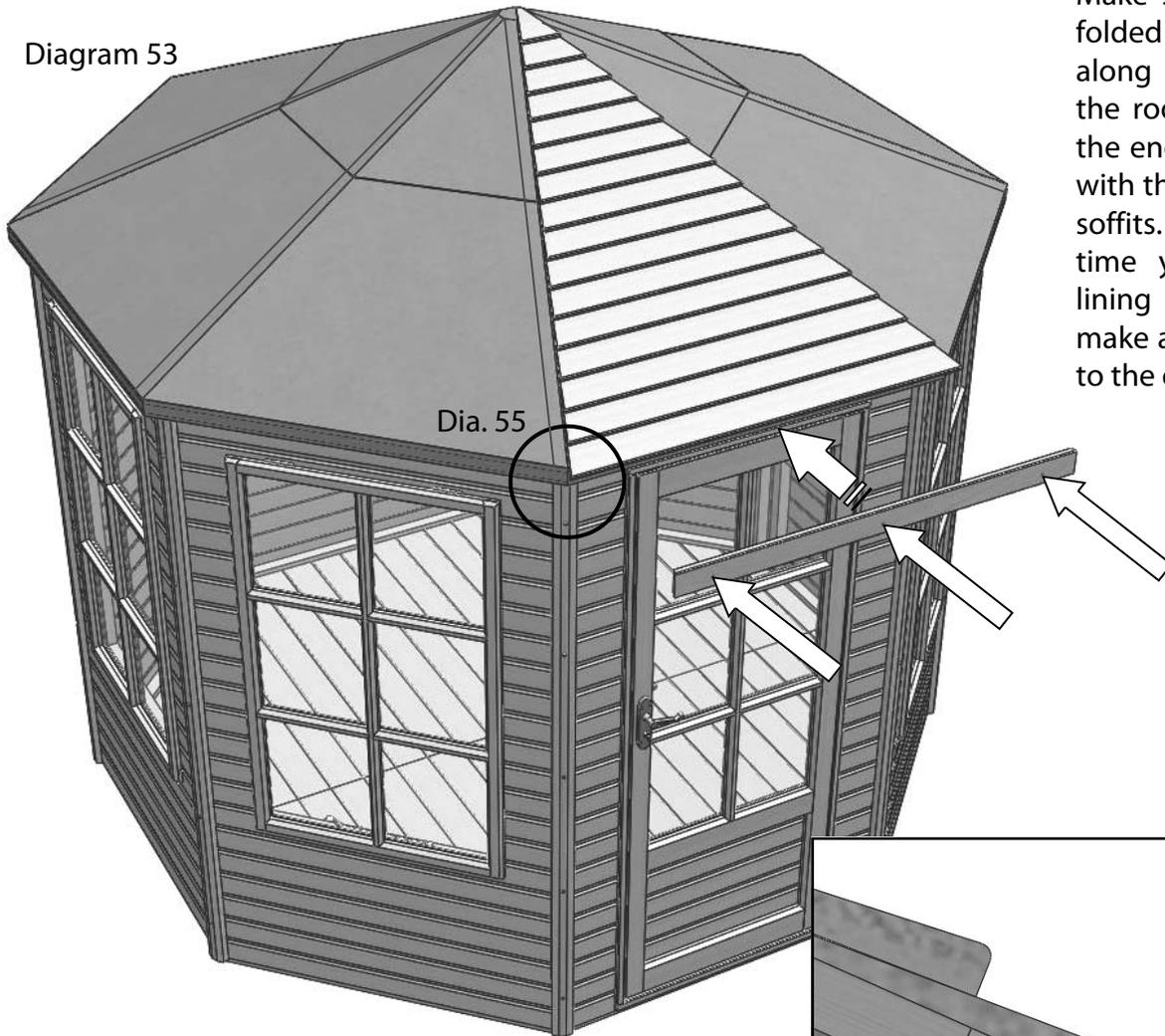
Finish fixing the capping with the final 2 screws per strip. Once fixed in place you can trim any excess felt. Be very careful not to cut through both layers of roof felt. Scoring down the side of the capping a couple of times lightly is much safer than trying to cut through in one go!

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.

Diagram 53



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.

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 54). 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.

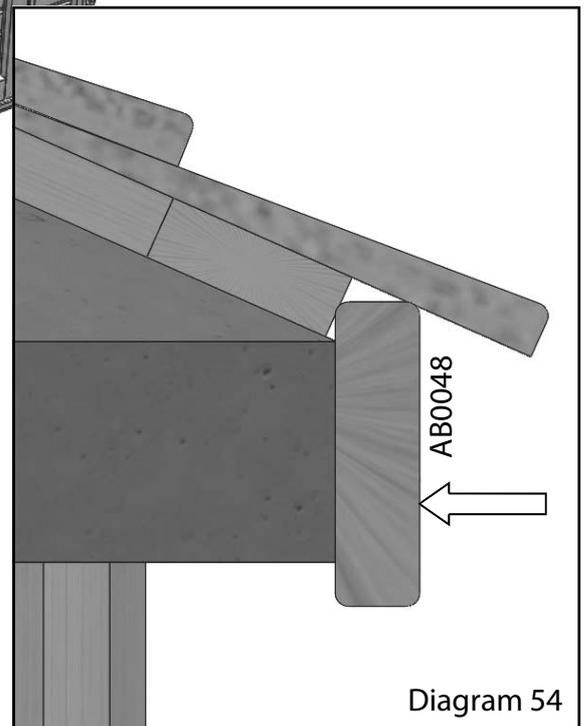


Diagram 54



# 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 55

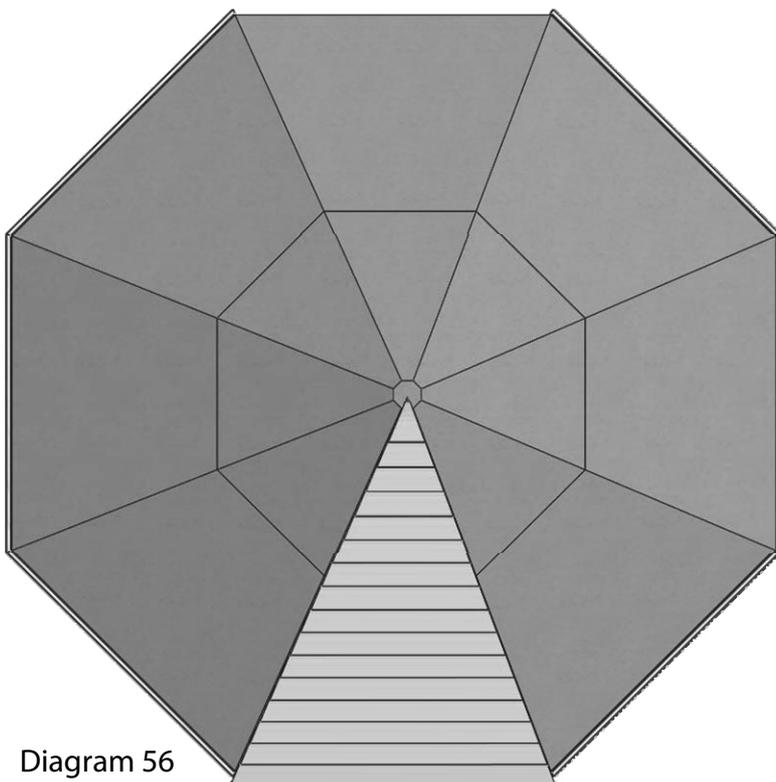
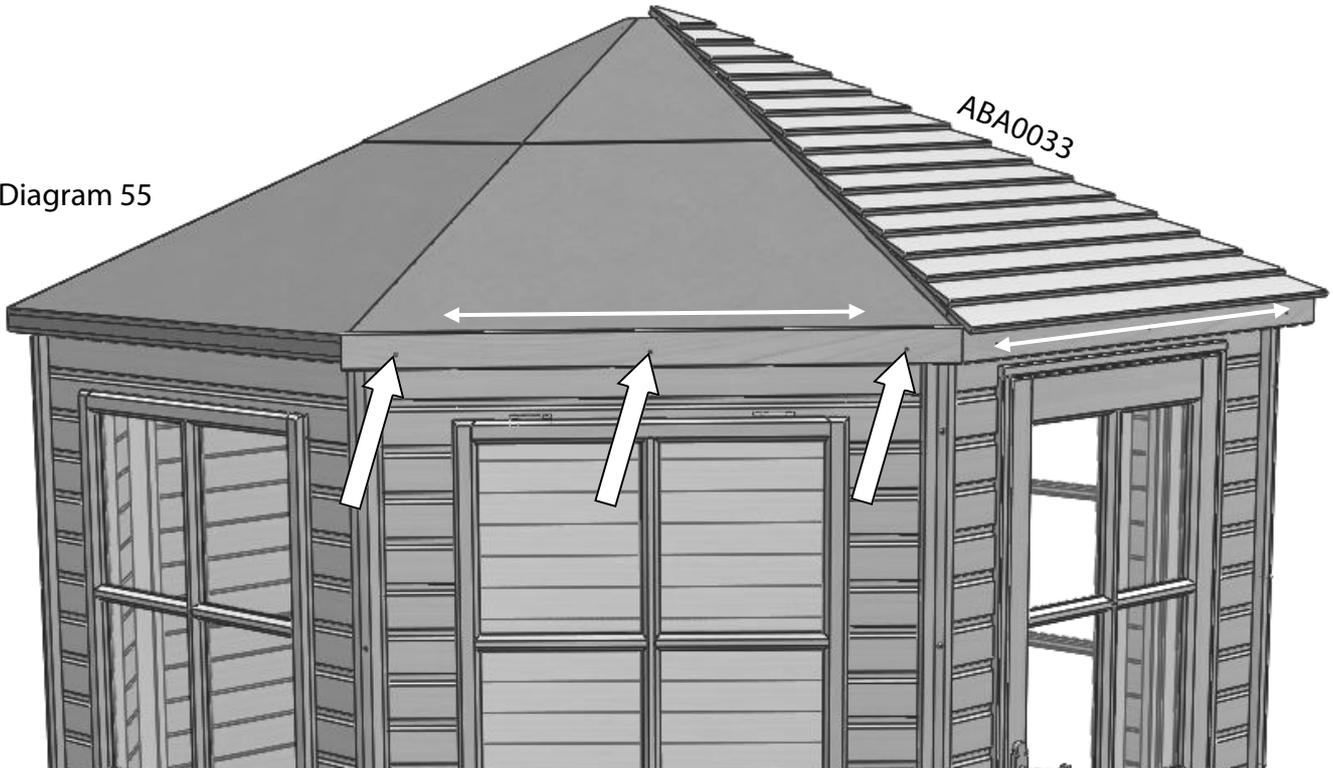


Diagram 56

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.



# Slatted Roof Installation (optional)

Diagram 58

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 58). 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.

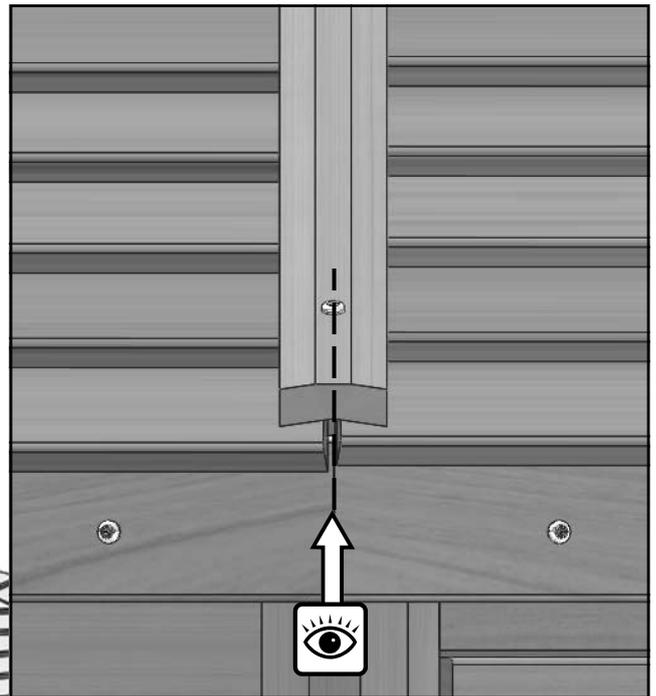
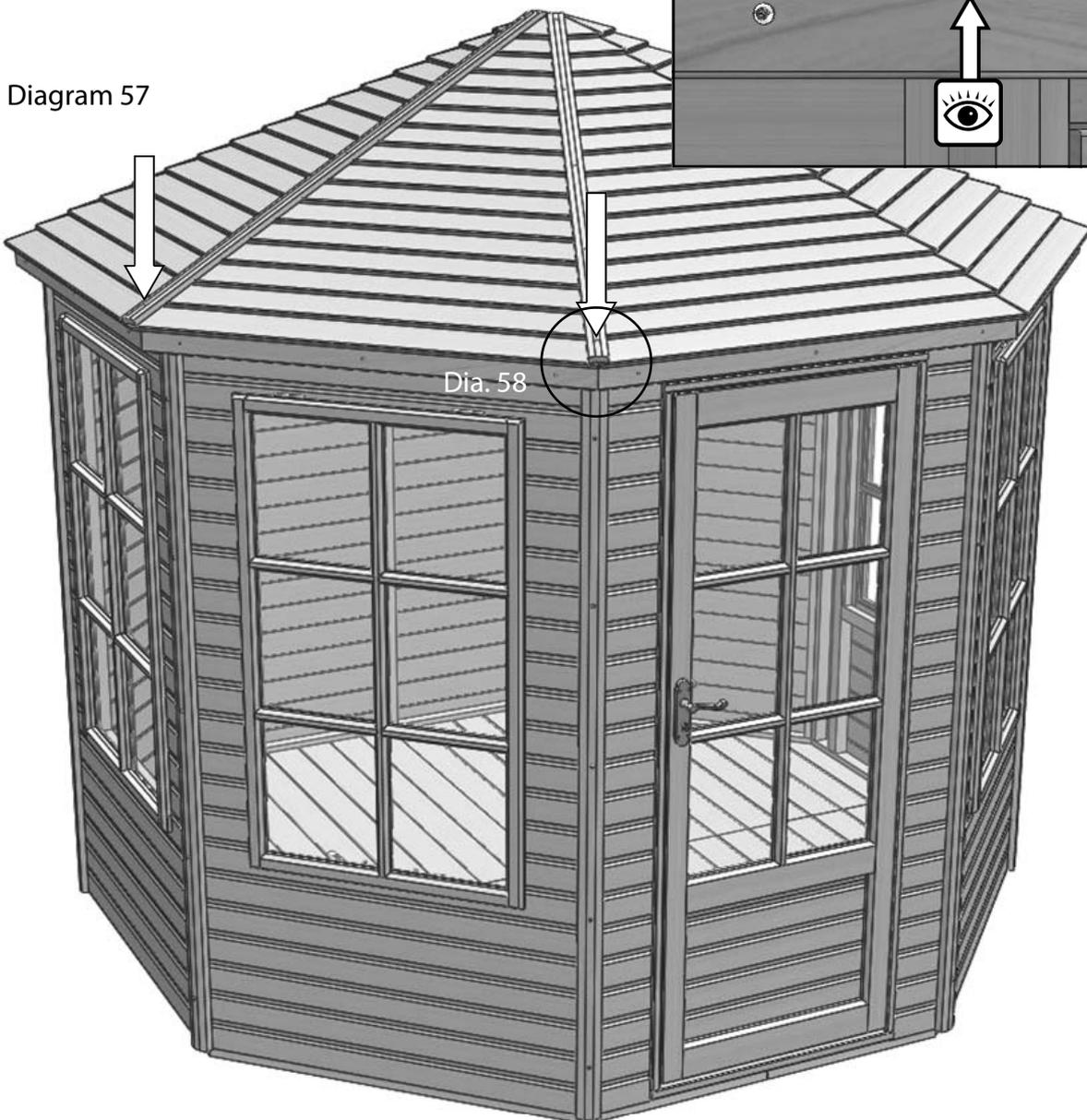


Diagram 57



# Slatted Roof Installation (optional)

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

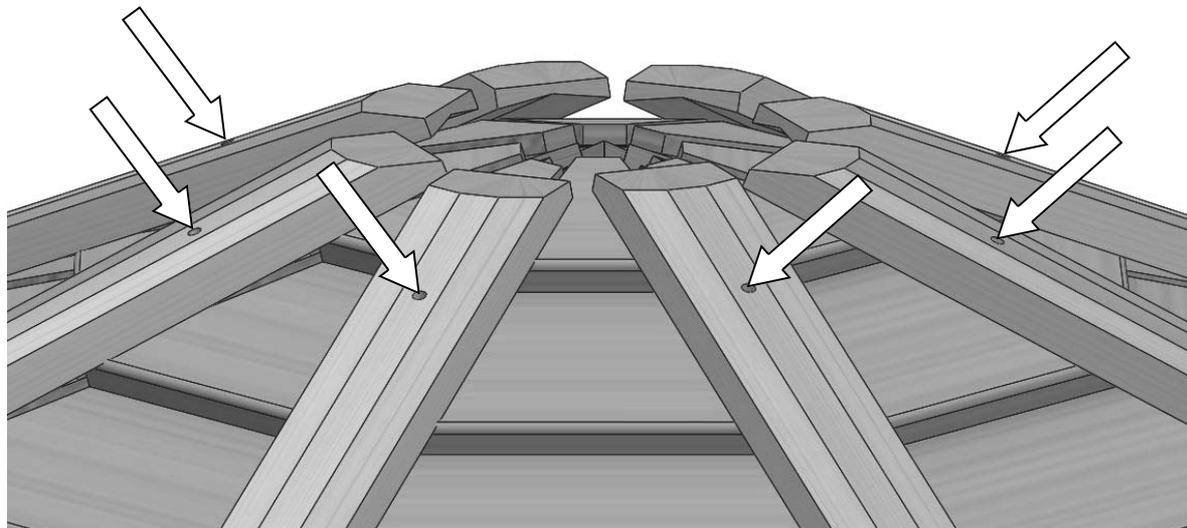


Diagram 59

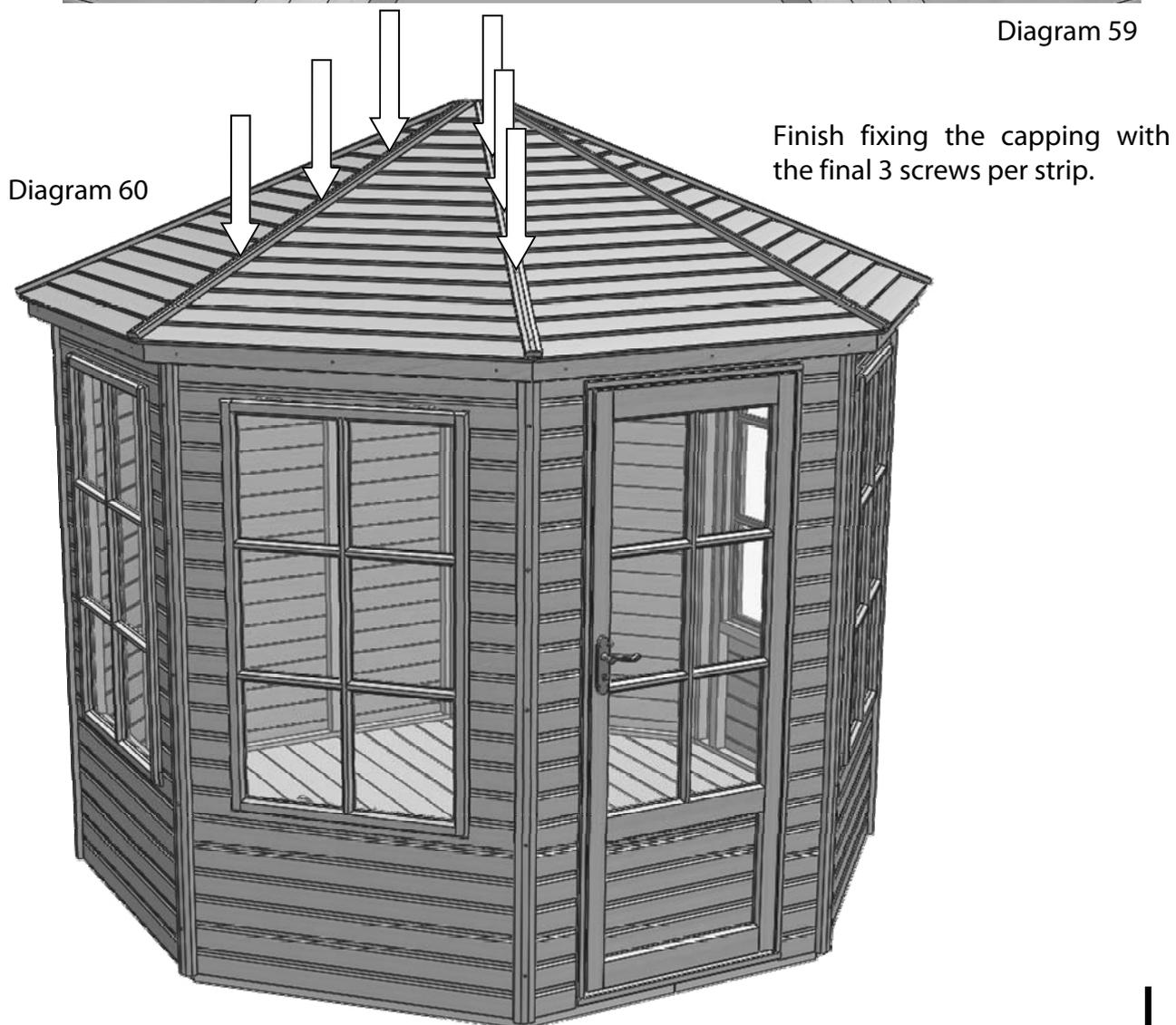


Diagram 60

Finish fixing the capping with the final 3 screws per strip.



# 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.

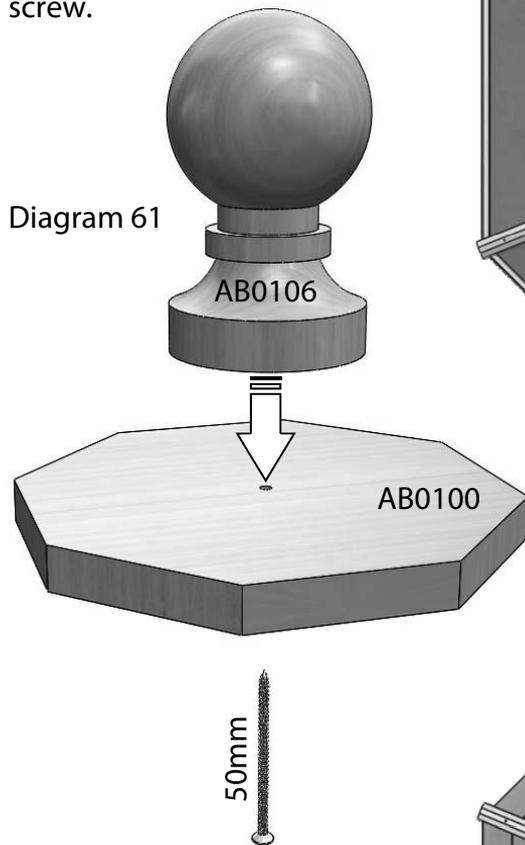
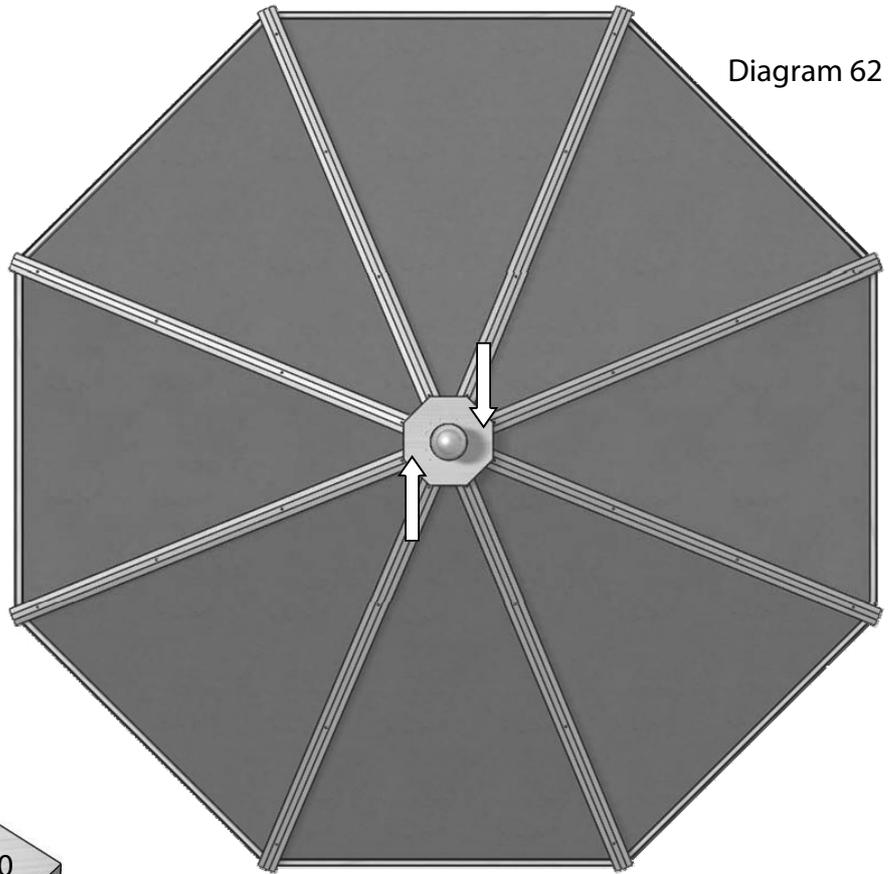


Diagram 62



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 62 and 63).

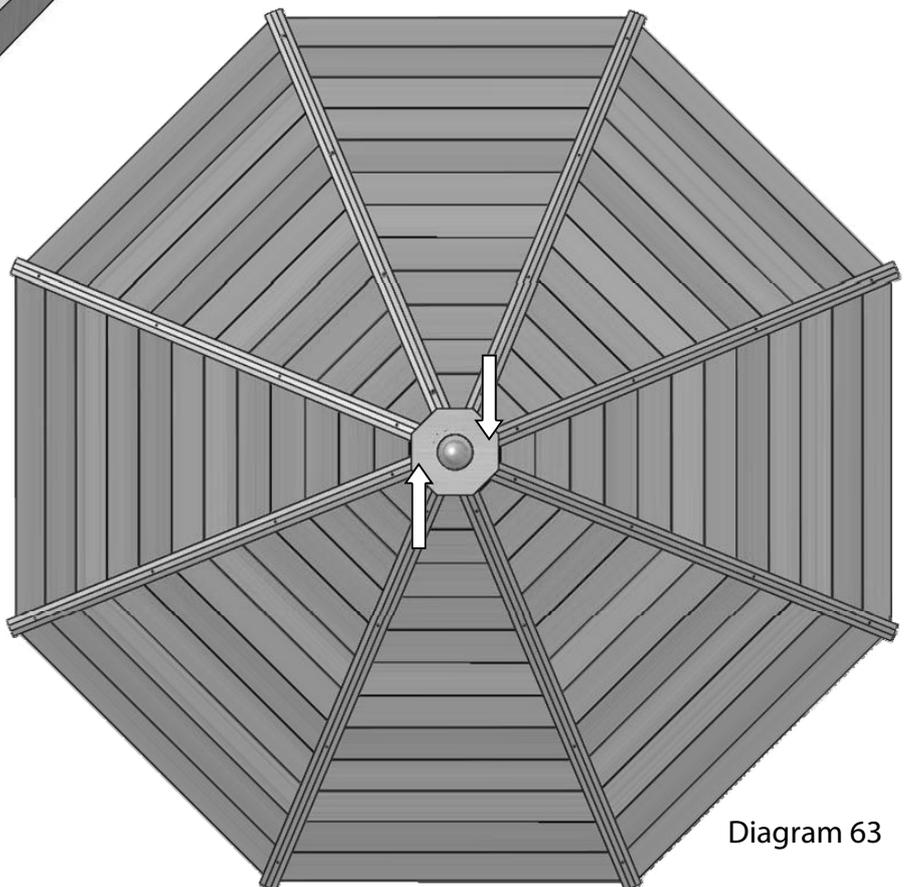


Diagram 63

# 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 64).

Then remove the transit screw and washer from the casement stay handle, again keep this screw for the peg (diagram 65).

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 66).

Diagram 64

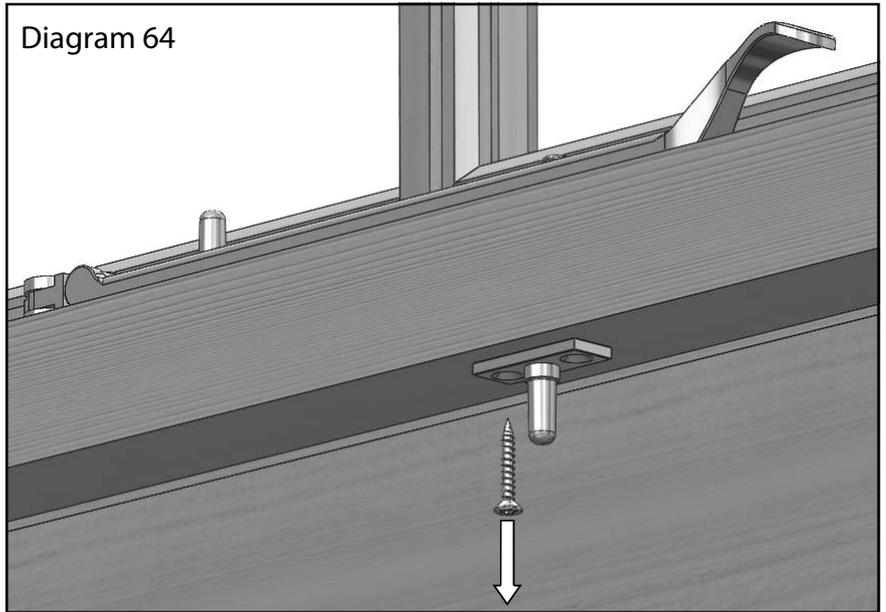


Diagram 65

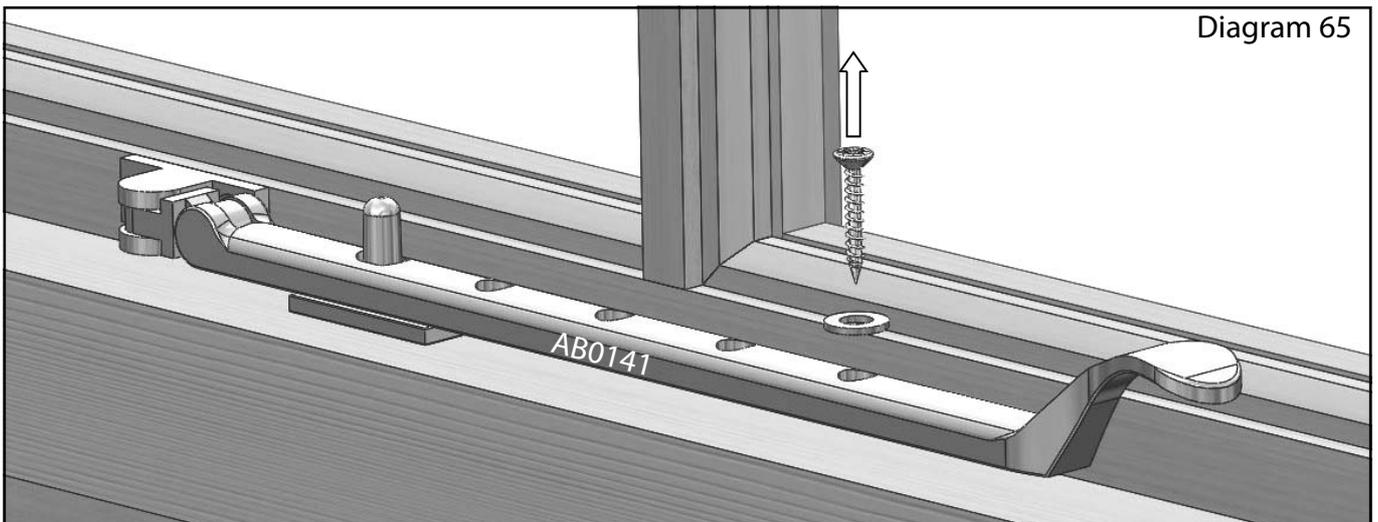
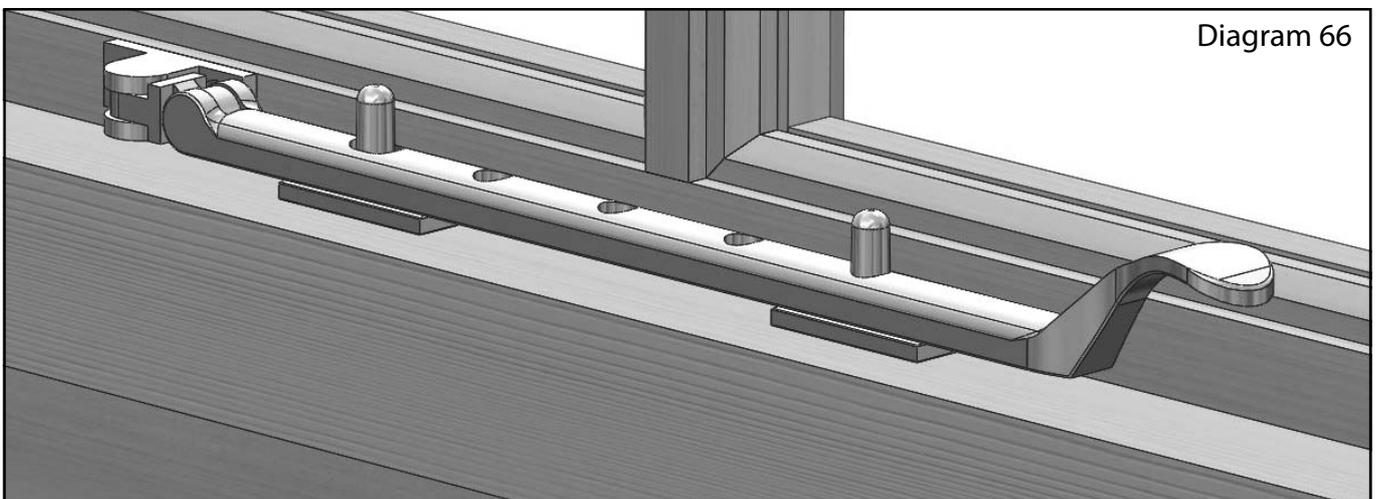


Diagram 66



# 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 67). Fix in place with two 25mm countersunk stainless steel screws.

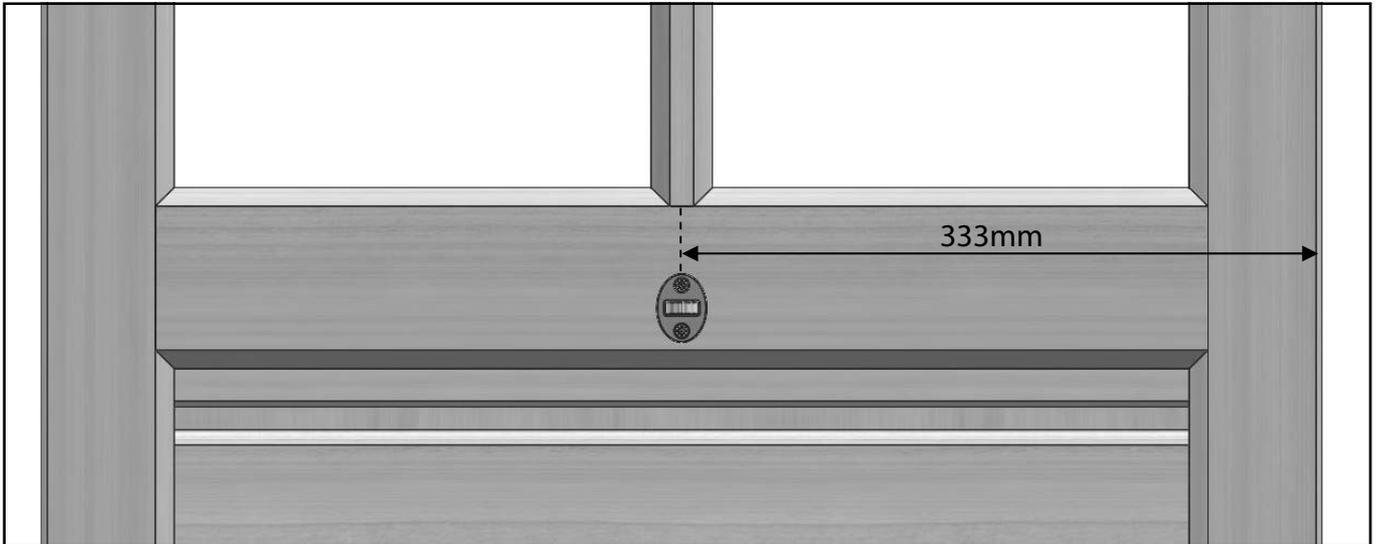


Diagram 67

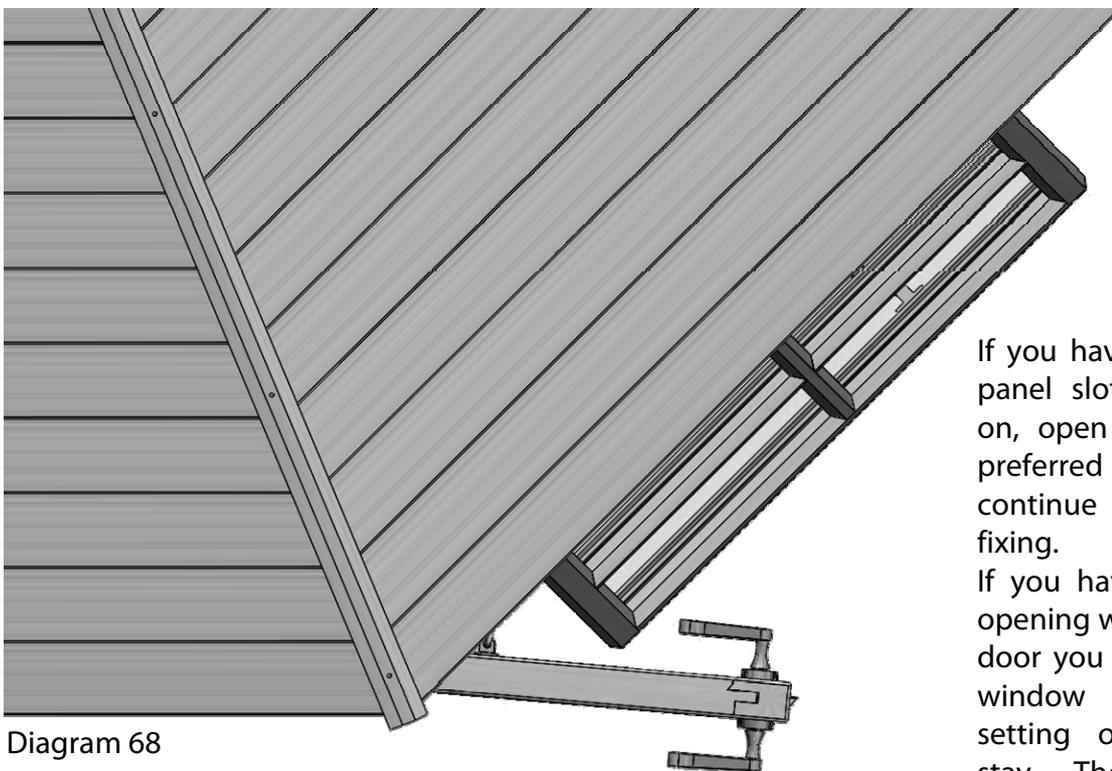


Diagram 68

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.

# 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.

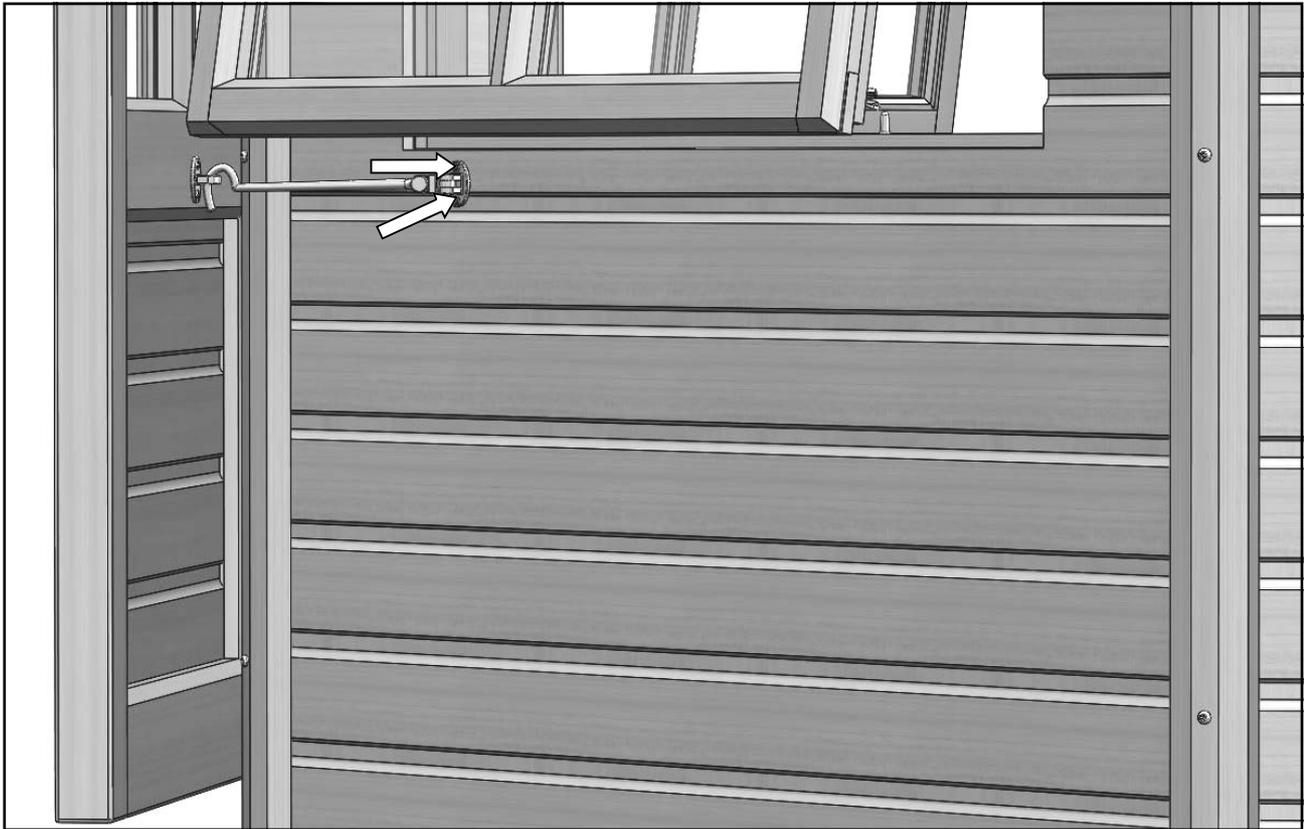


Diagram 69



Diagram 70

# Architrave fitting

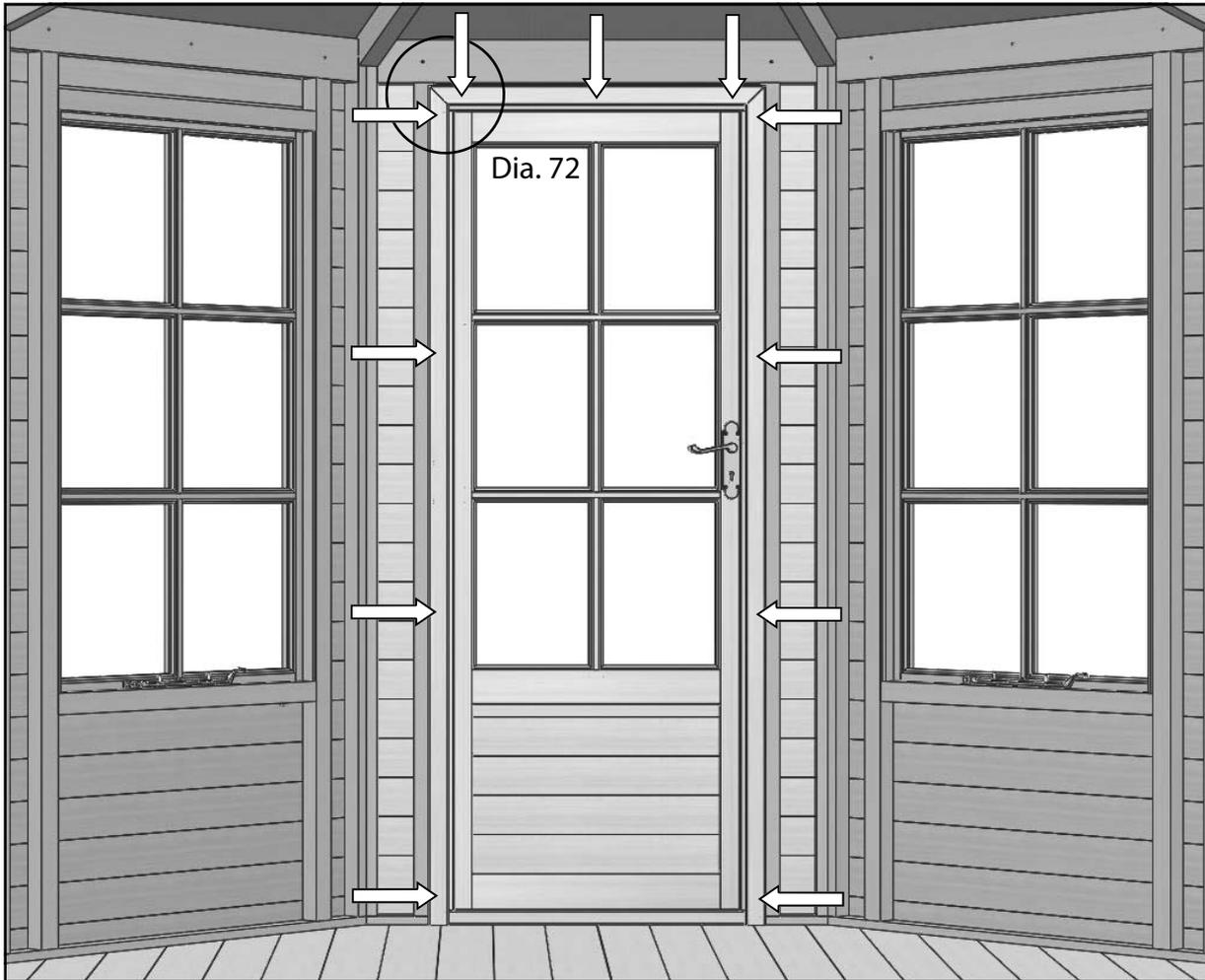


Diagram 71

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 72) 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.



Diagram 72

# Window trim fitting

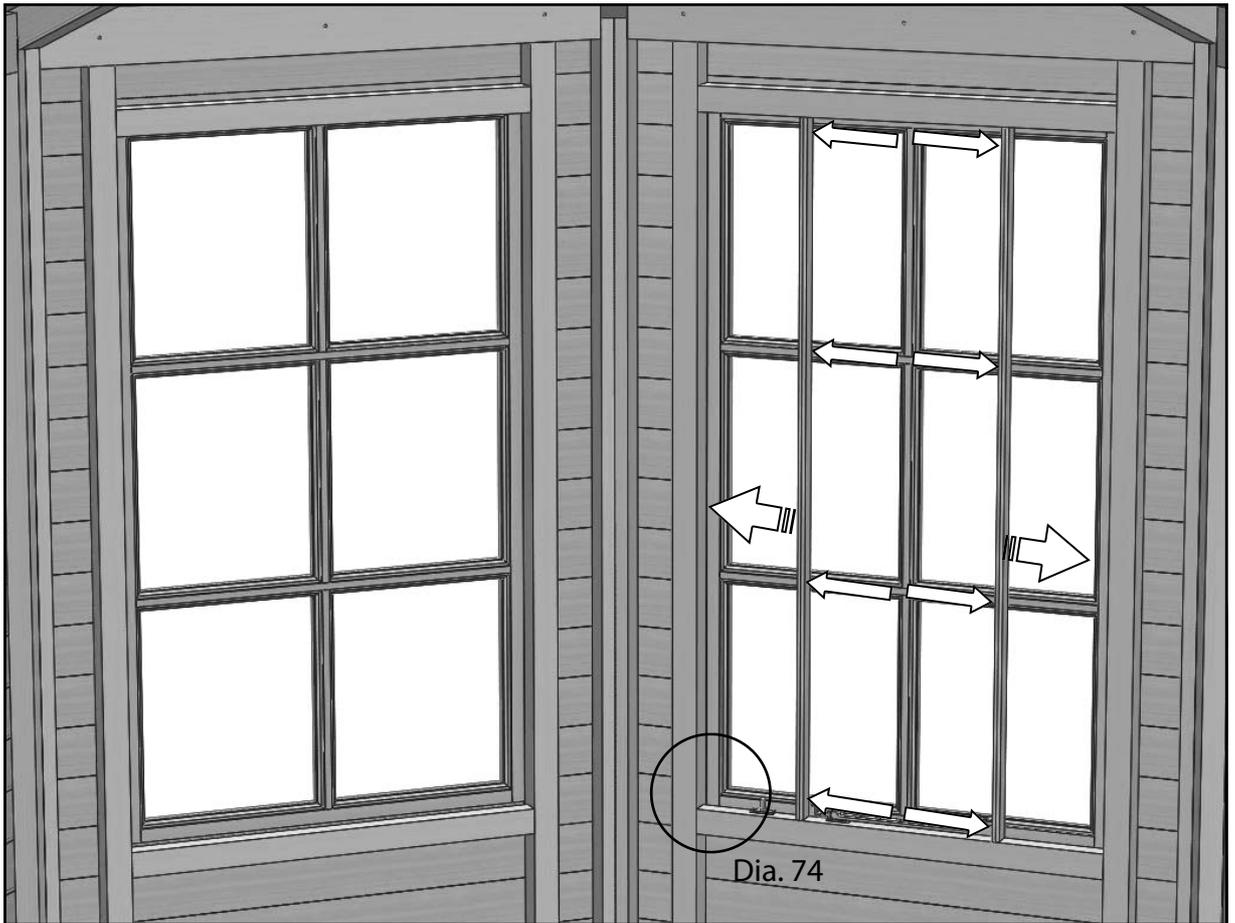


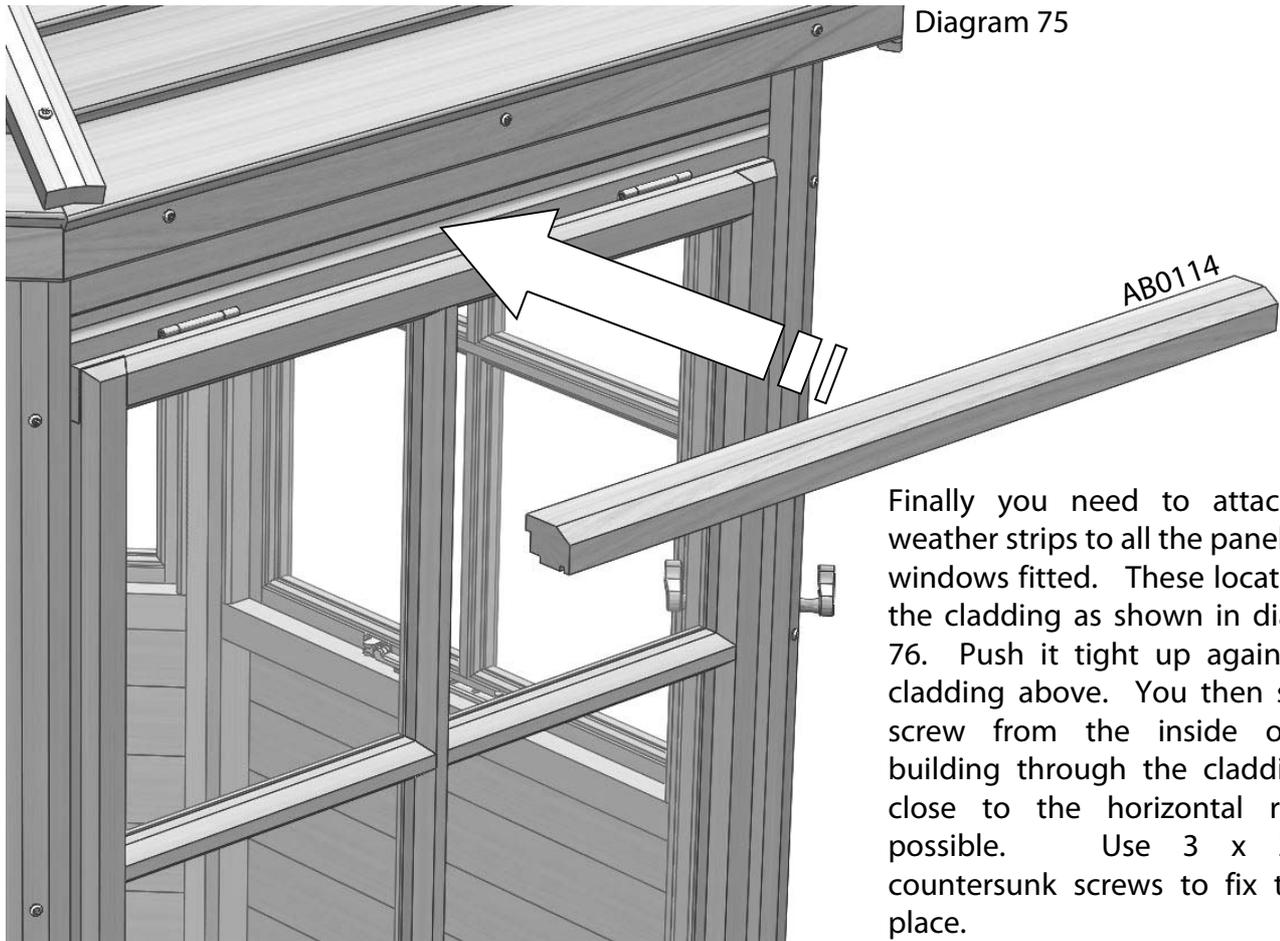
Diagram 74

Diagram 73

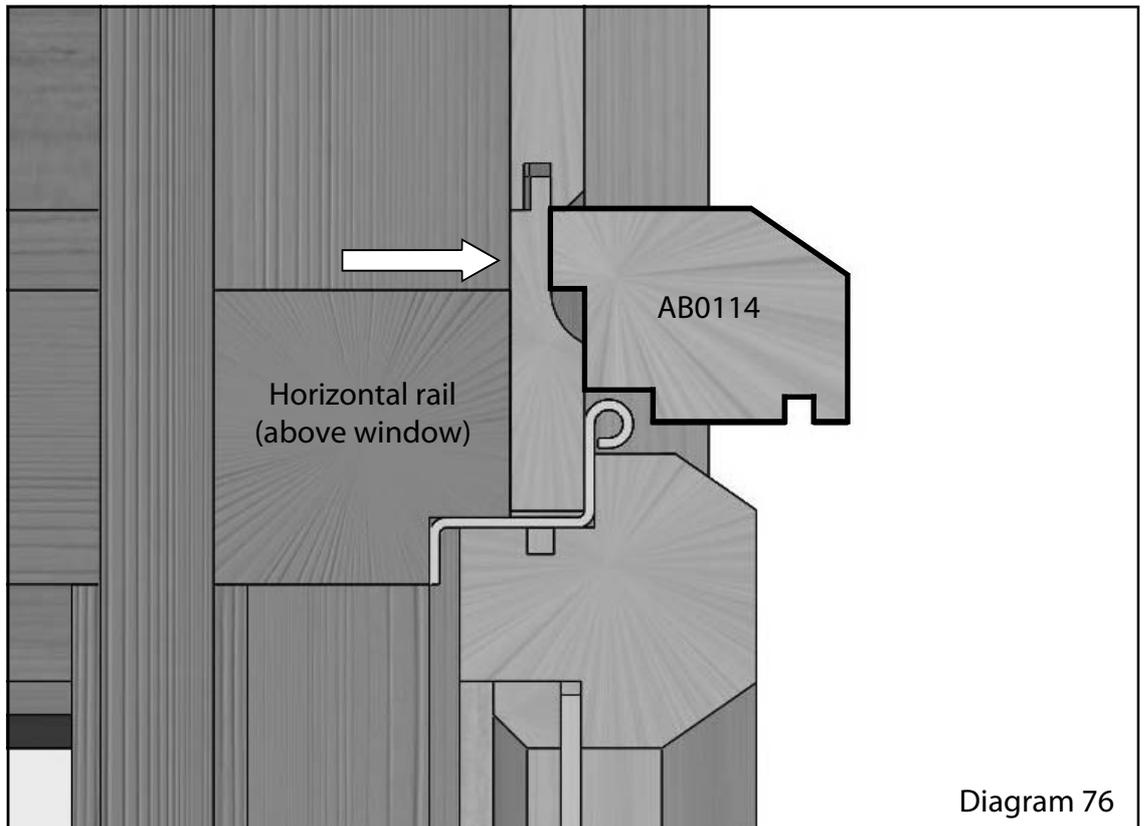


As with the architrave the window trims are fitted with four panel pins per side. (diagram 73). These need to be fitted to all window sections.

# Weather Strip Fitting



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 3 x 25mm countersunk screws to fix this in place.



# Parts List

BOM No.	Part No.	Part description	Quantity
<b>ABCEDOCT88</b>		<b>Octagonal Summerhouse 8x8 Box</b>	
	ABA0015	Oct Base Assembly 88 LH	2
	ABA0016	Oct Base Assembly 88 RH	2
	ABA0037	SH Oct Side Panel Clad_Single_88_89_Plain	3
	ABA0038F	SH Oct Side Panel Clad_Single_88_89_Window_Fixed	2
	ABA0038V	SH Oct Side Panel Clad_Single_88_89_Window_Vent	2
	ABA0039	SH Door Frame Assembly_Single_88	1
	AB0082	Oct Roof Sheet 88 1100x1499x40mm	8
	AB0150	Roofing Felt Red 10m	1
	ABSHOCTBOX88	Octagonal Summerhouse 8x8 Box	1
<b>(Optional)</b>	<b>ABA0033</b>	<b>Oct Ceder Slatted Roof Assembly_88</b>	<b>8</b>

## Whats in your box:

ABCEDOCTBOX88		Octagonal Summerhouse 8x8 Box	
	AB0012	Oct Framing Roof Bar 88 1463.92mm	8
	AB0048	Oct Cloaking Fascia_88_89 1126mm	8
	AB0049	Oct Cloaking Soffit_88_89 1107mm	8
	AB0058	Oct Cloaking Roof Hip_88_89 1570mm	8
	AB0057	Oct Cloaking Side 1912mm	8
	AB0091	Oct Cloaking Architrave 1856mm	2
	AB0092	Oct Cloaking Architrave_Top_Single 740mm	1
	AB0100	Oct Cover Cap 66 200mm	1
	AB0104	Base Rail Noggin 268mm	4
	AB0106	Summerhouse Finial	1
	AB0145	Cabin Hook 8" SC 200mm	1
	EV0608	Victorian Door Handle SC	1
	EV1003	Oct Ridge Bracket	1
	ABSMA010	Smalls Pack 010	1

ABSMA010		Smalls Pack 010	
	EV0336	25mm x 3.5 Csk pozi woodscrew A2 SS EV0336	12
	02-1814	Wftscrew 1 1/2inx6g Csk Zp	124
	EV0332	40mm x 4 Pan Poz A2 SS woodscrew EV0332	80
	EV0333	50mm x 5 Csk pozi woodscrew A2 SS EV0333	38
	02-5110	Firmitite Screw 5 x 60mm	74
	EV0365	70mmx 4 Pan Poz A2 SS woodscrew EV0365	54
	EV0334	80mm x 5 Csk pozi woodscrew A2 SS EV0334	46
	02-1675	Clout Nails 1/2in	125
	EV0337	4mm HSS	1
	02-1680	Panel Pin 30 X 1.6mm S/steel	16

Window glass size: 321mm x 378mm

Door glass size: 235mm x 378mm

