

SHIRE

BUILT AROUND OUR REPUTATION

Assembly of Cubby®

Adult Assembly Only - Do not attempt to modify this Playhouse

Thank you and congratulations on the purchase of your Shire Garden Building. We believe that this product will give you many years of excellent service. This is a natural product manufactured to a high standard therefore if you have any queries or experience any difficulties then please contact our customer service hotline on 01945 465295. Normal office hours: 8.30am to 5.00 Monday to Friday. Answerphone all other times.

Preparation of Base

We recommend that the base onto which your building will stand should be at least 75mm larger in each direction than the total floor size of the building.

Actual floor area of the building: 1790 x 1190mm (excluding canopy)

Roof Overhang of canopy: 510mm

Total height clearance: 1950mm

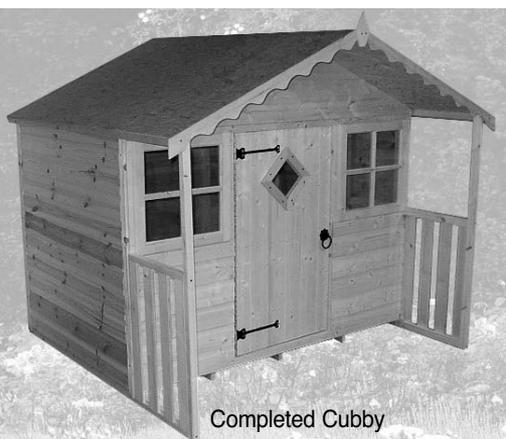
The chosen position in your garden for the siting of the building should be excavated to a depth of 75mm to allow a base of sand, on to which paving slabs can be evenly laid - **THEY MUST BE LEVEL AND FIRM.**

Treatment/Care of your Garden Building

Treat with a suitable decorative wood finish immediately. We recommend that all timber pieces be treated again prior to assembly and again within 3 months of assembly. We further recommend that all pieces are treated again at least annually or as frequently as the instructions on the product used recommends.

We would suggest that all wall panels be treated in an upside-down position to allow the finish/treatment to ingress into the tongue and groove jointing.

We would also remind you that you would rarely (if ever) be able to re-treat the underside of the floor following assembly. We strongly recommend that the underside of the floor is treated an absolute minimum of twice (not including pre-treatment). Use only child safe wood preservative and allow to dry thoroughly before further use. Do not use creosote.



Completed Cubby

Tools Required

- Posidrive screwdriver (electric is best)
- Drill and 6mm +4mm drill bits
- Hammer
- Sandpaper (to smooth any rough edges)
- Cutting knife
- Tape measure
- Step ladder
- Ruler
- Pencil
- Saw
- Chisel

IMPORTANT!

PLEASE READ PRIOR TO ASSEMBLY OF THE BUILDING

EVERY PRECAUTION IS TAKEN TO ENSURE THAT YOUR BUILDING HAS NO ELEMENT INCORRECTLY PLACED OR POSSIBLY HAZARDOUS, HOWEVER PRIOR TO USE PLEASE CHECK ALL SURFACES FOR THE FOLLOWING:

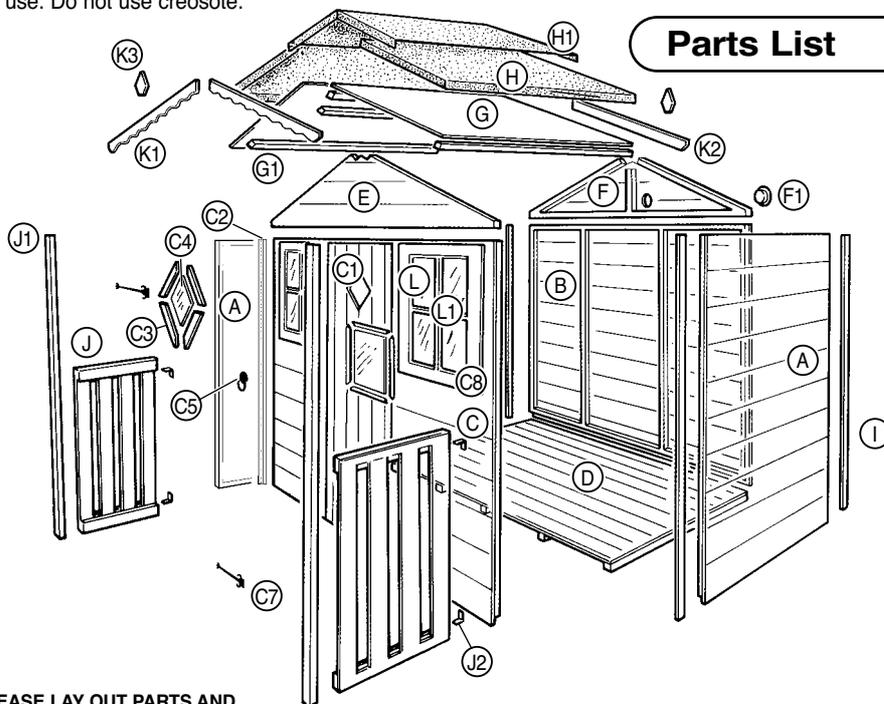
- 1 RAISED GRAIN, SPLINTERS: sand down timber to smooth finish
- 2 NAIL/SCREW/PIN HEADS PROUD: tap home to be flush with surface of timber
- 3 DAMAGED SCREW HEADS RESULTING IN SHARP SPLINTERS OF METAL: replace
- 4 SHARP ENDS OF NAILS/SCREWS/PINS PROTRUDING THROUGH THE PANEL: remove and reposition.
- 5 ENSURE ALL PARTS ARE SECURED AGAINST REASONABLE FORCE: remove and refit
- 6 ENSURE THERE ARE NO LOOSE PARTS: remove and refit/discard

We recommend that protective gloves be worn throughout

PLEASE NOTE

Wood is a natural product and is therefore prone to changes in appearance, including some warping, movement and splitting, particularly during unusual climatic conditions (long hot or wet spells of weather). As a natural occurrence this is not covered by a guarantee.

Parts List



PLEASE LAY OUT PARTS AND CHECK OFF AGAINST CHECK LIST BELOW:

QTY DESCRIPTION

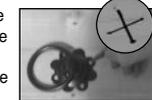
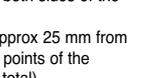
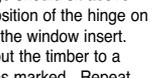
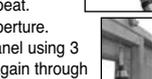
4:	Timber sections	(A x2, B, C)
1:	Door	(C1)
1:	Continuous hinge	(C2)
4:	Angled and rebated strips	(C3)
1:	Door glazing material	(C4)
2:	Window frames	(C8)
1:	Floor	(D)
1:	Front gable	(E)
1:	Back gable	(F)
2:	Roof pieces	(G)
4:	Lengths framework	(G1)
1:	1 x 4mtr x 1mtr roll felt	(H)
1:	1x 2mtr x 0.5mtr roll felt	(H1)
4:	Cornerstrips	(I)
2:	Railing slats	(J)
2:	Railing uprights	(J1)
2:	Profiled fascia	(K1)
2:	Plain fascia	(K2)
2:	Diamonds	(K3)
8:	Panes window glazing material	(L)
32:	Pieces beading	(L1)

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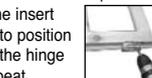
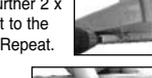
1:	Door handle	(C5)
1:	Wooden handle	
1:	Door catch	
2:	False hinges	(C7)
4:	Window hinges	
2:	Vents	(F1)
4:	L shaped brackets	(J2)
2:	Casement Stays	
4:	Casement Stay Pins	
1:	Block of Wood	
28:	60mm screws	
1:	45mm flat head screw	
68:	25mm screws	
8:	20mm screws	
8:	25mm black screws	
4:	12mm black screws	
3:	60mm nails	
74:	40mm nails	
90:	Felt nails	
64:	15mm panel pins	

PLEASE KEEP THIS LEAFLET FOR FUTURE REFERENCE

A - Door Assembly (hinge to allow right opening)

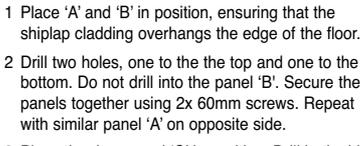
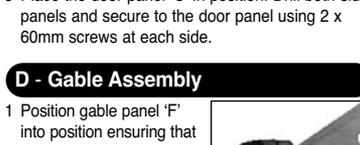
- Prepare to fit the door 'C1' to panel 'C'. Place the continuous hinge along the length of the door making sure that the hinge does not protrude at either top or bottom. The hinge should allow the door to open outward once fitted to the building. Fit the hinge to the door using 7 x 25mm screws. 
- Place ring handle 'C5' on the outside of the door. Place the handle approx. half way up the door making sure you are central to the framework running across the other side. Mark the holes. Join the holes with a marker to find the centre. Then drill centre point only. (6mm Drill Bit). 
- Place the wooden handle on the inside of the door and screw from the outside; using the hole just drilled and 1x 45mm flat head screw. 
- Fix the ring handle, using 4x 25mm black screws, on the other side of the door covering the screw head. 
- Remove protective film from both sides of the door glazing material. 
- Mark on the inside of door approx 25 mm from the edges and also from the points of the diamond cut out (8 marks in total). 
- Drill at marks (4mm drill bit). Place two of the wooden angled rebated pieces 'C3' flush with the edge of the diamond shaped cut-out. Secure from the back using the holes just drilled using 4x 20 mm screws. 
- Slide in the glazing 'C4' then fit the remaining two pieces of angled rebated strip to the top using 4x 20 mm screws. 
- Fit the two false hinges 'C7' at the top and bottom of the door. Each is to fit as far as possible onto the framework at the back of the door - ensure that the wide part of the hinge is fixed to the framework. At the piano hinge side of the false hinge secure using 2 x 25mm black screws and along the length of each hinge using 2 x 12mm black screws. 
- Place the front panel 'C' onto a flat level surface outside facing up. Place the door into the aperture. Ensure there is an equal gap between the edges of the door and the aperture. Screw into position using 7 x 25mm screws. 

B - Fit Window Frame C8 (from top)

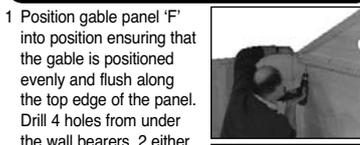
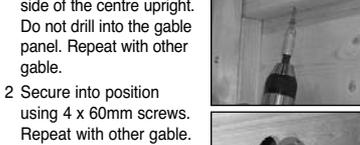
- The hinges should be recessed into the window frames to a depth of 3mm. To do this: place one hinge 'C9' on the inner rebated part of the top of the window. The rounded part of the hinge should sit above the outer edge. Mark the position of the hinge on the weather proofing part of the window insert. Remove the hinge. Chisel out the timber to a depth of 3mm in the positions marked. Repeat. 
- Place the hinge back onto the insert and screw the inner piece into position using the predrilled holes in the hinge and 2 x 25 mm screws. Repeat. 
- Place the window into the aperture. Secure the window to the panel using 3 x 25mm screws per hinge, again through the predrilled holes in the hinge. Repeat. 
- Open the window and fit a further 2 x 25mm screws per hinge next to the one already fitted in Step 1. Repeat. 
- Fitting the Casement Stay 'C10'.** Place the casement stay centrally on the inside of the window. Place the 2 pins 'C11' under the casement stay. Position so that it is not resting on the framework of the panel and not so high that the pins are of no use. 
- Fit the Casement Stay on the window using 2 x 25mm screws. 
- Mark where the 'pins' will be placed.
- Secure into position using 4 x 25mm screws - 2 in each pin.

C - Floor and Wall Assembly

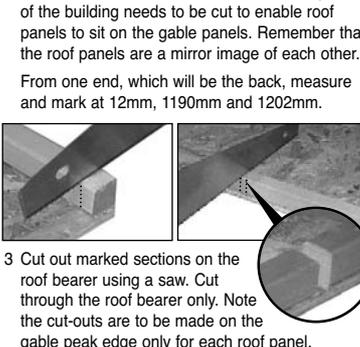
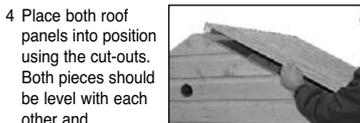
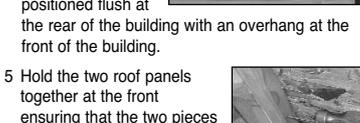
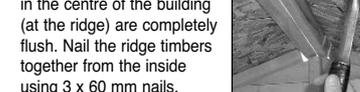


- Place 'A' and 'B' in position, ensuring that the shiplap cladding overhangs the edge of the floor. 
- Drill two holes, one to the top and one to the bottom. Do not drill into the panel 'B'. Secure the panels together using 2x 60mm screws. Repeat with similar panel 'A' on opposite side. 
- Place the door panel 'C' in position. Drill both side panels and secure to the door panel using 2 x 60mm screws at each side. 

D - Gable Assembly

- Position gable panel 'F' into position ensuring that the gable is positioned evenly and flush along the top edge of the panel. Drill 4 holes from under the wall bearers, 2 either side of the centre upright. Do not drill into the gable panel. Repeat with other gable. 
- Secure into position using 4 x 60mm screws. Repeat with other gable. 
- Place vents into the aperture in gable panel 'F'. 

E - Roof Assembly

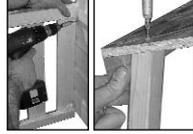
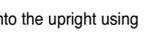
- Place 2 pieces of framework 'G1' onto a flat level surface. Place 1 roof panel 'G' on top of the framework ensuring it lays flush against the outside edges of the framework and secure using 6 x 40mm nails on either side. Repeat for other roof panel. 
- The roof framework 'G1' that will be at the peak of the building needs to be cut to enable roof panels to sit on the gable panels. Remember that the roof panels are a mirror image of each other. From one end, which will be the back, measure and mark at 12mm, 1190mm and 1202mm. 
- Cut out marked sections on the roof bearer using a saw. Cut through the roof bearer only. Note the cut-outs are to be made on the gable peak edge only for each roof panel. 
- Place both roof panels into position using the cut-outs. Both pieces should be level with each other and positioned flush at the rear of the building with an overhang at the front of the building. 
- Hold the two roof panels together at the front ensuring that the two pieces in the centre of the building (at the ridge) are completely flush. Nail the ridge timbers together from the inside using 3 x 60 mm nails. 

- Nail through the roof into the walls of the building ensuring that a nail is placed in each corner. Use 22 x 40mm nails in total - three along each short side and five along each outer edge. To nail roof into gable framework correctly, measure back from front edge of roof approx. 510mm. 

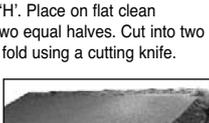
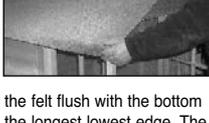
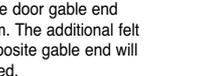
F - Cornerstrips

- Nail corner strips 'I' at each corner. Use 3 x 40mm nails per strip. 

G - Balustrade Assembly

- Place framework 'J1' onto the balustrade ensuring it is flush at the bottom and sides. Please note: The flat edge of each railing will be positioned as outside edges of the building and will be of mirror image of each other. Attach upright to railing using drill holes and secure with 4 x 60mm screws in total. 
- On the opposite edge of the railing assembly to the framework fit 2 x L shaped brackets, one on each horizontal piece. Secure using 1 x 25mm screw in each bracket. 
- Place assembled balustrade into position flush at bottom with floor joist and flush with side of the building. Mark on the upright where the upright pieces of the railing meets the underside of the roof. 
- Using a saw remove the excess part of the upright to the pencil mark. 
- Secure balustrade using 1 x 25mm screw per L shaped bracket to the building again ensuring balustrade is square and flush at bottom and sides. 
- Drill a hole through the roof where the upright is to be fixed and screw through the hole into the upright using 1 x 25mm screw. Repeat. 

H - Felt Assembly

- Open the roll of felt 'H'. Place on flat clean surface and fold in two equal halves. Cut into two equal pieces on the fold using a cutting knife. 
- Lay one piece of felt on the roof along the longest, lowest edge of half the roof and up and over the ridge. 
- Position the edge of the felt flush with the bottom of the framework on the longest lowest edge. The felt can overhang the door gable end approximately 40mm. The additional felt overhanging the opposite gable end will eventually be trimmed. 

- Secure felt using felt nails at 100mm interval. At sides nail into the framework, at the back nail directly onto the wall and at the front tuck the felt neatly under the roof canopy and nail into the framework. Do NOT nail along the edge on the centre of the roof. To obtain a neat finish at the corners and ridge, the felt will need to be carefully cut to enable one piece to be folded and sit under the other. Taking care not to cut too far - cut from the corner point of the felt to the outer edge of the felt. Repeat exactly as the first strip of felt at the other side leaving the middle section until last 

- Using the small roll 'H1' of felt and lay over the ridge of the building. This piece will overhang the other two pieces - ensure that this piece is positioned evenly on both sides. Fix into position nailing through this strip of felt the existing felt and into the roof. 

I - Facia boards and Diamonds

- Nail profiled facia boards 'K1' into position at front of building using 3 x 40mm nails per board. Repeat with facia boards 'K2' for rear of building. 
- Carefully trim off excess felt using cutting knife against the edge of the facia board. 
- Nail diamond 'K3' into position ensuring it is vertical using 2 x 40mm nails. Repeat for opposite gable end. 

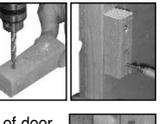
J - Securing Walls to Floor

- Screw all side panels to the floor on the inside of the building using 2x 60mm screws per separate panel, preferably into the floor joist. 

K - Placing Glazing Material in Window

- Remove protective film from both sides of each glazing pane of window glazing material 'L'. 
- Place glazing material 'L' into the aperture of each window. 
- Hold into position with four pieces of beading 'L1'. The beading may need to be swapped around to get the best fit. When satisfied secure into position using 2 x 15mm panel pins per piece of beading. 

L - Door catch Assembly

- Drill x 2 holes into the wood block and secure to inside of door opening flush with the aperture using 2x 60mm screws. 
- Secure door catch to inside of door approximately centrally alongside the wood block and secure using 2 x 25mm screws. 
- Close the door and attach the door catch together and mark the required position of the door catch housing. Secure using 2 x 25mm screws. 

Assembly Completion Checklist

- Check and ensure that no raised grain or splinters are evident on timber components. Sand down any raised grain or splinters using fine grade sandpaper.

- Check that all screw, nail and pin heads are properly tapped home and are not proud of the timber surface.
- Check and ensure that no screws, nails or pins protrude through any panel.
- Check and ensure that all parts are properly secured against reasonable force.

- Do not apply decorative wood finish/treatments to wet or damp timber. Please observe the instructions of the wood finish/treatment manufacturer.
- Adults need to check the playhouse regularly and maintain the playhouse in good condition to provide a safe play environment. Do not use if damaged. If damaged the playhouse should be properly and safely repaired before further use by children.