

SHIRE

BUILT AROUND OUR REPUTATION

Assembly of Flat Pack Loft

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: 2400 x 1668mm

Total height clearance: 2350mm

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.**

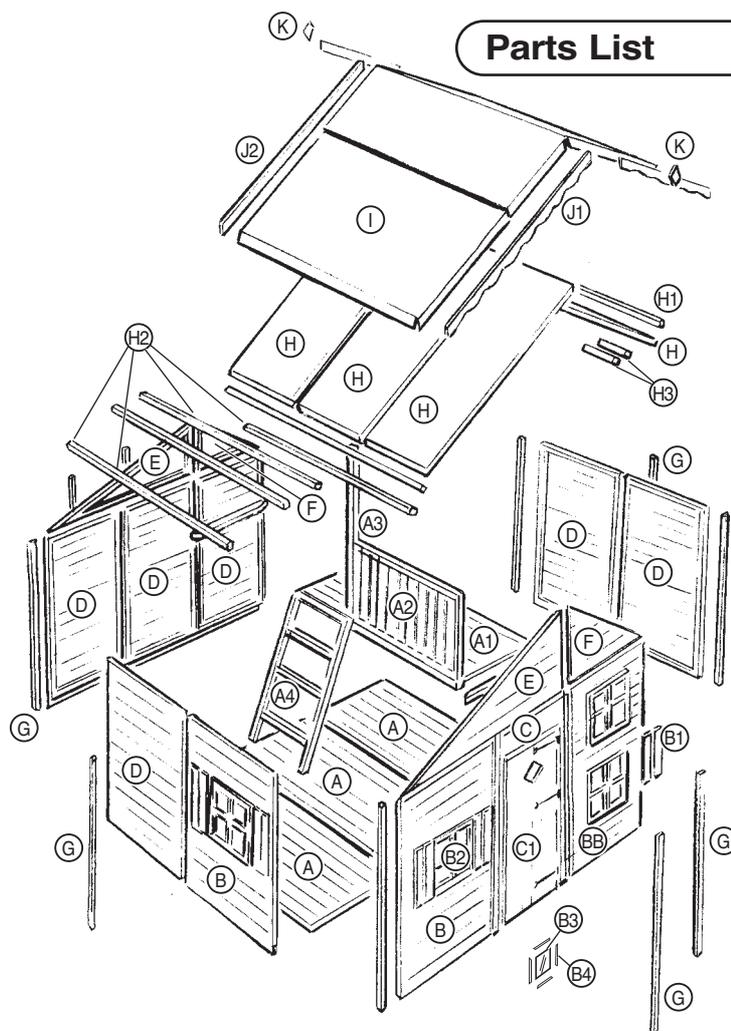
Treatment/Care of your Garden Building

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.

Parts List



Completed Loft

Warning: The Playhouse contains stairs that present a falling hazard to younger children. Ensure all children that play in the house are aware of the danger and are able to cope with it. Adult supervision is recommended and boisterous play within the house should be discouraged.

Tools Required

- Posidrive screwdriver (electric is best)
- Drill and 6mm and 3mm drill bit
- 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.

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

QTY DESCRIPTION

Balustrade Railing (A2):

- 2: 1025 mm Rebated sections
- 1: 1300 mm framework (A3)
- 8: 660 mm slats (12 x 70 mm)
- 1: 630 mm framework

Shutters (B1):

- 16: 50 x 518 mm long shutter pieces
- 16: 80 mm blocks

Ladder (A4):

- 2: notched posts 1050 mm long
- 5: 475 mm 'steps'

Floor (A):

- 8: 370 mm framework

For Upstairs support:

- 1: 732 mm framework

QTY DESCRIPTION

Building Parts:

- 18: Timber Sections (Ax3, A1x1, Bx2, BBx1, Cx1, Dx6, Ex2, Fx2)
- 4: Window Inserts (B2)
- 16: Window glazing material (B3)
- 64: Pieces beading (B4)
- 1: Door (C1)
- 12: Coverstrips (10 @ 1720mm 2 @ 500mm) (G)
- 6: OSB Roof Panels (3 large, 3 small) (H)
- 4: Roof framework @ 960mm (H1)
- 4: Roof bearers @ 1600mm (H2)
- 4: Roof Blocks @ 230mm (H3)
- 1: 6mtr roll of felt (I)
- 2: Profiled Facia (J1)
- 2: Plain Facia (J2)
- 2: Diamonds (K)

QTY DESCRIPTION

- 1: Piano hinge (or two sections)
- 3: False hinges
- 4: Window Hinges
- 2: Casement Stays
- 4: Casement Stay Pins
- 1: Ring Handle
- 1: Door Catch
- 1: Block of wood
- 2: Vents
- 1: Door glazing material
- 4: Door rebated pieces beading
- 255: 25mm Screws
- 84: 60mm Screws
- 12: 25mm Black Screws
- 74: 40mm Nails
- 10: 80mm Screws
- 110: Felt Nails
- 128: Panel Pins

PLEASE KEEP THIS LEAFLET FOR FUTURE REFERENCE

A - Construct Balustrade Railing
(using 3mm drill bit)



1 Place the two rebated sections on a firm level surface. Place on the rebated section two of the slats – one at either end of the rebate. Drill and screw into place using 2x 25 mm screws per slat, one at either end.



2 Space out remaining slats (at approx 60 mm intervals). Drill and secure in place using 2x 25 mm screws per slat, one at either end.



3 Place the 630 mm framework behind the edge of the slats. Drill and screw into place using 3x 25 mm screws through the slat into the framework.



4 To the other end fit the 1300 mm (A3) piece of framework. The piece of framework should be fitted flush with the slats. Drill and screw into place using 2x 60 mm screws, one at either end.

B - Construct the Shutters
(using 3mm drill bit)



1. Place two pieces of shutter side by side, the edge to edge measurement should be approx 115 mm. Place one block in the centre of two shutter pieces screw approx 75 mm from the top and fix using 4x 25 mm screws in each block, two screws into each shutter piece. Place a further block at the bottom and fix as previously described. Repeat.

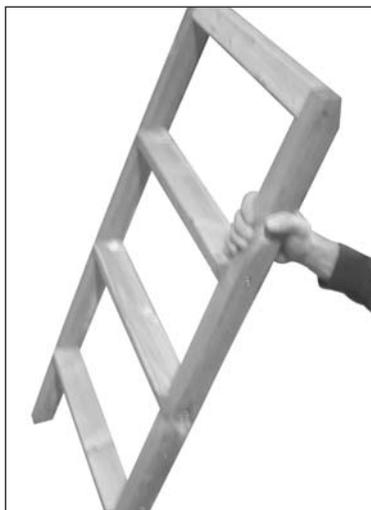
C - Assemble Ladder
Construct ladder (using 6mm drill bit)



1 Drill through the centre of each notched area on both posts where a 'step' will be screwed into place.



2 Lay the notched framework on a flat surface. Slide in the three identical steps as far as they will go into each notched section of both frames. Screw each step into place using 2x 60mm screw, 1 at each side.



3 Fit the top step into place, to do this make sure the shape of the step meets correctly with the shape inside the top of the notched framework. Screw each step into place using 2x 60mm screw, 1 at each side.

D - Fit Windows (from top)



1 Fixed windows (2 as standard) – one of which MUST be the top window. Drill guide holes, 2 at the top of the frame and 2 at the bottom. Secure in place using 4x 60 mm screws



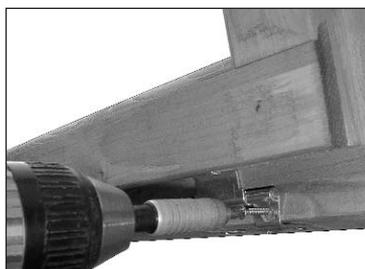
2 The hinges should be recessed into the window frames (B2) to a depth of 3mm. To do this: place one hinge on the inner rebated part of the top of the window. The rounded part of the hinge should sit above the outer edge. Mark the position of the hinge on the weather proofing part of the window insert. Remove the hinge. Chisel out the timber to a depth of 3mm in the positions marked. Repeat.



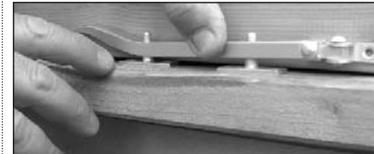
3 Place the hinge back onto the insert and screw the inner piece into position using the predrilled holes in the hinge and 2x 25 mm screws. Repeat.



4 Place the window into the aperture. Secure the window to the panel using 3x 25mm screws per hinge, again through the predrilled holes in the hinge. Repeat.



5 Open the window and fit a further 2x 25mm screws per hinge next to the one already fitted in Step 1. Repeat.



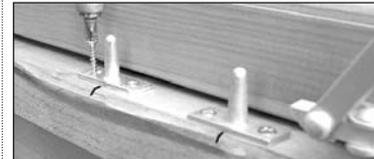
6 Fitting the Casement Stay. Place the casement stay centrally on the inside of the window. Place the 2 pins under the casement stay. Position so that it is not resting on the framework of the panel and not so high that the pins are of no use.



7 Fit the Casement Stay on the window using 2x 25mm screws.



8 Mark where the 'pins' will be placed.



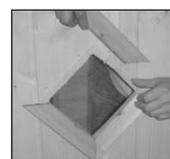
9 Secure into position using 4x 25mm screws - 2 in each pin.

E - Prepare Door

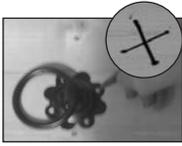
1 Prepare to fit the door 'C1' to panel 'C'. Place the continuous hinge along the length of the door making sure that the hinge does not protrude at either top or bottom. The hinge should allow the door to open outward once fitted to the building. Fit the hinge to the door using 7x 25mm screws.



2 Remove protective film from both sides of the door glazing material 'C4'. Mark on the inside of door approx 25 mm from the edges and also from the points of the diamond cut out. Drill through (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 glaze 'C4' then fit the remaining two pieces of angled rebated strip to the top using 4x 20 mm screws.



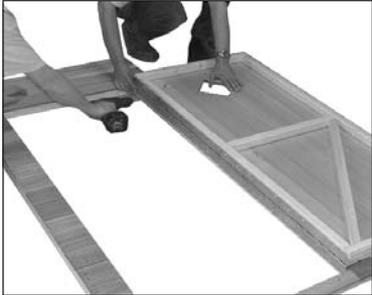
3 Place ring handle 'C5' on the outside of the door. Place the handle approx. half way up the door making sure you are central to the framework running across the other side. Mark the holes. Join the holes with a marker to find the centre. Then drill centre point only. (6mm Drill Bit). Place the wooden handle on the inside of the door and screw from the outside; using the hole just drilled. Fix the 'C5' ring handle, using 4x 25mm black screws, on the other side of the door covering the screw head.



4 Place the three false hinges in position on the front of the door, ensure the screws go through the framework on the back of the door. Screw into position using 4x 25mm black screws per hinge.

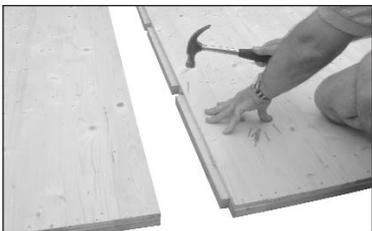


5 Fit the door to the panel using 25 mm screws in 10 of the available holes spaced evenly along the length.



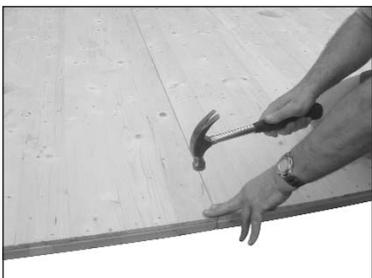
F - Prepare Floor

1 Place floors on your firm level base, board side up. Take 5 pieces framework 34x46 floor joiners and place between each floor joist. Nail half of the widest part to the floor using 3x 40 mm nails per piece.



2 Once this is done repeat on the opposite side of this floor. This now becomes the middle part of the floor.

3 Once all frameworks are fitted between floor joists slide another floor on top of the framework and secure again using 3x 40 mm nails per floor joist. (Repeat for other floor section).



G - Fit Walls



1 Place a bar in one plain side panel (D). Measure from the bottom of top piece of framework of the panel to the top of the bar 740 mm. Drill the edge of the panel and screw the bar into place using 1x 60 mm screw at either end. This panel MUST be fitted opposite the double window panel.

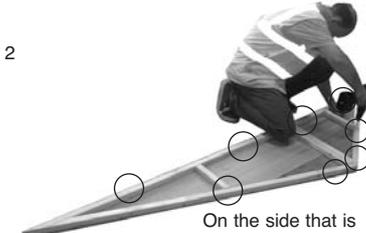


2 The double window (BB) panel must go at either side of the front. Decide where you would like the window panels. Place 2 wall panels (D) in position in a back corner. Drill guide holes in one panel only. Screw to the other panel using 2x 60 mm screws in each panel. Repeat.

H - Fit Gables



1 Attach the two half gables (E & F) together. Drill and screw fix using 2x 60 mm screws. Repeat.



2 On the side that is angled, drill holes above each upright in each gable section. Drill from the back to front. Four in each gable section. See pic.



3 Secure the gable sections using the pre-drilled holes. Screw through the wall into gable. 4x 60mm screws. Repeat.

4 Place vents into the aperture in gable panels.



I - Upstairs



1 Place the upstairs floor (A1) on top of the bottom window and the bar previously fixed to a plain side panel.



2 Attach the floor in position using 2x 60 mm screws at each side, up through each bar and into the floor.



3 Fix the upstairs floor to the framework of the two side walls using 2x 80 mm screws.



4 Place the balustrade railing against the side of the upstairs floor and against the gable wall. Mark on both sides of the balustrade railing where the railing (A3) meets the bottom edge of the gable framework. Connect the two marks and cut the balustrade railing.



5 Using the predrilled holes in the gables, fit four roof (H2) bearers using 8x 80 mm screws. One in each end.



6 Place the balustrade railing in front of the upstairs floor, flush to the front wall. Note: slats face the upstairs. Drill and screw into position using 3x 60 mm screws along the bottom of the balustrade into the upstairs floor.



7 Attach to the front wall using 2x 60 mm screws.



8 Attach the ladder (A4) to the upstairs floor using 2x 60 mm screws.



9 Attach the framework of the balustrade railing to the roof bearer using 1x 60 mm screw, placed at an angle.

J - Fit Roof



1 Attach a piece of framework (H1) to one edge of one large roof piece (H) using 4x 25mm screws. Place this roof panel in position at the rear of the building. Ensure that the roof is flush with the back wall and point of gable. Screw into place using 3 x 25mm screws into the back wall and 2 x 25mm screws in each roof bearer (H3). Repeat for other side.



2 Attach a further roof piece (H) and a further piece of edging framework (H1). Attach using 3x 25mm screws in each bearer and 2x 25mm screws into each roof edging piece.

3 Fit the final roof piece as previous, using 2x 25mm screws into each roof bearer and roof edging, and 3x 25mm screws into the front wall. This roof piece will leave an overhang. Repeat on the other side.



4 Fit 2 small roof blocks (H3) to centre of overhang and 1 block half way along each half roof. Secure in position using 2x 25mm screws per piece.

K - Felt Roof

1 Break open roll of felt (I) and lay out on an even surface.



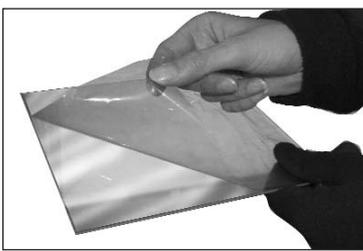
2 Measure out and cut at 2000mm x 3 strips. Lay one piece of felt along the longest lowest edge of the roof. An overhang of approx 40mm should be allowed on each of the 3 sides. Secure using 13 mm felt nails at approximately 100 mm intervals, but do not nail down along the centre of the building.

3 Repeat on the other side.



4 Place the final strip over the ridge overlapping the other 2 pieces already laid. Secure using 13 mm felt nails as previously.

L - Glazing



1 Remove protective film from both sides of each glazing pane of window glazing material (B3).



2 Place glazing material (B3) into the aperture of each window.

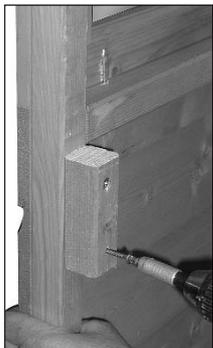


3 Hold into position with four pieces of beading (B4). The beading may need to be swapped around to get the best fit. When satisfied secure into position using 2x 15mm panel pins per piece of beading.

M - Door Catch Assembly



1 Drill x 2 holes into the wood block and secure to inside of door opening flush with the aperture using 2x 60mm screws.



2 Secure door catch to inside of door approximately centrally alongside the wood block and secure using 2x 25mm screws.



3 Close the door and attach the door catch together and mark the required position of the door catch housing. Secure using 2x 25mm screws.

N - Finishing Touches



1 Fit shutters (B1). One person to hold in place and another to secure from the inside using 4x 25 mm screws, 2 into each block.



2 Fit coverstrips (G) over each panel joint and in each corner, using 3x 40 mm nails per piece. There are two small coverstrips to cover over the gable joints. Secure using 2x 40 mm nails per piece.



3 Fit fascia and diamond to front and back roof edging. The profiled fascia (J1) goes at the front of the building. Secure using 3x 40 mm nails for each length of fascia and 2x 40 mm nails for each diamond (K).



4 Drill and screw all side panels to the floor on the inside of the building using 1x 60 mm screw per panel, into a floor joist if possible.

Assembly Completion Checklist

1 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.

3 Check and ensure that no screws, nails or pins protrude through any panel.

4 Check and ensure that all parts are properly secured against reasonable force.

5 Do not apply decorative wood finish/treatments to wet or damp timber. Please observe the instructions of the wood finish/treatment manufacturer.

6 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.