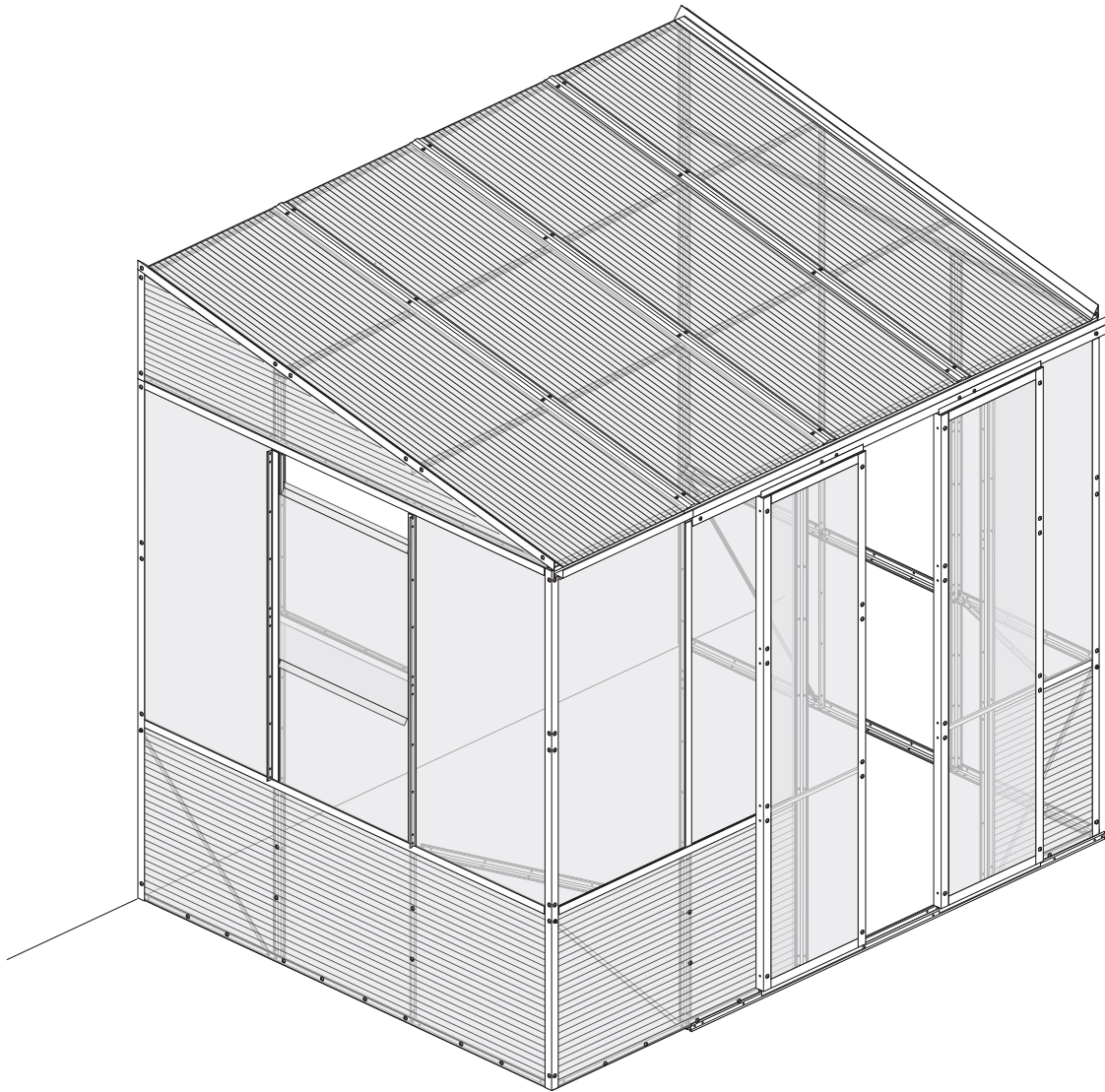


# Norfolk Greenhouses



## Garden Room 2.4m

BCGRSM2360

### Assembly Instructions

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**IMPORTANT: Please read these instructions thoroughly before starting the assembly.**  
Please check that you have all of the parts listed on pages 3 - 6 before starting the assembly.

If there are any damaged or missing parts, please call us on: 020 3011 2040.

These instructions should be kept in a safe place for future use.

## Introduction

Thank you for your purchase of the Garden Room 2.4m and we hope you get many happy hours of use from it.

If you need any advice during the erection, our offices are open for your call Monday - Friday 9.00am to 5.00pm. Please ring us on this number **020 3011 2040**.

Please read through these instructions and familiarize yourself with the construction before you begin.

If you cannot complete your construction in a day, leave the covering for another day so as not to leave the Garden Room half covered over night. As soon as covering has been completed make sure it is securely fixed to the ground.

Our policy is of continuous product improvement and we reserve the right to change specification without prior notice, therefore the latest model is supplied.

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## General Information

### General

- DO ask someone for help during assembly.
- Boxes are heavy don't try lifting them by yourself, get some help.
- Please check for any missing or broken part, it is essential that you advise us within the 10 days.
- **Caution:** Wear gloves when working with metal parts as some may have sharp edges.
- Keep children and pets away from the assembly area.
- Keep the area around your work place area clean and tidy.
- All framework is assembled with nuts on the inside except where stated.
- Protective film is fitted on both sides of the SAN panels and should be removed.
- Never leave your Garden Room partially assembled on a windy day.
- You are advised to take care and wear suitable protection where necessary.
- Make sure there are no underground cables or pipes, seek expert advice if necessary.
- All trim and glazing are fitted to the external side of framework.
- We suggest you add the Garden Room to your household insurance.

### Ladders

- If you need to use a ladder during assembly, carefully follow all warnings and cautions supplied with the ladder.
- Take care when working at heights.
- The roof is not a load bearing structure.

### Tools

- We advise that power tools are **NOT** used in the assembly of this product to tighten screws and bolts.
- Always use sharp tools, and never carry any sharp tools in your pocket.
- Follow the safety instructions provided with your tools.
- Always wear safety glasses, ear defenders and a face mask where applicable.
- If you have to use a power tool to fix your Garden Room to a base always use a RCD's (Residual Current Devices) never use in wet conditions.

**Tools Required for Construction** - Scissors, Flat screwdriver, Crosshead screwdriver, Bradawl, Junior hacksaw, Drill, 7mm Spanner.

## Hints and Tips

All the metal parts are identified with the Part No. stamped towards one end, some also indicate which is the top, all other parts can be identified by measuring.

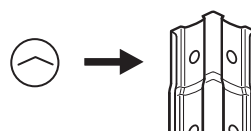
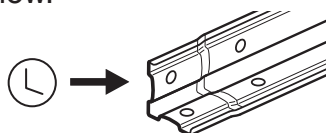
All framework is assembled with nuts on the inside except where stated.

Leave all bolts loose until the assembly is complete, then tighten.

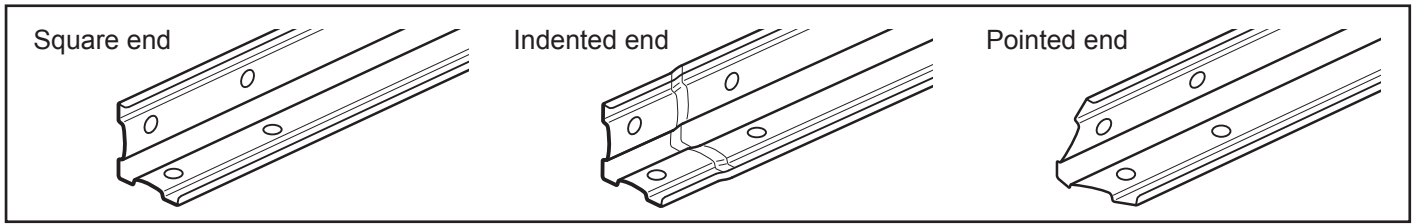
Should you have any difficulty in lining up the holes on the framework, use a bradawl to help align the holes, alternatively use the supplied drill to enlarge one of the holes.

To eliminate condensation in the flutes of the twinwall panels, seal the ends using a silicone sealant.

To help you orientate the parts for the framework there are symbols (Ⓛ) placed over the part, see examples below.



## Parts - Metal



Please check that you have all of the parts listed on pages 3 - 5 before starting the assembly. If there are any damaged or missing parts, please call us on: **020 3011 2040**.

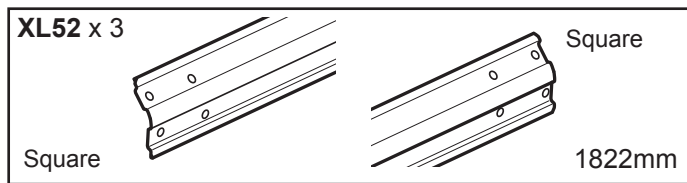
## Parts - Metal 90° angle

<b>XL3 x 4</b> Square 1758mm		Square 1758mm	
<b>XL3S x 13</b> Indented 1758mm		Indented 1758mm	
<b>XL4S x 9</b> Indented 594mm		Indented 594mm	
<b>XL4 x 3</b> Square 596mm		Square 596mm	
<b>XL11 x 2</b> Special 554mm		Special 554mm	
<b>XL11-WD x 1</b> Special 554mm		Special 554mm	
<b>XL12B x 1</b> Special 580mm		Indented 580mm	
<b>XL28S x 8</b> Indented 1791mm		Indented 1791mm	
<b>A8 x 4</b> Square 396mm		Square 396mm	
<b>XL29 x 3</b> Square 362mm		Square 362mm	
<b>XL30S x 6</b> Indented 572mm		Indented 572mm	
<b>XL50 x 2</b> Square 225mm		Special 225mm	
<b>XL54 x 6</b> Square 1758mm		Square 1758mm	
<b>XL60S x 2</b> Indented 477mm		Indented 477mm	
<b>XL87 x 2</b> Pointed 1665mm		Square 1665mm	
<b>XL88 x 4</b> Square 1676mm		Square 1676mm	
<b>GR-GD x Pair</b> Metal section fitted with trim and bolts (do not separate) 1642mm			

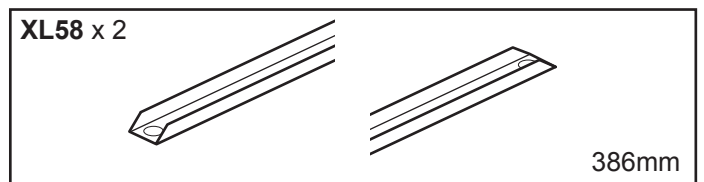
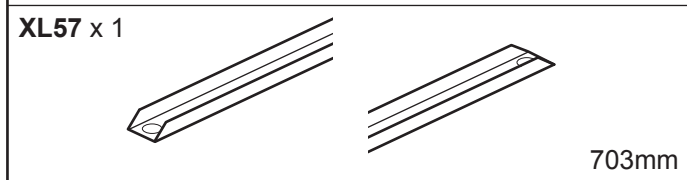
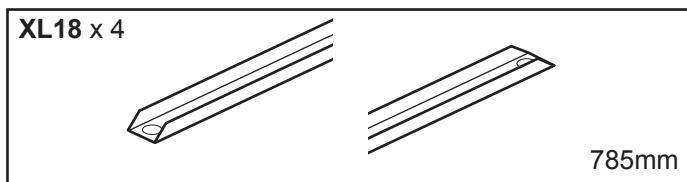
**Note: some of these steel sections are packed in the PVC box.**



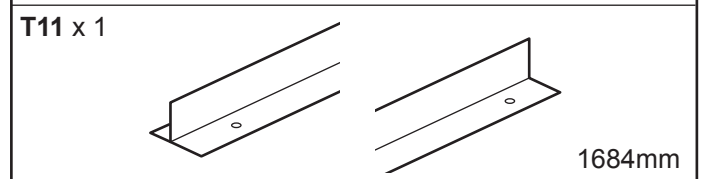
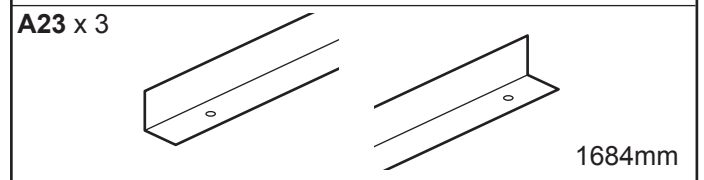
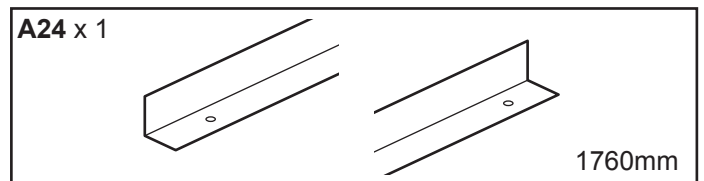
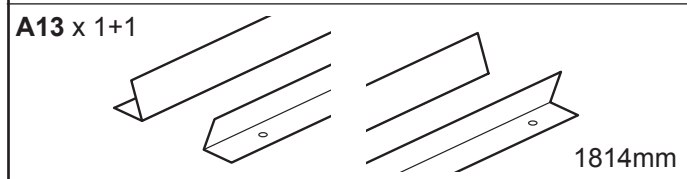
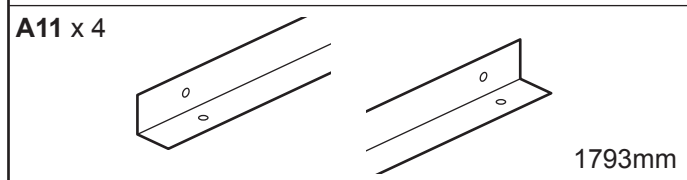
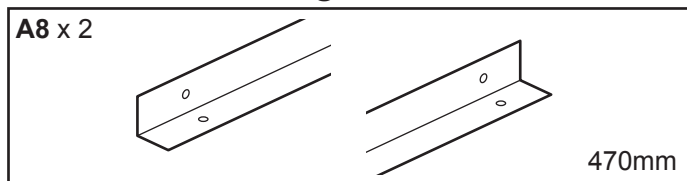
**Parts - Metal 135° angle**



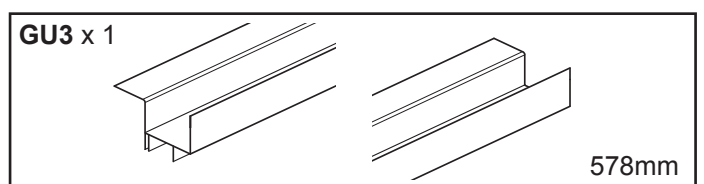
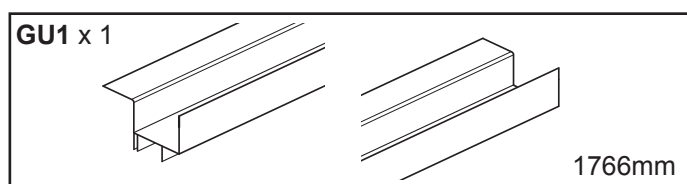
**Parts - Metal Channels**



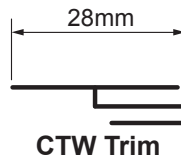
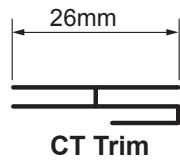
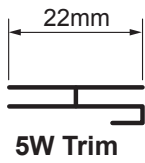
**Parts - Plastic Angle Trim**



**Parts - 90 Gutter**



## Parts - Plastic Trim

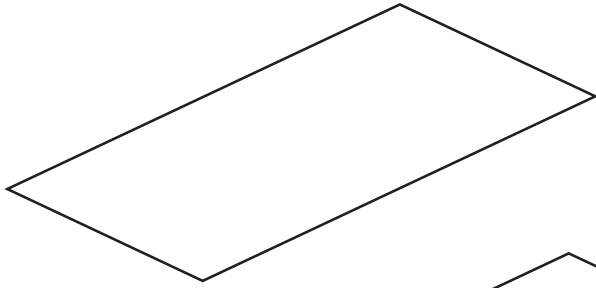


<p><b>CT2 x 1</b></p> <p>26mm 555mm</p>	<p><b>CTW11 x 1</b></p> <p>26mm 435mm</p>
<p><b>CT8 x 3</b></p> <p>26mm 1132mm</p>	<p><b>CTW13 x 1</b></p> <p>26mm 1015mm</p>
<p><b>CT12 x 4</b></p> <p>26mm 350mm</p>	<p><b>5W x 1</b></p> <p>22mm 600mm</p>
<p><b>CTW4 x 4</b></p> <p>26mm 1717mm</p>	<p><b>U1/WH x 4</b></p> <p>Door runner with 8 Nuts and Bolts 396mm</p>

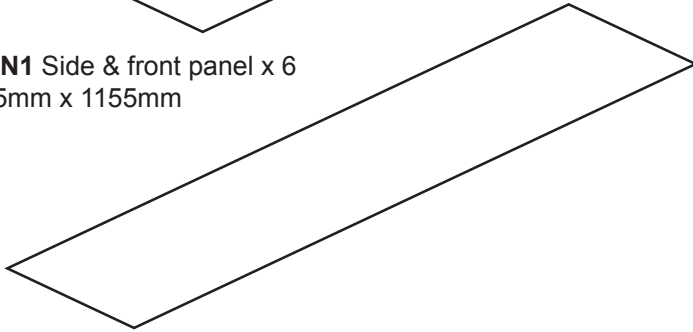
## Parts - Hardware

<p><b>A 8mm Bolt x 115</b></p>	<p><b>B Flanged nut x 155</b></p>	<p><b>C 16mm Bolt x 30</b></p>
<p><b>D 1/2" Self tapping screw x 134</b></p>	<p><b>E 12mm Bolt x 4</b></p>	<p><b>F Square nut x 4</b></p>
<p><b>G Door bracket x 1</b></p>	<p><b>H Nut and bolt x 24</b></p>	<p><b>I 3/8" Self tapping screw x 24</b></p>
<p><b>4mm Drill bit</b></p>		

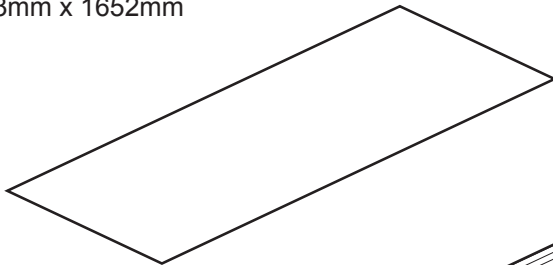
## Parts - Panels



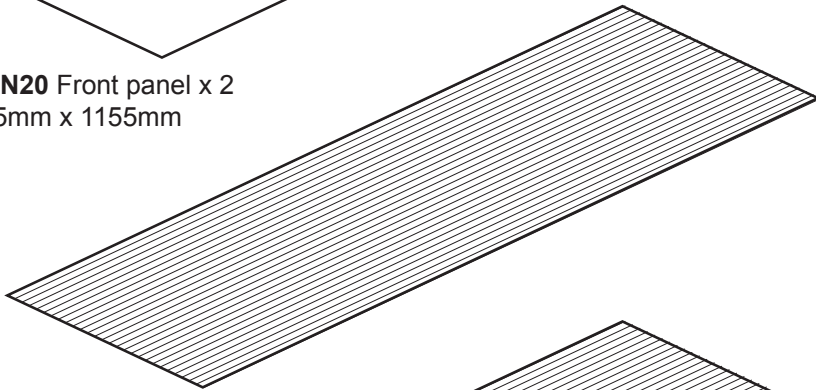
**SAN1** Side & front panel x 6  
575mm x 1155mm



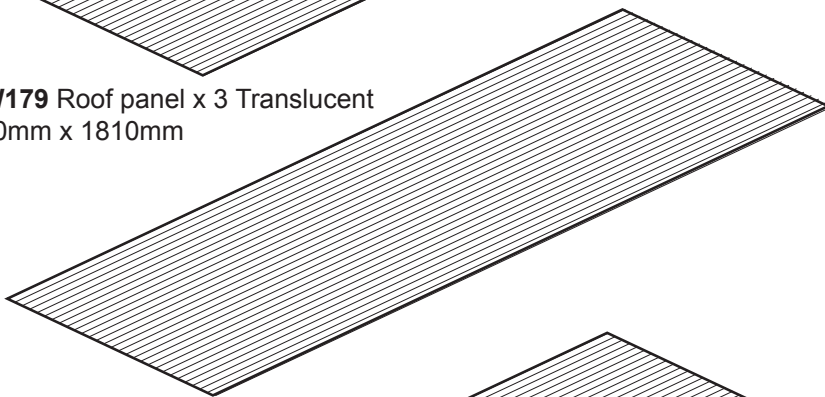
**SAN42** Door panel x 2  
373mm x 1652mm



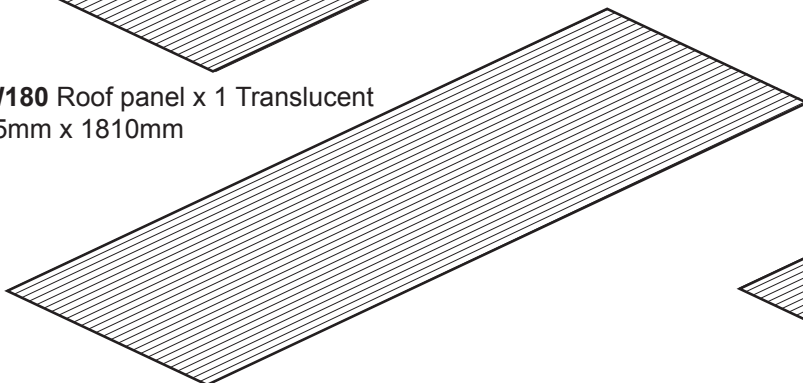
**SAN20** Front panel x 2  
455mm x 1155mm



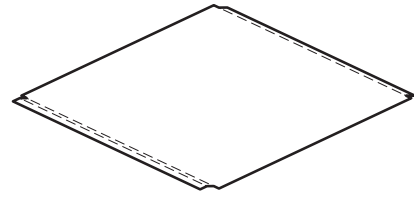
**TW179** Roof panel x 3 Translucent  
560mm x 1810mm



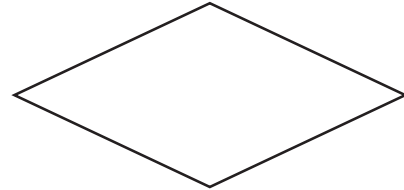
**TW180** Roof panel x 1 Translucent  
595mm x 1810mm



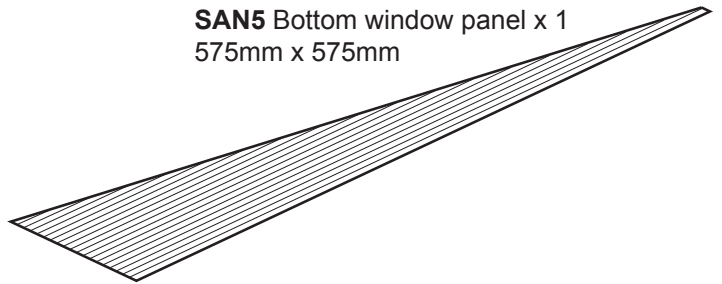
**TW173** Bottom panel x 2 White  
588mm x 1765mm



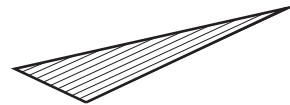
**SAN15** Window panel x 1



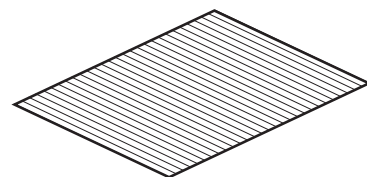
**SAN5** Bottom window panel x 1  
575mm x 575mm



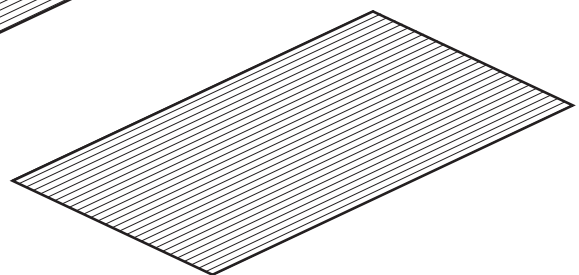
**TW82** Side roof panel x 2 Translucent



**TW119** Corner shelf x 2



**TW175** Front panel x 1 White  
455mm x 588mm

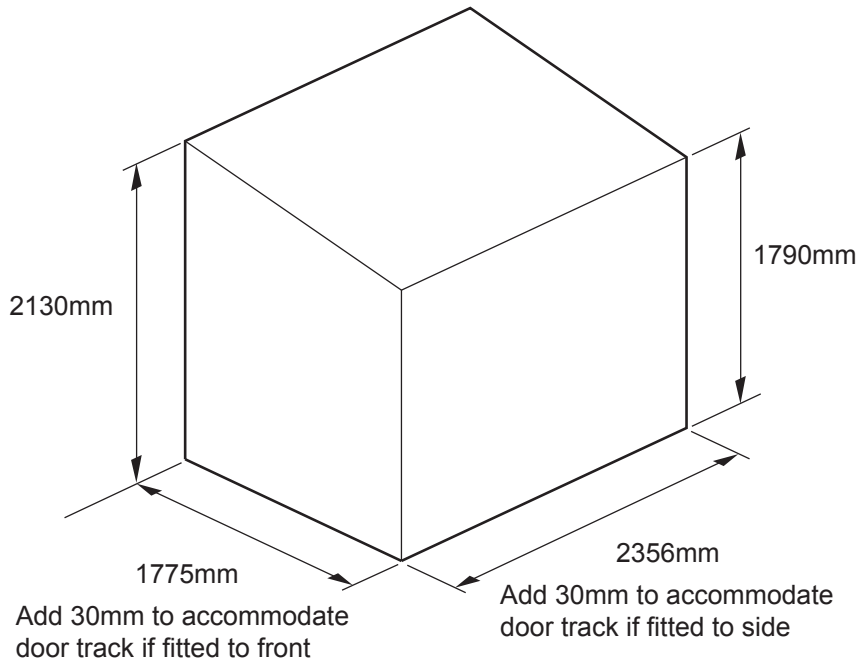


**TW174** Front panel x 1 White  
588mm x 1060mm

## Preparation

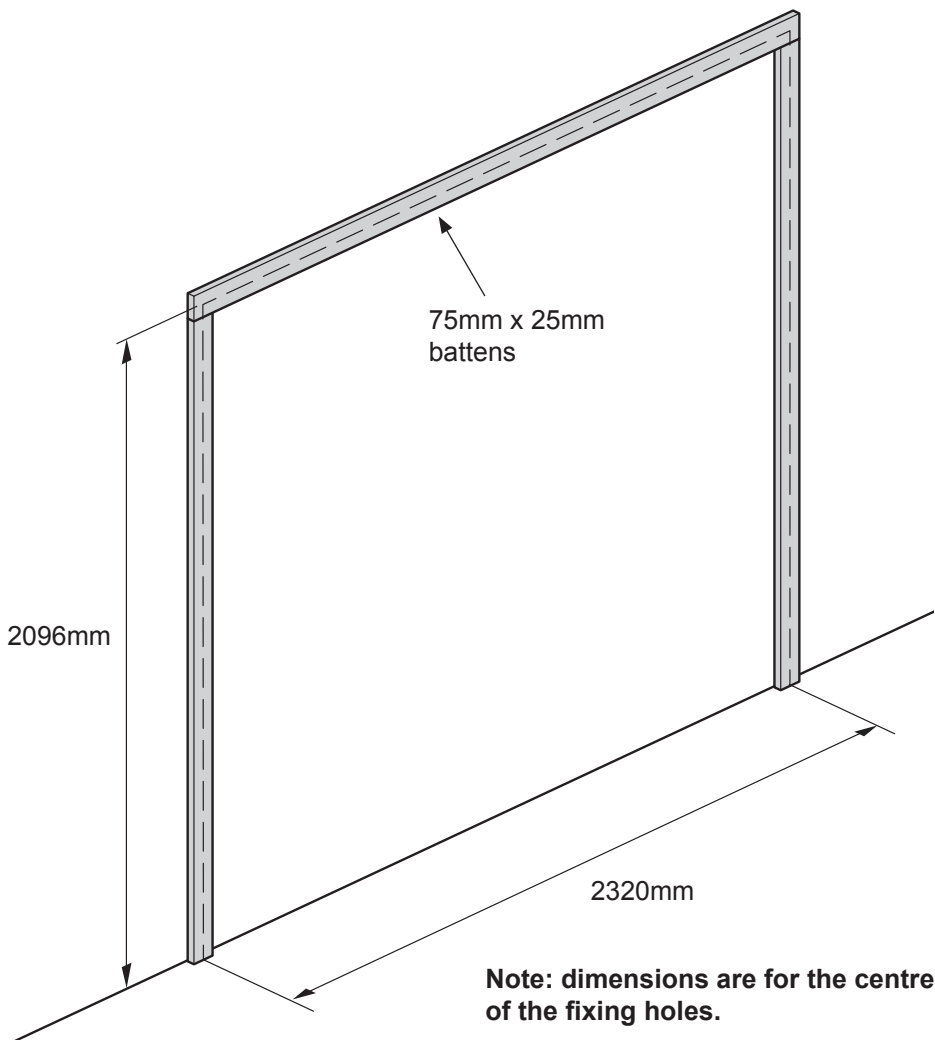
Choose your site carefully, make sure that ground is flat and level in both directions, and the wall is sound and vertical.

## Overall sizes



The dimensions left are the overall external sizes. These are approximate and include any door and window options.

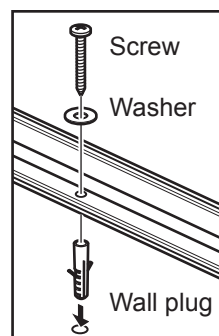
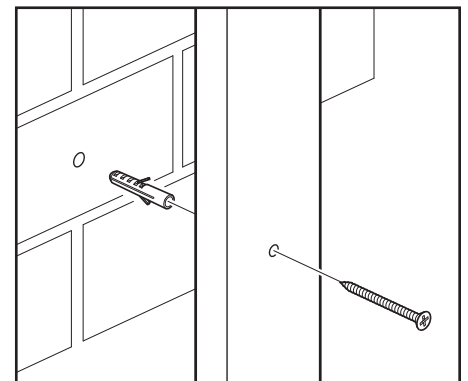
## Site preparation



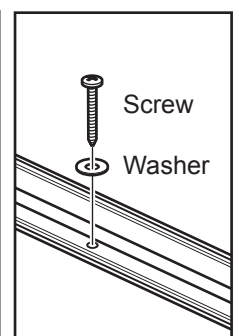
We suggest you prepare the site in this way using 75mm x 25mm battens screwed to the wall.

Use suitable fixings for your wall.

Whatever hard standing you have, your Garden Room **must** be fixed to it, see below (fixings not supplied).



For concrete

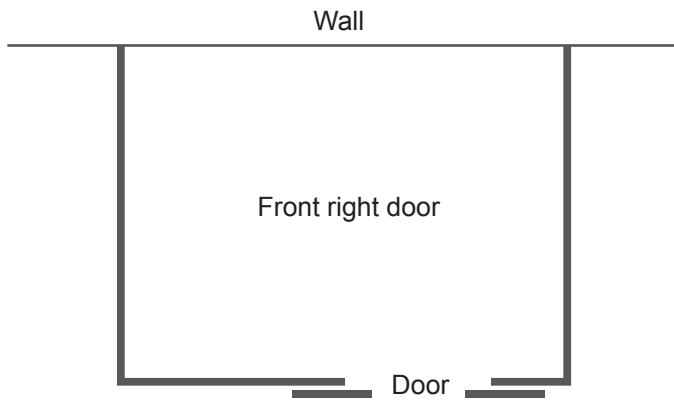


For wood

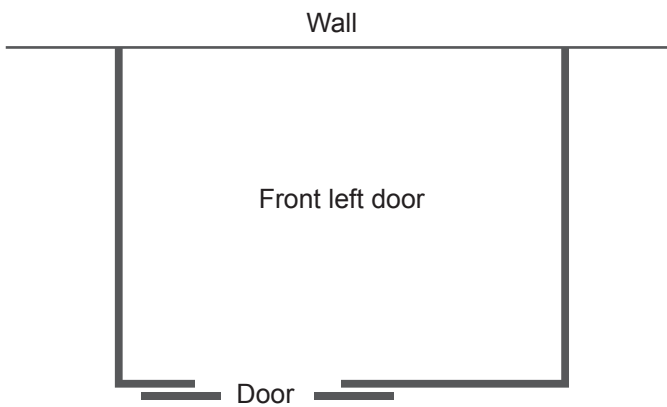
## Door Options

Before you can begin the construction of your Garden Room you will need to decide on where you wish the door to be. The way you construct your Garden Room depends on the door position.

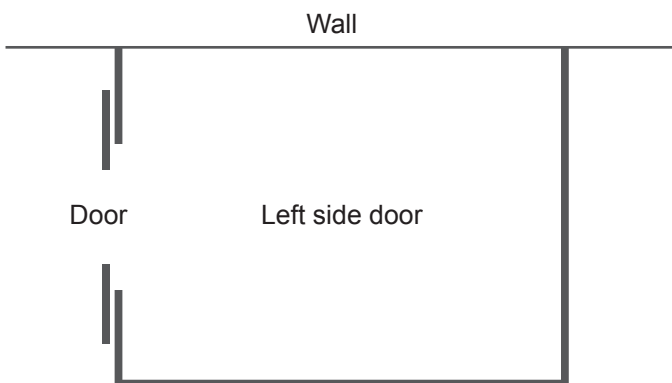
### Front doors



If you wish to have the door in the front, please start at - **Step 1 - page 9.**



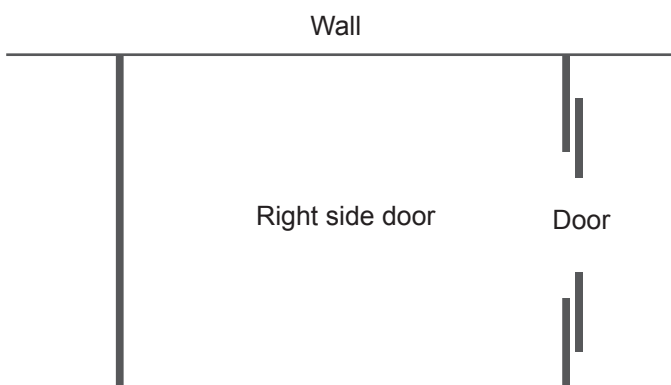
### Option - End doors



If you wish to have the door in one of the ends. Decide which end your door will be.

You will need to make 1 plain end see - **Step 1 - page 9.**

Followed by the door end starting at - **Step 58 - page 38.**

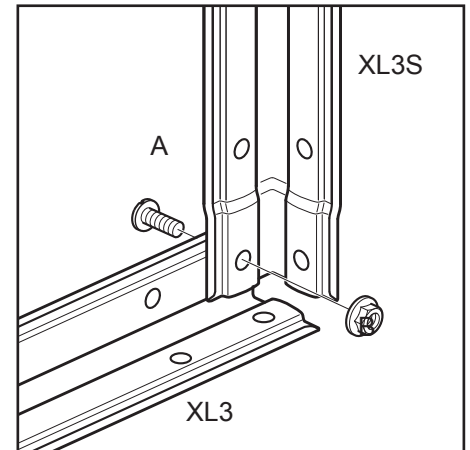
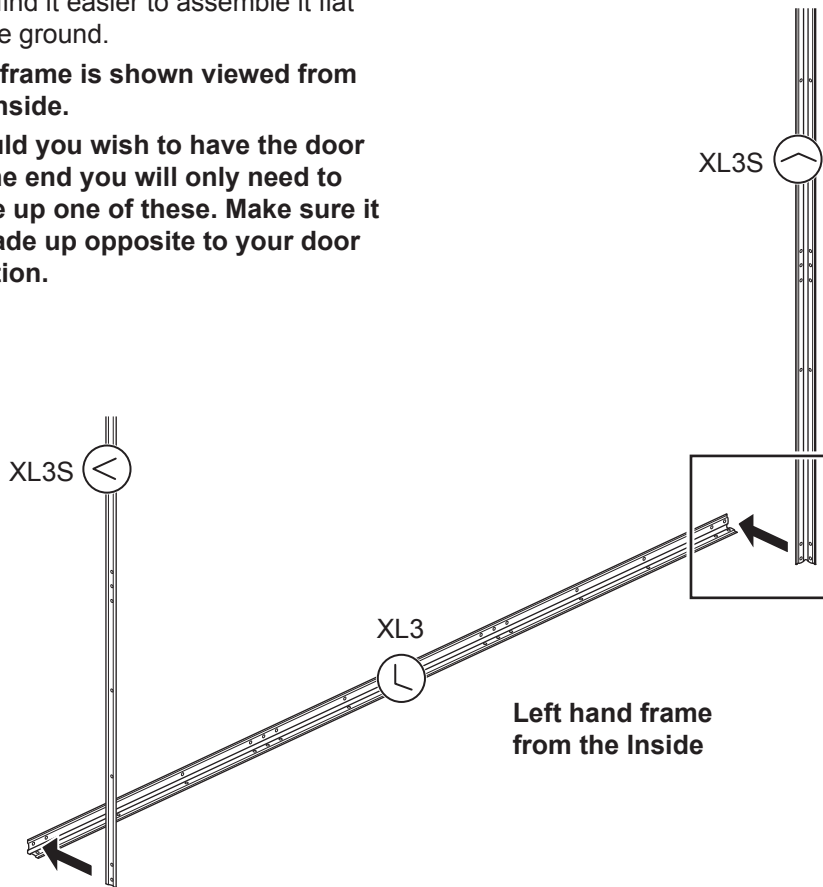


## Step 1 - End assembly

For illustrative purposes, the frame is shown in the upright position, you may find it easier to assemble it flat on the ground.

**This frame is shown viewed from the Inside.**

**Should you wish to have the door on the end you will only need to make up one of these. Make sure it is made up opposite to your door position.**



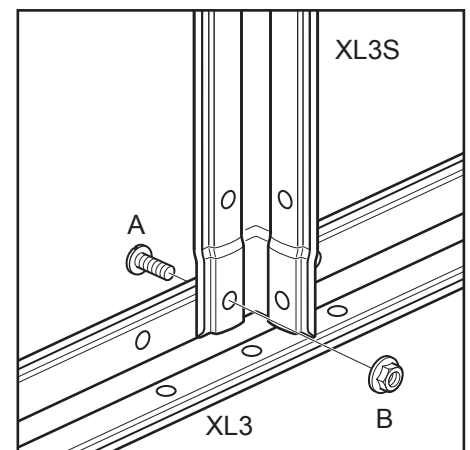
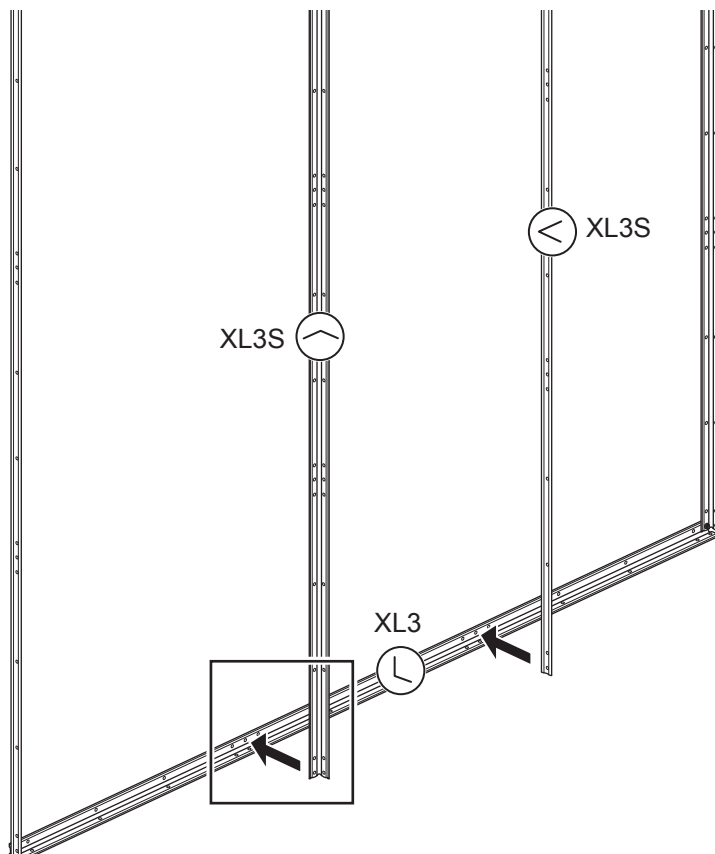
Start by laying down the base frame XL3 with the angle pointing towards the inside.

Using bolts A and nuts B, bolt on uprights XL3S.

**Note: All bolts are fitted from the outside, except where stated.**

**You will need to make up two of these frames making sure they are opposite to each other.**

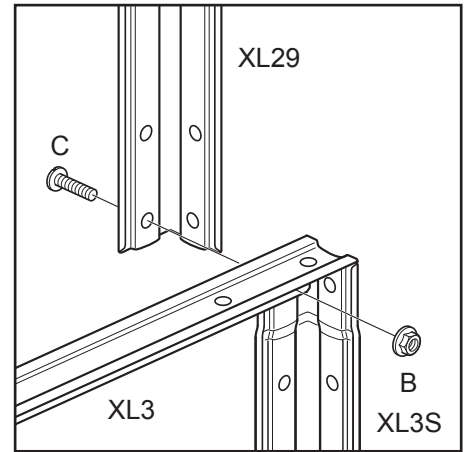
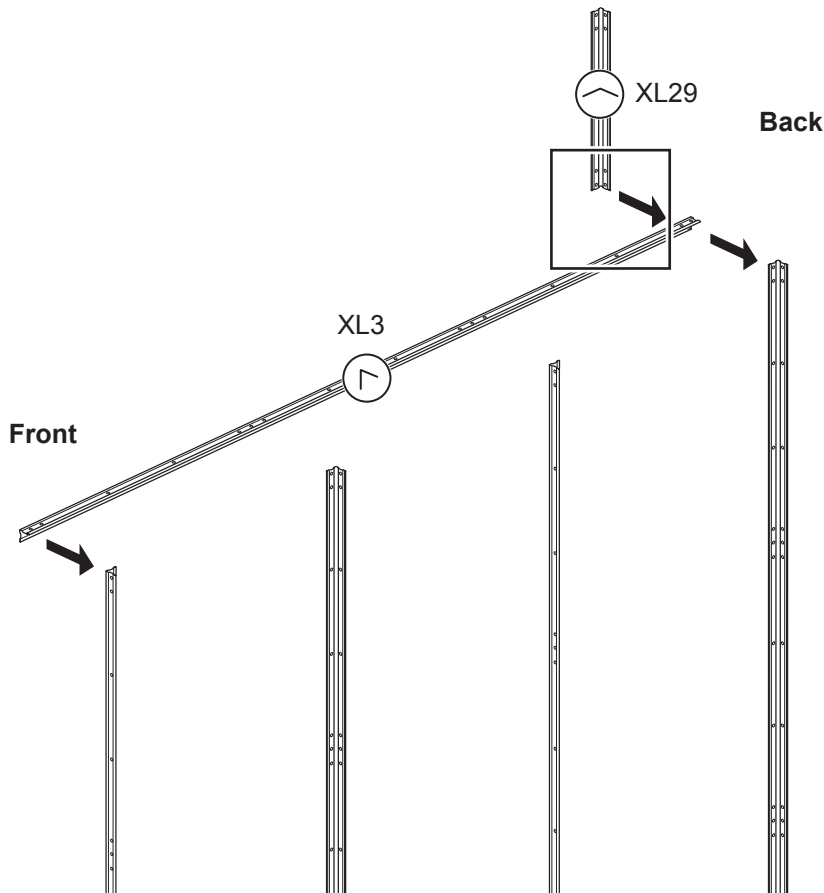
## Step 2 - End assembly



Using bolts A and nuts B, bolt on uprights XL3S onto the middle hole of the 3 in bottom XL3.



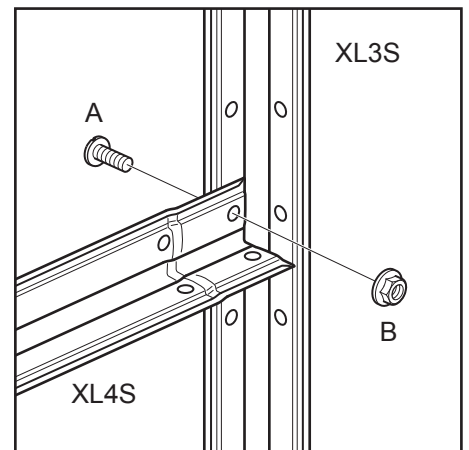
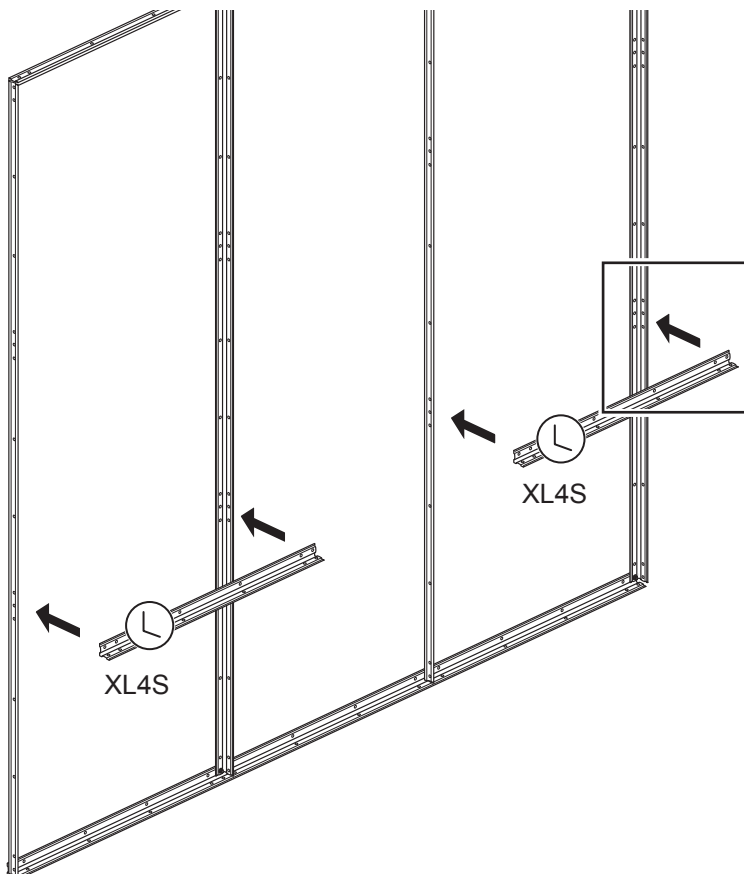
### Step 3 - End assembly



Starting from the front bolt a XL3 onto the top of the vertical XL3S using bolts A and nuts B. Repeat for the 2 middle XL3S.

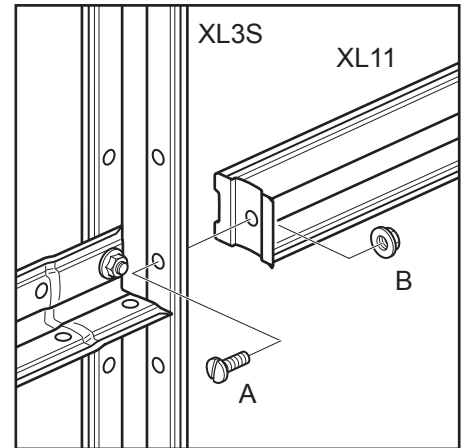
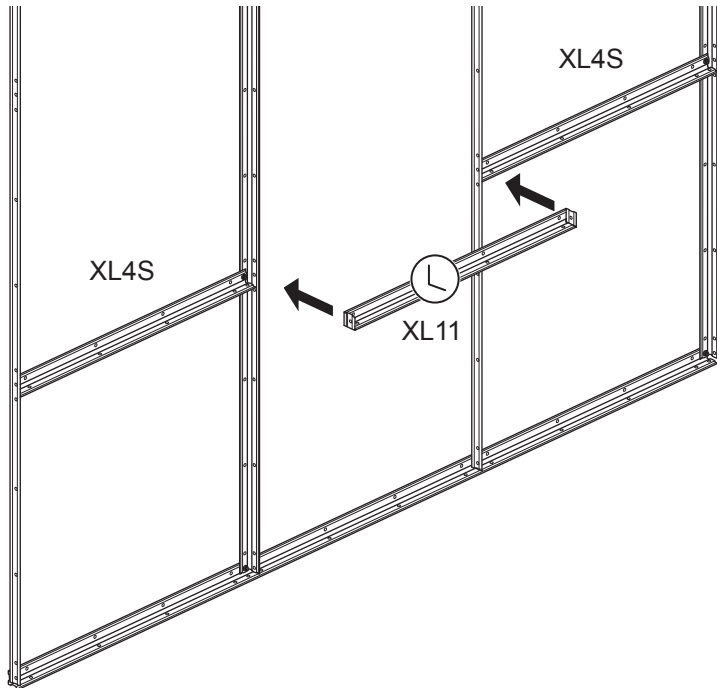
At the back bolt XL29 to the corner, making sure to overlap by one hole only, use long bolt C from the outside and nut B on the inside (see detail above).

### Step 4 - End assembly



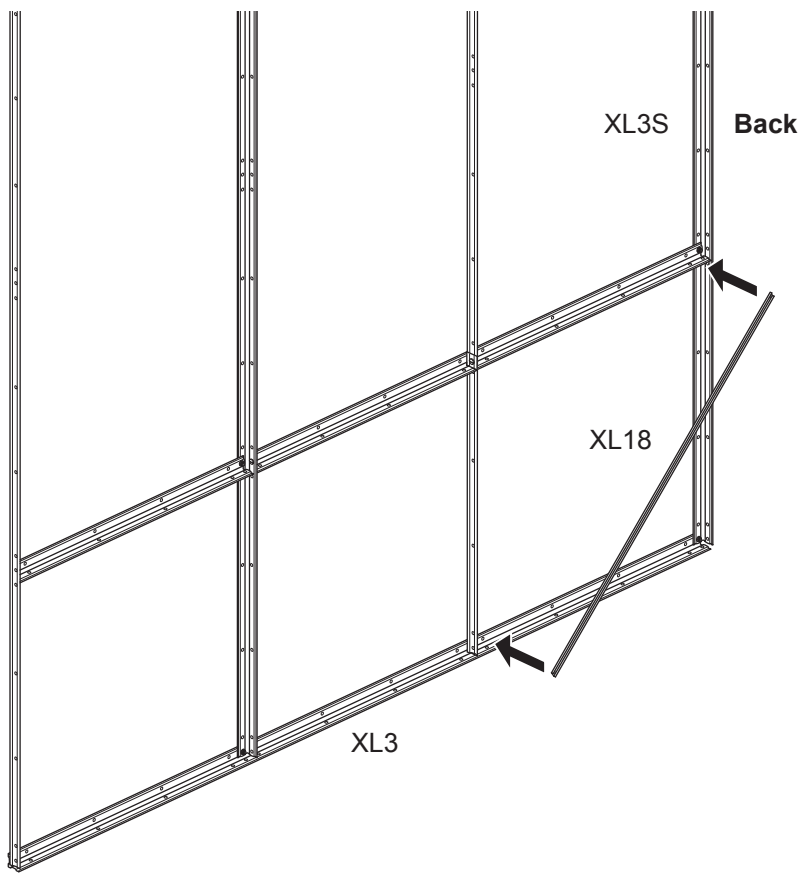
In the 2 outside panels bolt 2 XL4S to the middle hole of the bottom set of 3. Use bolts A and nuts B, the bolts should fit from the outside.

**Step 5 - End assembly**

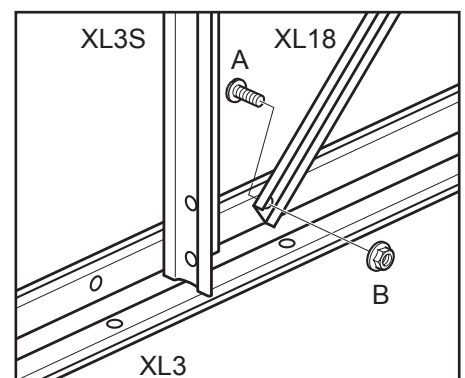
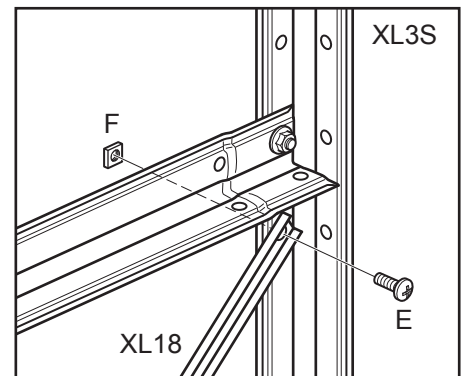


Bolt XL11 in between the 2 uprights XL3S using bolts A and nuts B. The bolts fit from the side.

**Step 6 - End assembly**



Front

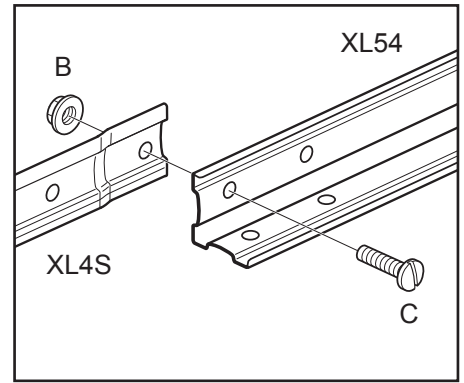
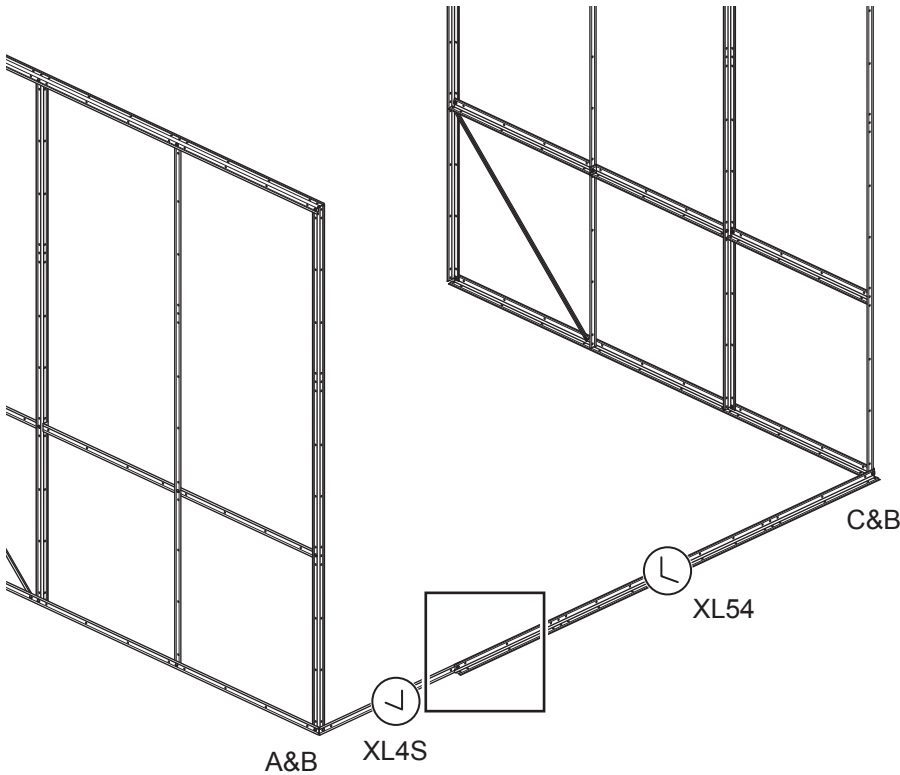


Using the bottom hole of the 3 on the back XL3S, bolt XL18 to the inside using bolt E and square nut F.

**Note: the bolt should be fitted from the inside with the nut on the outside.**

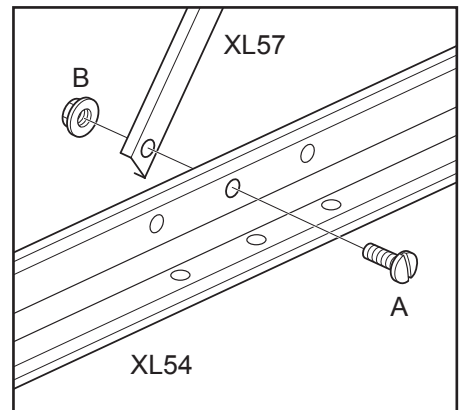
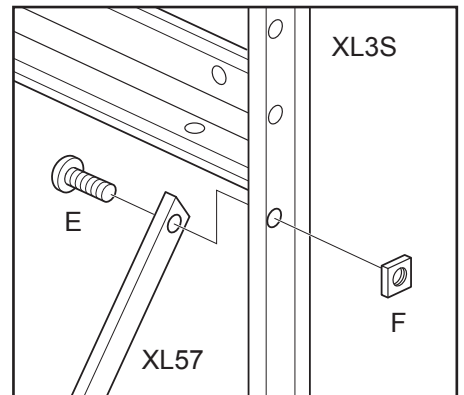
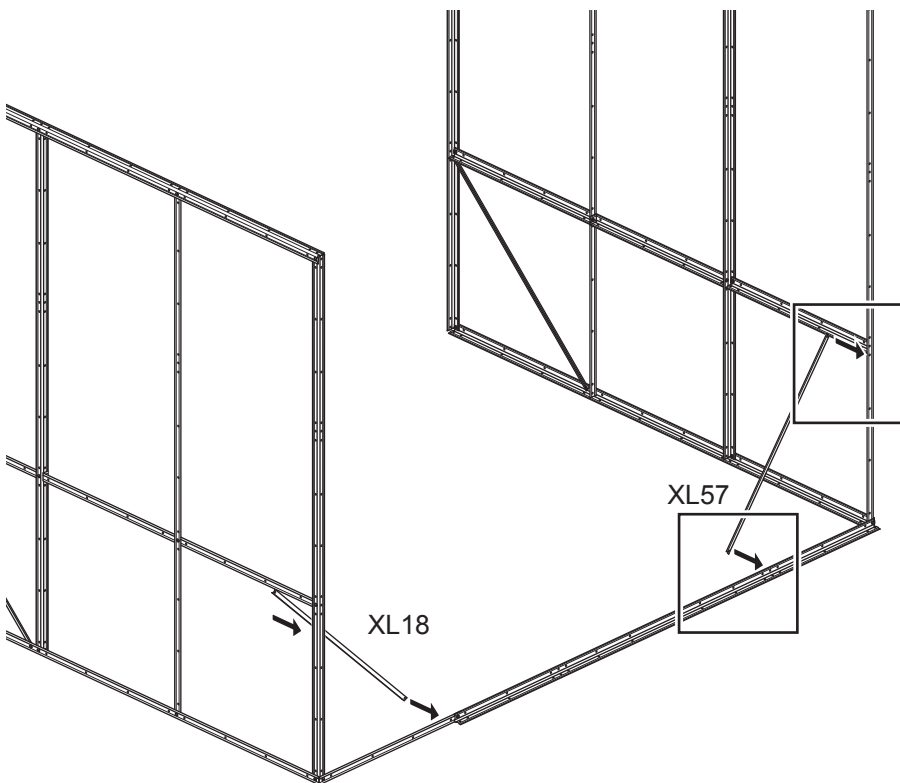
At the bottom bolt XL18 to XL3 using bolt A and nut B. The bolt should fit from the outside.

### Step 7 - Front frame assembly



Start by laying down the base frame XL54 with the angle pointing towards the **outside**, this is the door position. With the angle pointing **inside** bolt XL4S to XL54 using a long bolt C and nut B, overlap by 1 hole only. Bolt this assembly to the bottom corners of each side using long bolts C and nuts B on the right and bolt A and nut B on the left. All bolts should fit from the outside.

### Step 8 - Front frame assembly

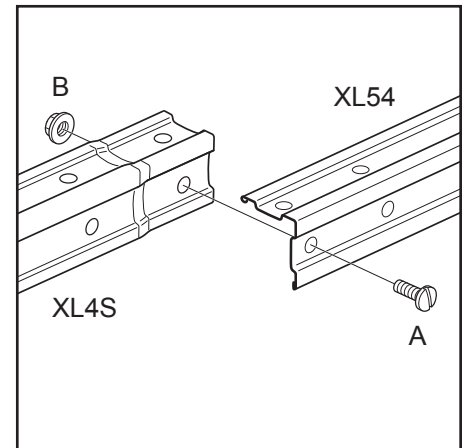
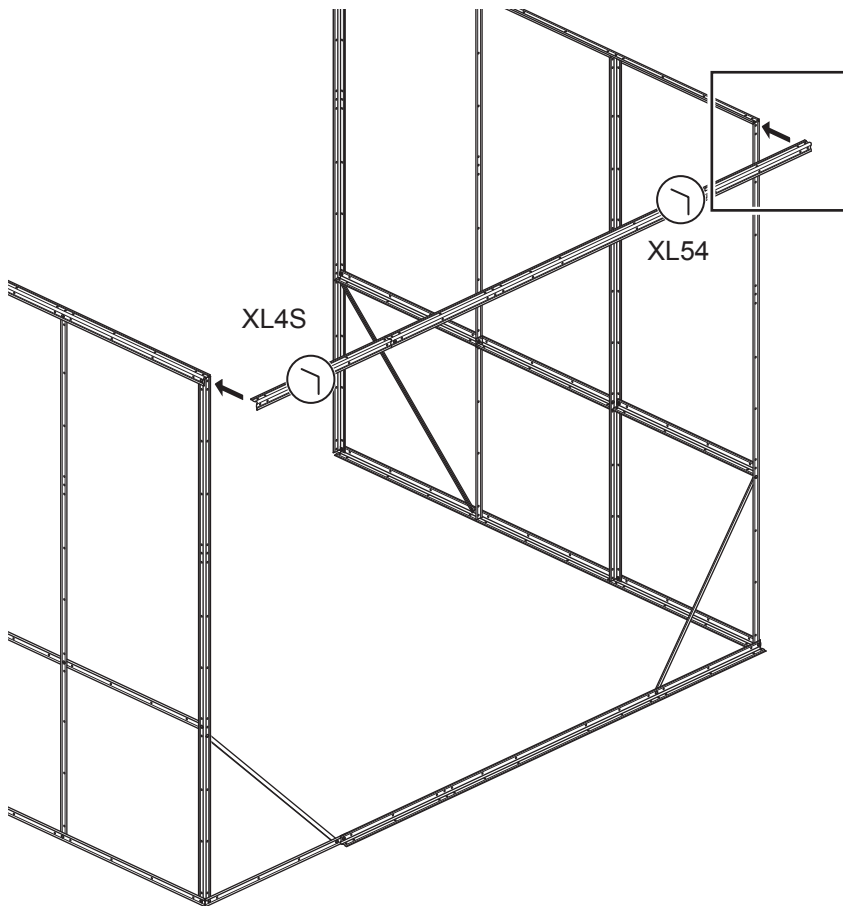


To help hold the ends in position bolt XL57 to the right corner and XL18 to the left. Using the bottom hole of the 3 on the end XL3S, bolt XL57 to the inside using bolt E and square nut F.

**Note: the bolt should be fitted from the inside with the nut on the outside.** At the bottom bolt XL57 to XL54 using bolt A and nut B. The bolt should fit from the **outside** into the

middle hole. Use the same procedure to fit XL18 on the left hand side. At the bottom the bolt should fit from the outside into the left hole of the 3.

## Step 9 - Front frame assembly

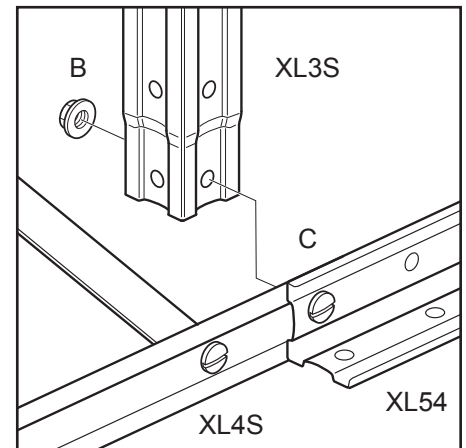
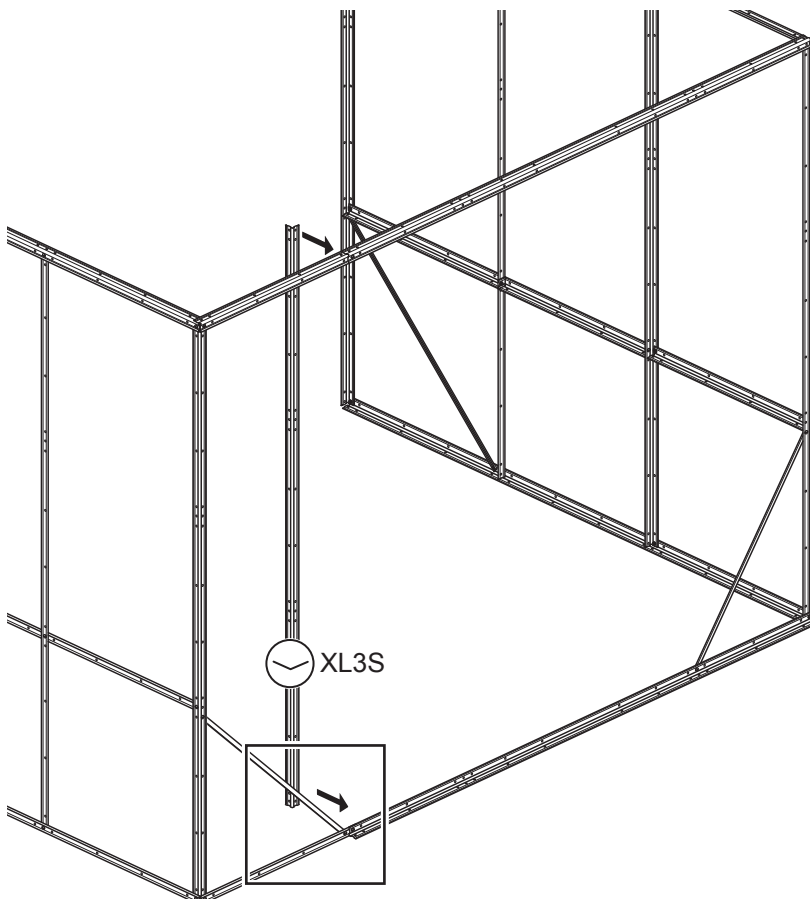


Start by joining together XL54 and XL4S with both angles pointing inside.

Bolt together using a long bolt C and nut B, overlap by 1 hole only. The bolt should fit from the outside, do not tighten.

Bolt this assembly to the top corners of each side using bolts A and nuts B.

## Step 10 - Front frame assembly

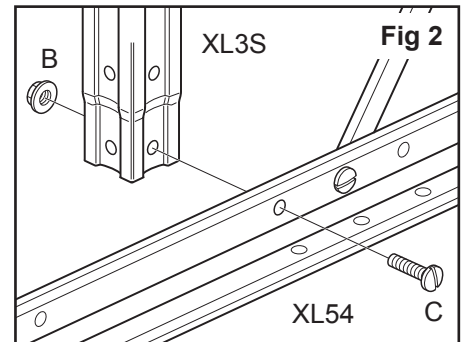
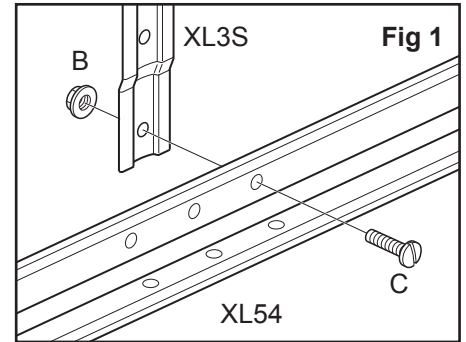
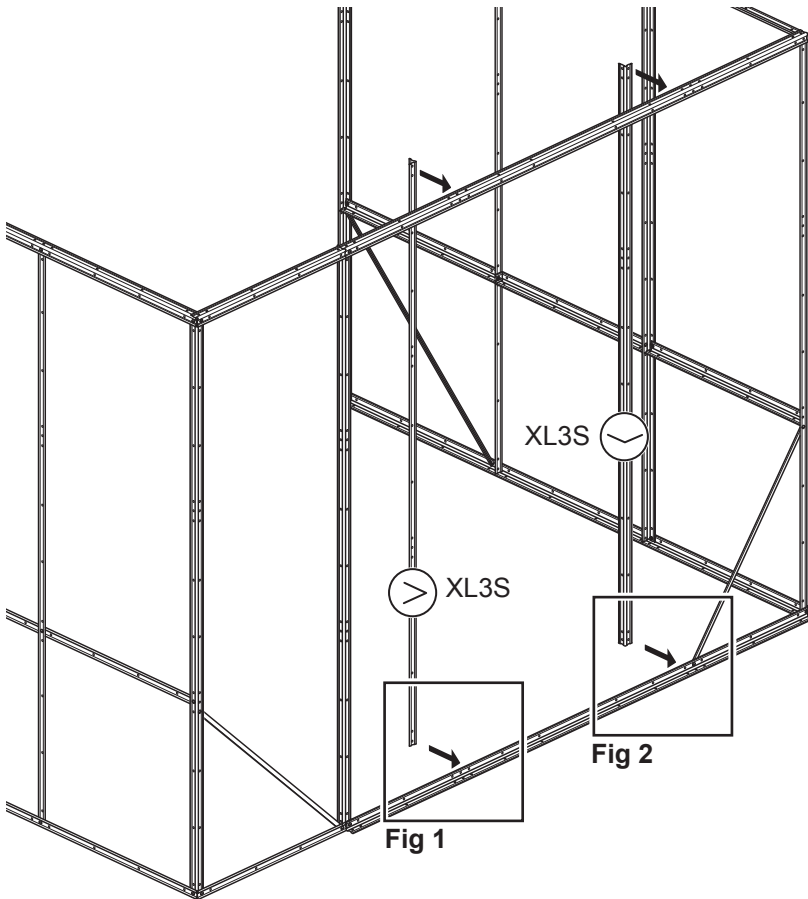


Start to fit the intermediate XL3S. Remove the nut from the long bolt C at the joint.

Slide on XL3S, replace the nut and tighten.

Repeat the same procedure for the other end.

## Step 11 - Front frame assembly

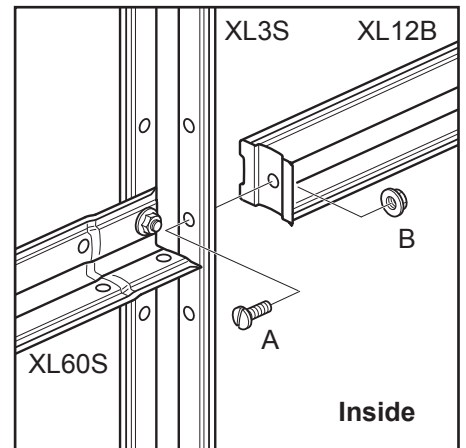
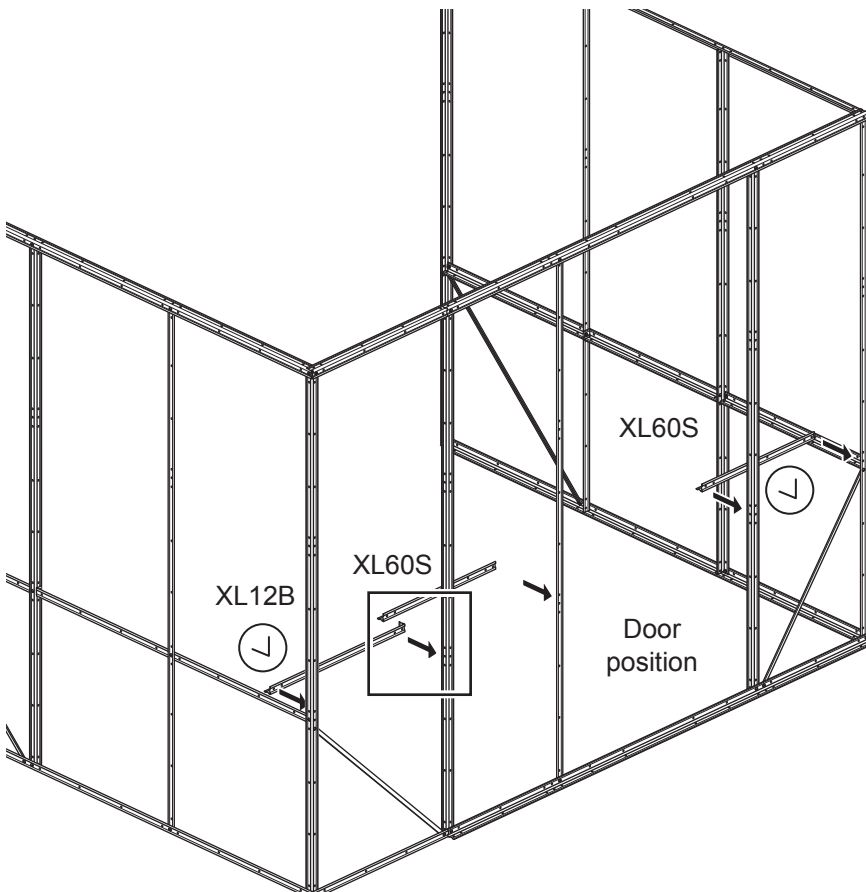


Fit the 2 door XL3S to XL54 top and bottom.

Both the angles should point to the sides.

Bolt on using long bolts C and nuts B on the inside of the 3 holes.

## Step 12 - Front frame assembly



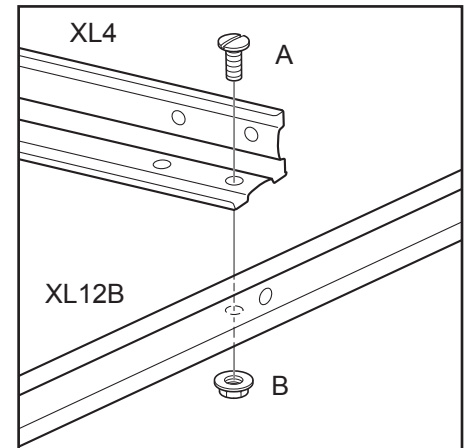
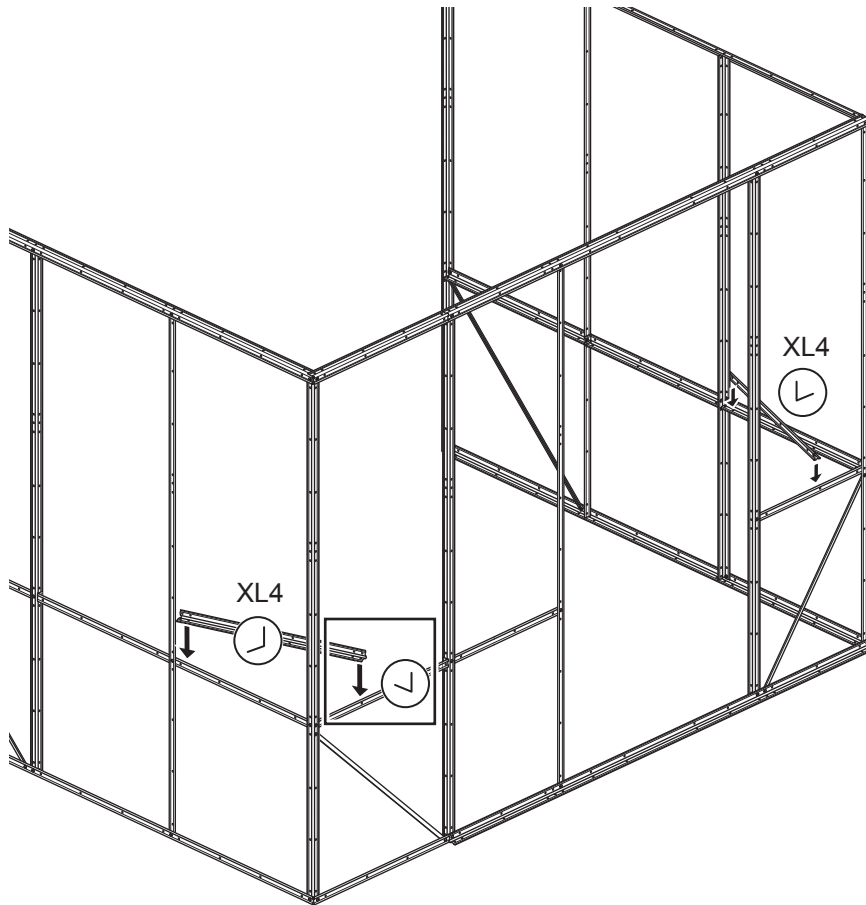
Bolt on 2 x XL60S either side of the door from the outside, use bolts A and nuts B. Use the middle hole of the bottom set of 3.

On the right XL60S the offset hole should be towards the end.

Bolt on XL12B to the left corner, use bolt A and nuts B.

Where the XL12B / XL60S join at XL3S side the bolt in from the side through the hole in XL3S and into XL12B (see above). The offset hole in XL12B should be towards the end.

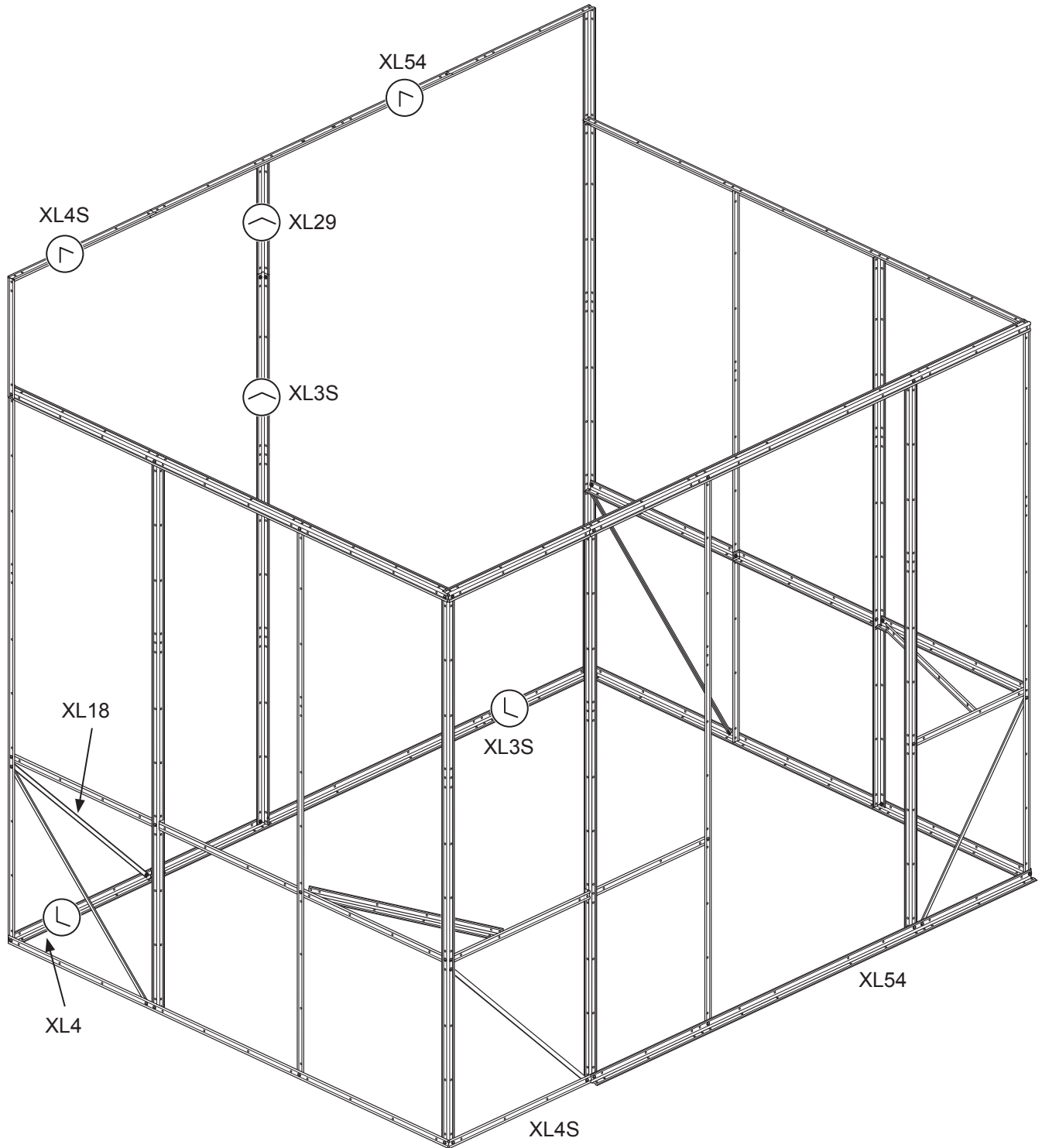
## Step 13 - Front frame assembly



Across each corner bolt on an XL4.  
The angle should face to the outside.  
Use bolts A from the top and nuts B  
on the underside.



## Step 14 - Back frame assembly



Make up the back frame work starting at the bottom.

With the angle pointing inside bolt XL4 to XL3S using a bolt A and nut B, overlap by 1 hole only. Bolt this assembly to the bottom corners of each side using bolts A and nuts B.

Repeat at the top by joining together XL4S to XL54 overlapping by 1 hole only. Bolt this to the top corners with the angle pointing inside.

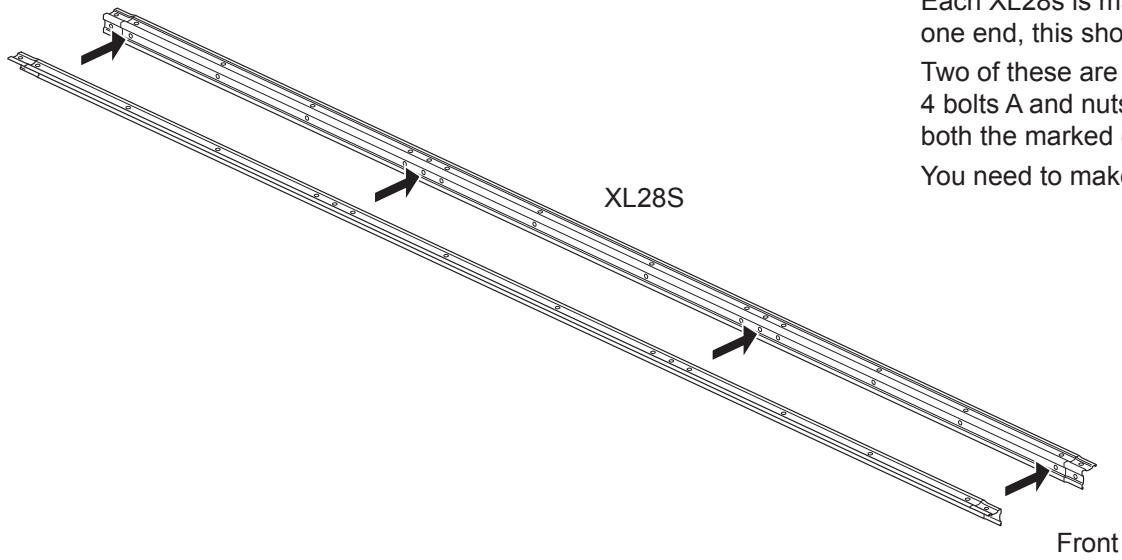
Join together XL3S and XL29, overlap by one hole only. Bolt to both top XL54 and bottom XL3S using the middle hole of the left set of 3.

Finally across the back left corner bolt on XL18.

Use bolt A from the outside and nut B on the inside.

**Note: all bolts A should be fitted from the outside.**

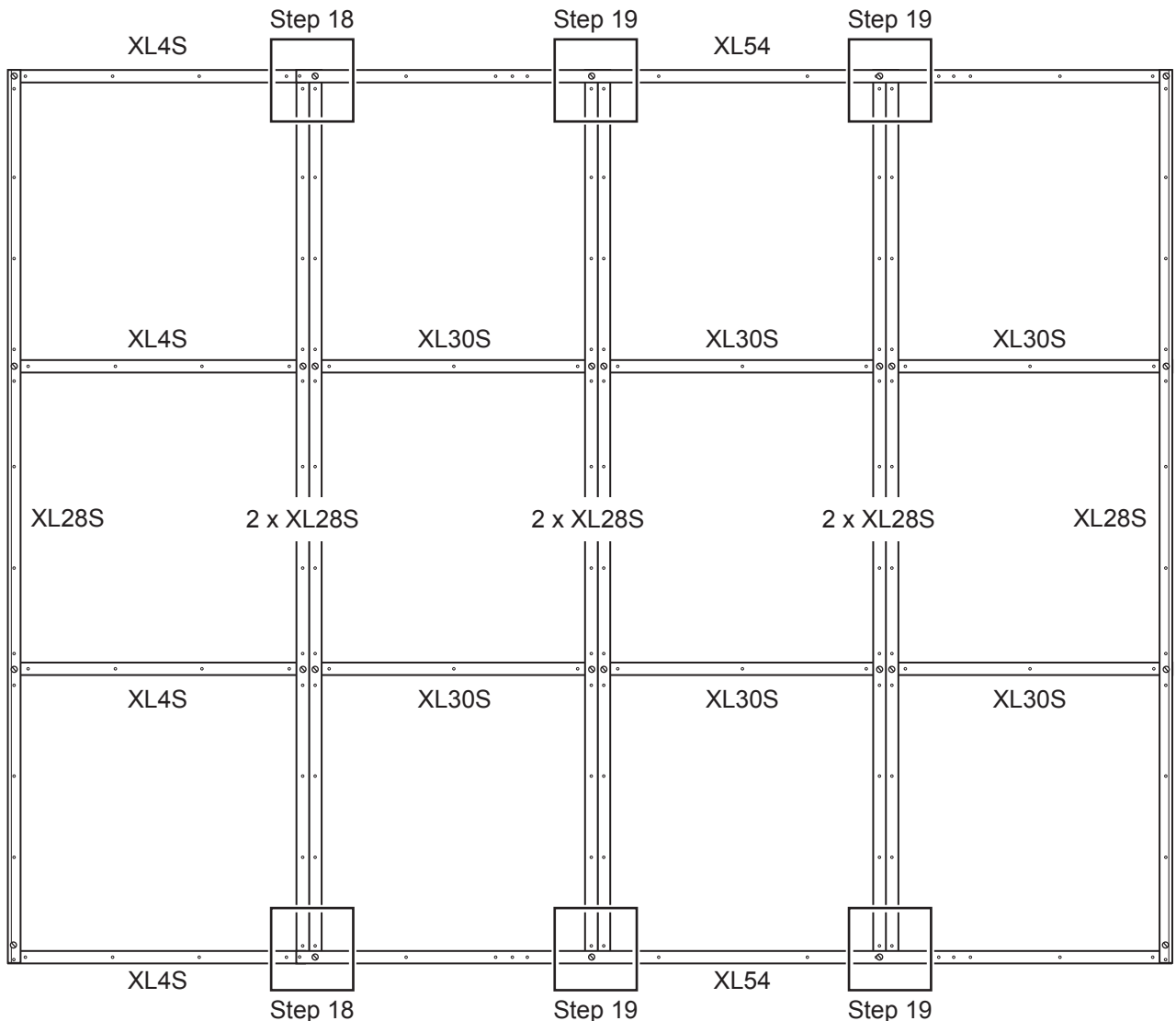
## Step 15 - Roof assembly



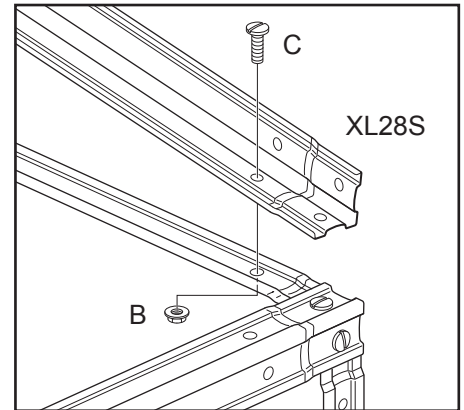
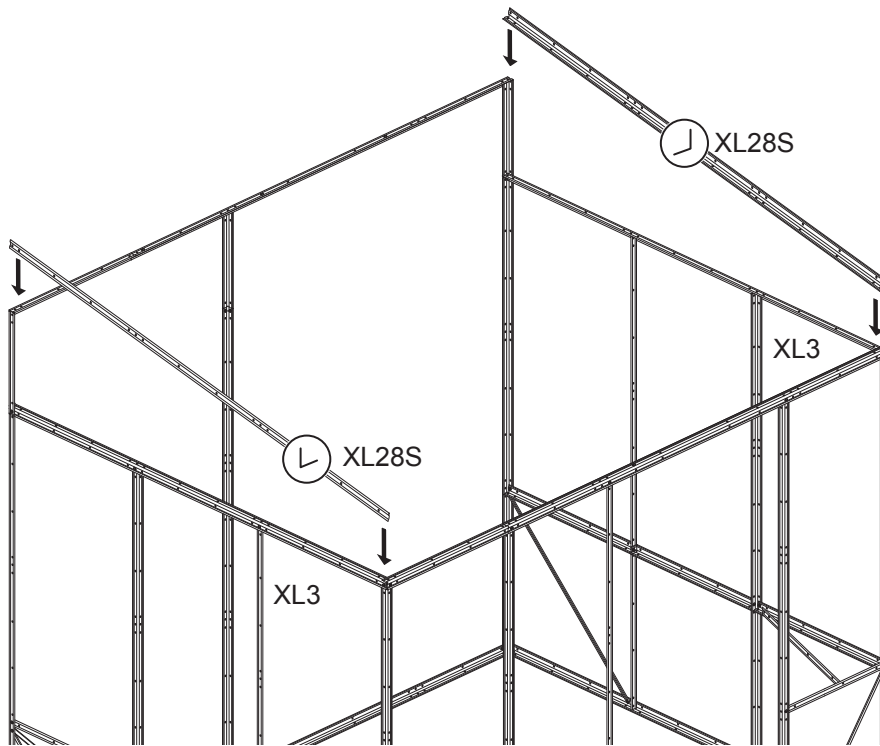
The roof is made up of 8 XL28S.  
 Each XL28s is marked XL28S - F at one end, this should be at the front.  
 Two of these are joined together using 4 bolts A and nuts B, making sure that both the marked ends are together.  
 You need to make up 3 sets of these.

## Step 16 - Roof assembly

Plan view showing the roof framework and hole positions. Do not make up the roof section in one piece.

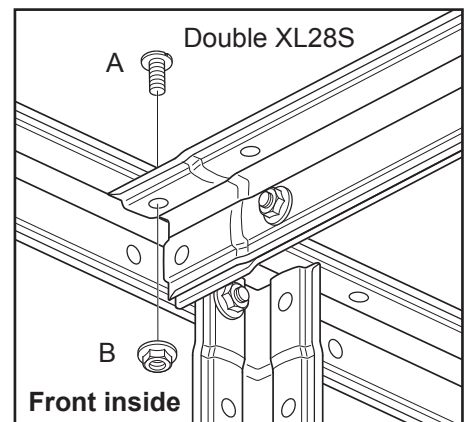
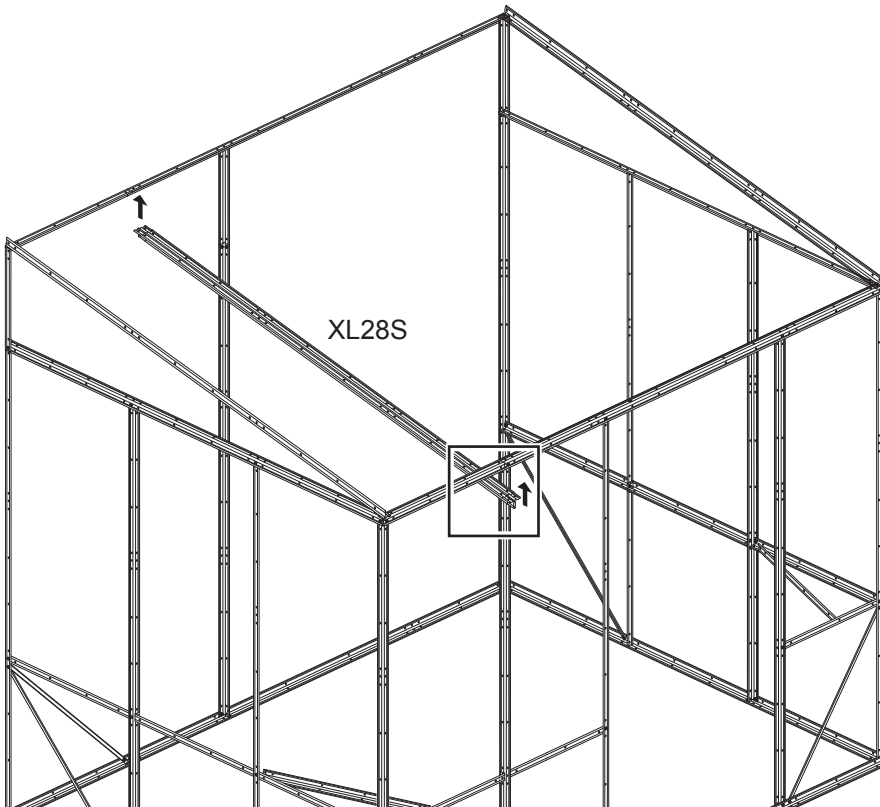


### Step 17 - Roof assembly



Fit the 2 remaining XL28S to the outside, both angles should point inside and upwards.  
 At the top use bolt A down through XL28S and XL54 / XL4S, use nut B on the underside.  
 At the front using long bolt C down through the second hole in the side XL3, with nut B on the underside (see above).

### Step 18 - Roof assembly



XL4S	Back		XL54
○	○	⊗	
XL28S	○	○	XL28S

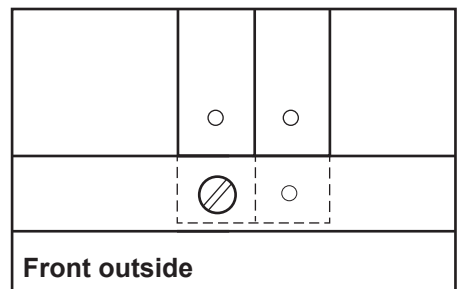
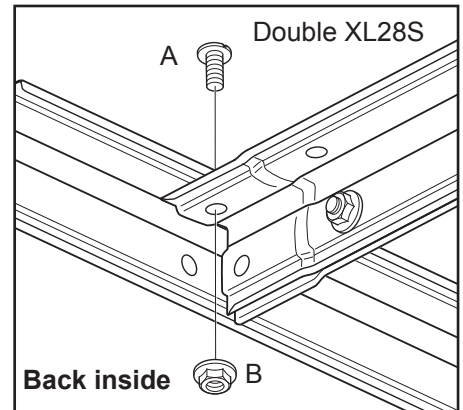
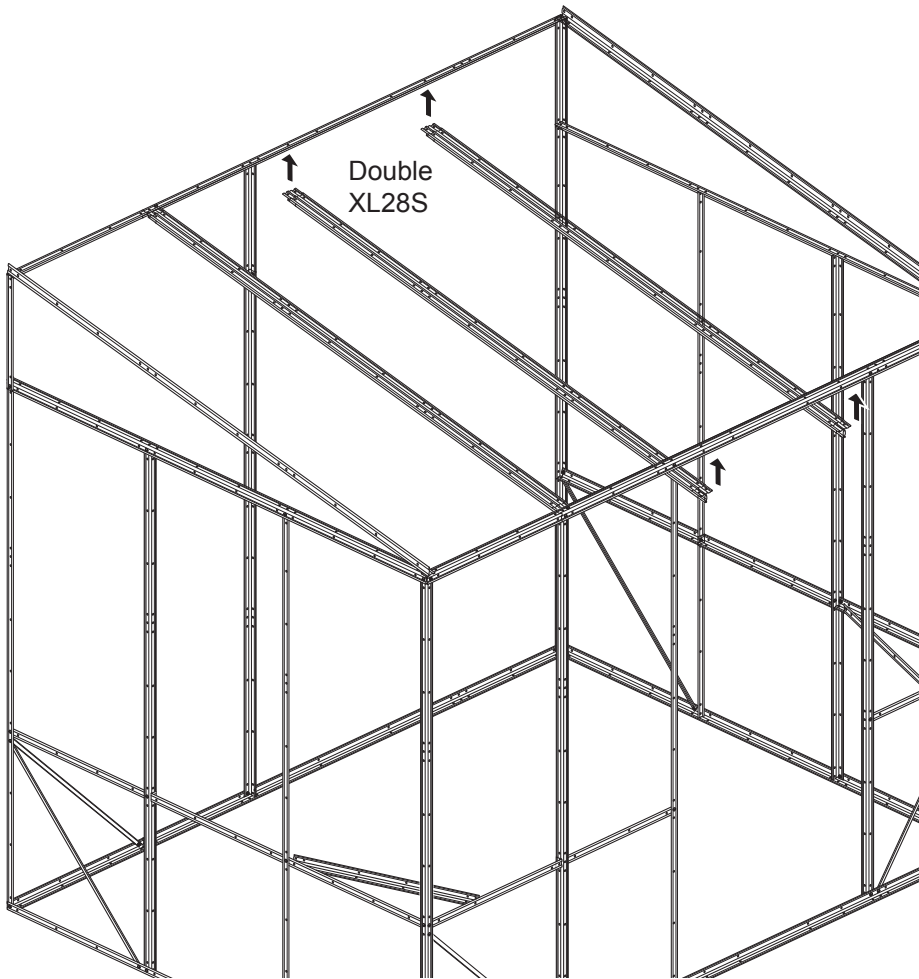
XL28S			XL28S
○	○	⊗	
XL4S	Front		XL54

Take a pair of XL28S assembled in step 15 and fit to the underside at the joint in the front, with the end marked F to the front.

Use bolt A from the top and nut B underneath. Only use one nut and bolt at each end.

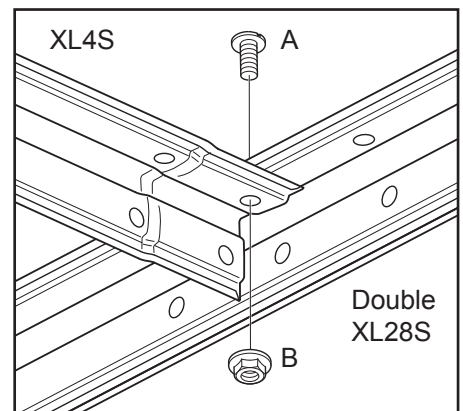
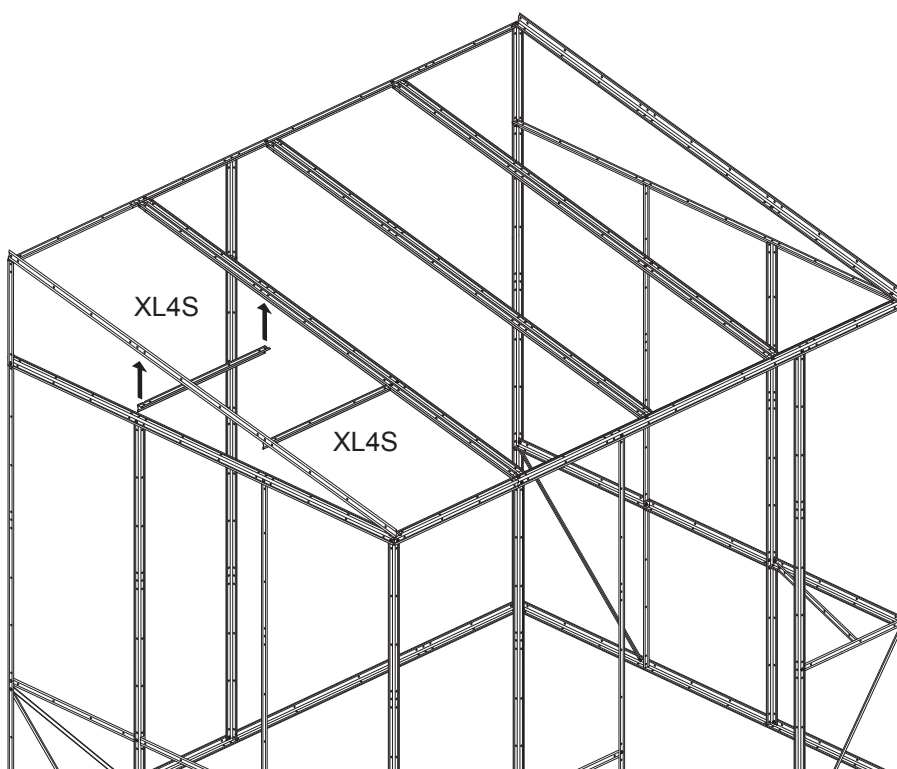
Refer to step 16 for help in the positioning of the rail and bolts.

### Step 19 - Roof assembly



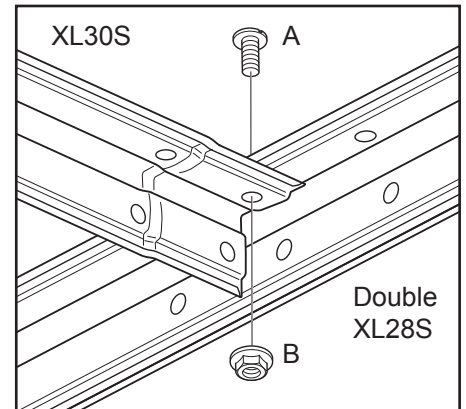
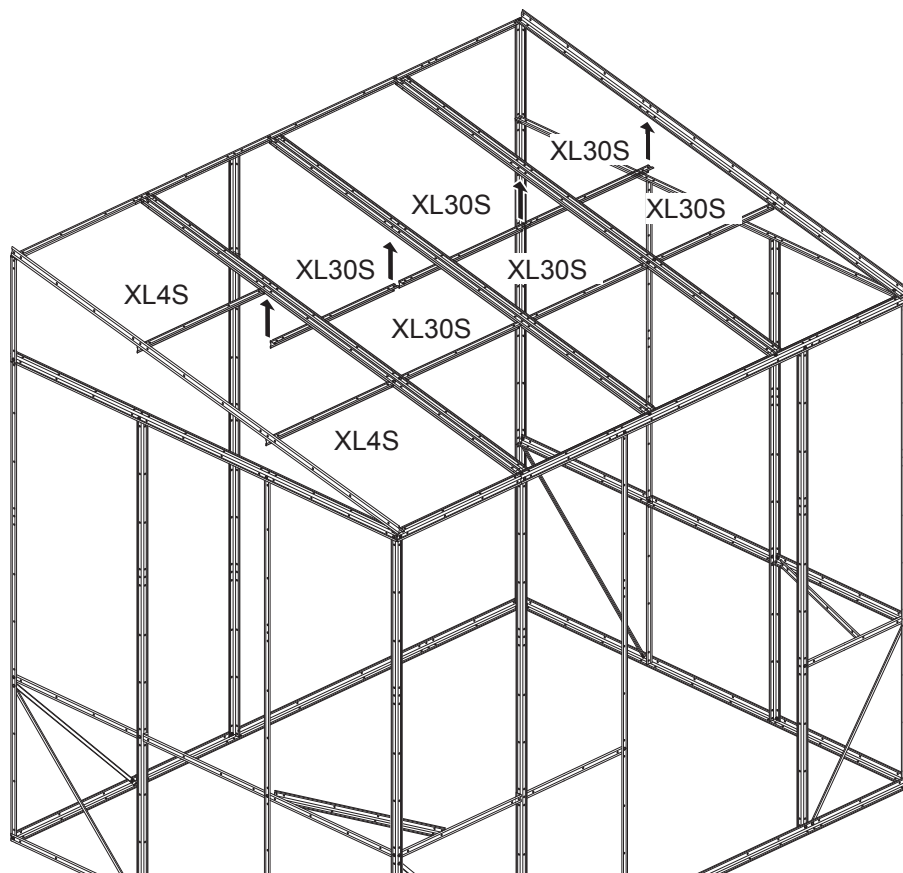
Use the same procedure to fit the next 2 pairs of XL28S  
 Refer to step 16 for the positioning of the rail and bolts.  
 Use bolt A from the top and nut B underneath. Only use one nut and bolt at each end.

### Step 20 - Roof assembly



In between each XL28S you now have to fit 2 rows of XL4S and XL30S. Start at the left side fitting a XL4S, this should fit from underneath into the middle hole of the 3, use bolts A from the top and nuts B underneath. The angle should point down at the back. Fit another XL4S for the second row this should also fit into the middle hole of the 3.

## Step 21 - Roof assembly

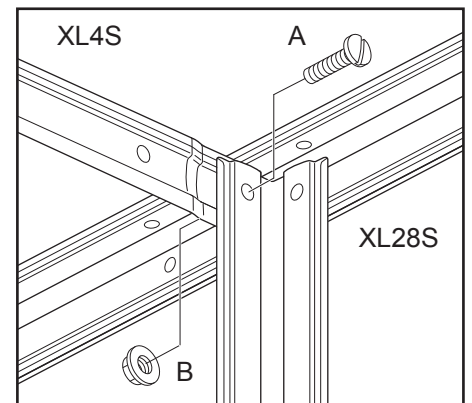
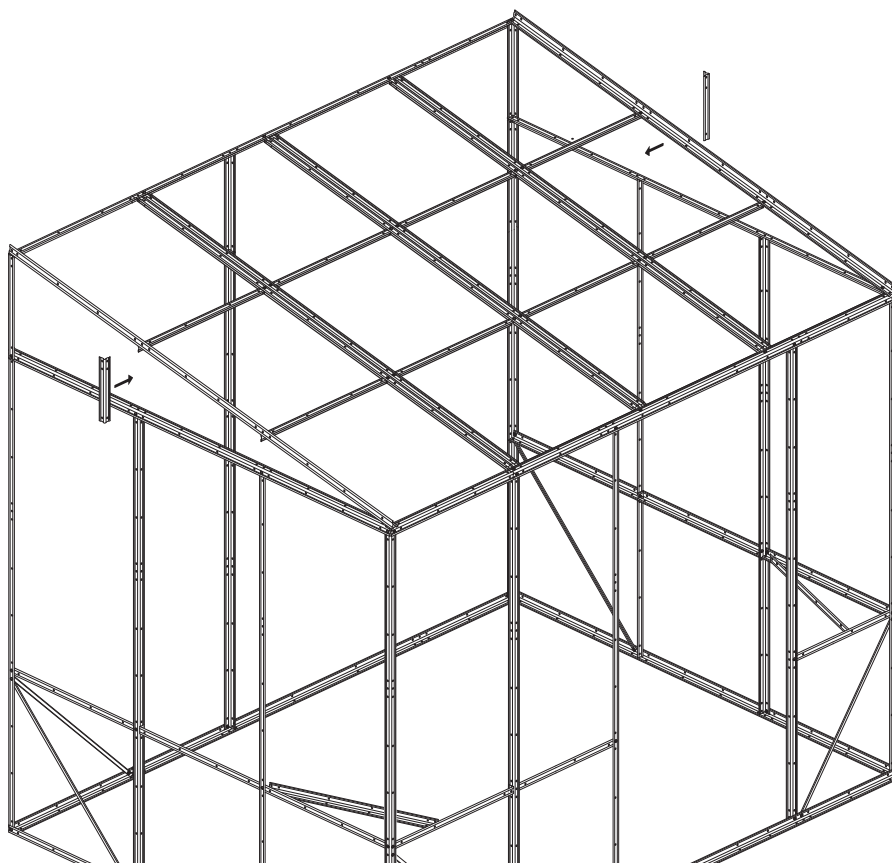


Complete each row by fitting 3 x XL30S using the same procedure.

Use bolts A from the top and nuts B underneath.

Refer to step 17 for the positioning of the rail and bolts if necessary.

## Step 22 - Roof assembly



Fit a XL50 onto each end.

The top end fits to the XL4S on one end and XL30S on the other. Use bolts A and nuts B.

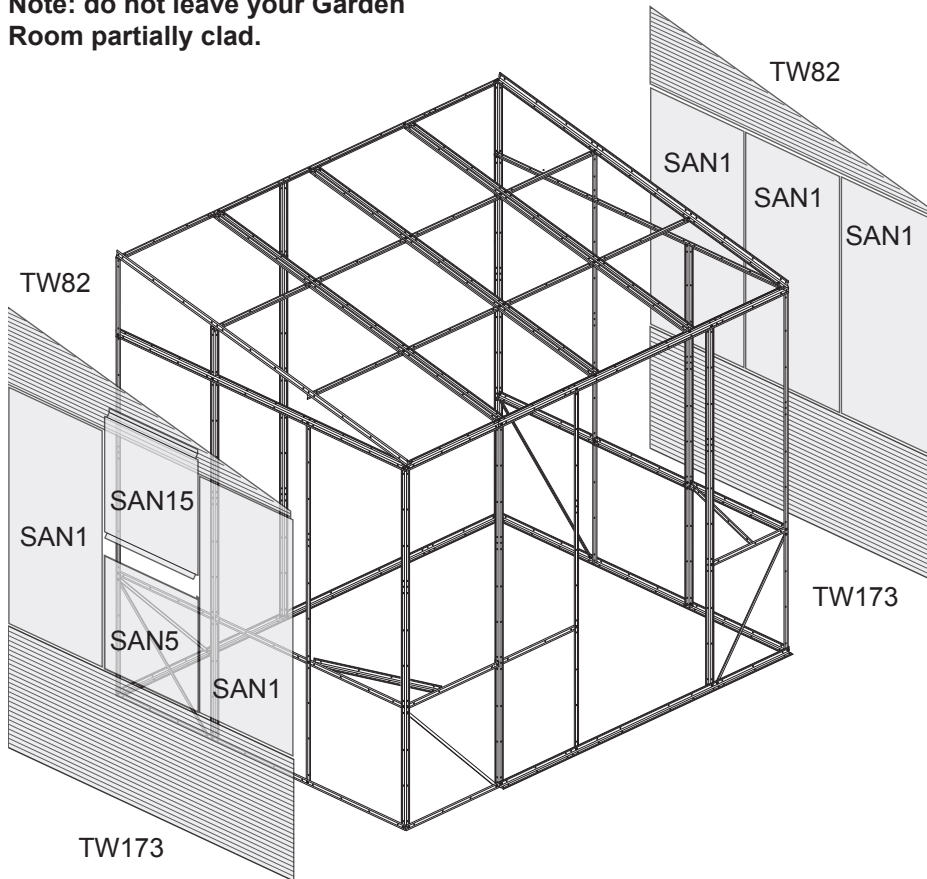
At the bottom the bolt fits from the top through XL3 and is secured with nut B on the underside.

Tighten all nuts and bolts.



## Step 23 - Cladding the end

**Note: do not leave your Garden Room partially clad.**

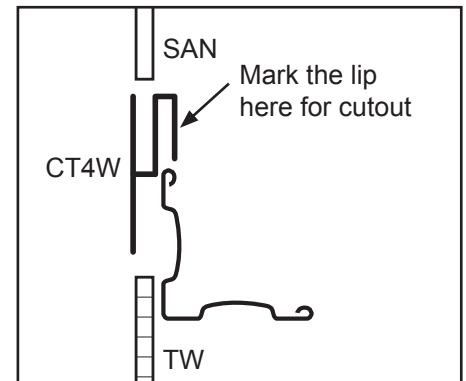


You now have to cover the completed frame work.

Depending on the position of your door, use the same procedure.

Use the clear SAN panels, they have clear film on both sides which should be removed before fitting.

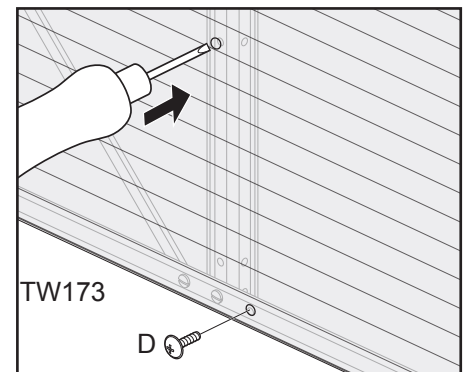
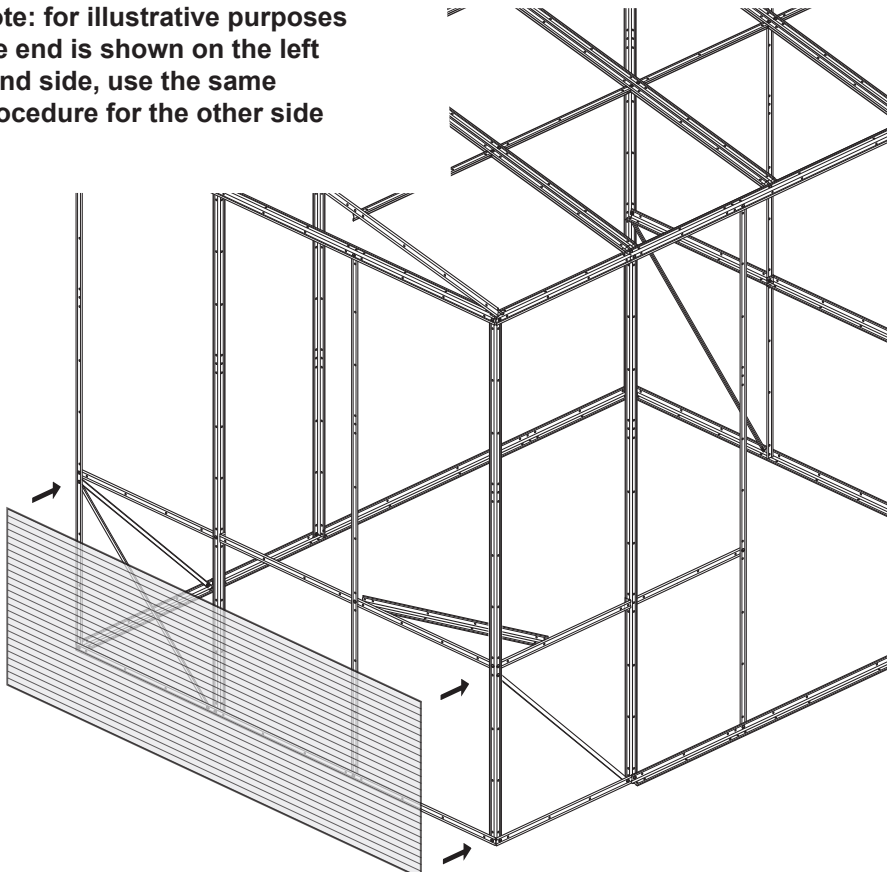
The top and bottom end panels are covered using Twinwall (TW) panels.



The clear panels (SAN) are held in position with plastic trims CT. At various positions on the plastic trim CT4W you will need to mark and cutout a section to fit in front of the uprights.

## Step 24 - Cladding the end

**Note: for illustrative purposes the end is shown on the left hand side, use the same procedure for the other side**

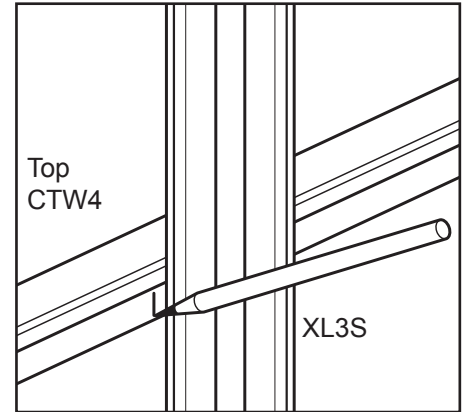
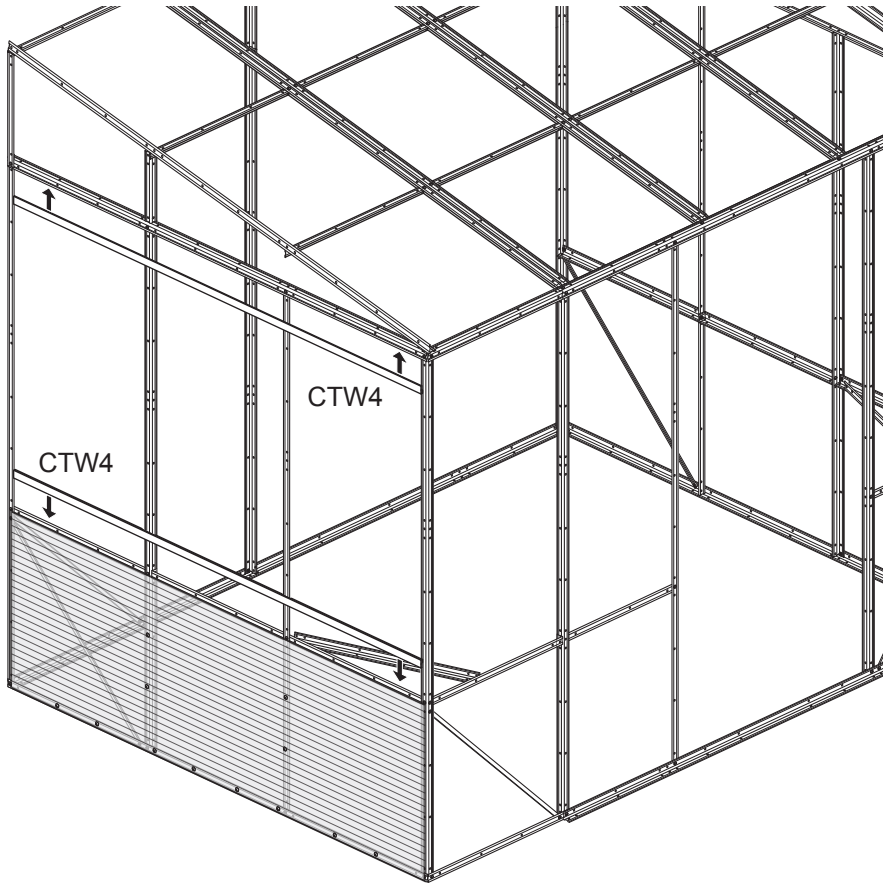


Place the base panel TW173 on the end, make sure that the frame is square to the panel. Fix in position using the self tapping screws D. We recommend a bradawl or some sharp implement to pierce the twinwall, a drill will leave swarf in the flutes. This may be easier with someone piercing the hole from the inside while you hold the panel from the outside. Only fit screws along the bottom and up the 2 x middle XL3S. Put silicone into the middle holes of XL3S.

**Note:** To stop water penetrating the flutes of all the twinwall panels, seal the edges with silicone before fitting.



## Step 25 - Cladding the end

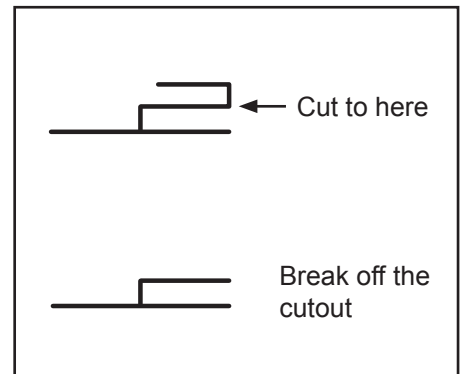
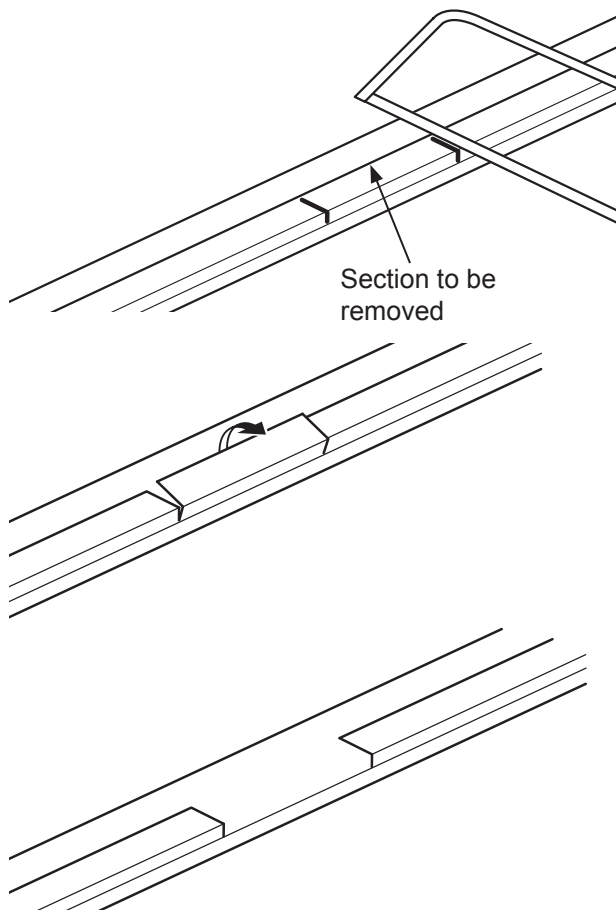


You need to make some cutouts in CTW4 before fitting them to the framework.

Offer up CTW4 in position in between the 2 end uprights, mark the position either side of the middle uprights.

Mark the smaller lip section of CTW4. See **step 23** detail and **step 26** below.

## Step 26 - Cladding the end

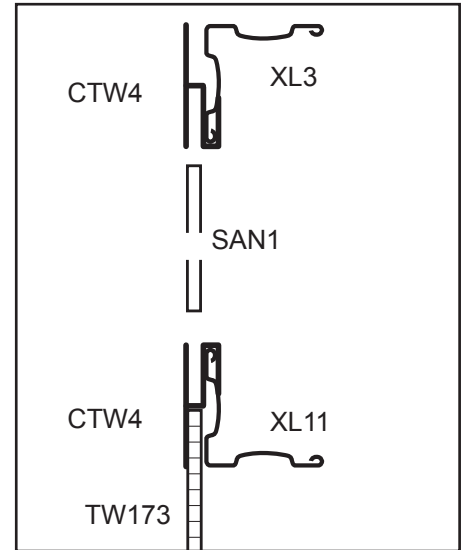
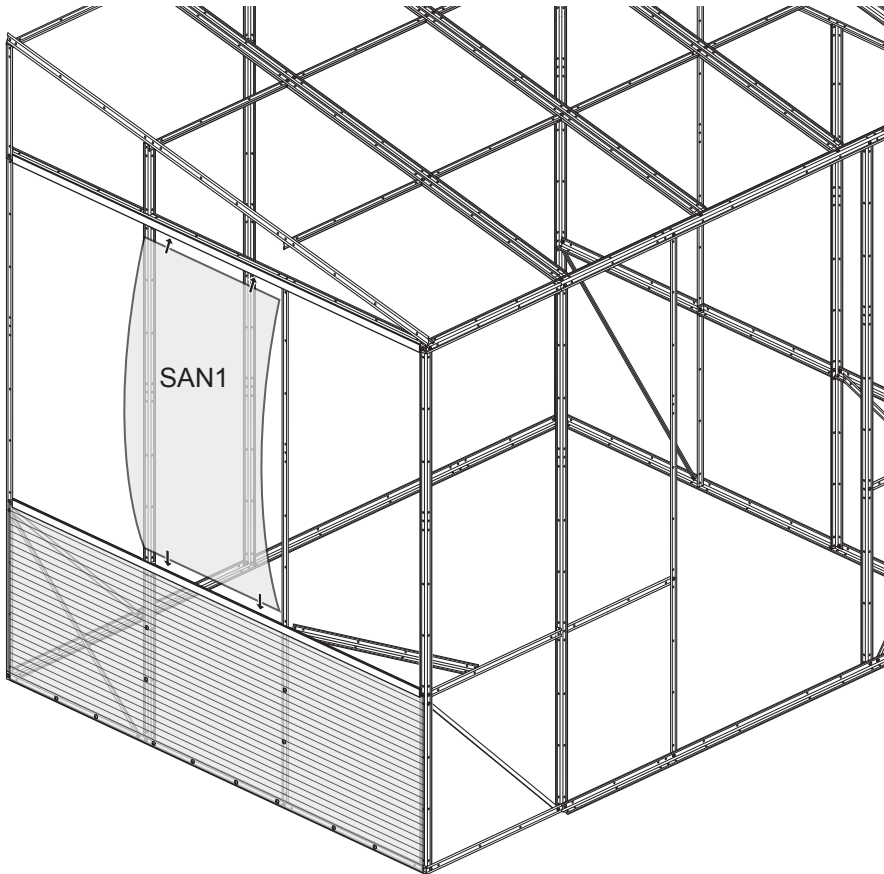


Using a knife/scissors or junior hacksaw cut across the small section of CTW4 where marked.

Bend back the small section to be removed until it breaks off, alternatively cut along the fold to remove.

Note: If you run a Stanley knife on the inside of fold it will give a cleaner break.

### Step 27 - Cladding the end

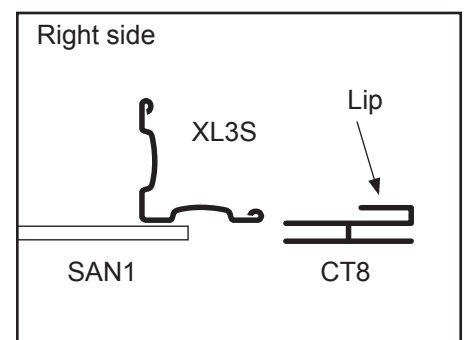
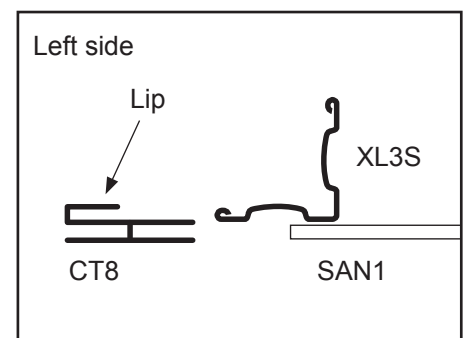
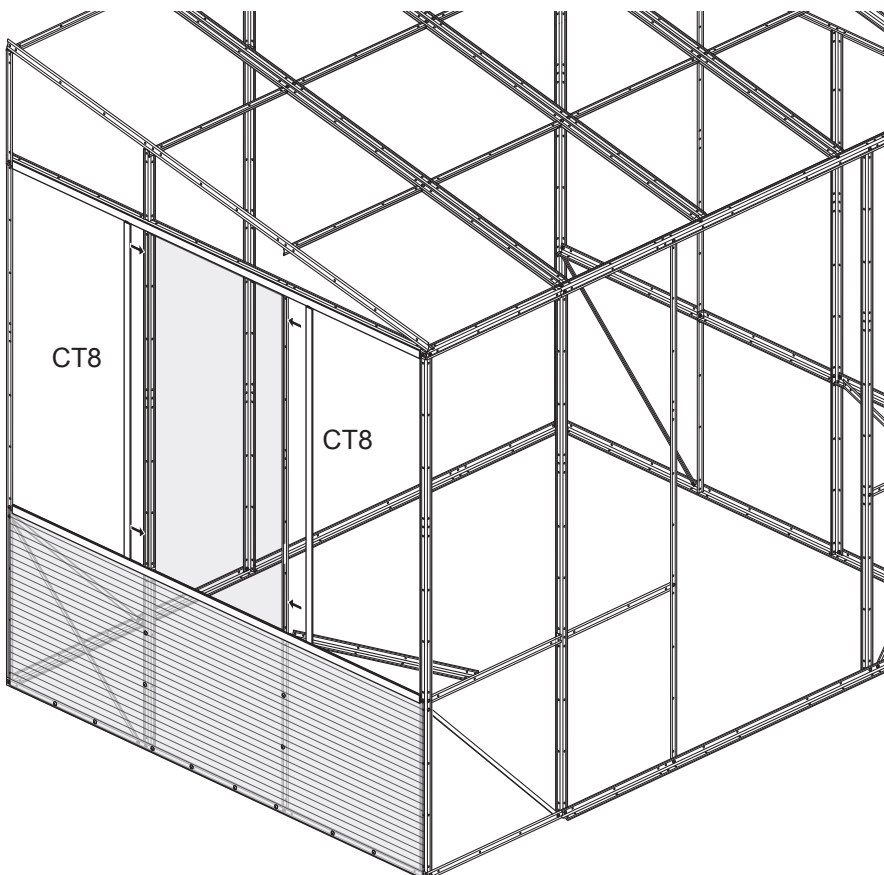


Slide on the top CTW4 from below, and the bottom CTW4 from above with the bottom fitting over TW173. **Make sure that the "Lip" fits over the metal of XL4S, XL11 and under XL3 at the top.**

Take a side panel SAN1 and position into the bottom trim, making sure it fits into the slot and not behind.

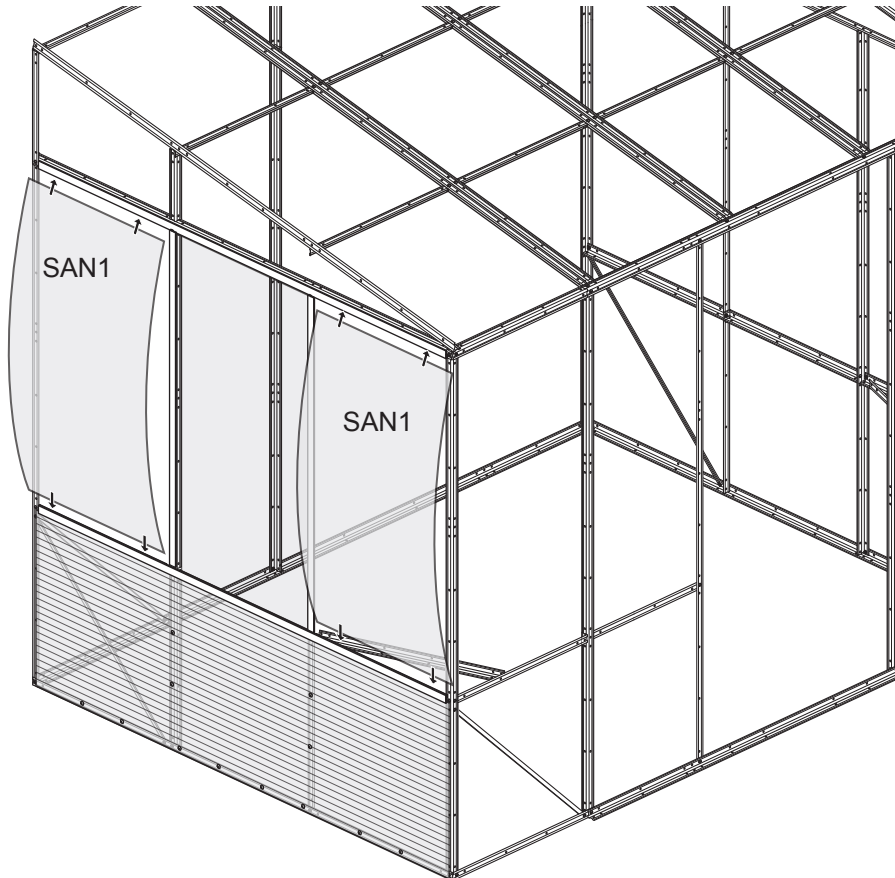
Slightly bend the panel out to fit into the slot at the top.

### Step 28 - Cladding the end



In the upright position slide on a CT8, from both sides making sure that the lip fits over the metal frame XL3S and the groove fits over panel SAN1.

## Step 29 - Cladding the end



Take the next side panel SAN1 and position into the bottom trim, making sure it fits into the slot and not behind.

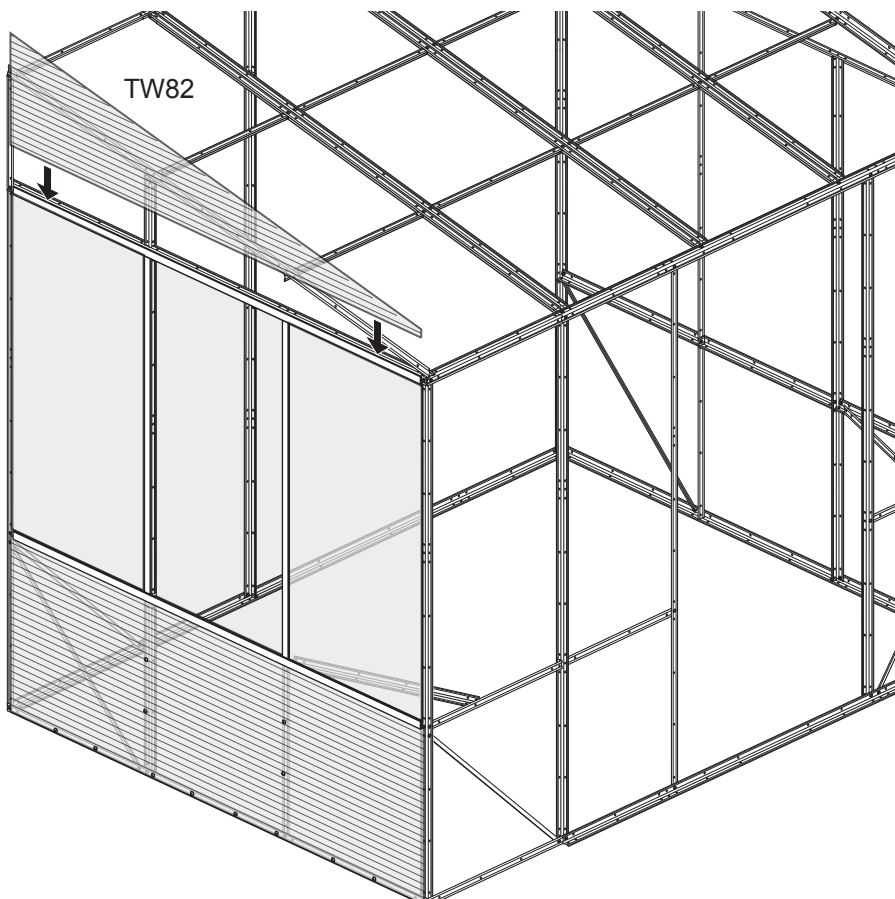
Slightly bend the panel out to fit into the slot at the top.

Slide the panel across so that the vertical edge slots into CT8.

Run a table knife down to help to locate into the slot as you push in the panel.

Repeat the same procedure for next SAN1.

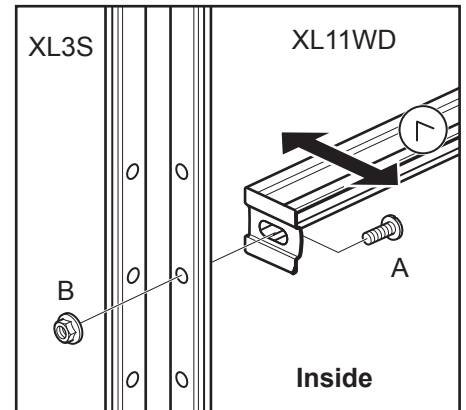
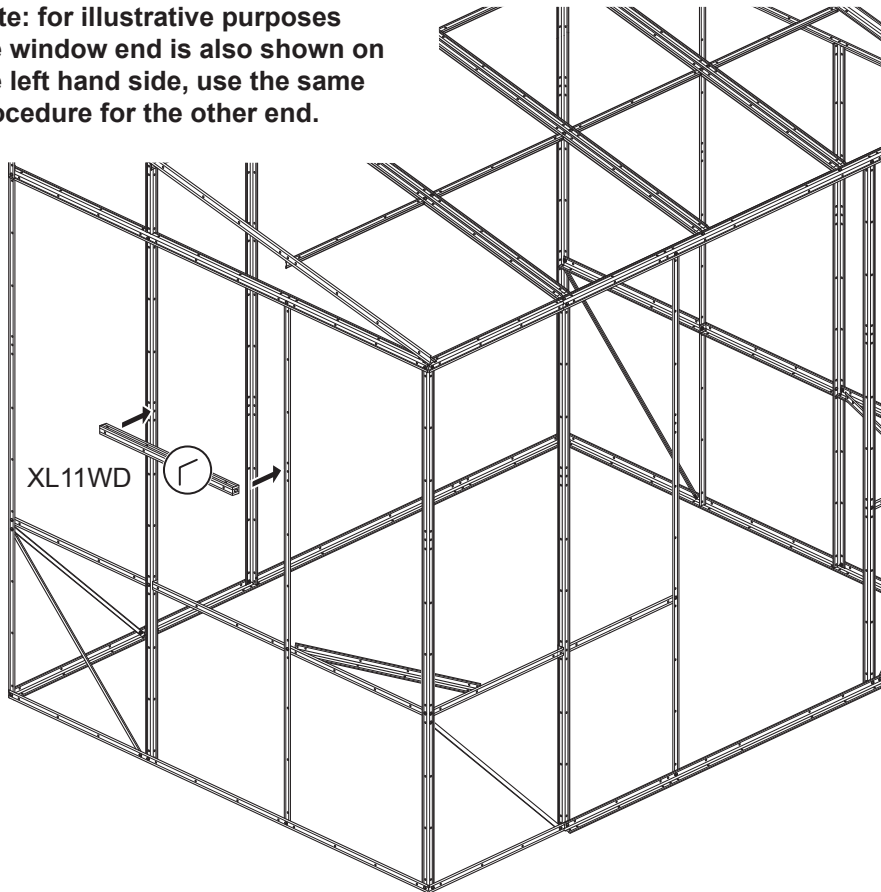
## Step 30 - Cladding the end



Finally slide down TW82 into the top of CTW4.

## Step 31 - Cladding the Window end

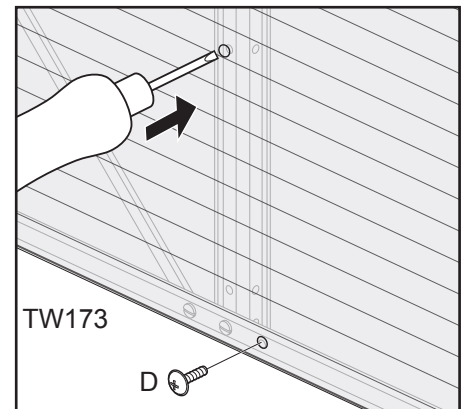
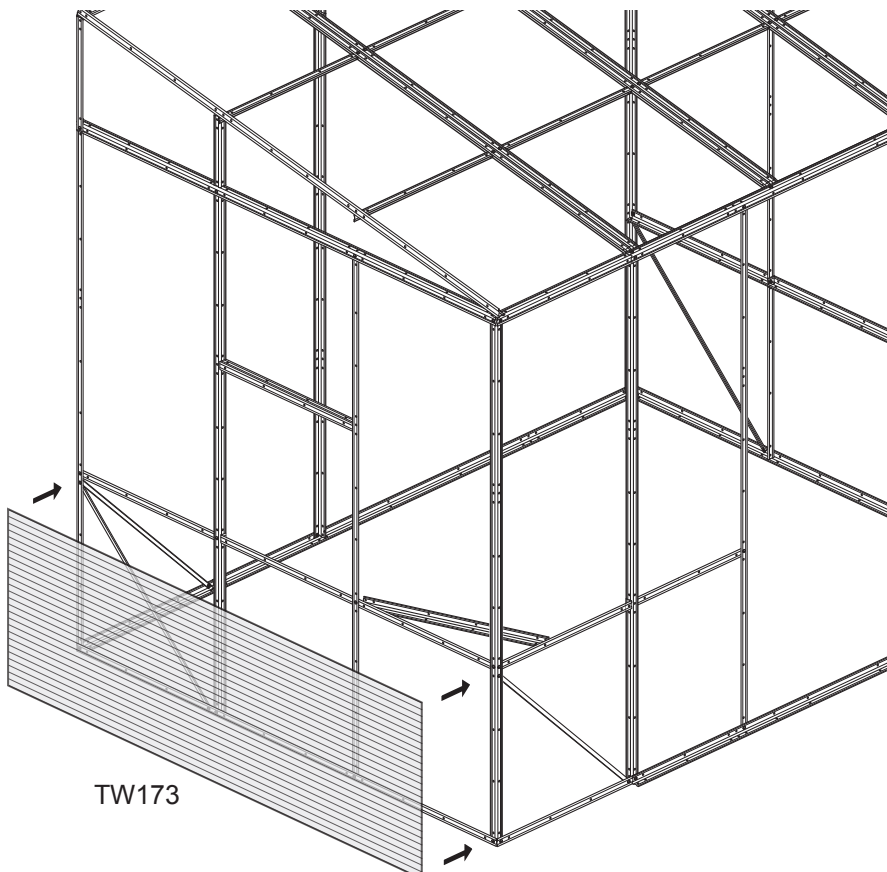
**Note:** for illustrative purposes the window end is also shown on the left hand side, use the same procedure for the other end.



Bolt XL11WD in between the 2 uprights XL3S using bolts A and nuts B.

Adjust XL11WD in or out so it is flush with the outside face of XL3S, then tighten.

## Step 32 - Cladding the Window end



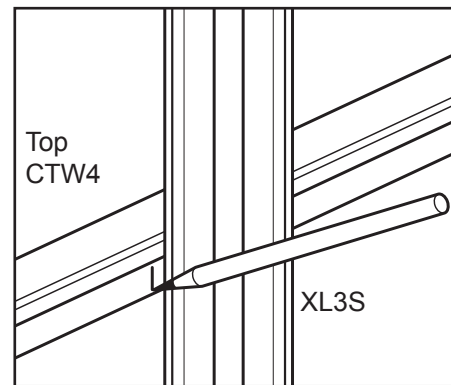
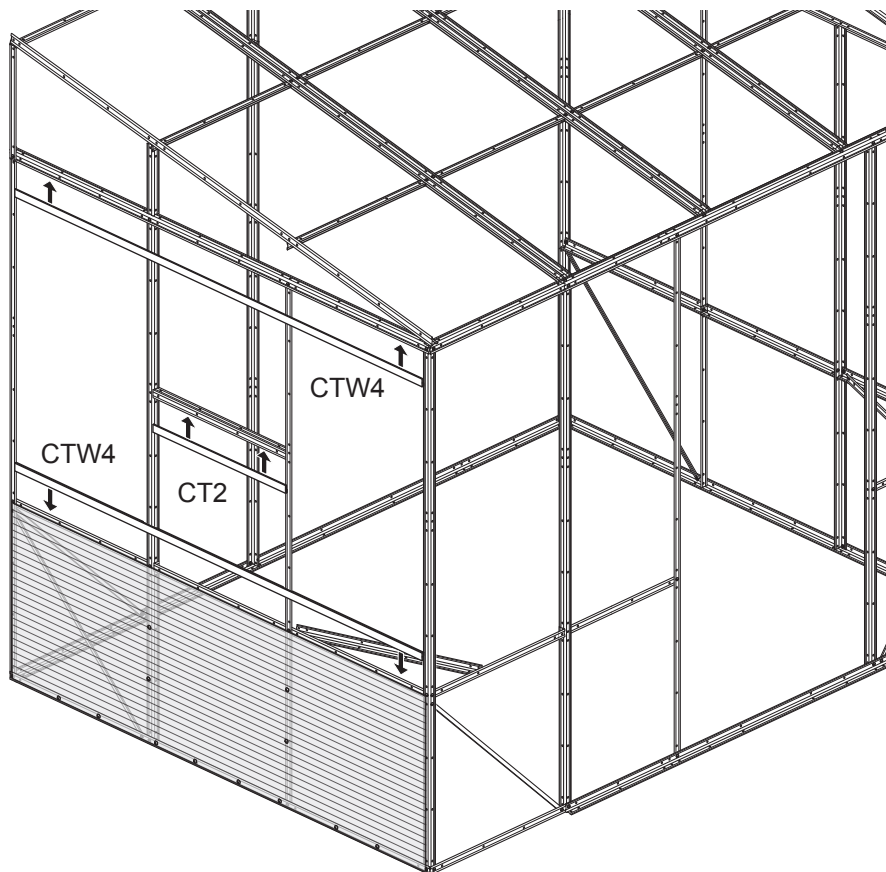
Place the base panel TW173 on the end, make sure that the frame is square to the panel. Fix in position using the self tapping screws D.

We recommend a bradawl or some sharp implement to pierce the twinwall, a drill will leave swarf in the flutes. This may be easier with someone piercing the hole from the inside while you hold the panel from the outside.

Only fit screws along the bottom and up the 2 x middle XL3S. Put silicone into the middle holes of XL3S.



### Step 33 - Cladding the Window end



You need to make some cutouts in CTW4 before fitting them to the framework.

Offer up CTW4 in position in between the 2 end uprights, mark the position either side of the middle uprights.

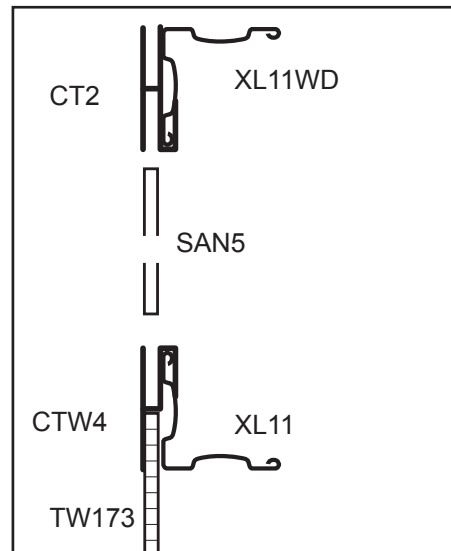
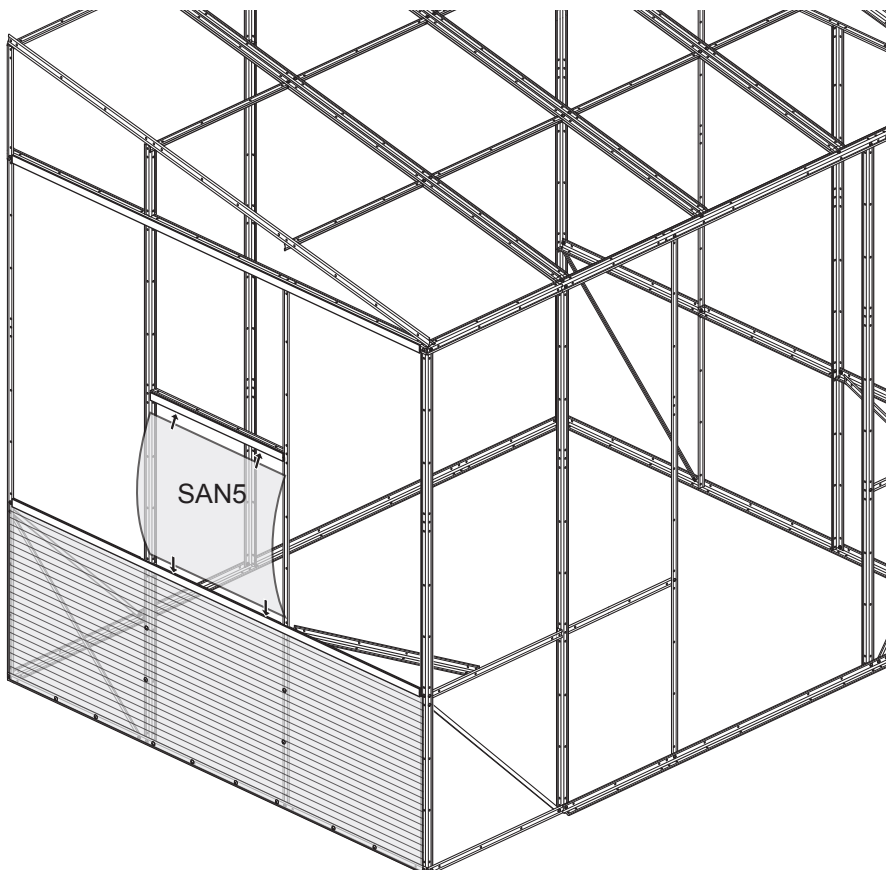
Mark the smaller lip section of CTW4. See **step 23** detail and **step 26**.

Slide on the top CTW4 from below, and the bottom CTW4 from above with the bottom fitting over TW173.

Slide CT2 under XL11WD from below.

**Make sure that the "Lip" fits over the metal.**

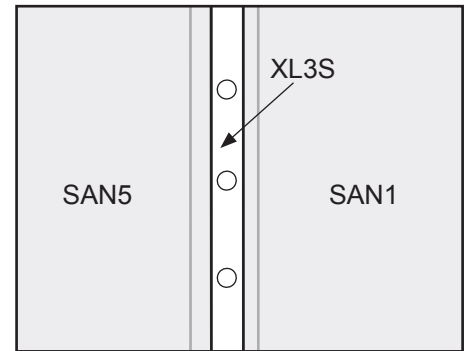
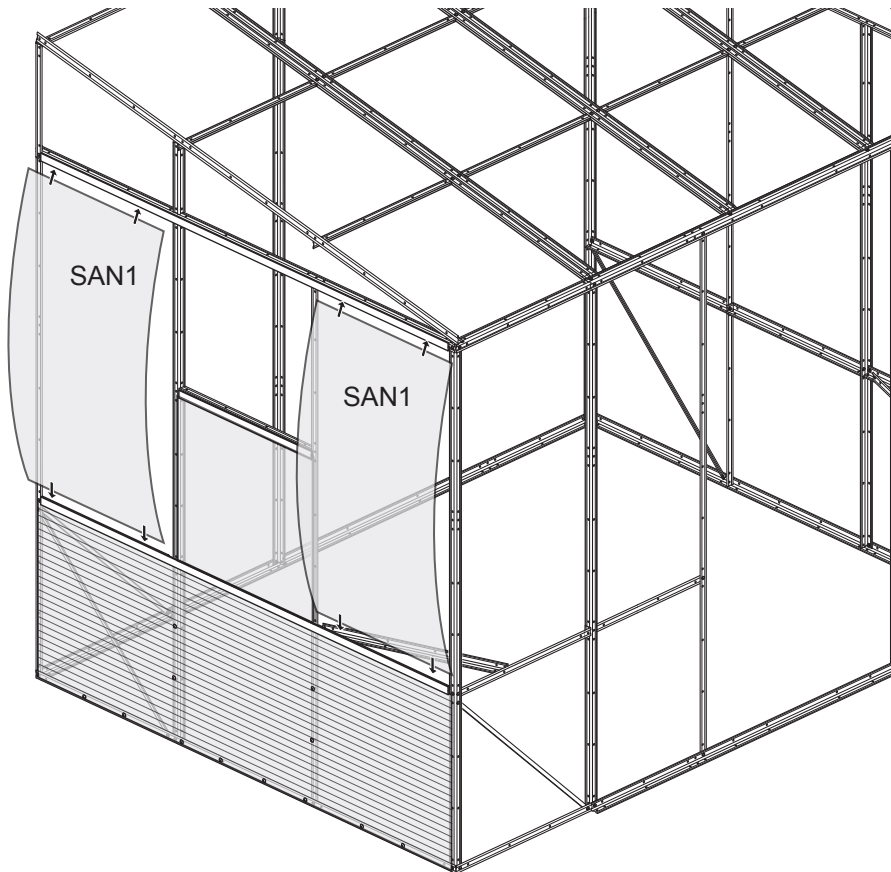
### Step 34 - Cladding the Window end



Take the small end panel SAN5 and position into the bottom trim, making sure it fits into the slot and not behind.

Slightly bend the panel out to fit into the slot of CT2.

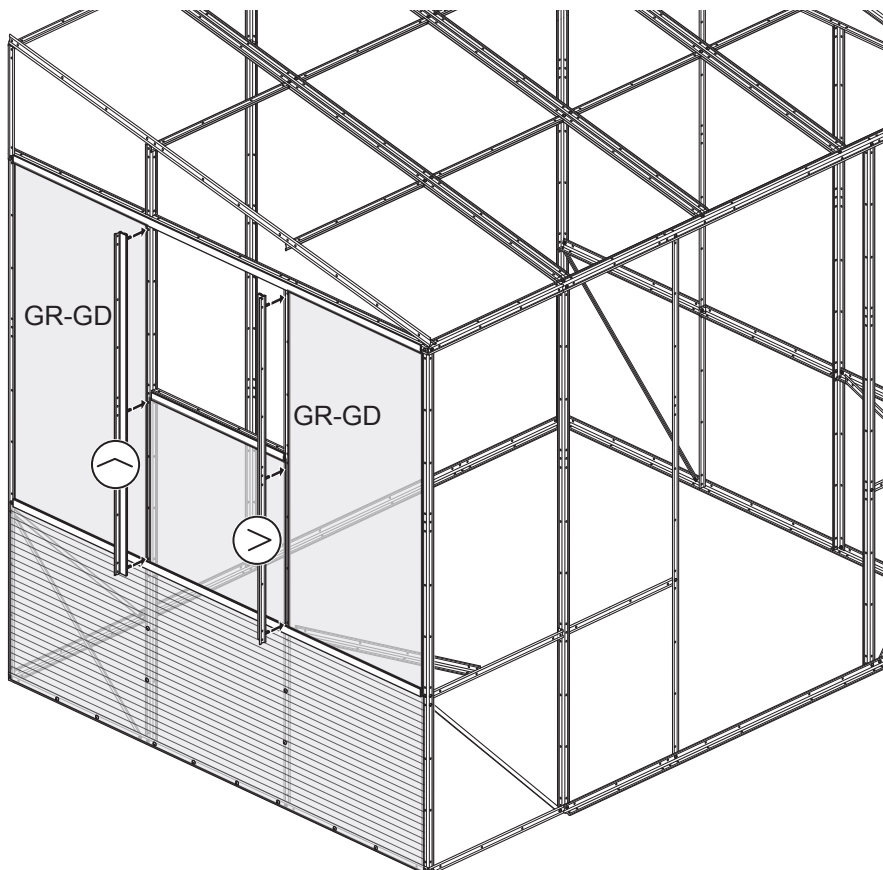
## Step 35 - Cladding the Window end



Complete the end by slotting an SAN1 on either side.

When the SAN1 are fitted side by side make sure the holes are clear in the frame XL3S.

## Step 36 - Cladding the Window end

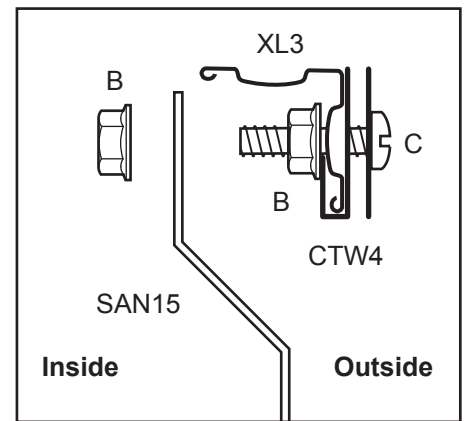
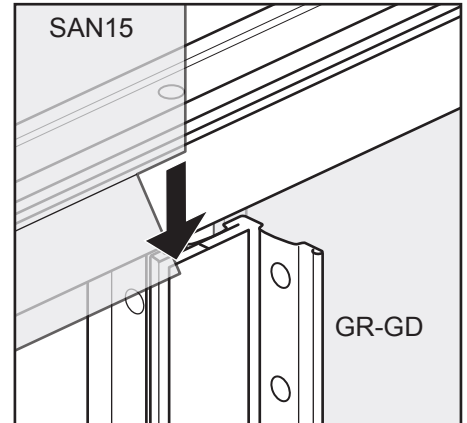
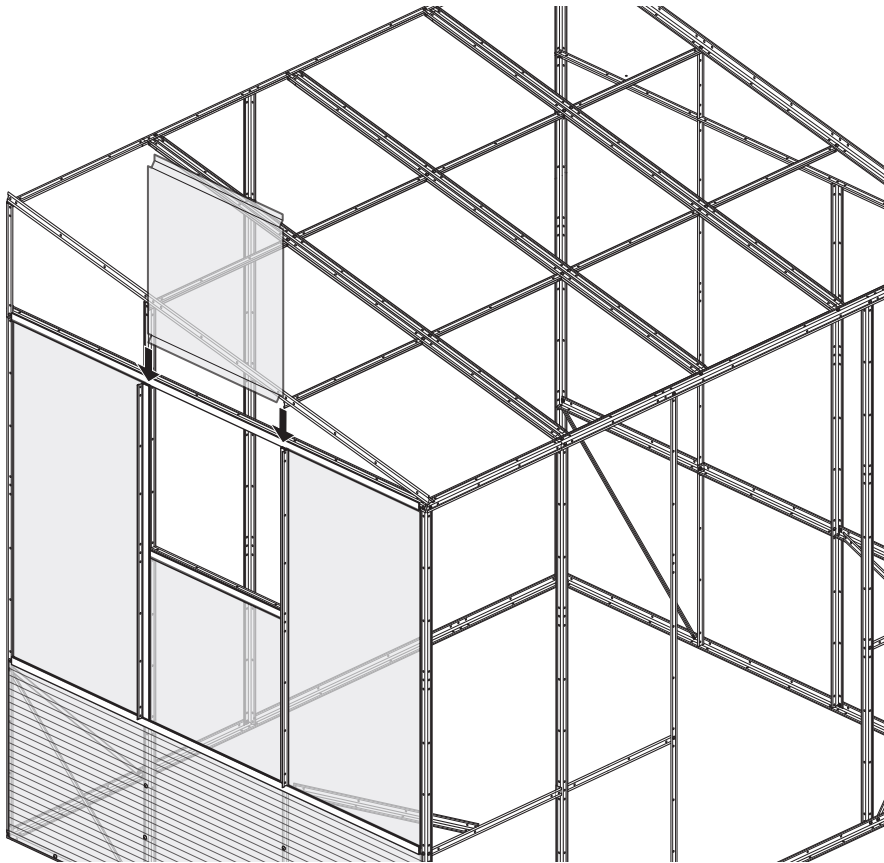


Using the 2 GR-GD assemblies, left and right, locate the 3 bolts already assembled into the holes in XL3S, and between the bottom SAN panels, this will then clamp the panels in position use nuts B on the inside.

Should the holes not match up use the supplied 4mm drill to clear out the holes.



### Step 37 - Cladding the Window end

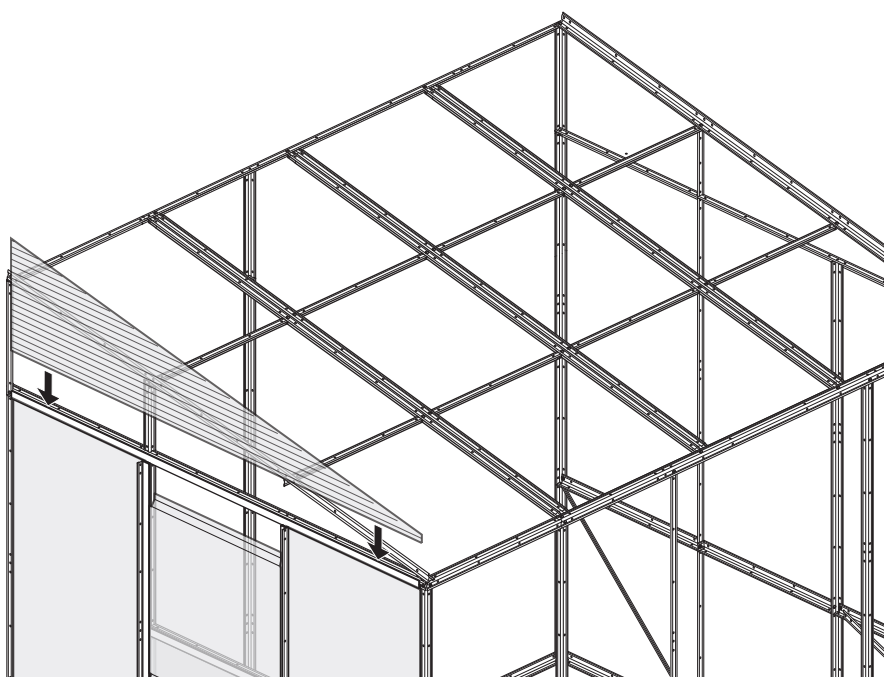


Slide SAN15 window panel down into the white trims on both GR-GD from the top. The double bent edge of the panel should be at the top and facing inwards (see top detail).

To add a more secure/tight closed position, hold trim CTW4 up in position drill 2 holes through XL3 and the trim from the inside and secure with 2 bolts C and nuts B. Close the window drill through the SAN15 window inline with the 2 bolts (see bottom detail).

The panel can then be fitted over these bolts and secured with nuts. This is advised for stormy weather. Should the window panel be loose, tweak the sides of SAN15 for a tighter fit, see **page 46** for details.

### Step 38 - Cladding the Window end

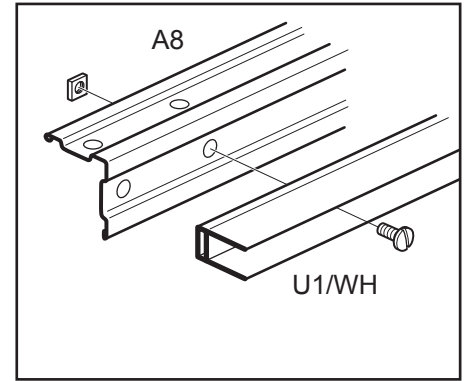
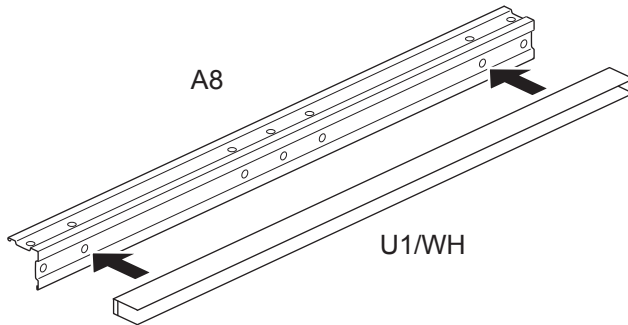


Finally slide down TW82 into the top of CTW4.

### Step 39 - Door assembly

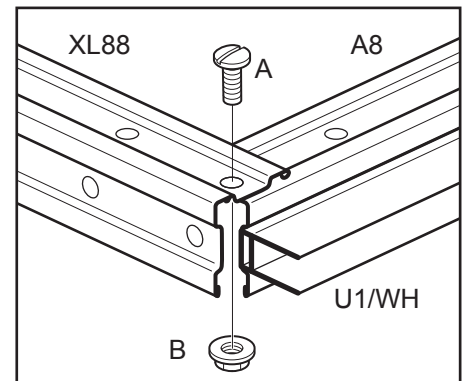
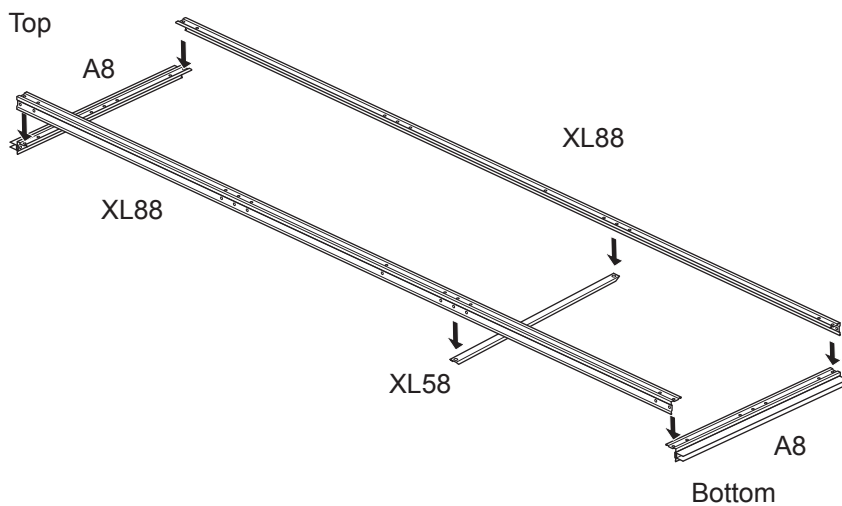
For illustrative purposes, the frame is shown being assembled flat on the ground.

**This frame is shown viewed from the outside.**



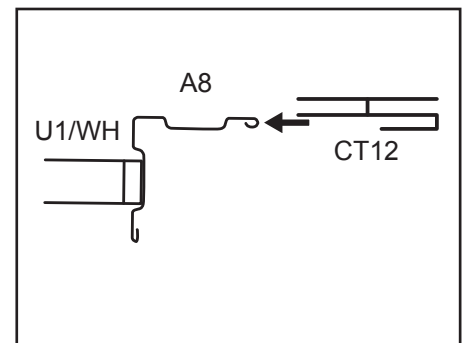
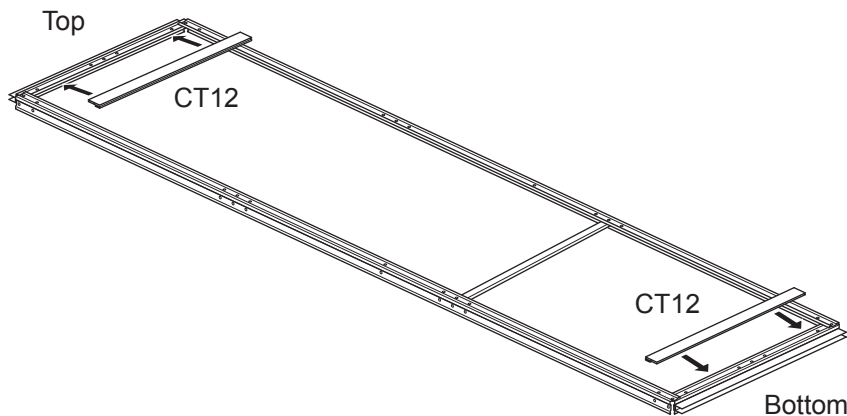
Bolt the door runner U1/WH to A8  
Use the nuts and bolts that came with U1/WH.  
You need to do this 4 times.

### Step 40 - Door assembly



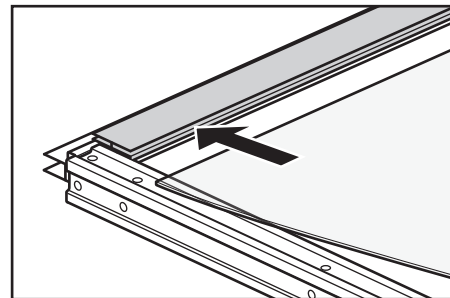
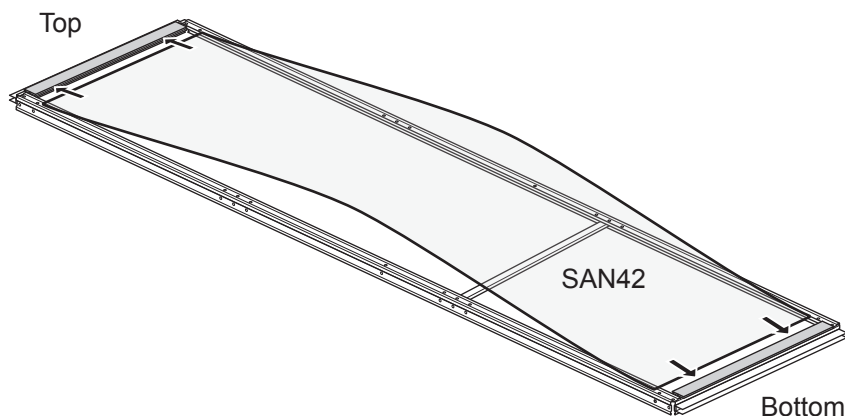
Bolt the door runner (U1/WH-A8) to the side rails XL88, use bolts A and nuts B, leave bolt loose.  
Bolt XL58 between the 2 x XL88 side rails using bolts A and nuts B.  
Tighten all bolts.

### Step 41 - Door assembly



The door panels SAN42 are held in position with plastic trims CT12 at the top and bottom.  
Push the lip of the trim onto the A8 angle.

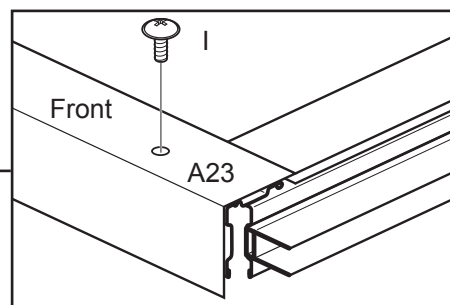
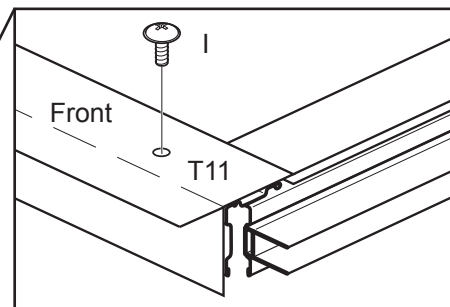
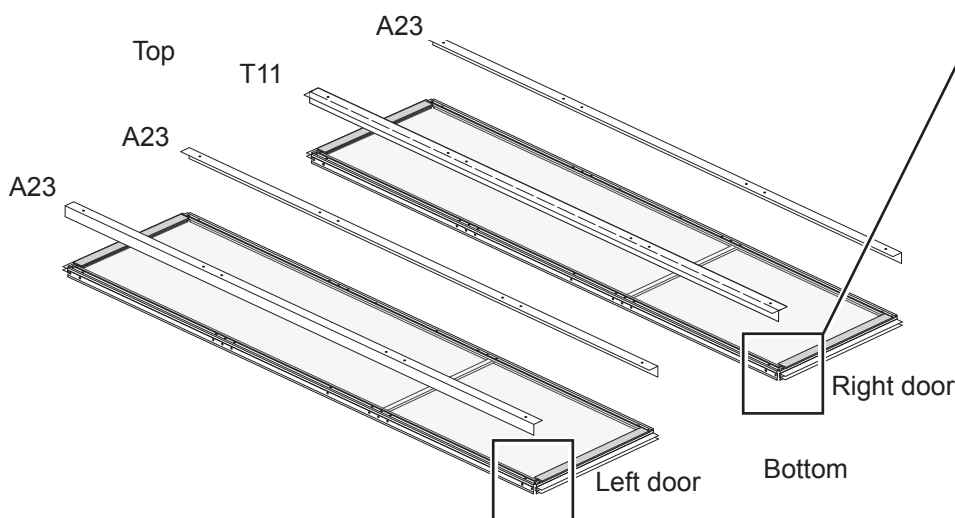
## Step 42 - Door assembly



Take the door panel SAN42 and position into the bottom trim, making sure it fits into the slot.

Slightly bend the panel out to fit into the slot at the top.

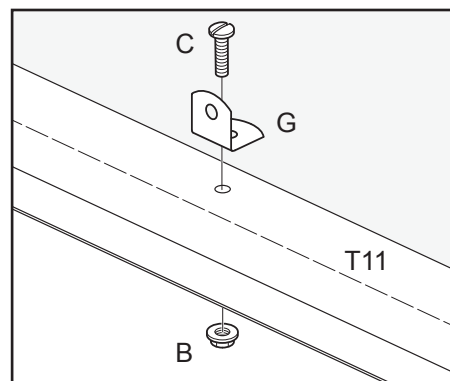
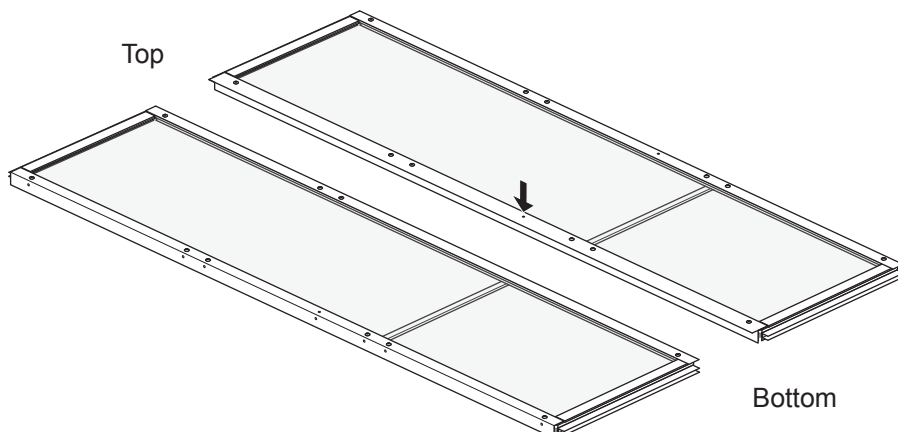
## Step 43 - Door assembly



Fit the plastic trims A23 and T11 using the 6 self tapping screws I. Align the holes in the trim with the

holes in XL88, screw only through the **front** holes in the trim and into the framework.

## Step 44 - Door handle



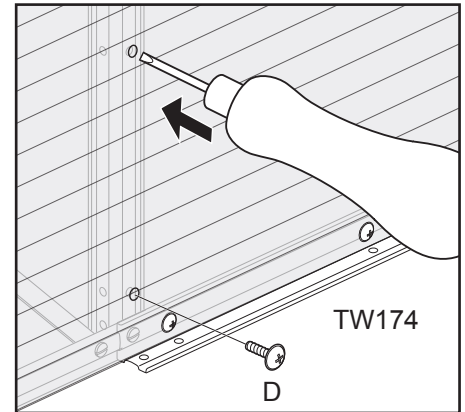
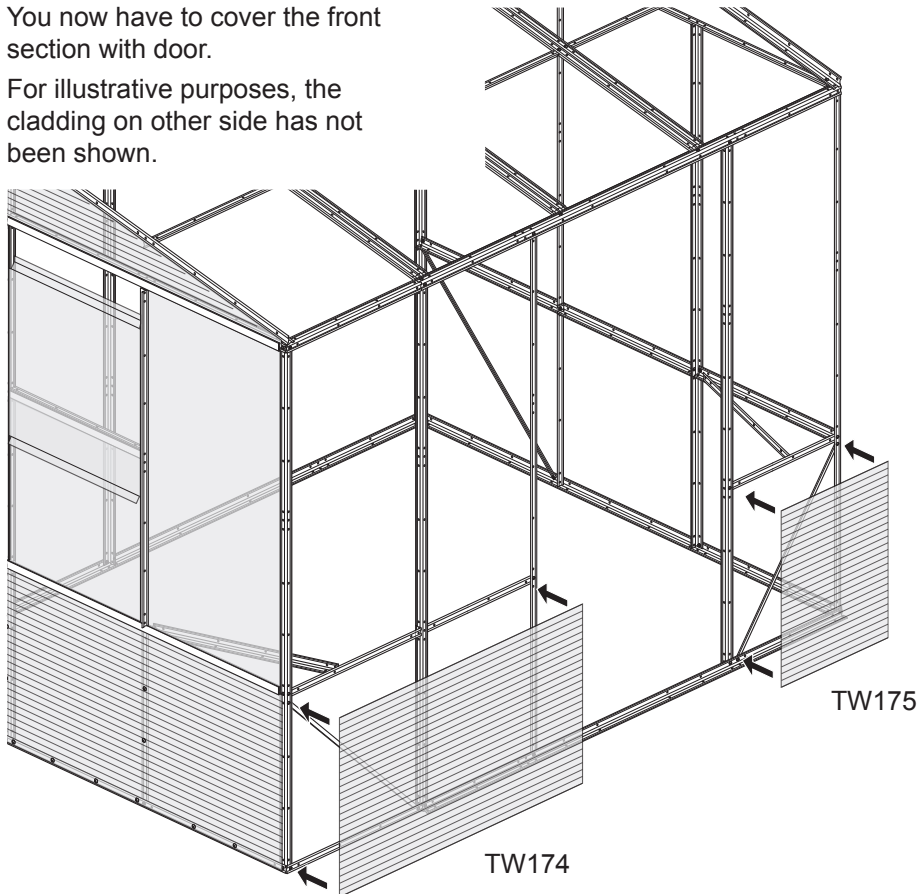
Fit a bracket to the front of the right door as shown.

Drill the plastic trim T11 on the 6th hole up and secure with bolt C and nut B.

## Step 45 - Cladding the front

You now have to cover the front section with door.

For illustrative purposes, the cladding on other side has not been shown.



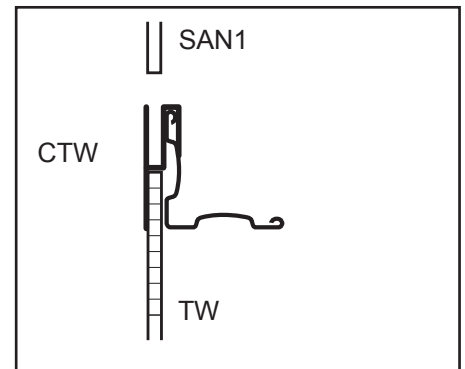
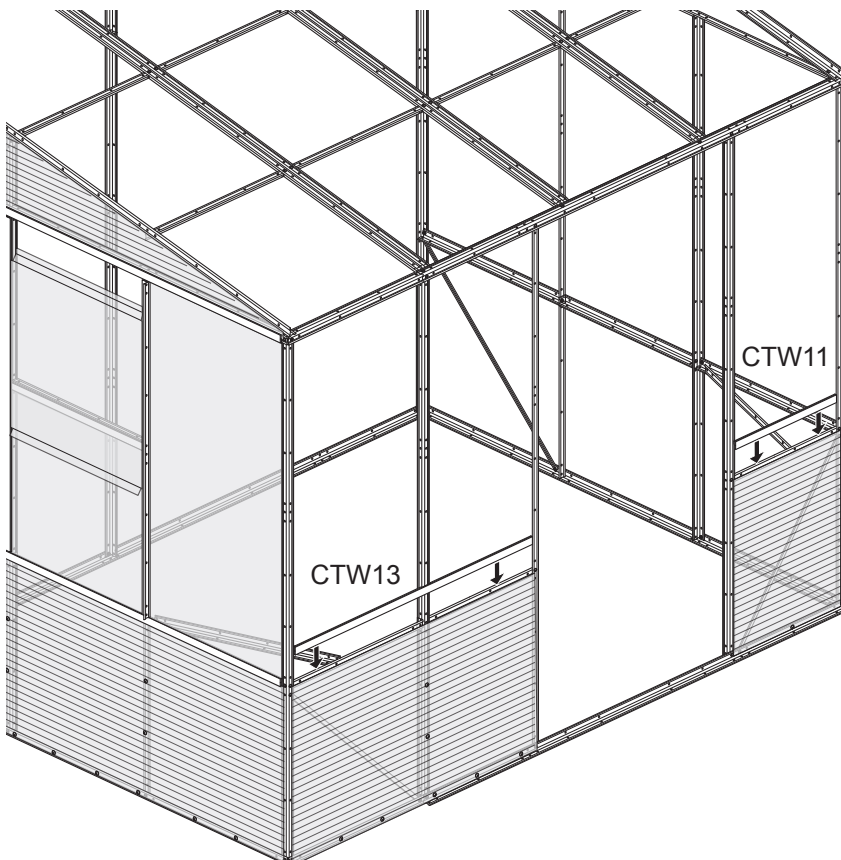
Place the base panel TW174 on the left side, make sure that the frame is square to the panel. Fix in position using the self tapping screws D.

We recommend a bradawl or some sharp implement to pierce the twinwall, a drill will leave swarf in the flutes.

Only fit screws along the bottom and up the middle XL3S.

Repeat for TW175 fit screw along the bottom only.

## Step 46 - Cladding the front



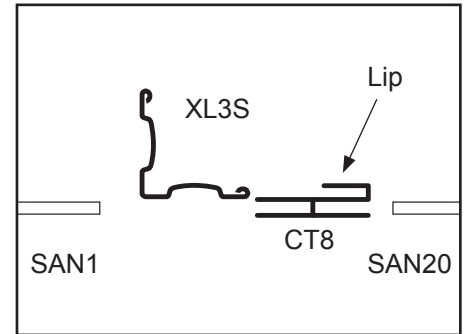
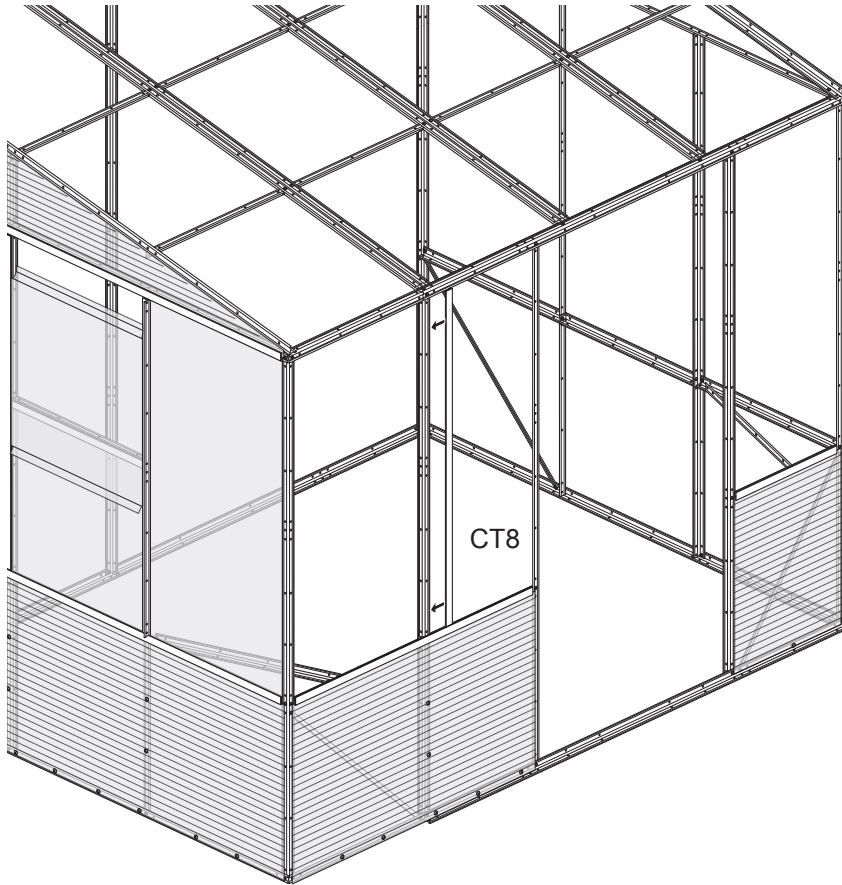
Slide CTW11 down onto the XL60 and TW175 at the right side.

Fit CTW13 over TW174 to the left side after making the necessary cutouts,

**Make sure that the "Lip" fits over the metal.**

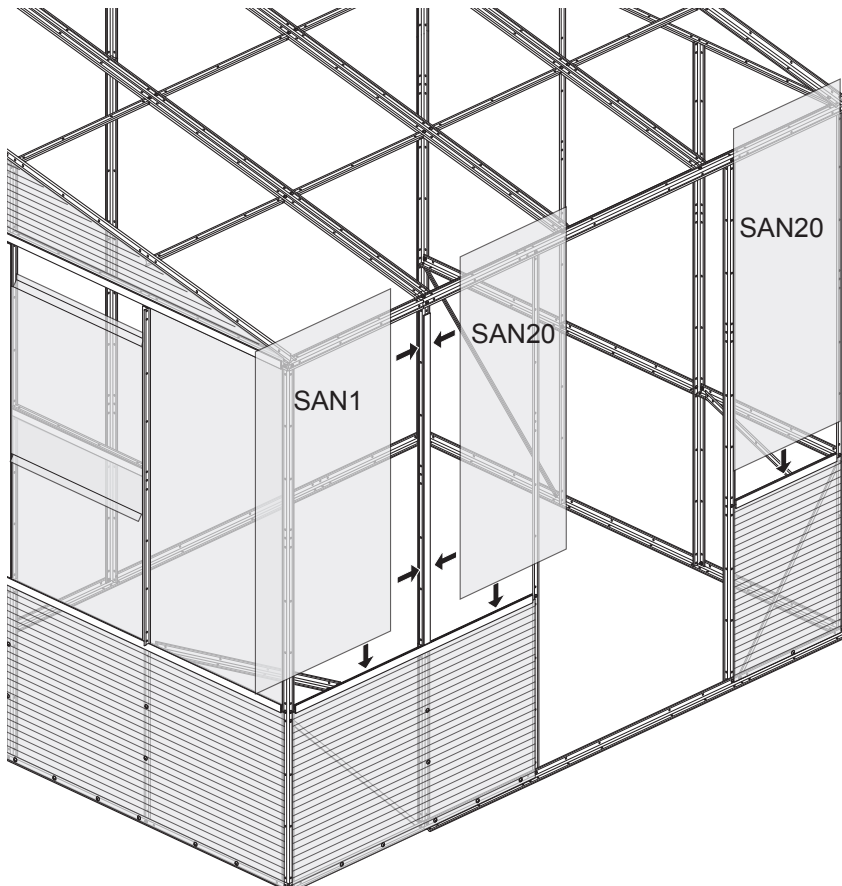


## Step 47 - Cladding the front



In the upright position slide on a CT8, from the right making sure that the lip fits over the metal frame XL3S.

## Step 48 - Cladding the front



Take the front panel SAN1 and position into the bottom trim, making sure it fits into the slot and not behind.

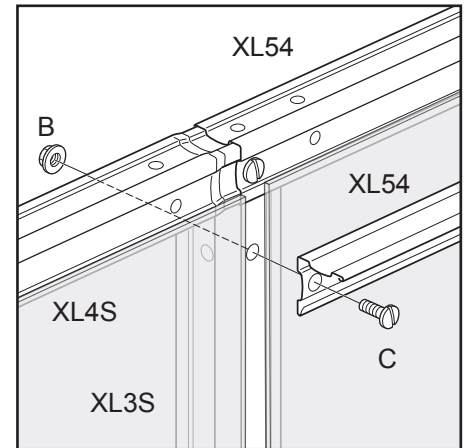
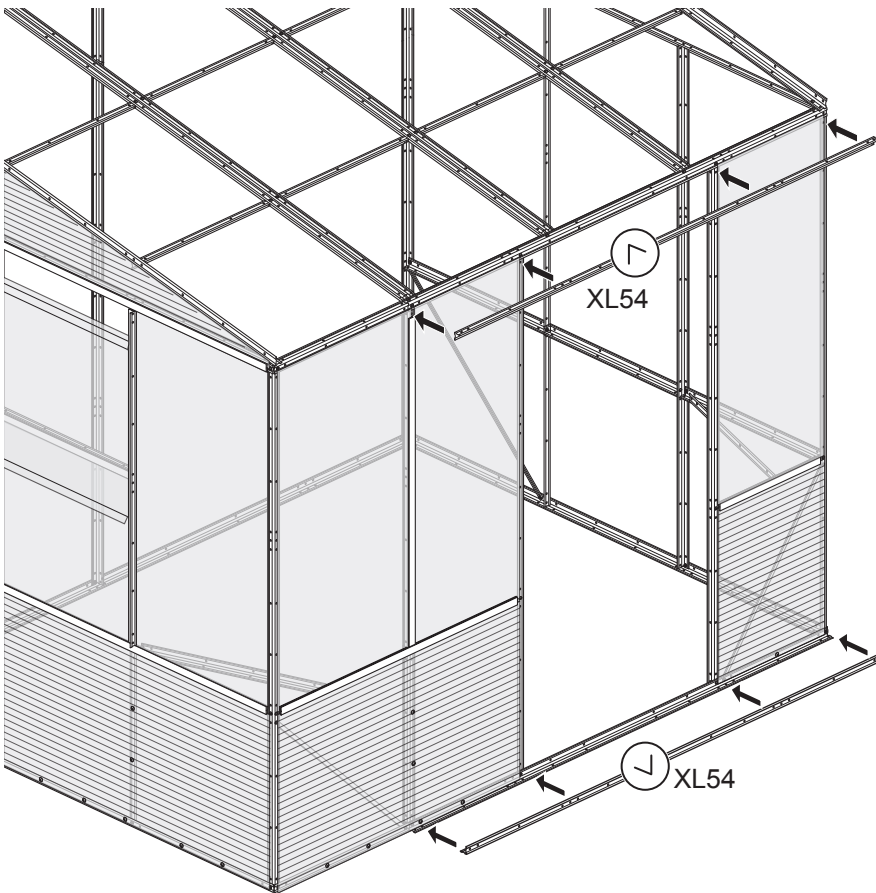
Slide the panel across so that the vertical edge slots into CT8.

Run a table knife down to help to locate into the slot as you push in the panel.

Repeat the same procedure for next front panel SAN20.

On the right side position SAN20 into the slot in CTW11.

## Step 49 - Cladding the front

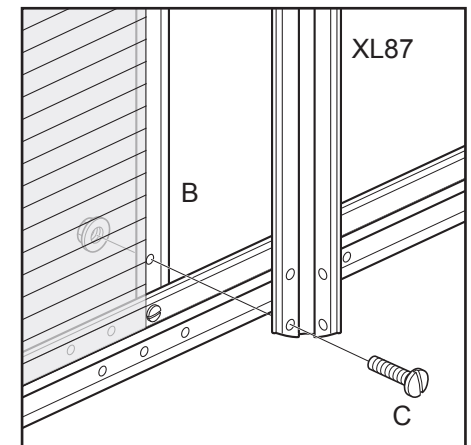
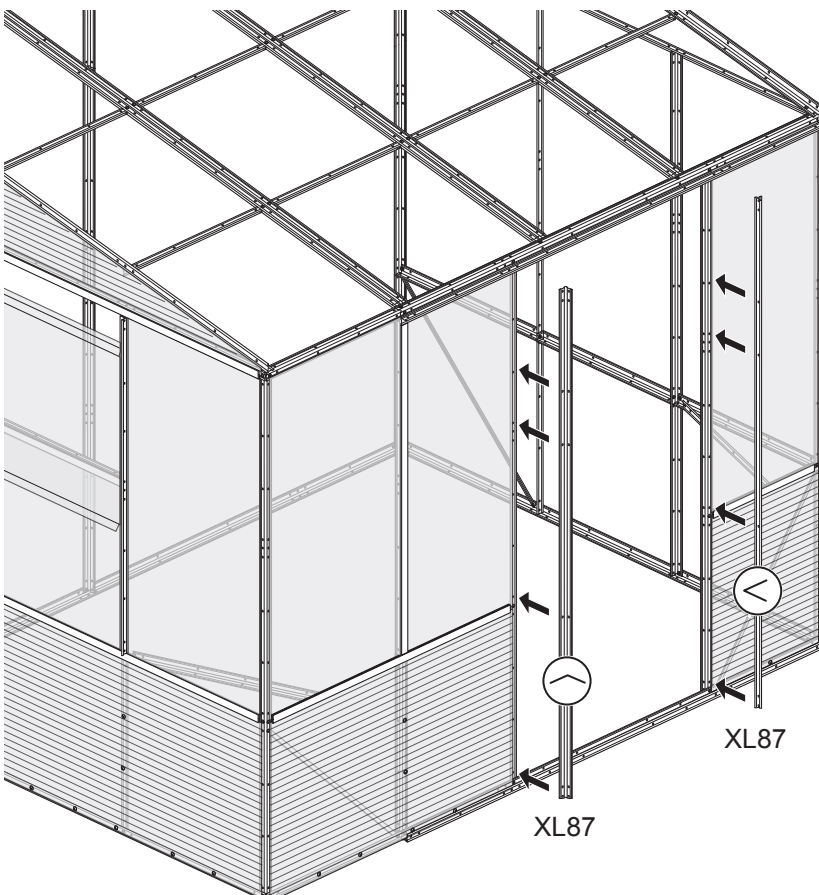


To help hold the SAN panels at the top you need to fit a XL54.

This should be fitted to the second down hole in XL3S. On the left side you will need to drill through the CT8 trim. The angle should be pointing out from the top.

At the bottom place a second XL54 under the first to create a U section and bolt together with 4 bolts A from the underside, 4 nuts B from the top and tighten.

## Step 50 - Cladding the front

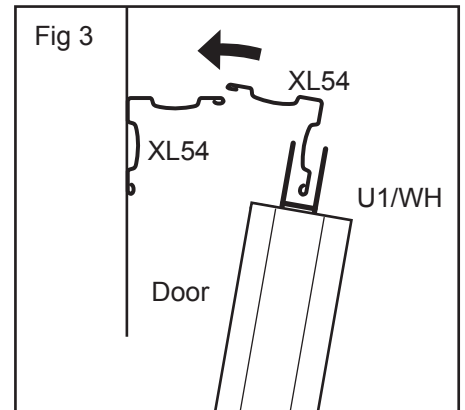
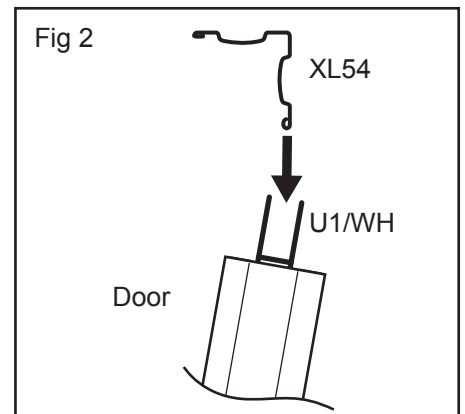
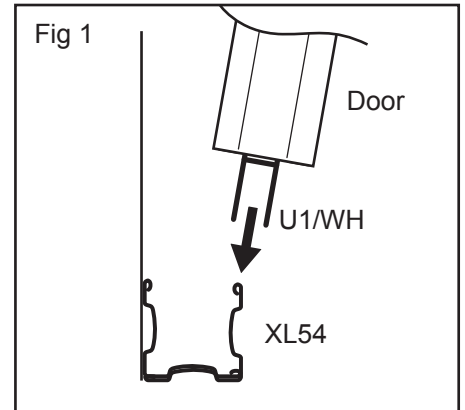
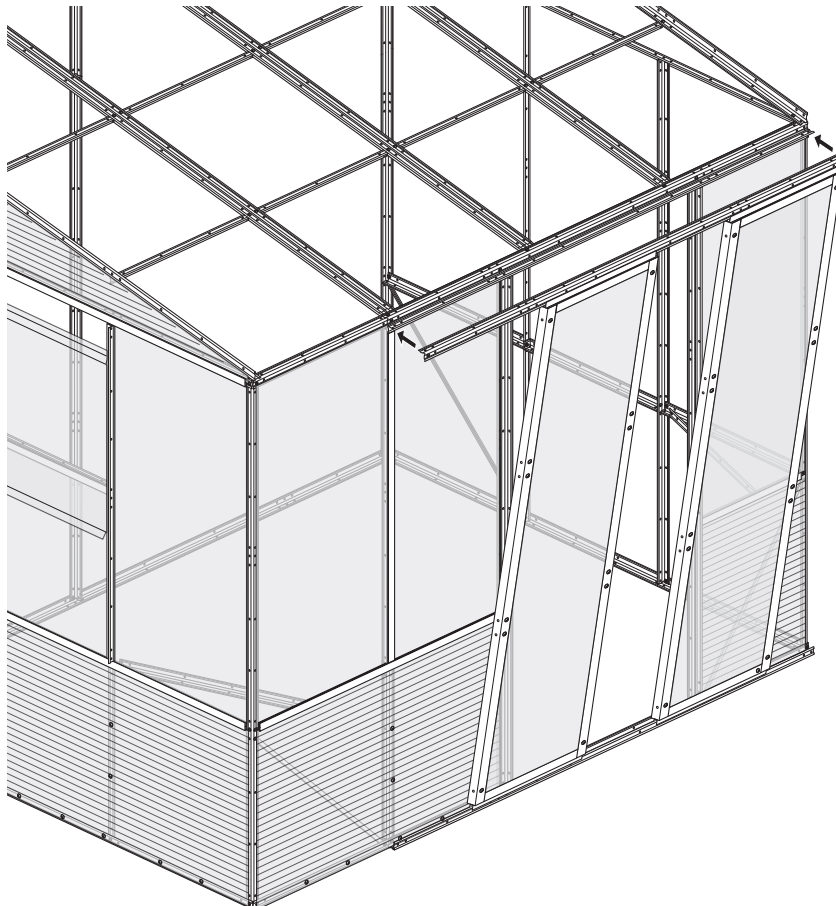
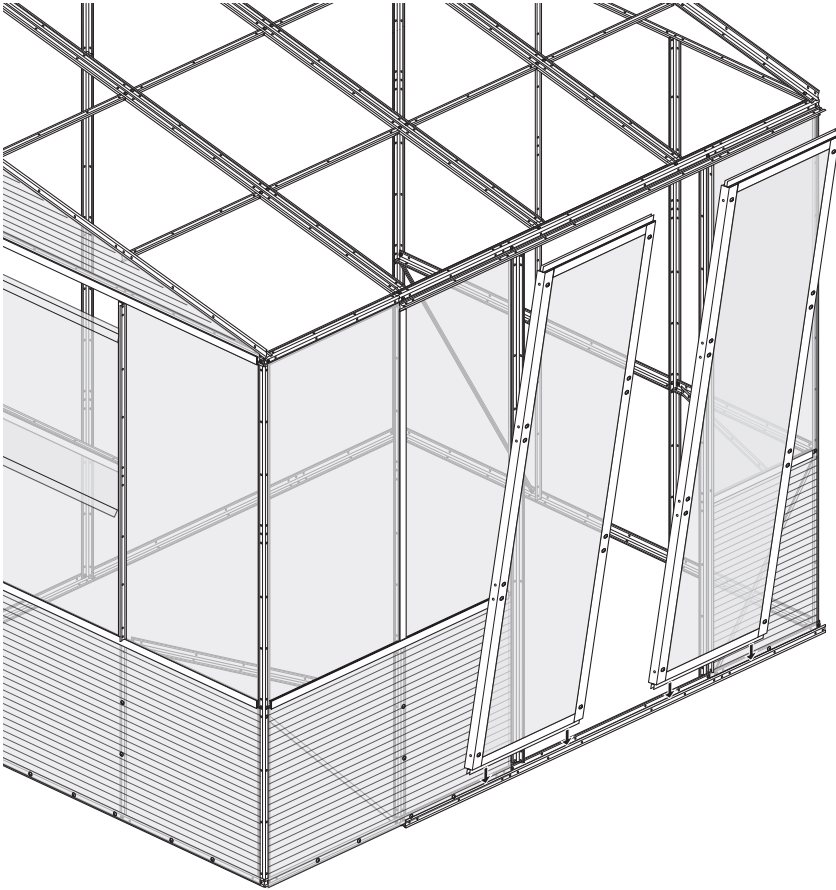


Bolt XL87 to XL3S, the pointed end should be at the **bottom**. Use 4 long bolts C with nuts B.

**Note:** For the bottom bolt use the 2nd hole up from the bottom in XL3S.



## Step 51 - Cladding the front

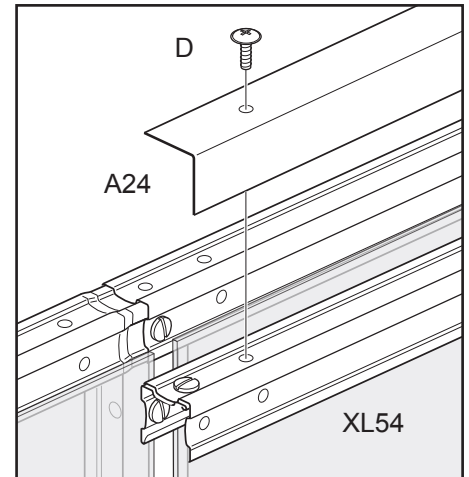
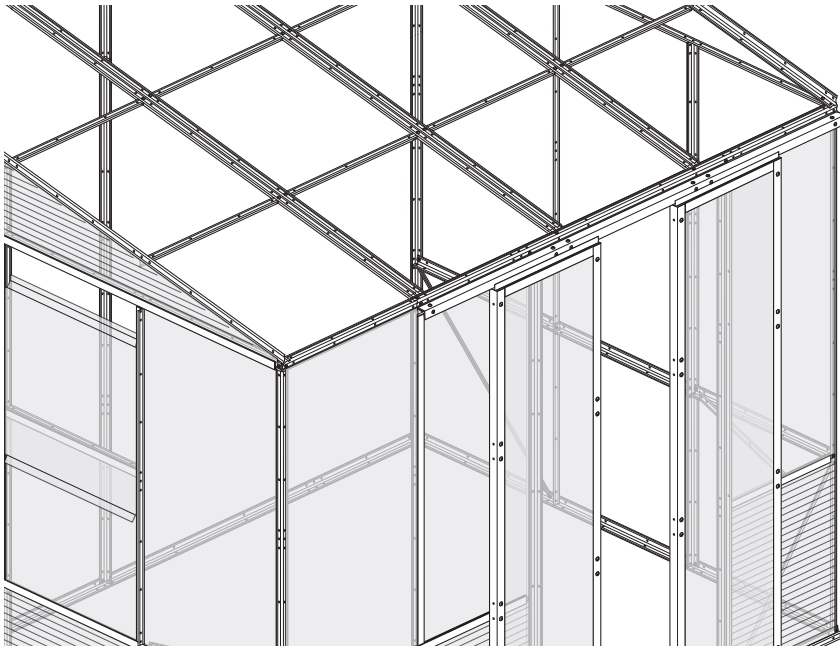


Take a door, at an angle locate U1/WH over the bottom XL54 (**fig. 1**), making sure that it fits under the bottom of upright XL87.

It should also fit either side of the upright XL87 as this will act as a stop. Repeat for the second door.

Fit XL54 into the top runner U1/WH (**fig. 2**) and push in so it fits on top of the XL54 already fitted (**fig. 3**), bolt in position with 4 bolts A and nuts B.

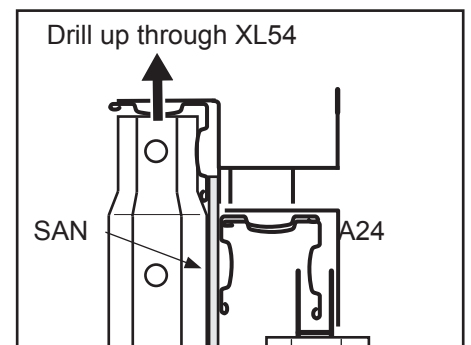
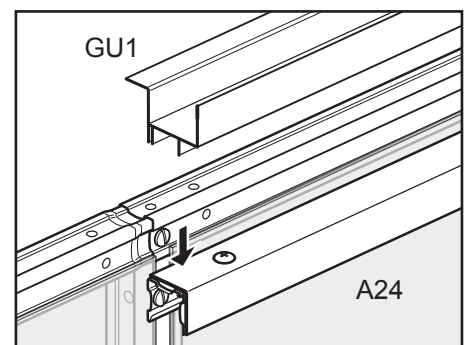
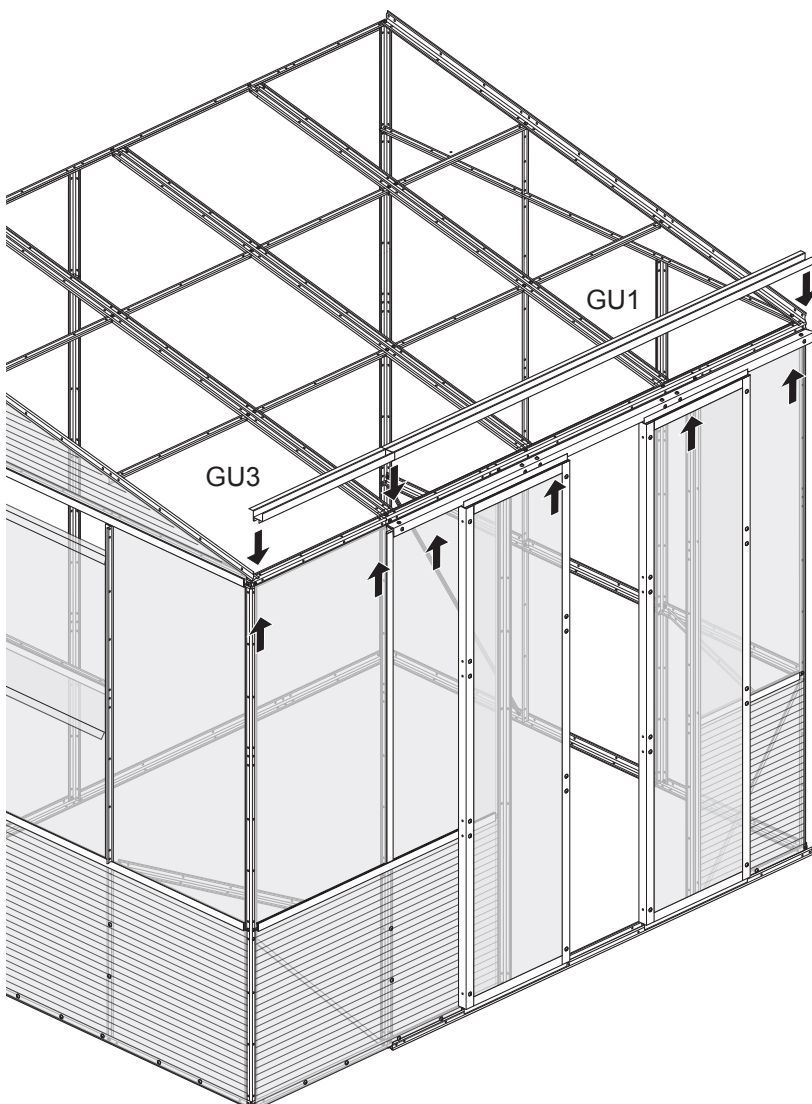
## Step 52 - Cladding the front



Fit A24 trim to the top XL54 using self tapping screws D into the 2 pre-drilled holes.

Drill a further 2 holes equally spaced, and secure again with screws D.

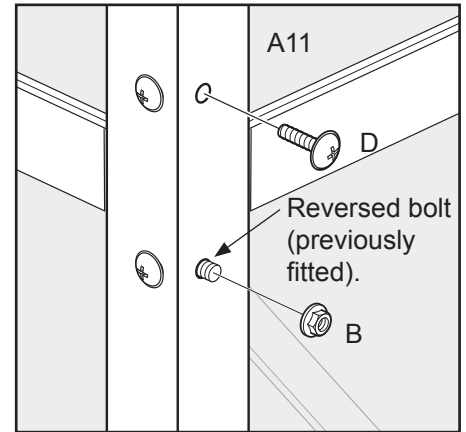
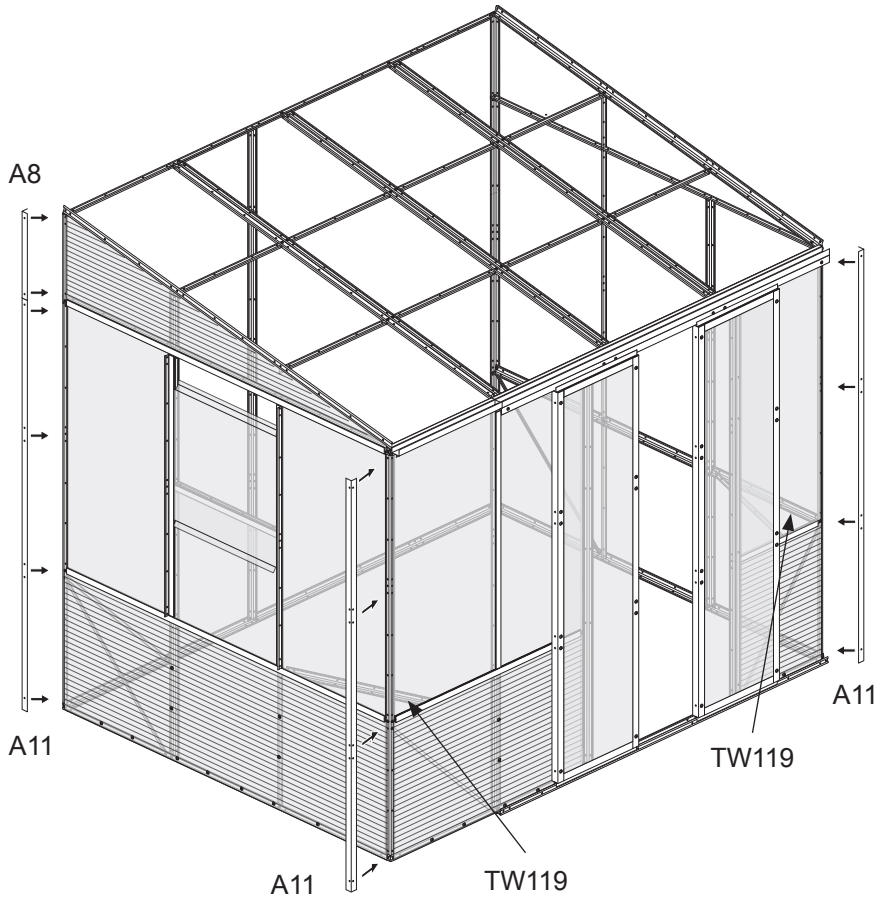
## Step 53 - Cladding the front



Fit the gutter which is held in place later by the roof panels.

Position the gutter GU1 so that it fits in front the SAN panels. Hold the gutter tight to the top XL54 and SAN panel and drill up through XL54 into the top of the gutter, these holes will then be used later to hold the roof panels. Fit the other small section of gutter GU3 in the same way.

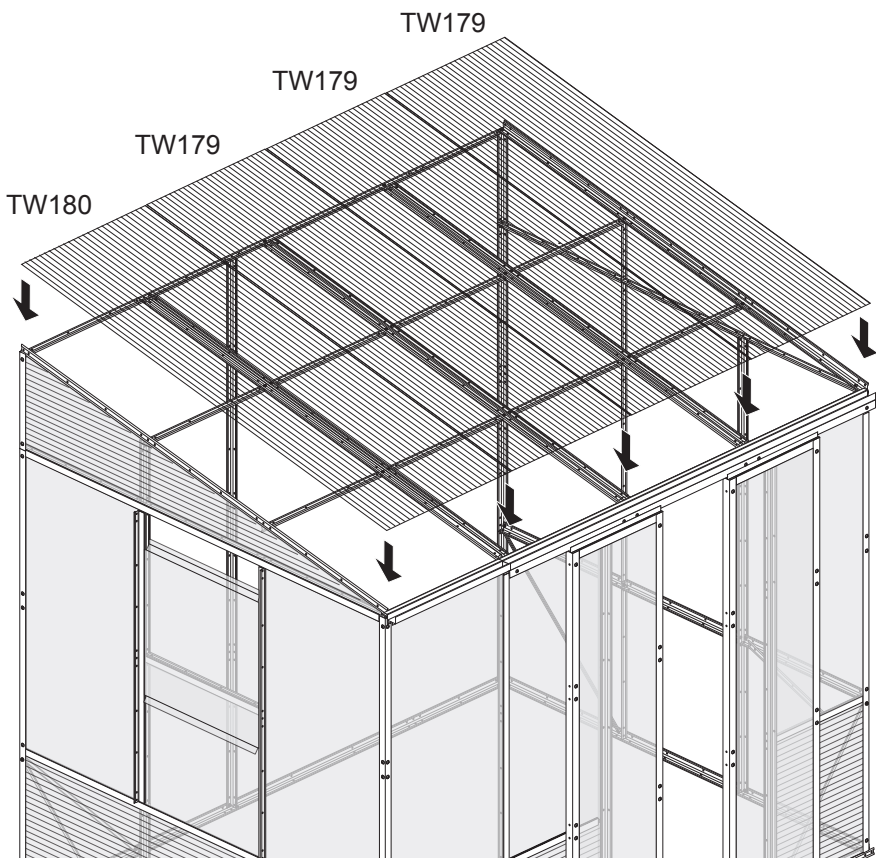
### Step 54 - Fitting corner trims



Fit the corner trims A11 at the front and A11 plus A8 at the back using the self tapping screws D, note that the trim fits over the reversed bolts, cut to length top and bottom as required. Screw through the holes in the trim and into the framework, fit nuts B onto the reversed bolts.

On the inside, at both corners fit the shelves TW119.

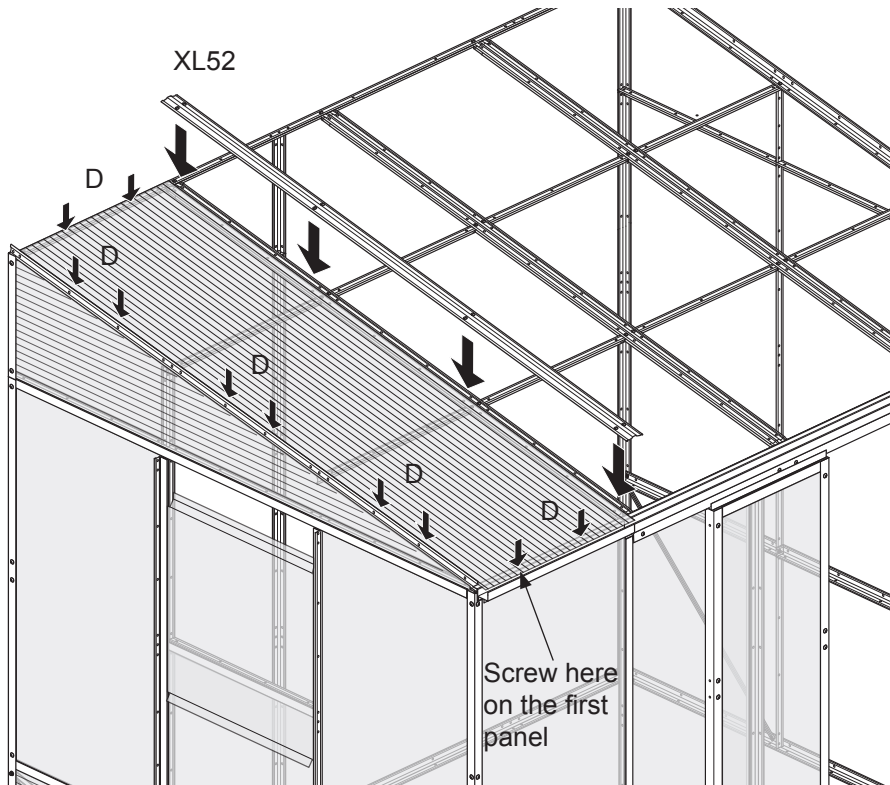
### Step 55 - Cladding the roof



The roof is made of 4 x twin wall panels. The end panel TW180 is wider than the TW179 panels. Panel TW180 is fitted on the end and over XL4S.



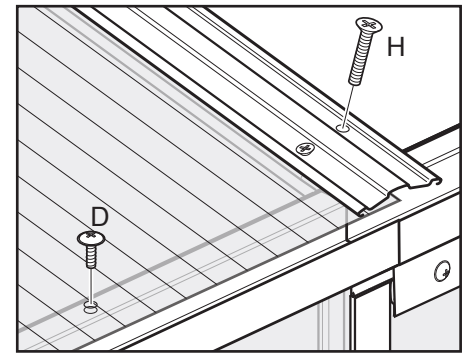
## Step 56 - Cladding the roof



Place the first panel in position, ensuring it covers the back framework and that the frame is square with the panel. There should be an overlap of 20mm at the gutter. Fix the panel in position at the back using 2 self tapping screws D. Square the panel with the end and the front framework, at the front corner fit 1 screw down through the panel and gutter and into the framework. This will help to keep the framework square.

Position XL52 over the joint of the panel lining up the holes with the XL28S, pierce the twin wall and bolt down from the top with 4 bolts and nuts H, they fit in at an angle. Fit the other 4 bolts in position on the other side of XL52, leave all bolts loose.

Slide the next panel under the XL52 until it makes contact with the bolts. Make sure the panel is square and fix at the back only using 2 self tapping screws D.



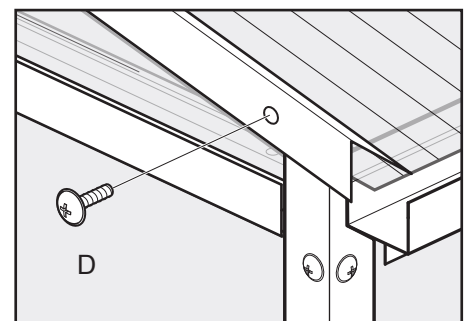
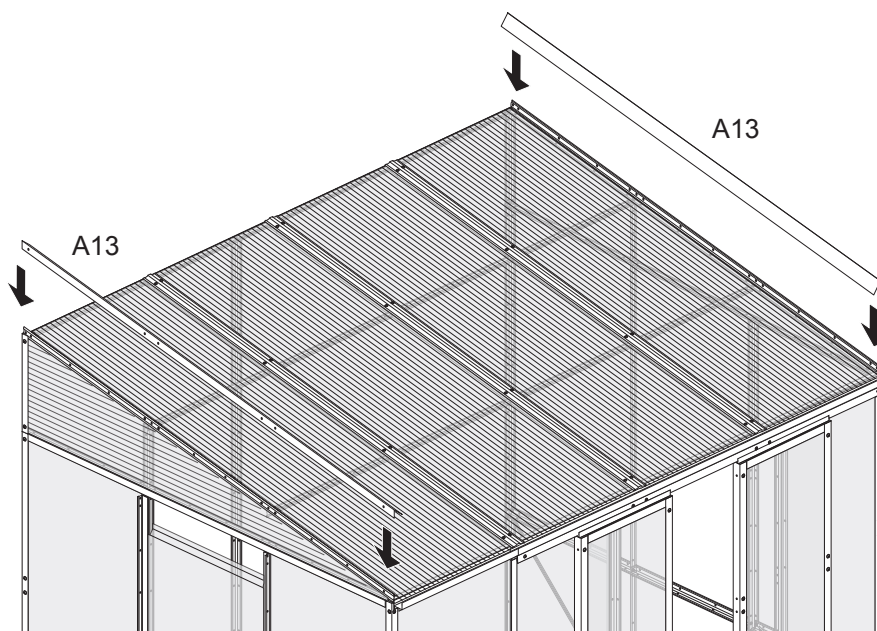
Continue with the same procedure until the roof is completed.

At the front square all the panels with the frame. Tighten all the bolts H from the inside.

At the front screw through each roof panel and gutter and into the framework. Use 2 self tapping screw D for each panel.

Along each end fix the panel using 6 self tapping screws D.

## Step 57 - Cladding the roof



Fit the end roof trims A13, these are handed marked left and right.

Position the trim over the end XL28S and secure in position with 6 self tapping screws D from the side.

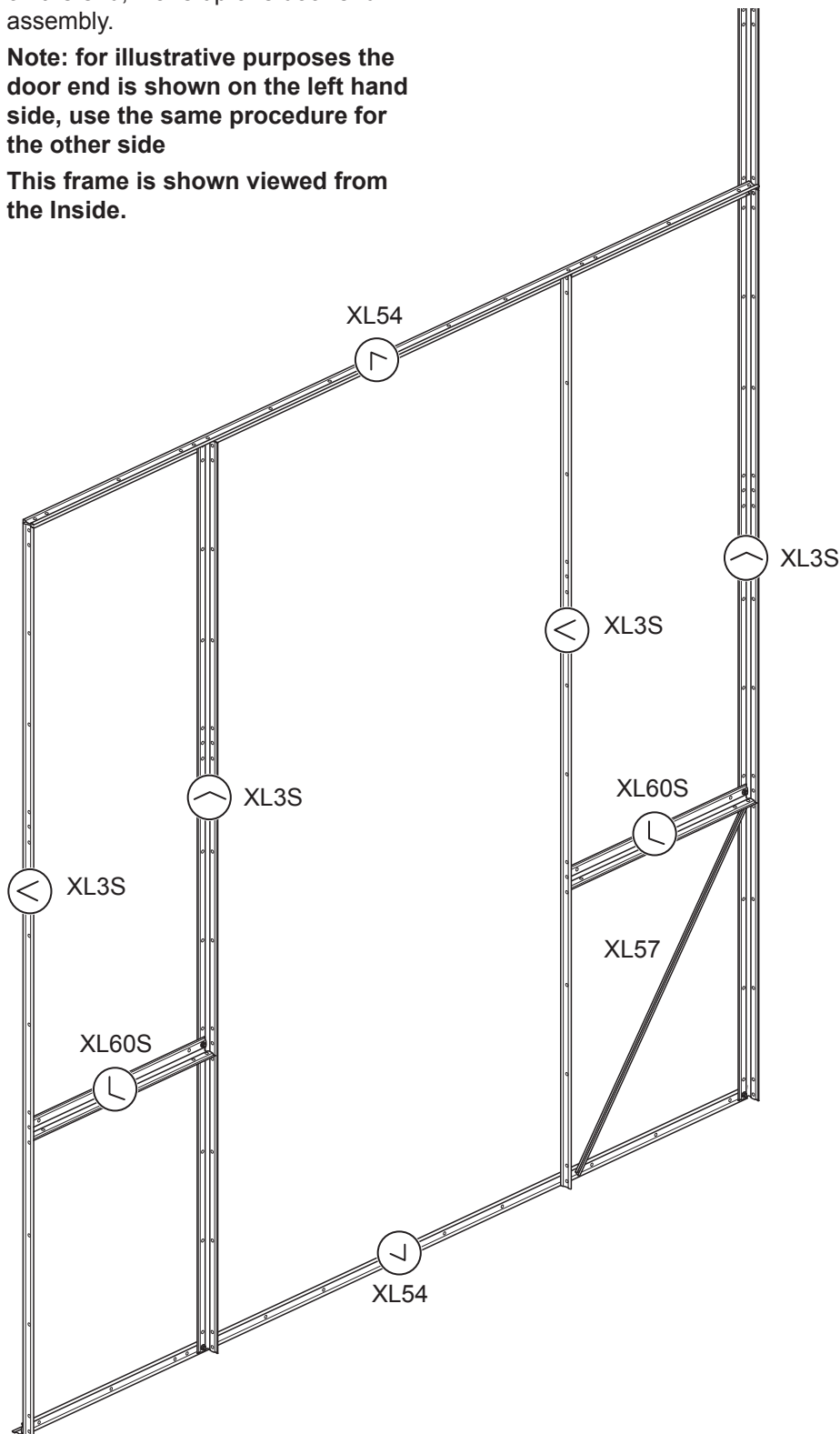
**That completes the construction of your Garden Room please go to step 70 - page 45 for the finale fixing.**

## Step 58 - Option door end assembly

Should you wish to have a door on the end, make up one door end assembly.

**Note: for illustrative purposes the door end is shown on the left hand side, use the same procedure for the other side**

**This frame is shown viewed from the Inside.**



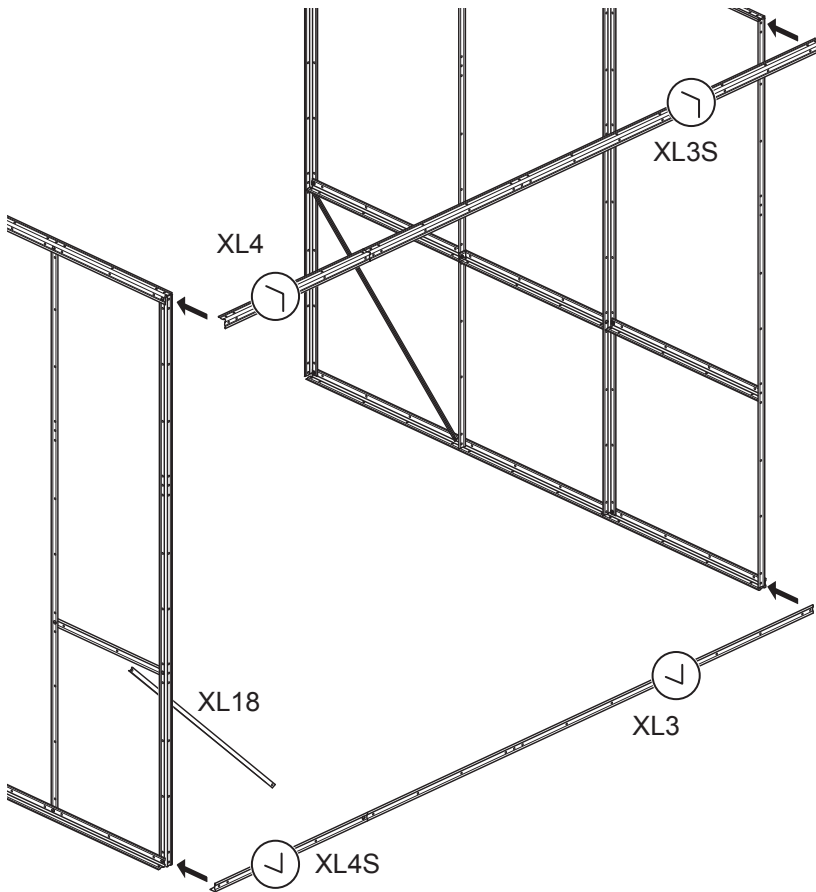
All the parts supplied are universal and interchangeable so it is necessary to take some parts that would have been used for the front.

Use the same procedure to construct a end door frame as in the end frame, see steps 1-6.

The exception are:-

- XL54 is used top and bottom.
- The angle of base XL54 points outwards.
- The 2 middle XL3s move outwards and fit on the inside hole of the 3.
- XL60S is fitted between the 2 XL3S.
- XL57 is used across the back corner.

## Step 59 - Option front assembly



Start by joining together XL3 and XL4S with both angles pointing inside.

Bolt together using a long bolt C and nut B, overlap by 1 hole only. The bolt should fit from the outside, do not tighten.

Bolt this assembly to the bottom corners of each side using bolts A and nuts B.

Repeat for the top using XL4 and XL3S fit to the top corners using bolts A and nuts B.

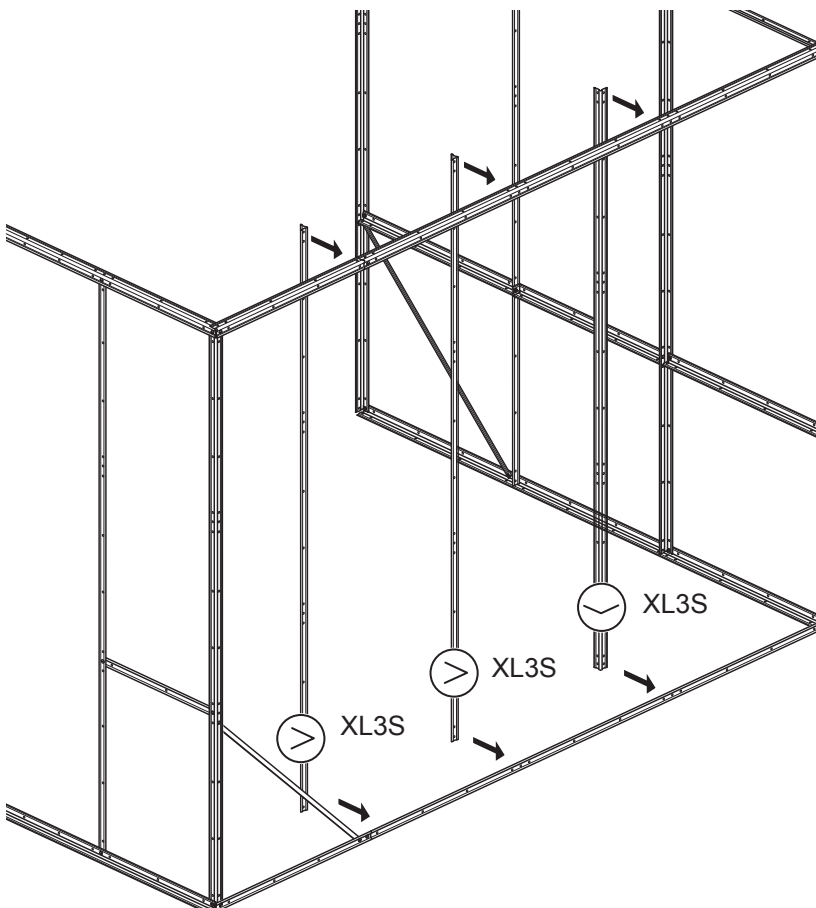
Bolt XL18 to the left corner.

Using the bottom hole of the 3 on the end XL3S, bolt XL18 to the inside using bolt E and square nut F.

**Note: the bolt should be fitted from the inside with the nut on the outside.**

At the bottom bolt XL18 to XL4S using bolt A and nut B. The bolt should fit from the **outside** into the end outside hole of the 3.

## Step 60 - Option front assembly



Fit the 3 XL3S to the top XL3S and bottom XL3.

On the left XL3S, remove the nut from the long bolt C at the joint.

Slide on XL3S, replace the nut and tighten.

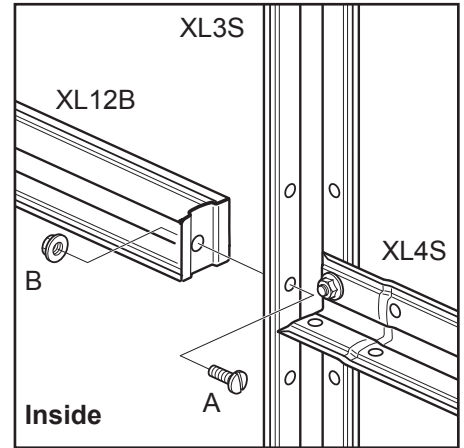
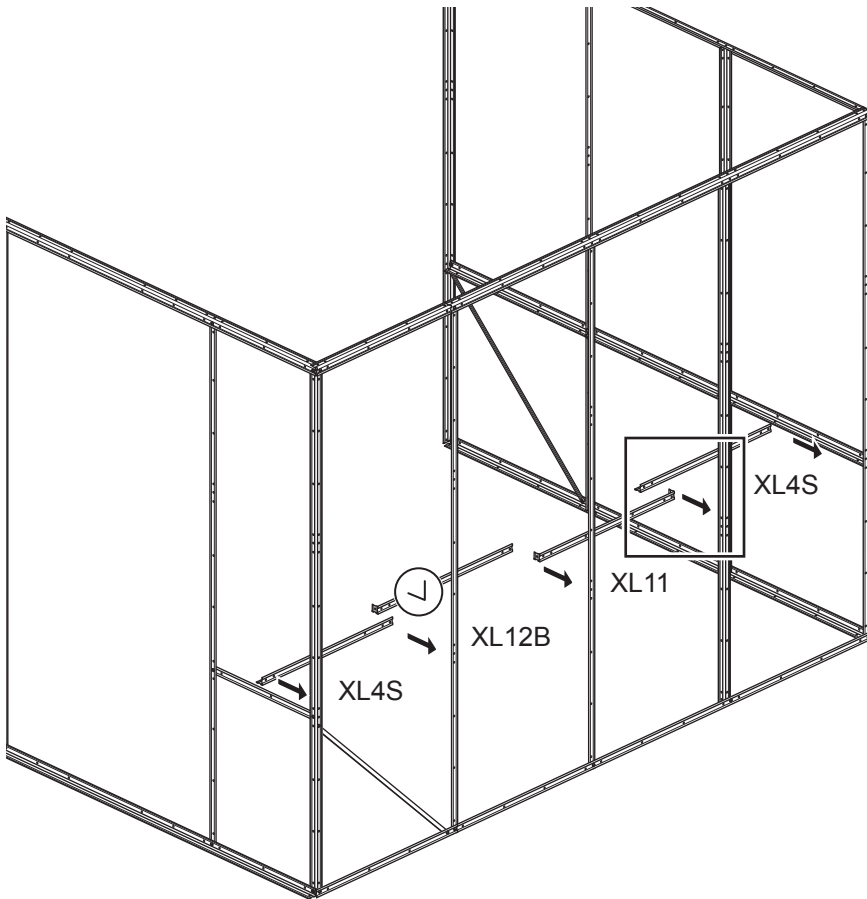
Repeat the same procedure for the bottom end.

Fit the remaining 2 XL3S using bolts A and nuts B these should fit to the middle of the 3.

**Note: make sure that the angles are facing the correct way.**

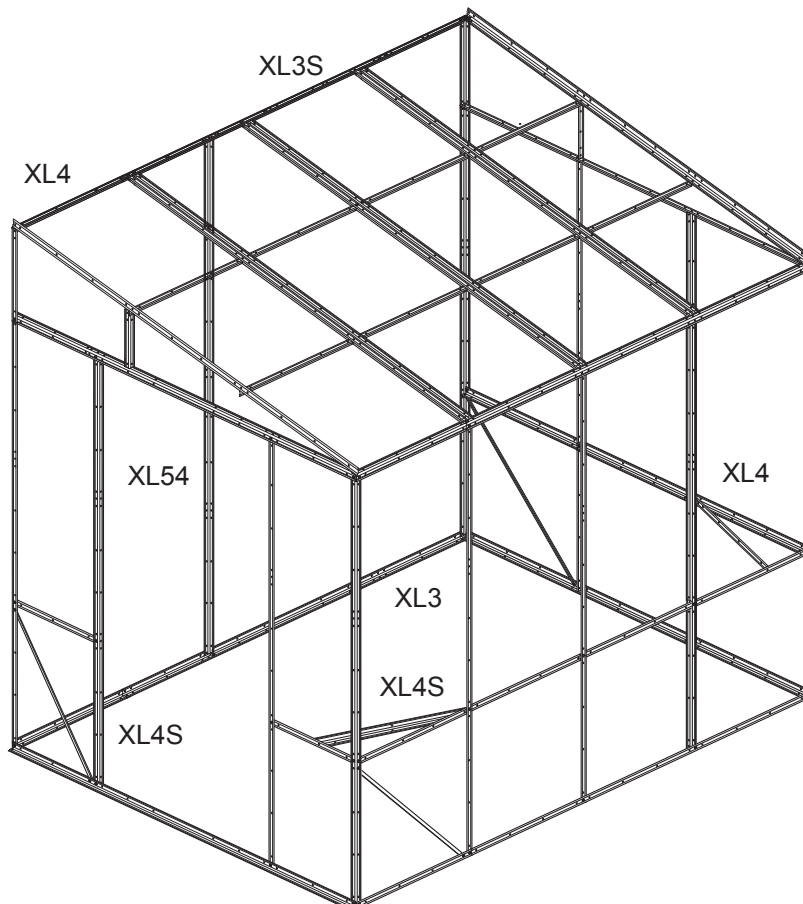


### Step 61 - Option front assembly



Along the front bolt on 2 XL4S, XL11 and a XL12B see left for the correct order, use bolts A and nuts B. Use the middle hole of the bottom set of 3. Where the XL12B / XL11 join a XL3S slide the bolt in from the side through the hole in XL3S and into XL12B / XL11 (see above). All other bolts fit from the outside.

### Step 62 - Option front assembly

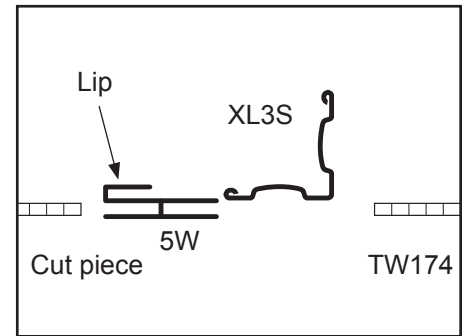
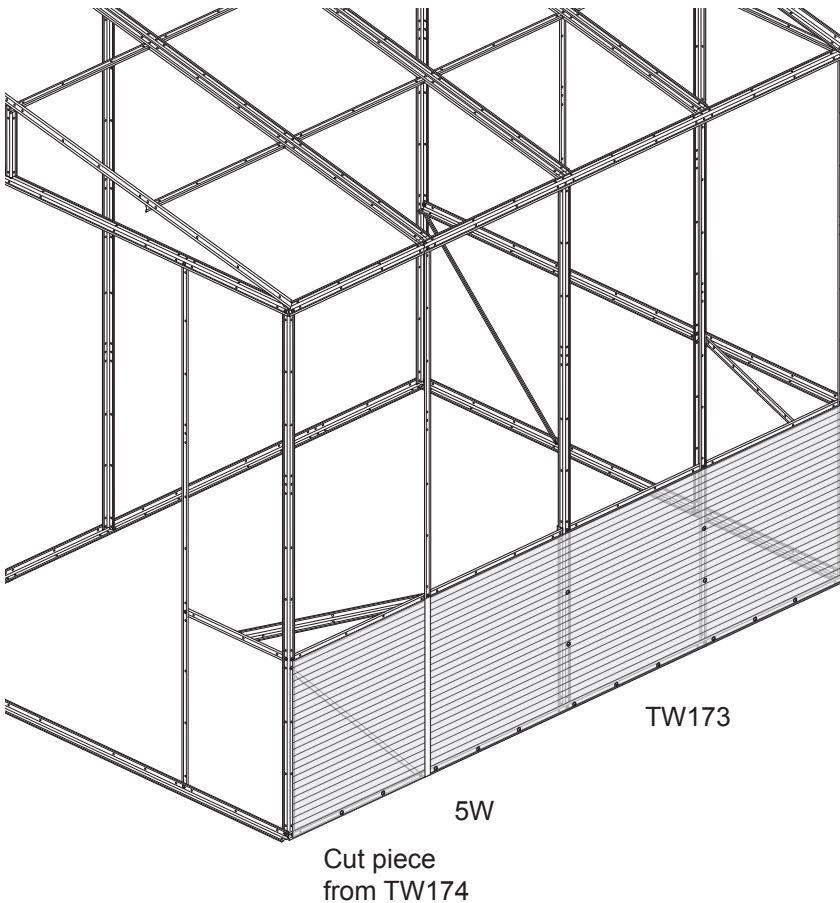


Across the right corner bolt on an XL4, and an XL4S on the left corner. The angle should face to the outside. Use bolts A from the top and nuts B on the underside, see **step 13**.

Make up the back frame work. Use the same procedure as in **step 14**, using angles XL3S and XL4 at the top and XL3 and XL4S at the bottom. Tighten all nuts and bolts.

**Note: you can now start cladding your Garden Room.**  
**We suggest you start at the window end first see step 31.**

## Step 63 - Option Cladding front assembly



In the upright position slide on a 5W, from the left making sure that the lip fits over the metal frame XL3S.

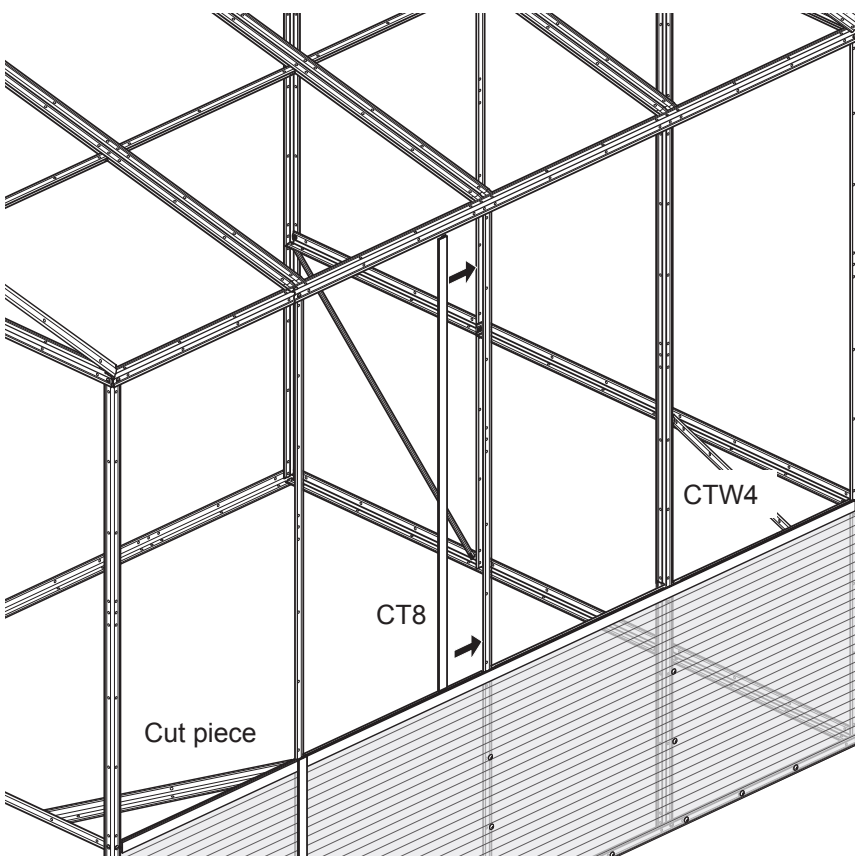
Slide in the base panel TW173 from the right.

You will need to cut TW174 to make 2 pieces one for the front and one for the end, we recommend a knife and a straight edge for cutting the panel. One piece should be the same as TW175 and will be used on the end later, the other piece will be used for the front

Make sure that the frame is square to the panels. Fix in position using the self tapping screws D.

Only fit screws along the bottom and up the 2 x XL3S.

## Step 64 - Option Cladding front assembly



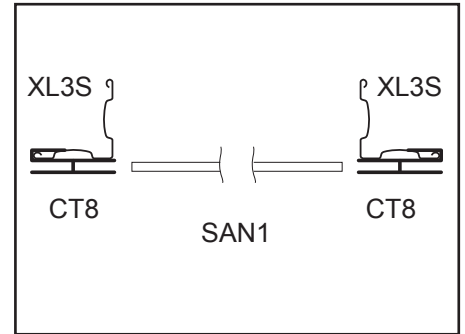
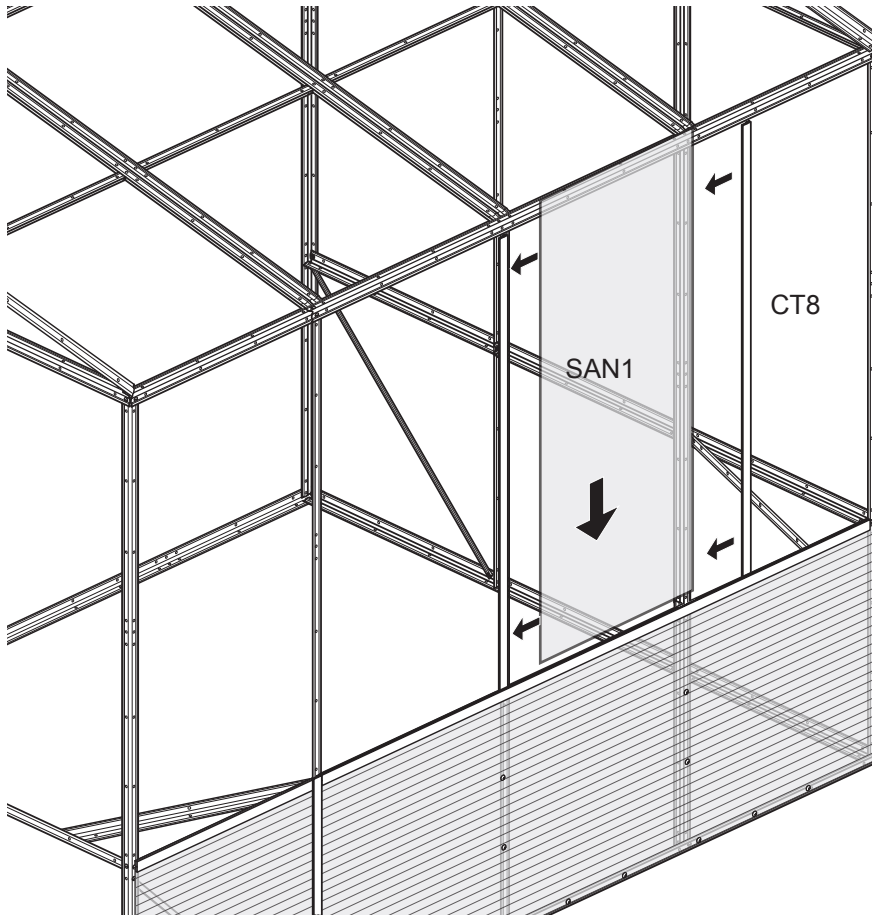
Fit CTW4 above TW173. You need to make some cutouts in CTW4 before fitting them to the framework see **step 26**.

Cut a piece from CTW13 to fit above the cut piece (TW174).

Fit a CT8 to the middle upright XL3S as shown.

**Make sure that the "Lip" fits over the metal.**

### Step 65 - Option Cladding front assembly



Start fitting the panels SAN1 with the 3rd from the left.

Make sure it fits into the slot and not behind. Push the panel down to fit into the top of CTW4.

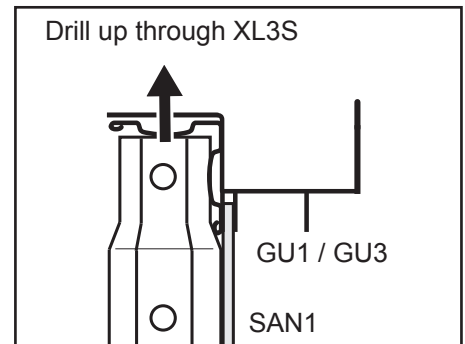
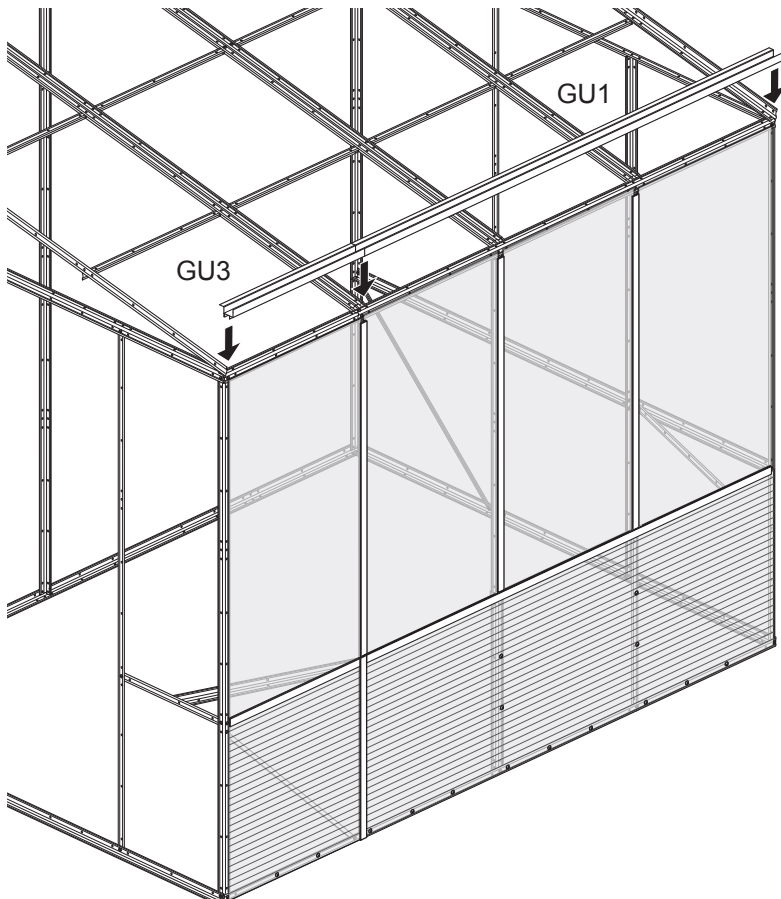
Run a table knife along to help to locate into the slot as you push in the panel.

Slide on the next CT8 followed by the next SAN1, make sure it fits into CT8 and CTW4.

Repeat for the other side.

The two end panels will be secured later with corner trims.

### Step 66 - Option Cladding front assembly



Fit the gutter which is held in place later by the roof panels

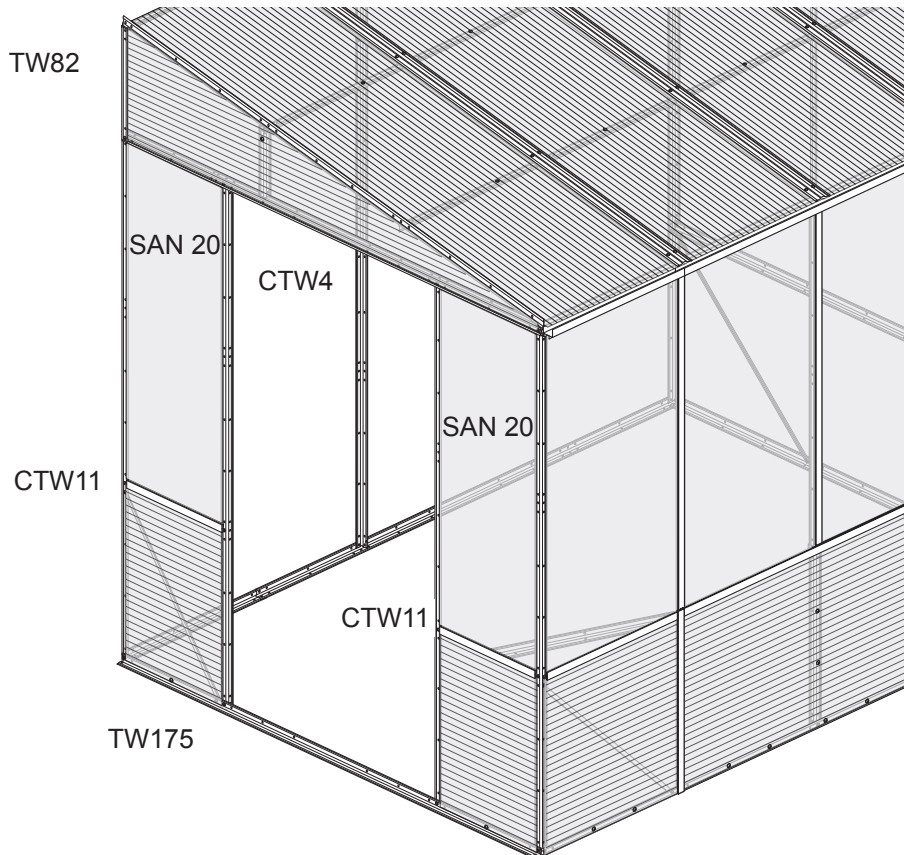
Slide the gutter GU1 down so that the back groove fit over the SAN panels.

Hold the gutter tight to the top XL3S and drill up through XL3S into the top of the gutter, these holes will then be used later to hold the roof panels.

Fit the other small section of gutter GU3 in the same way, seal together with silicone if required.



## Step 67 - Option Cladding door end assembly



Cut piece from TW174

**Clad the door end using the same procedure as the window end.**

Use the parts shown.

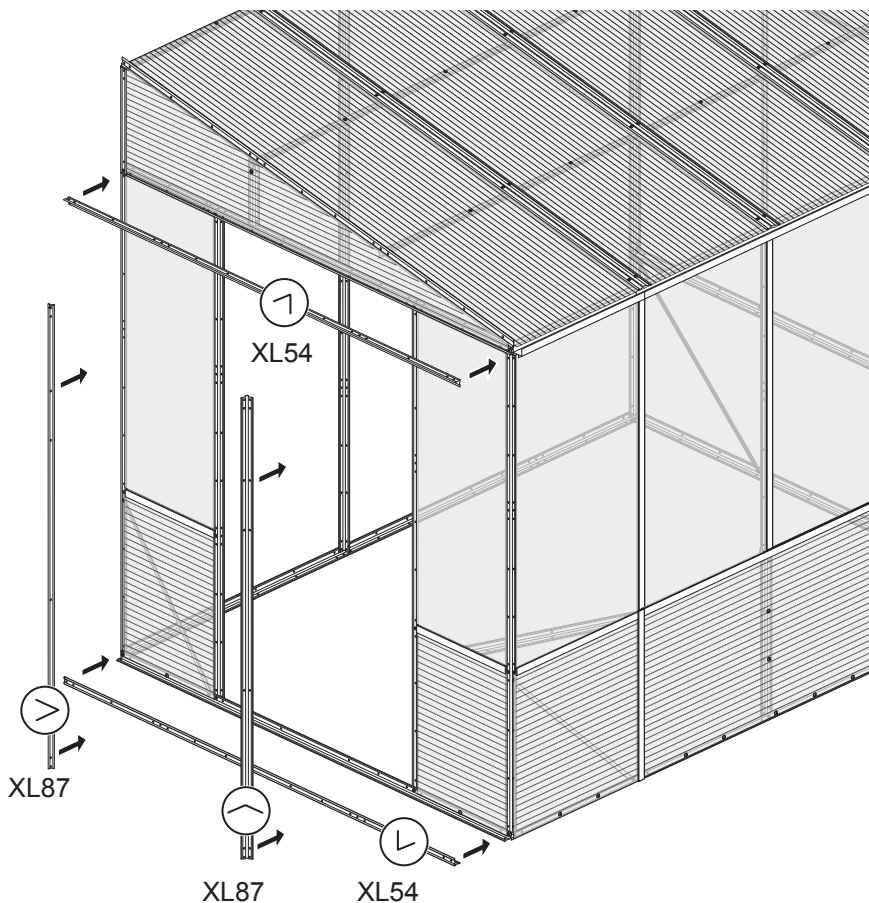
1 x CTW11 and 1 x CTW11 which is left from CTW13.

Use the other cut piece from TW174.

Fit CTW4 to the top making any cutouts as necessary.

**Clad the roof using the same procedure as in step 54 - page 36.**

## Step 68 - Cladding door end assembly



Fit a XL54 to the top this should be fitted to the second hole in XL3S.

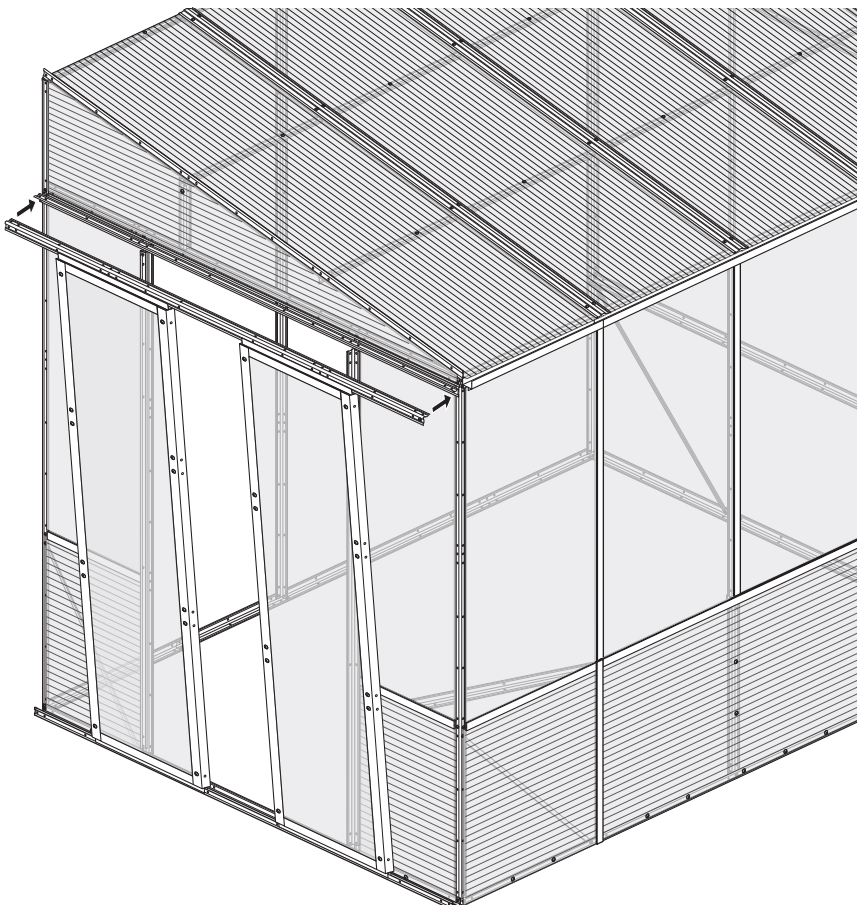
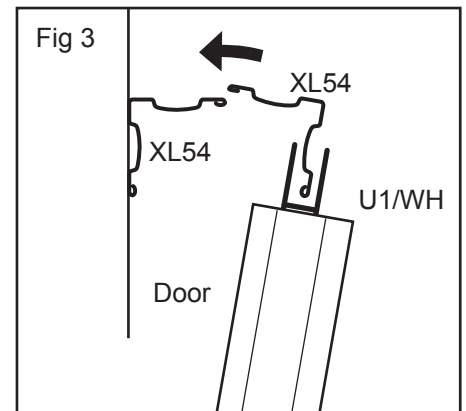
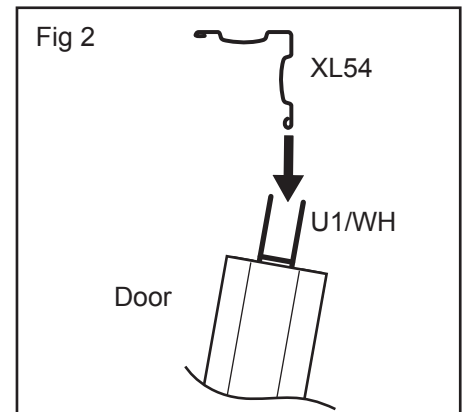
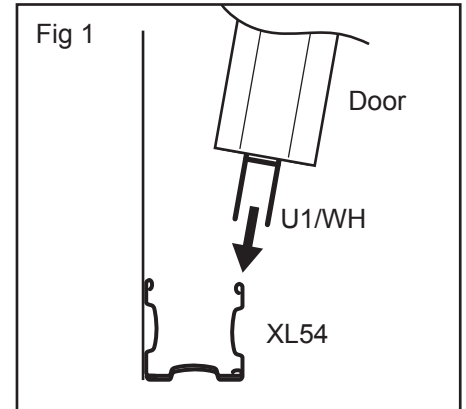
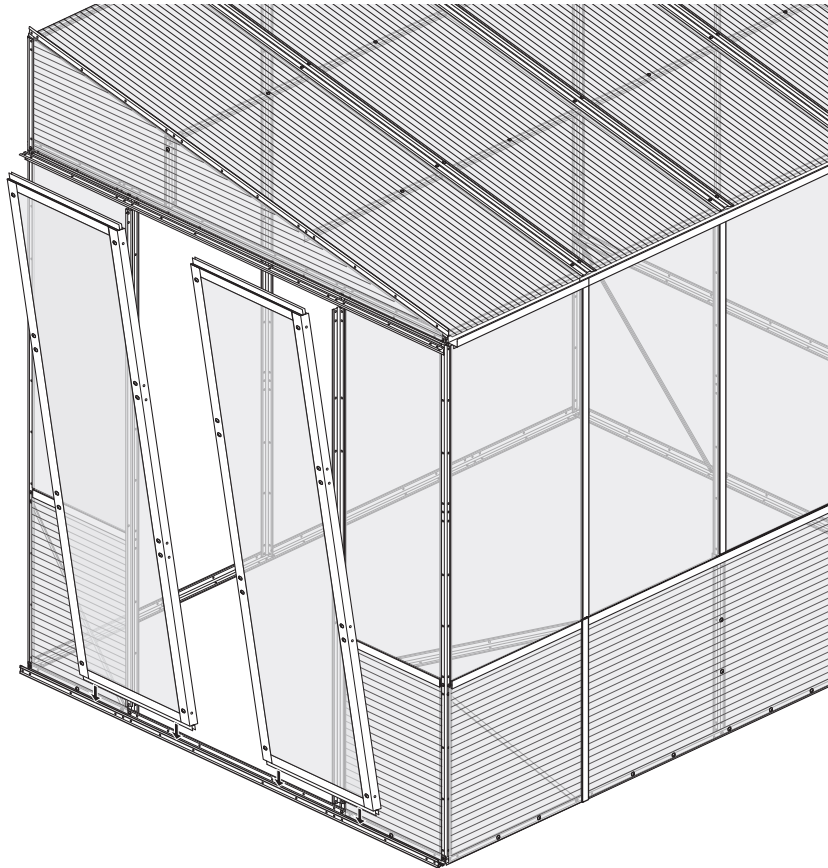
The angle should be pointing out from the top.

At the bottom place a second XL54 under the first to create a U section and bolt together with 4 bolts A from the underside, 4 nuts B from the top and tighten.

Bolt XL87 to XL3S, the pointed end should be at the **bottom**. Use 4 long bolts C with nuts B.

**Note: For the bottom bolt use the 2nd hole up from the bottom in XL3S.**

## Step 69 - Option Fitting door



Take a door, at an angle locate U1/WH over the bottom XL54 (**fig. 1**), making sure that it fits under the bottom of upright XL87.

It should also fit either side of the upright XL87 as this will act as a stop. Repeat for the second door.

Fit XL54 into the top runner U1/WH (**fig. 2**) and push in so it fits on top of the XL54 already fitted (**fig. 3**), bolt in position with 4 bolts A and nuts B.

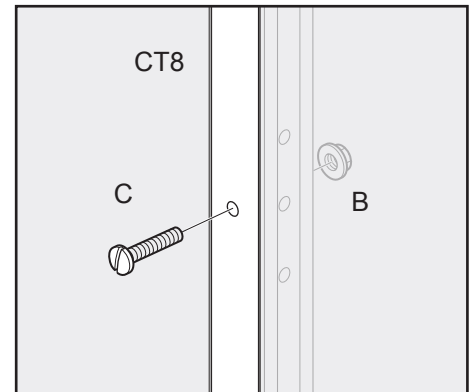
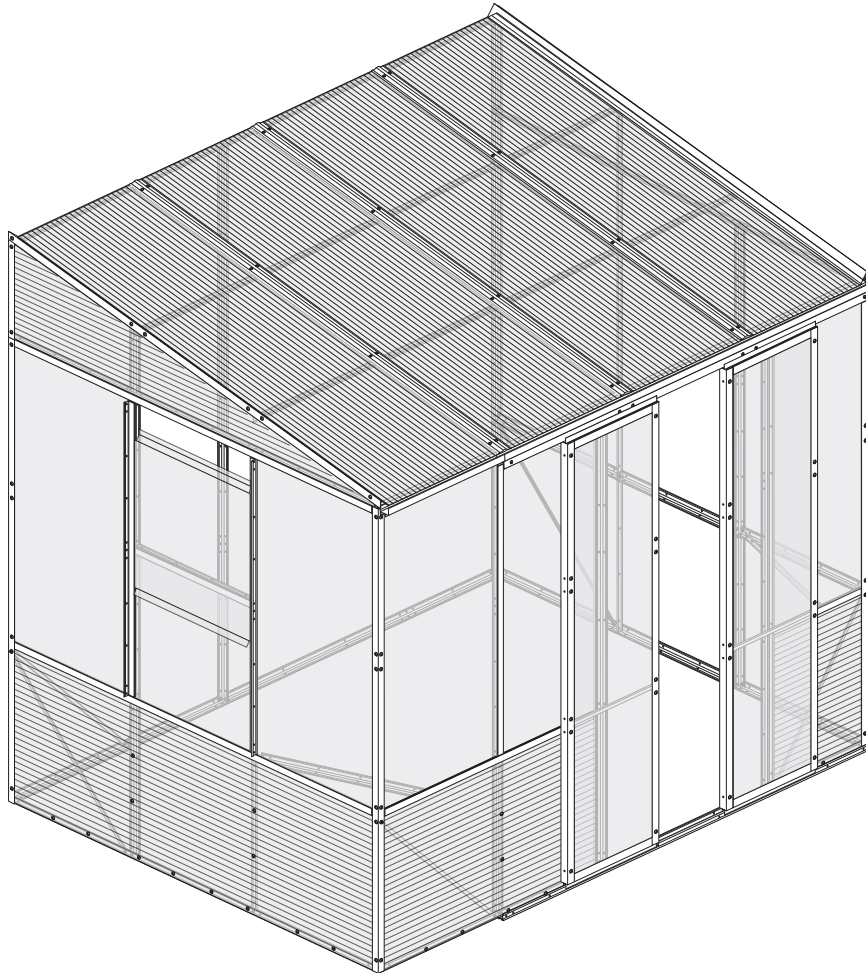
Fit A24 trim to the top XL54 using self tapping screws D into the 2 pre-drilled holes.

Drill a further 2 holes equally spaced, and secure again with screws D.

Finally fit the trims to the corners and roof see **step 56 and 57 - page 37**.

## Step 70 - Completing the installation

Once your Garden Room is fully clad it is essential that the following steps are carried out. At each CT8 on the end and front drill through the centre hole of XL3S and into trim CT8 then fit long bolt from the outside through the hole and secure with a nut.



Your Garden Room must now be fixed down using the holes around the base, back and roof. Remove XL54 / XL4S along the back floor and the vertical XL54 / XL29.

Use fixings accordingly to suit your base and wall, see the site preparation section on page 7.

It is advisable to fix back roof and back sides liberally with silicone before fitting in place and seal across the top when fitted.

On completion tighten all nuts and bolts. It is advised that periodically or after storms/gales you check all nuts, bolts and screws, and tighten where necessary.

## Maintenance

It is advised that periodically or after storms/gales you check all nuts, bolts and screws, and tighten where necessary.

Use warm soapy water and a soft cloth to clean the plastic panels, **DO NOT** use Cool Glass or similar products on the plastic panels.

**DO NOT** spray insecticides on the plastic panels.



## Troubleshooting

### If the doors do not slide.

1. Check to see if A23 side trim is not fouling the bottom runner, if so trim the bottom of A23.
2. Make sure U1/WH door runner is sitting astride top edge of XL54.
3. RA brackets used as a door pull should be fitted on the lower part of the door.
4. Use silicone spray on the bottom runner XL54 for a smoother slide.

### If door slides off runners.

Check XL87 is fitted proud on the outside of the doorway and doors are running astride the angles, these angles act as door stop.

### If door falls out.

Check XL54 that is used as the top runner, and is fitted on **top** the first XL54. Refit this XL54 so that it fits under the first XL54. This will close the gap making a tighter fit for your door.

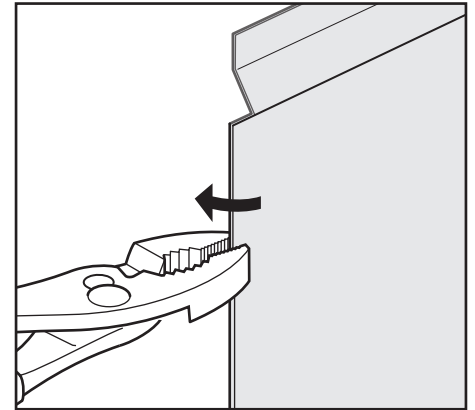
### If side panels fall out.

1. Check the long bolts have been fitted through CT8 trim on both sides.
2. SAN20 panels are trapped between XL3S and XL87 and bolts have been tightened.

### If sliding window does not stay up.

Should the window panel be loose try to tweak the edges of the panel with a pair of pliers, this will create a small step to fit tightly into the trim. Do this as many times as required.

Should you still have problems drill through each side and fix in a long bolt, use this to help tension the window.



## Further Information

Claims against the manufacturer will become invalid after the start of the assembly.

If you are not satisfied with your purchase, write or fax **020 3011 2040** to Customer Services within 10 days of receipt of goods requesting a pre paid returns envelop.

Under no circumstances return goods without contacting Customer Services.

Refunds will not be made unless goods are returned unused and complete and in original packaging.

Carriage charge is non refundable and any missing or damaged parts will be charged for.

In the unlikely event of a missing or broken part, it is essential that you advise us within the 10 day period.

These missing or damaged parts will only be sent to you free of charge on one occasion you are advised to get it right the first time.

Further requests will be charged for.

Your statutory rights are not affected.

Our policy is of continuous product improvement and we reserve the right to change specification without prior notice, therefore the latest model is supplied.

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