

0 1000mm
SCALE 1:25

DWG NO.
6 x 6 SHIPTON Dimensions Drawing

1

2

3

4

A

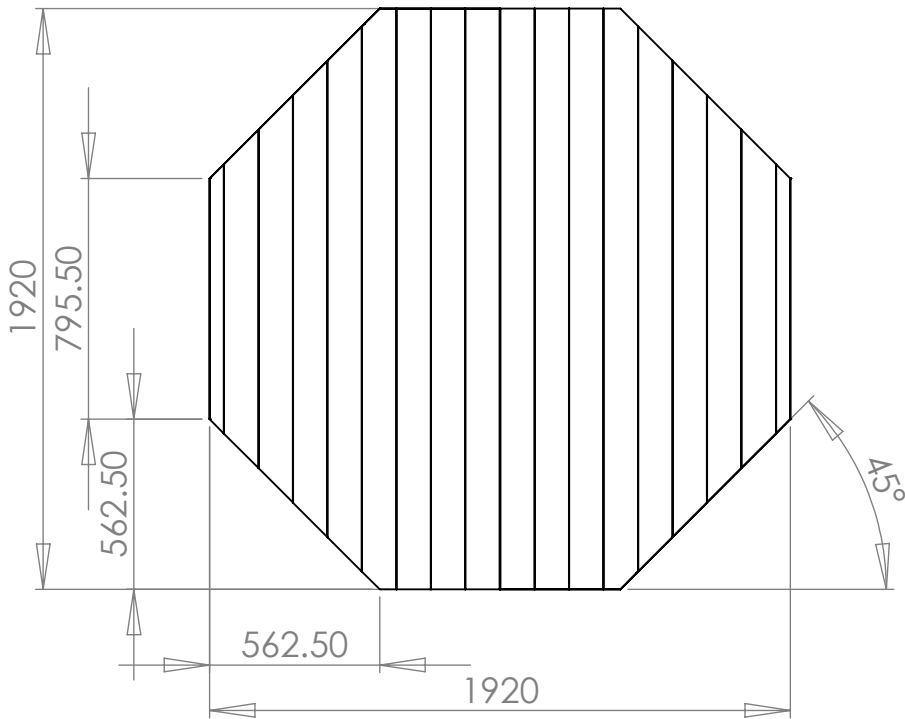
B

C

D

E

F



UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
RADIUS ARE 0.5mm

Material:
Treated Softwood

Part Name:
Oct 66 Shipton base plan



Garden Buildings

Octagonal 6x6 Instruction Manual



Made in the United Kingdom

Please read all instructions before proceeding

05/23



6' x 6' Cedar Summerhouse Assembly Instructions

Contents:	Section	Page
Introduction	-	3
Base Preparation	1	4
Overview	2	5
Floor Assembly	3	6
Side Assembly	4	7-12
Door Installation	5	13-14
Roof Assembly	6	15-21
Side Cloaking	7	22
Fixing to Floor	8	23
Roof Felting	9	24-25
Fascias and Capping	10	26-29
Slatted Roof Installation (optional)	11	30-33
Top Cap and Finial	12	34
Casement Stay Set-up	13	35
Cabin Hook Fitting	14	36-37
Architrave Fitting	15	38
Window Trim Fitting	16	39
Weather Strip Fitting	17	40
Parts Lists		43

Introduction

Thank you for purchasing your new Alton summerhouse. We recommend you familiarise yourself with the instructions and read all safety information before you commence assembly. Should you require any additional advice you can always call us on 0116 267 7091

Safety Warning

- Glass and timber can potentially cause injury. Please ensure you wear protective goggles, gloves, headgear and suitable footwear when assembling the building.
- Please remember that glass is fragile and should be handled with extreme care. Always clear up and dispose of any breakages immediately.
- Do not assemble the summerhouse in high winds.
- For safety reasons and ease of assembly, we recommend that this summerhouse is assembled by a minimum of two people.
- Please clear all lying snow from the summerhouse roof as it can cause the roof to buckle or collapse.

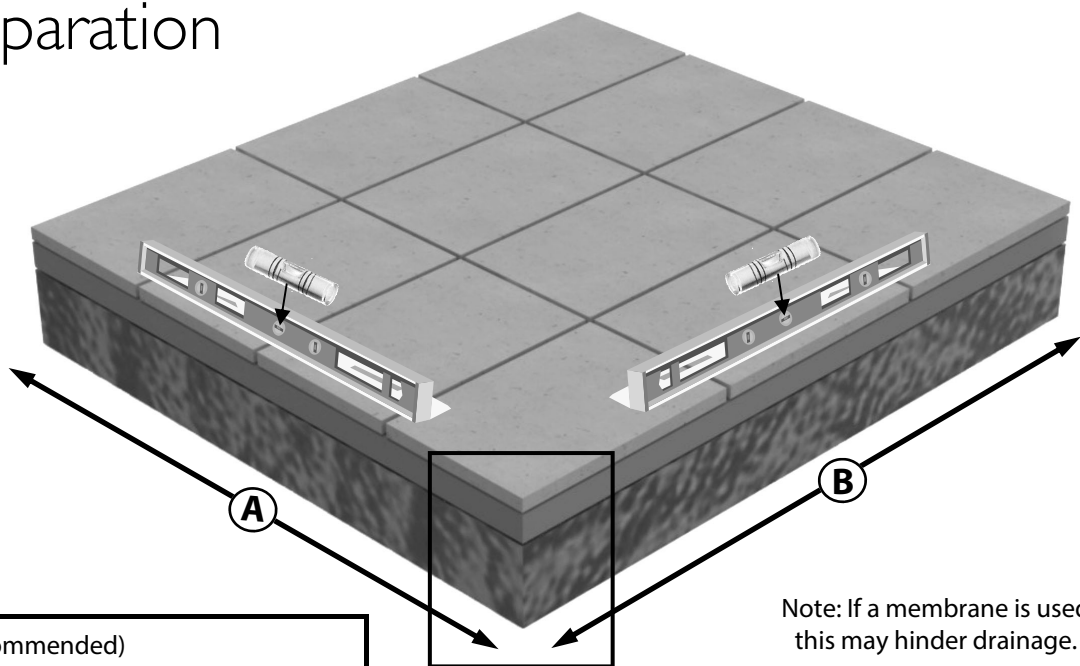
Site Preparation

- When selecting a site for your summerhouse, it is vital that you choose as flat and level an area as possible.
- A concrete or slabbed base will provide the most solid foundation for your summerhouse. A slabbed base would be our preferred choice as this helps with drainage.
- Avoid placing your summerhouse under trees or in other vulnerable locations.
- To minimise the risk of wind damage, try to select as sheltered a site as possible, e.g. beside a hedgerow or garden fence.

Additional Considerations

- If you have arranged for someone to install your summerhouse for you, please check that all components are included. Most parts are numbered and can be identified by a stamp or removable label. Alternatively, the components can be identified by lengths detailed in the packing list in your main cardboard box.
- Remember this is a natural timber product, the wood may soak up some water and some staining may occur. Your summerhouse is factory dipped in a clear spirit based preservative. We recommend that you re-apply some clear treatment annually particularly on the most exposed areas. If you want to avoid this and give your summerhouse a more permanent finish you could apply an oil based product (refer to manufacturers recommendations for recoating).

Base Preparation

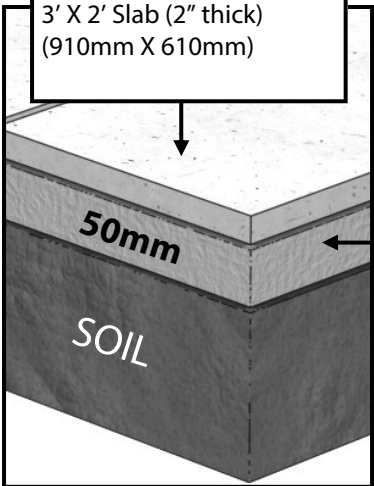


Note: If a membrane is used this may hinder drainage.

Slab Base Size (Recommended)			
Note: The base should always be larger than your building. The measurements given in 'A' and 'B' should only be used as a guide.			
Summerhouse Width	Summerhouse Length	A (mm)	B (mm)
6 ft - 1931mm	6 ft - 1931mm	2440	2730

Recommended

3' X 2' Slab (2" thick)
(910mm X 610mm)



It is necessary to leave sufficient working room around your summerhouse when you're putting it up and also to allow for the possible need to replace a piece of glass or for further wood treatment. If possible try and leave a space of 2ft/610mm around the summerhouse.

Note that the door opens outwards so you should not have any higher ground or obstacles outside the front of the summerhouse.

Choose a site where the summerhouse is relatively easy to get to and convenient to bring a supply of electricity to.

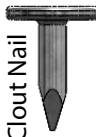

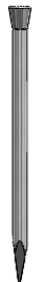



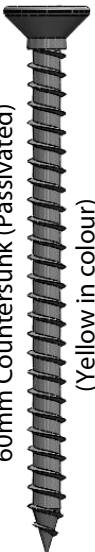

Finally, and most importantly, choose a site where your Alton summerhouse will look right so that it will complement your garden.

Overview

To build your new summerhouse you will need the following tools:

Spirit Level	Pencil
PZ2 Screwdriver Bit	Cordless Screwdriver (2 would be ideal, 1 to drill and 1 to screw)
4mm Drill Bit (supplied)	Hammer
Step ladders	Hand Saw

There are 8 different types of fixings used in the construction of the summerhouse. These are as follows, with examples of where to look out for them:

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

Set the base out in the exact position you want the finished building in, its much easier than trying to move it when it's built!

Follow the manual and assemble the sections as recommended.

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

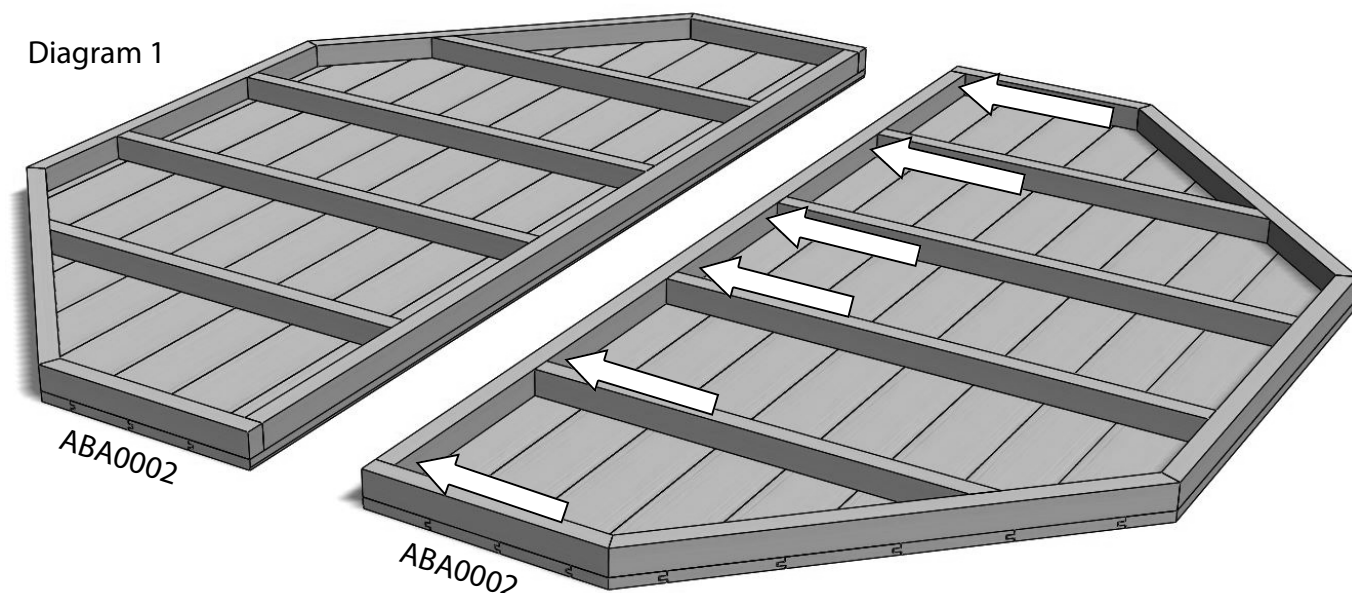
Read through the rest of this manual before starting, you are less likely to miss something doing this and you will have a better understanding of how it all works.

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

Floor Assembly

Begin by laying out the 2 floor sections face down on your prepared area. Slide them together making sure the outside edges line up. Drill pilot holes with the drill bit provided and fix with 60mm passivated screws at the points shown by the arrows in the diagram below.

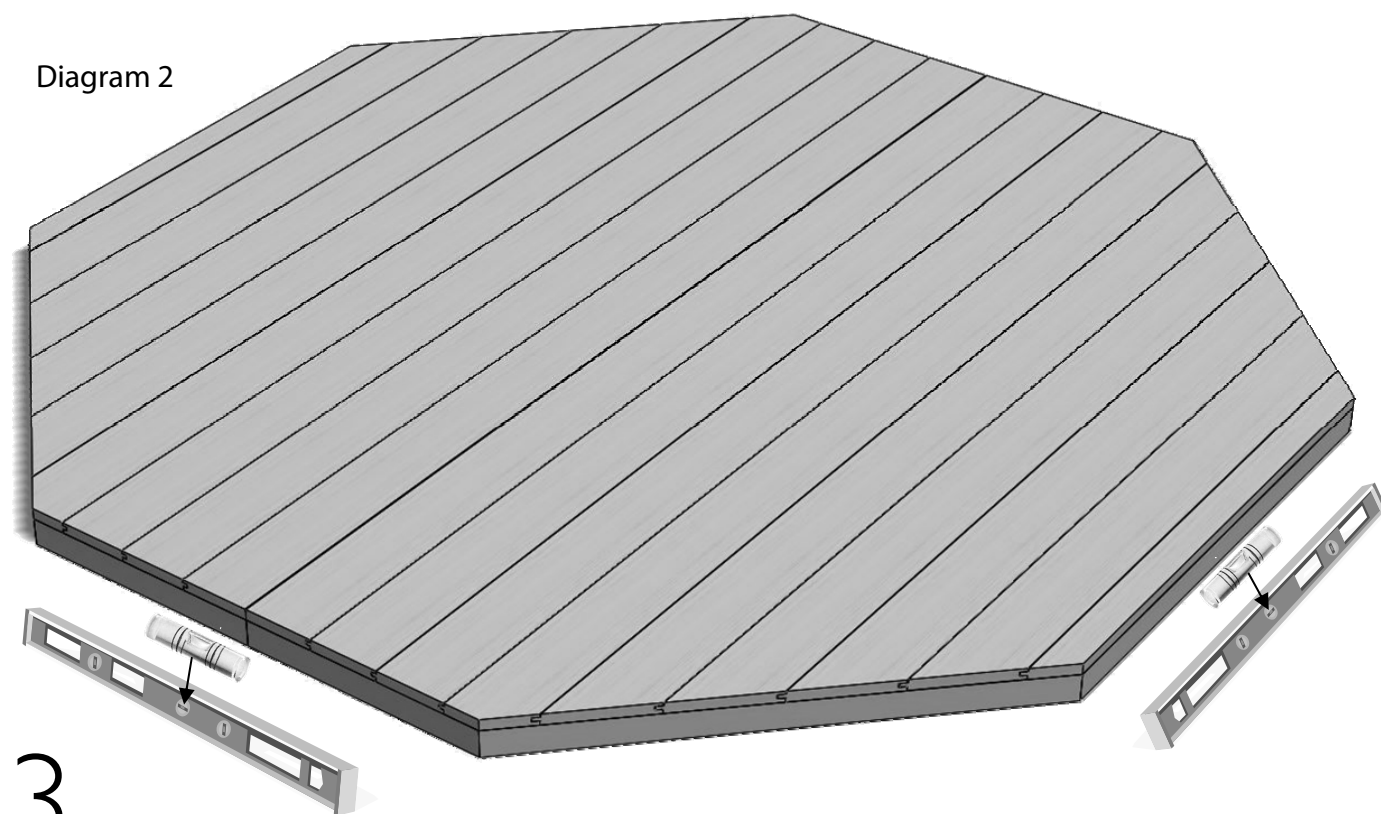
Diagram 1



Once fixed together, with help, turn the base over and move into position. It is crucial to get the base flat and level as this will affect how your building goes together and how well your windows and doors will operate.

You should also decide at this point which direction you want the boards to run, most would say that they look best running front to back.

Diagram 2



Side Assembly

The positioning of the side panels is entirely flexible and can be decided as you fit them, so for example if you want an opening window in the rear of the building you can. This instruction manual will show the standard layout.

Take the first panel and position it at the rear of the building, get a helper to hold this in place while you position the next panel (diagram 3).

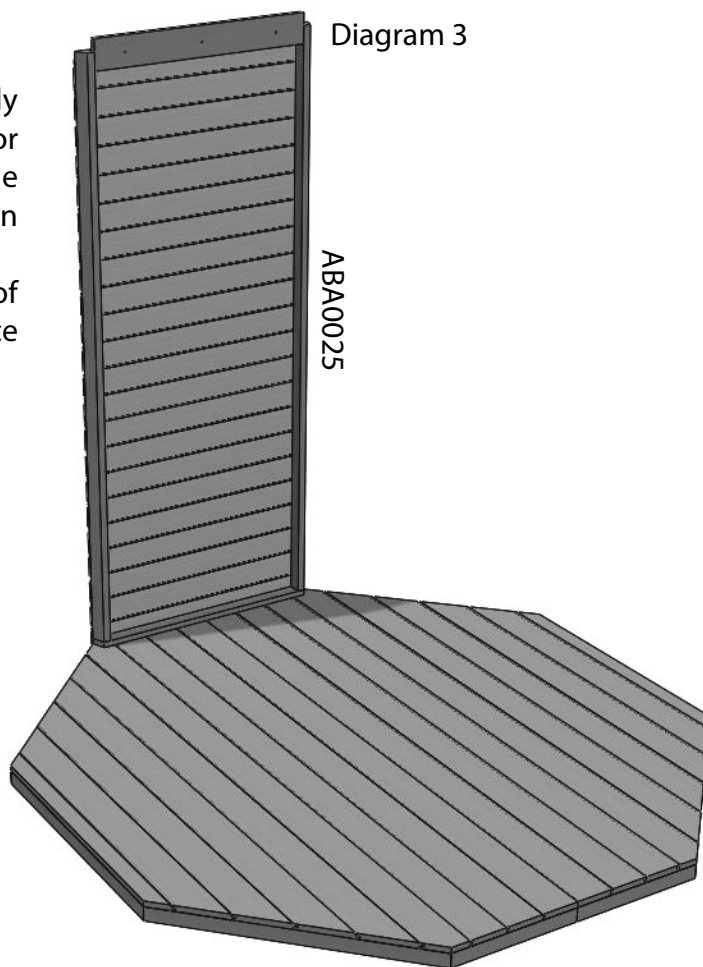


Diagram 3

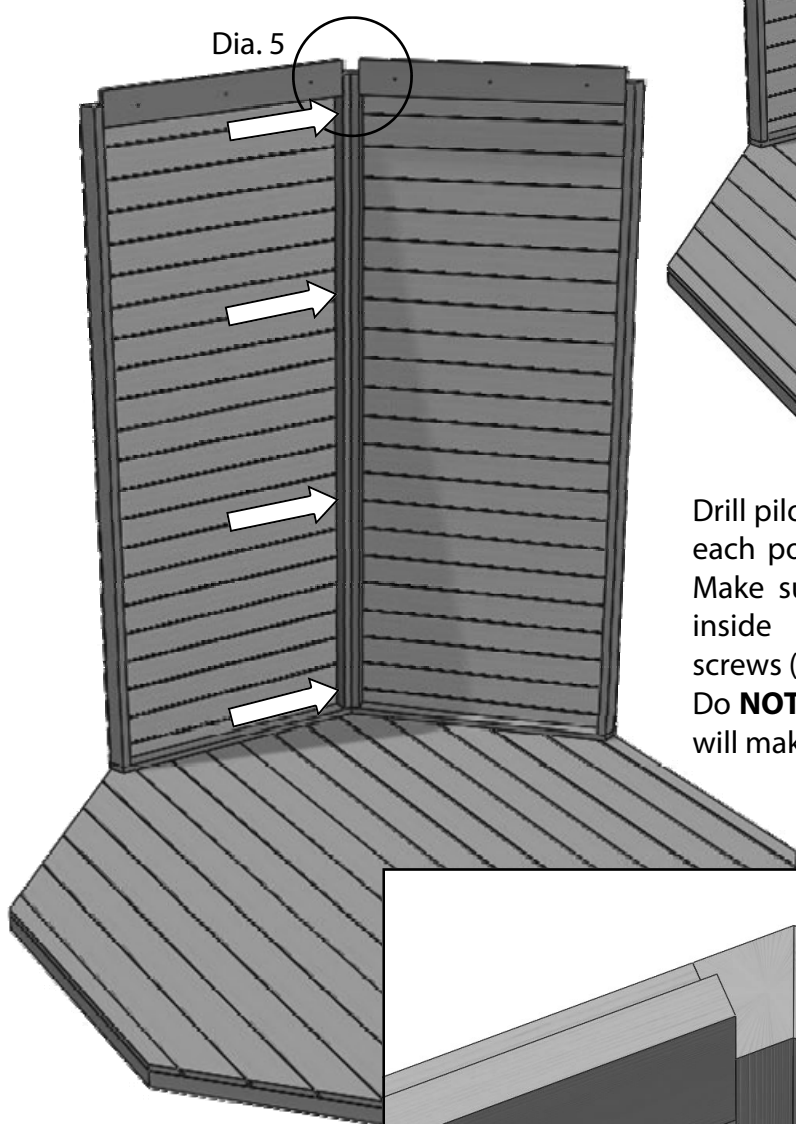


Diagram 4

Drill pilot holes with the 4mm drill bit supplied at each point shown by the arrows on diagram 4. Make sure the panels line up perfectly on the inside before fixing with 60mm passivated screws (diagram 5).

Do **NOT** fix the side panels to the floor yet as this will make construction hard later in the build.

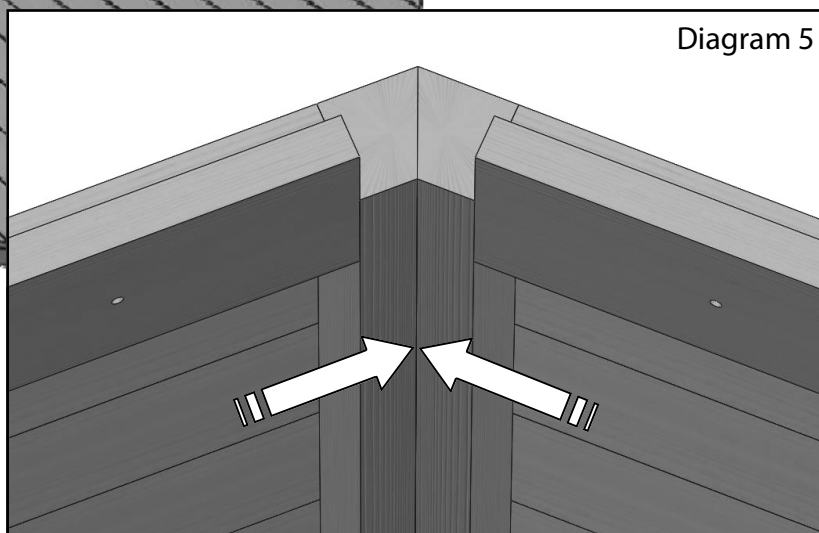
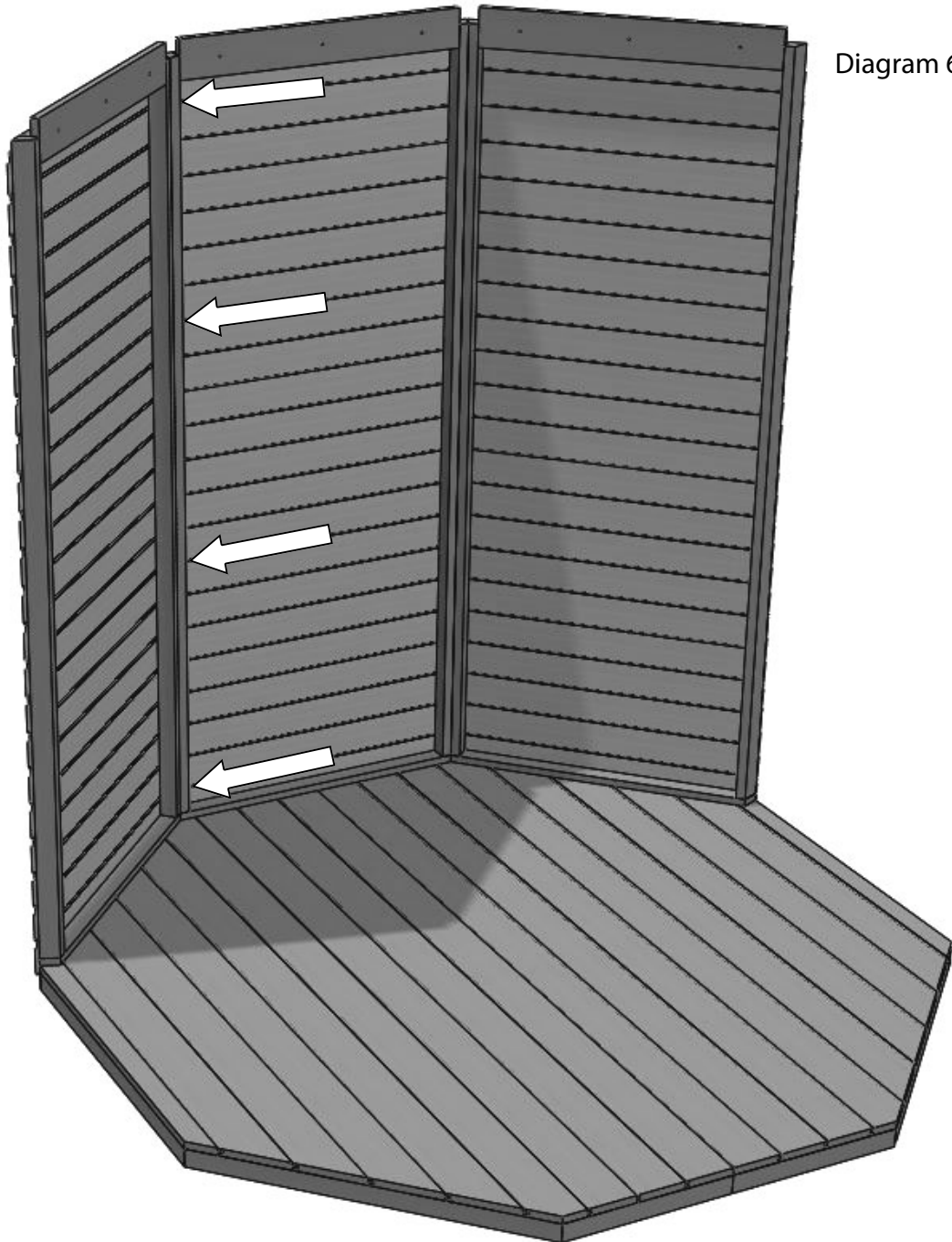


Diagram 5

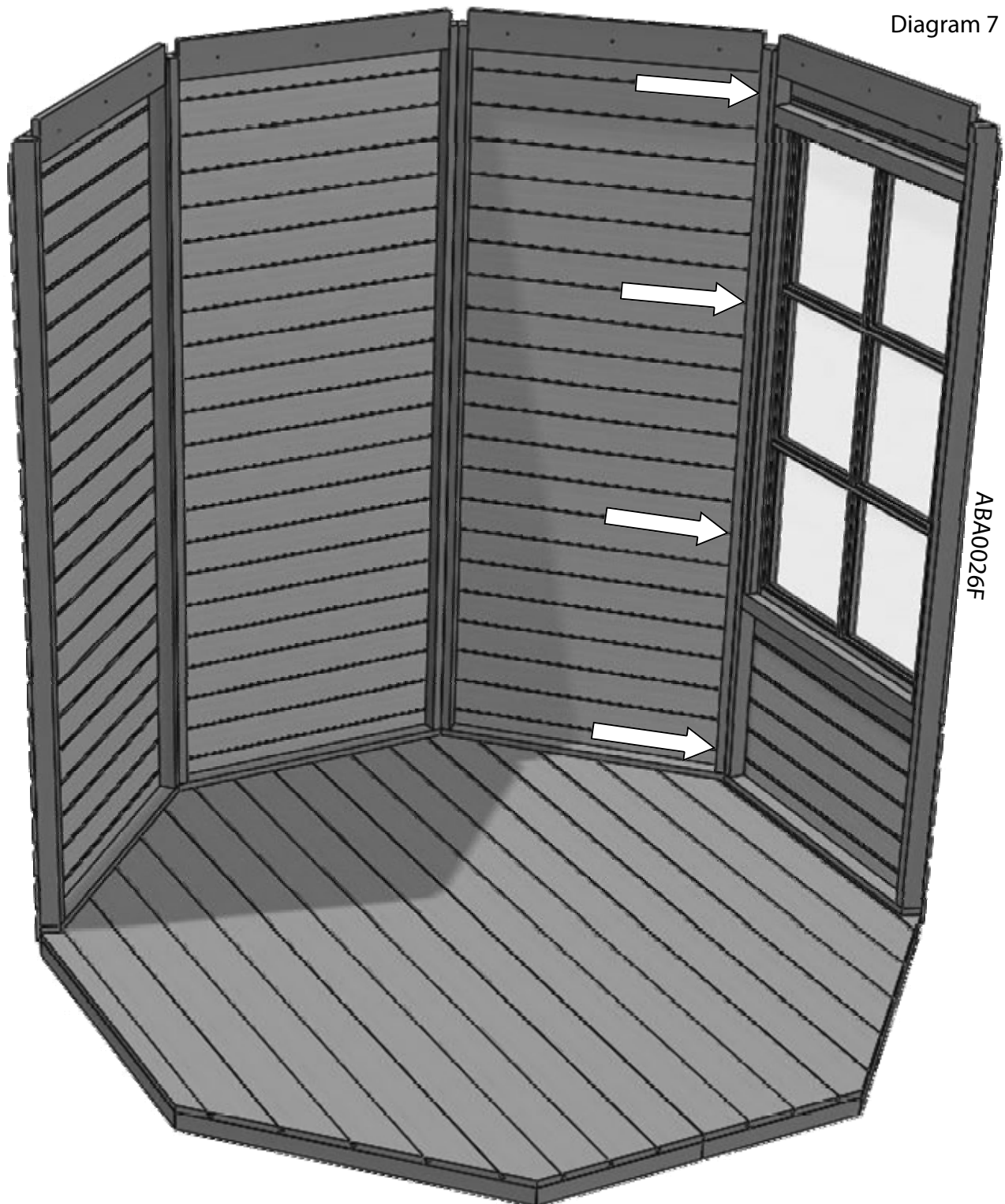
Side Assembly

When fixing the panels bear in mind which faces will be most visible when you walk into the building. Try to keep the screw heads on the least visible faces where possible.



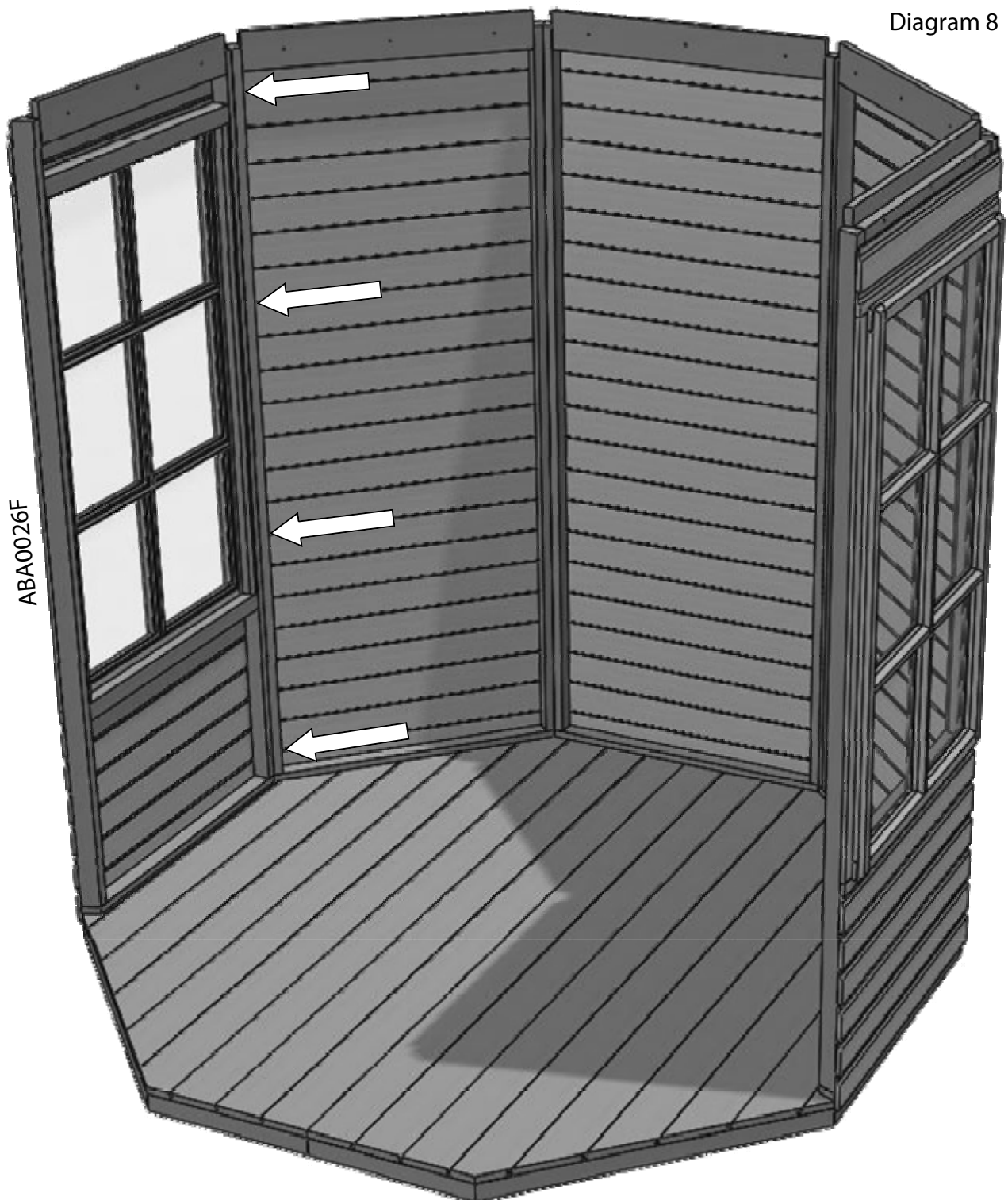
Side Assembly

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

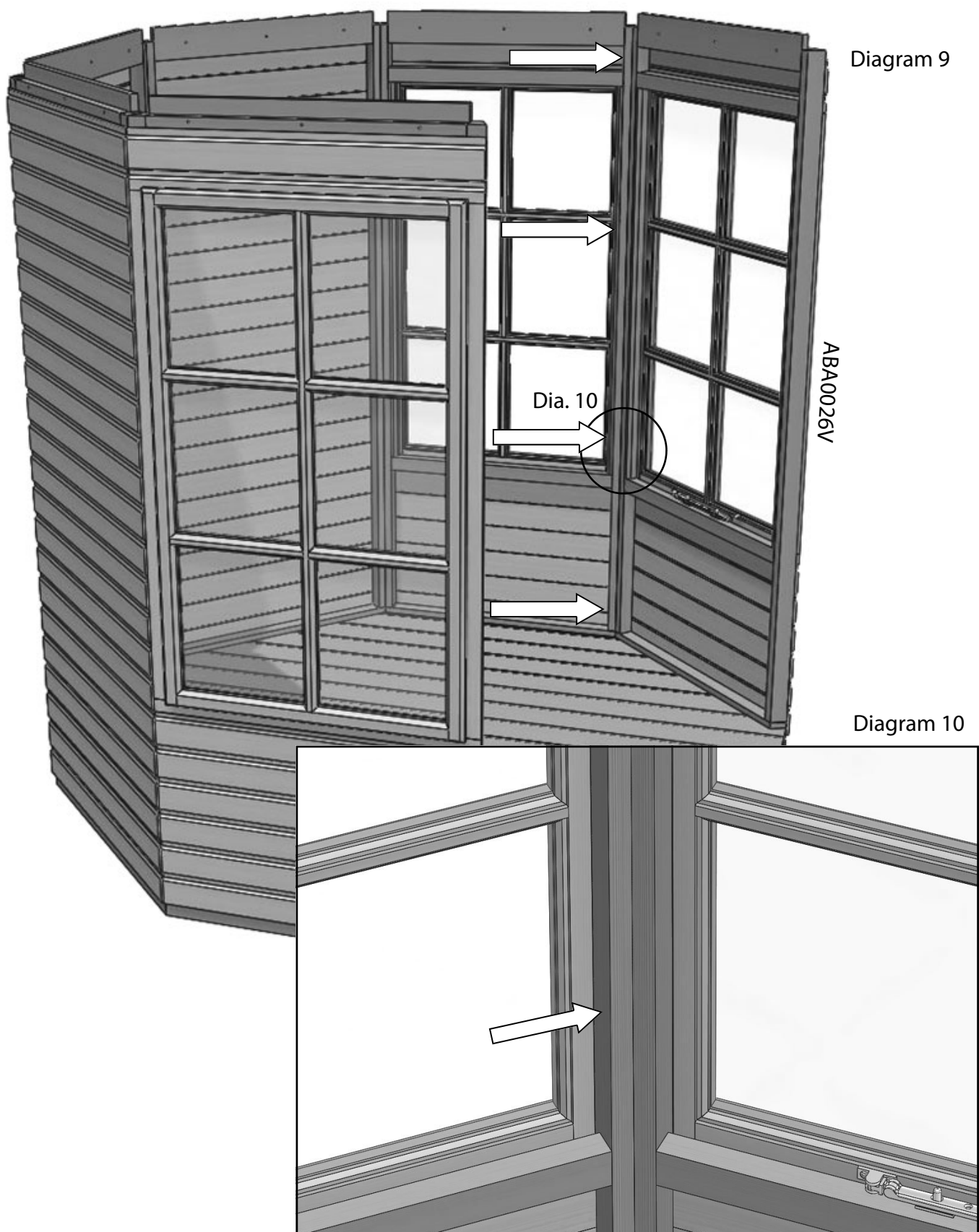


Side Assembly

Continue to fix the panels as you have been doing...



Side Assembly



Side Assembly

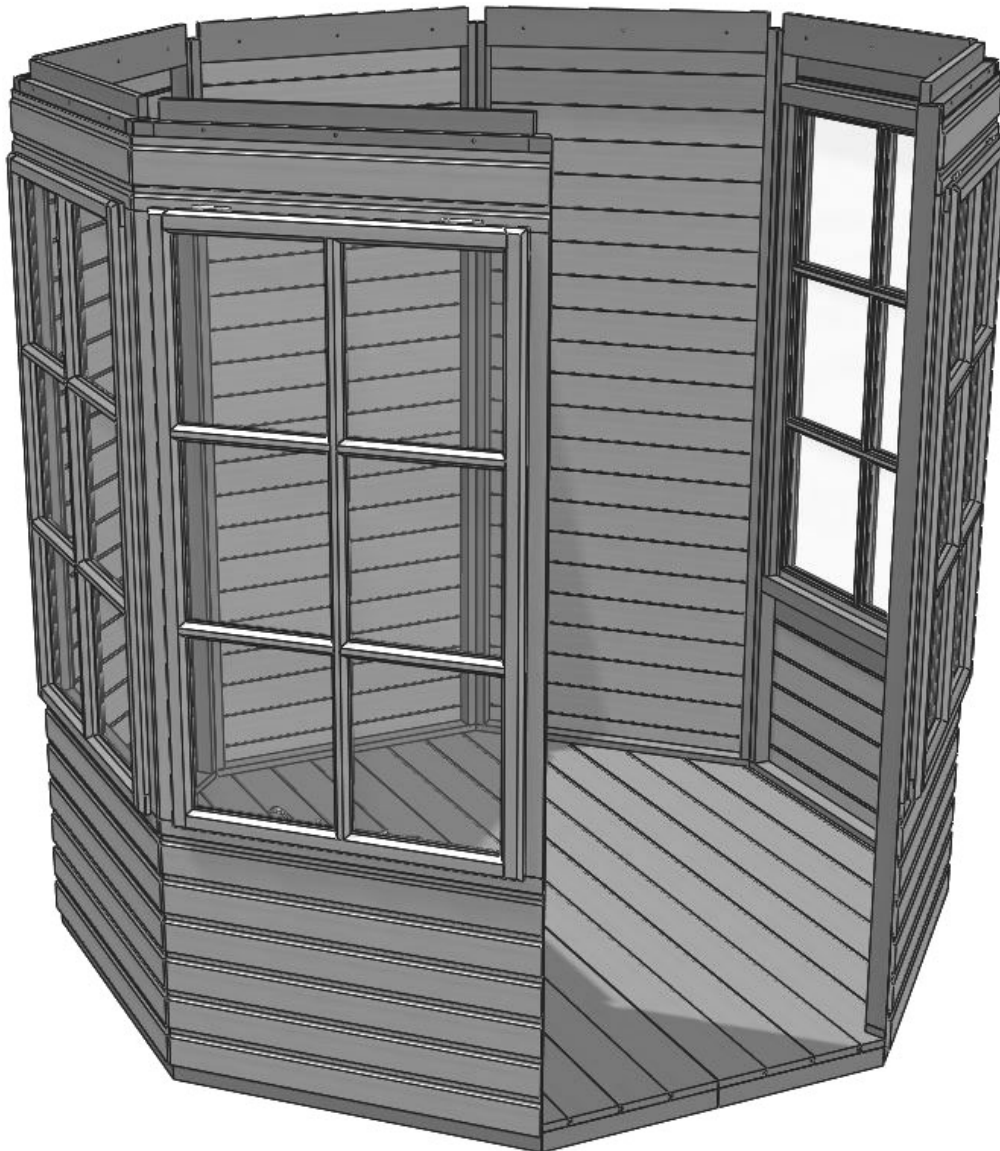


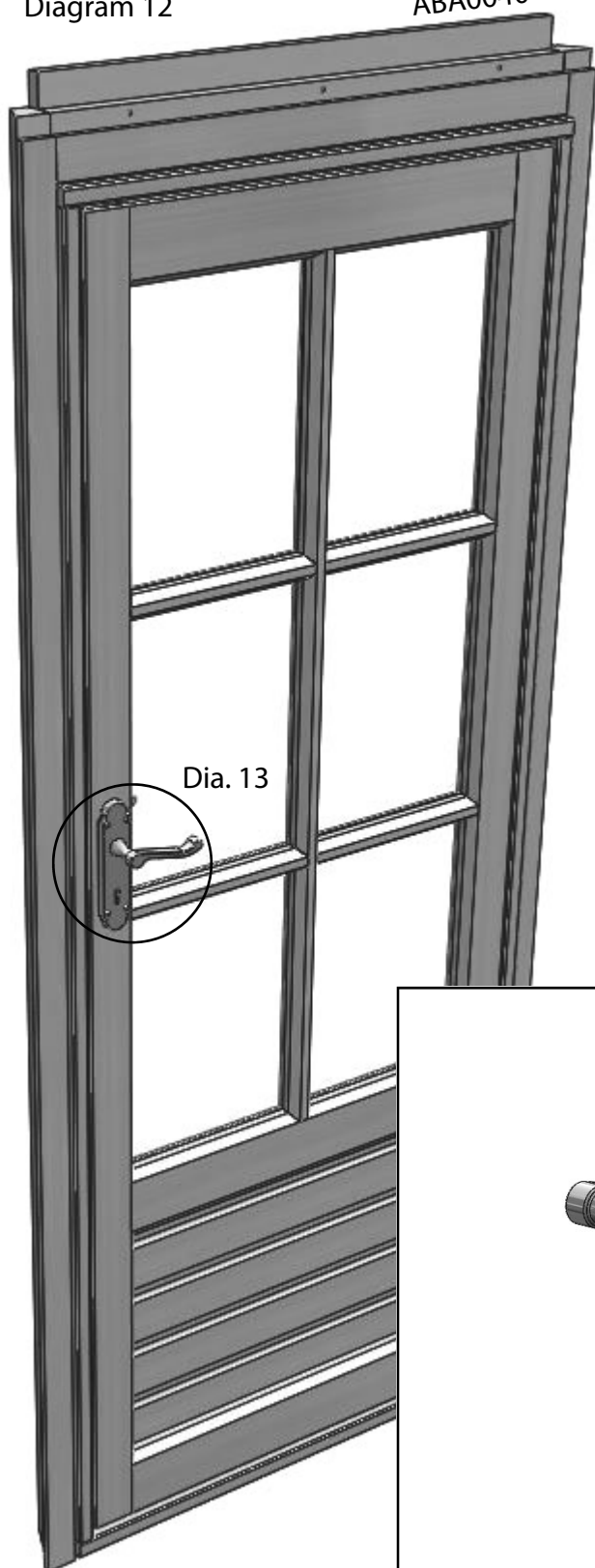
Diagram 11

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

Door Installation

Diagram 12

ABA0040



Before you can install the door section you need to fit the door handles (EV0610). Slide the spindle through the lock to give you the position of the handle on the door. Fix the handle with the 3.5 x 25mm countersunk screws supplied.

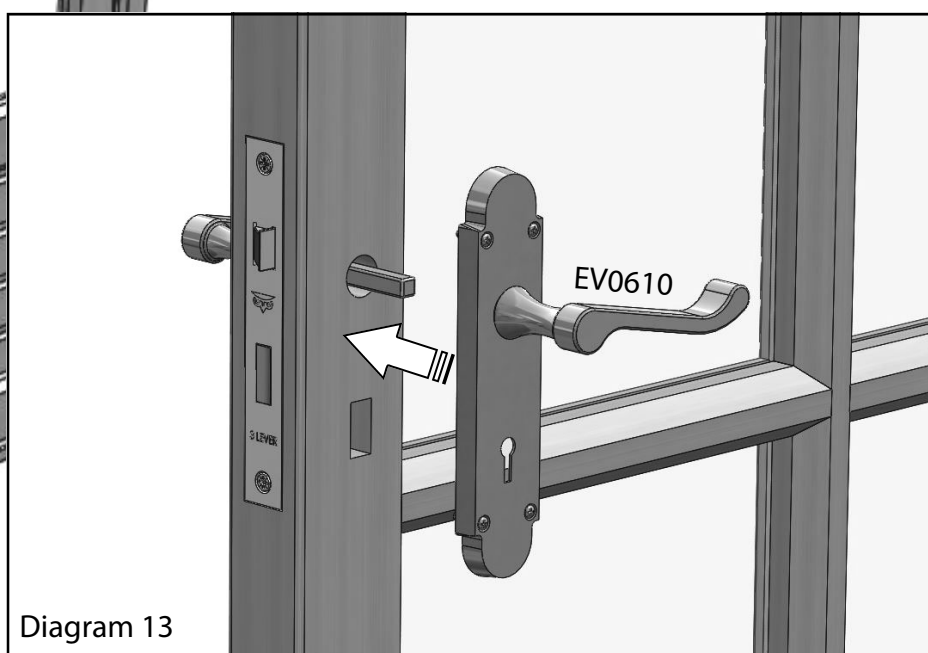
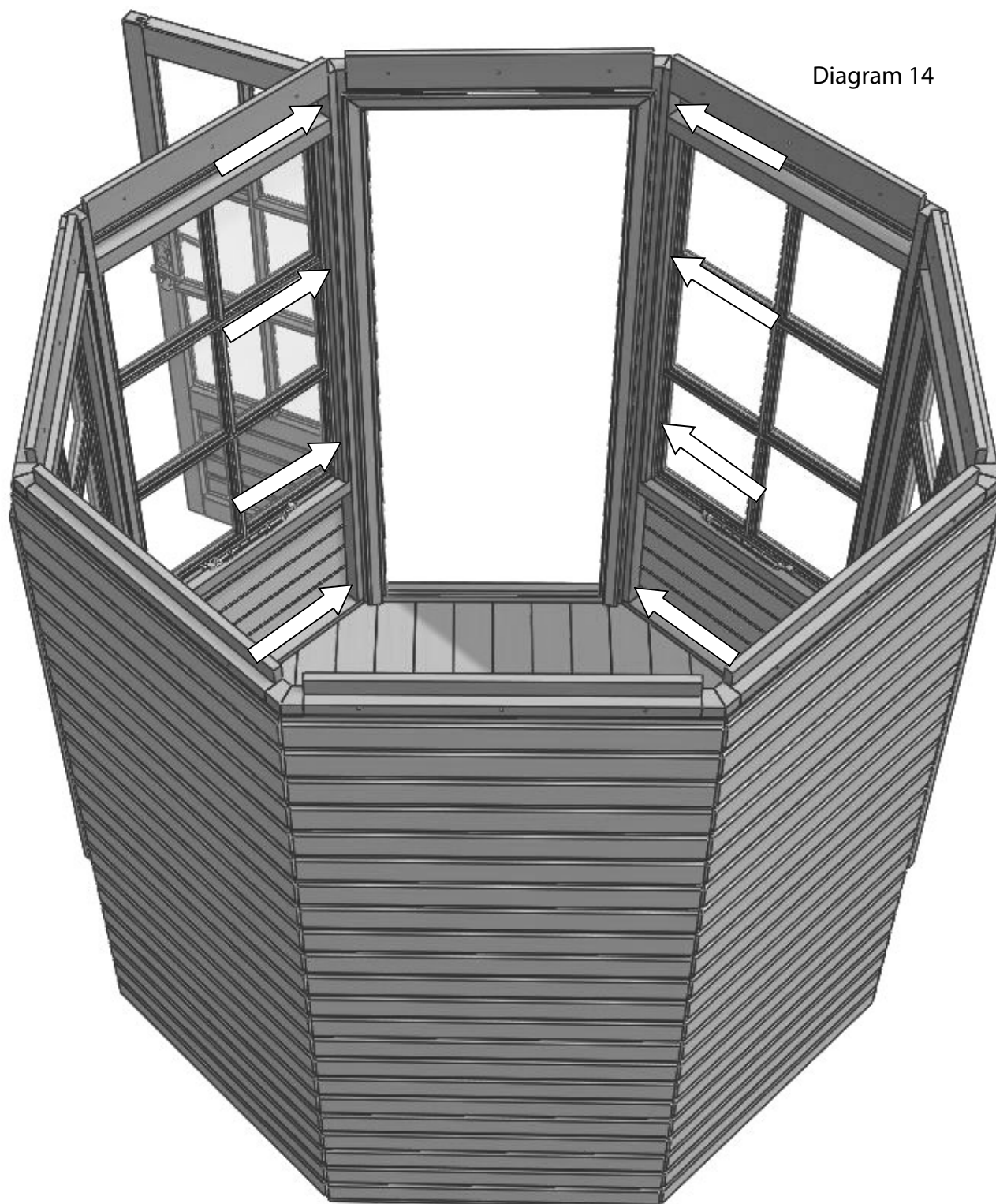


Diagram 13

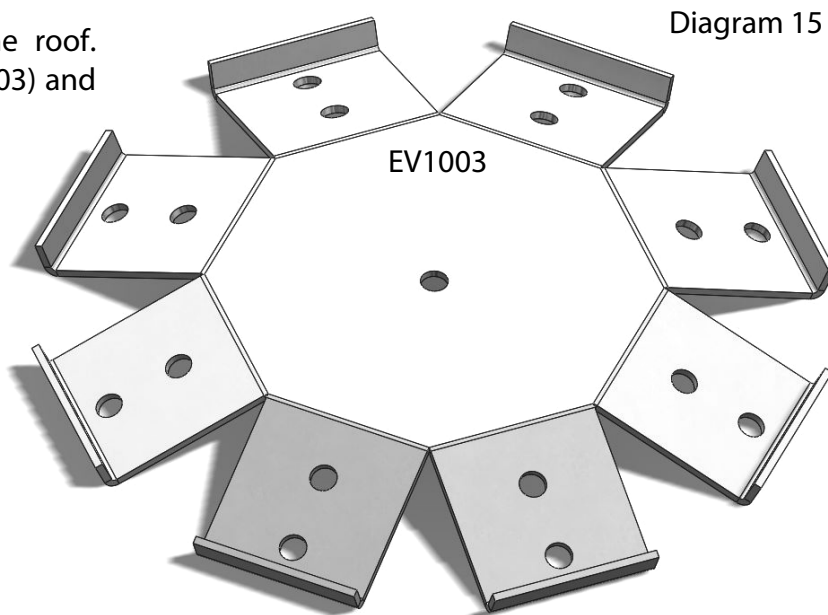
Door Installation

Slot the door section into position, drill pilot holes shown by the arrows below and fix with 60mm screws.

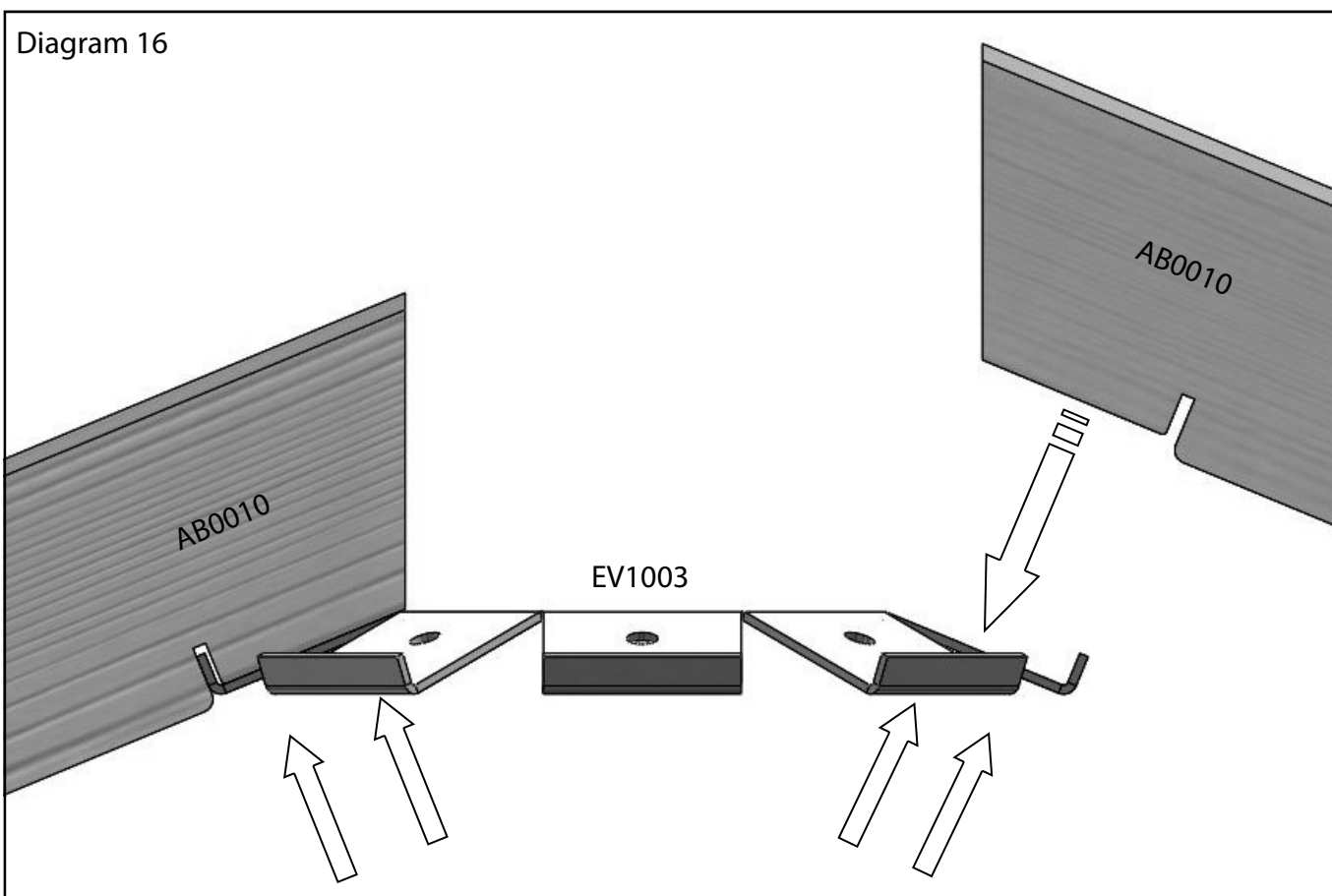


Roof Assembly

You can now start to construct the roof. First you need the top bracket (EV1003) and two roof bars (AB0010).



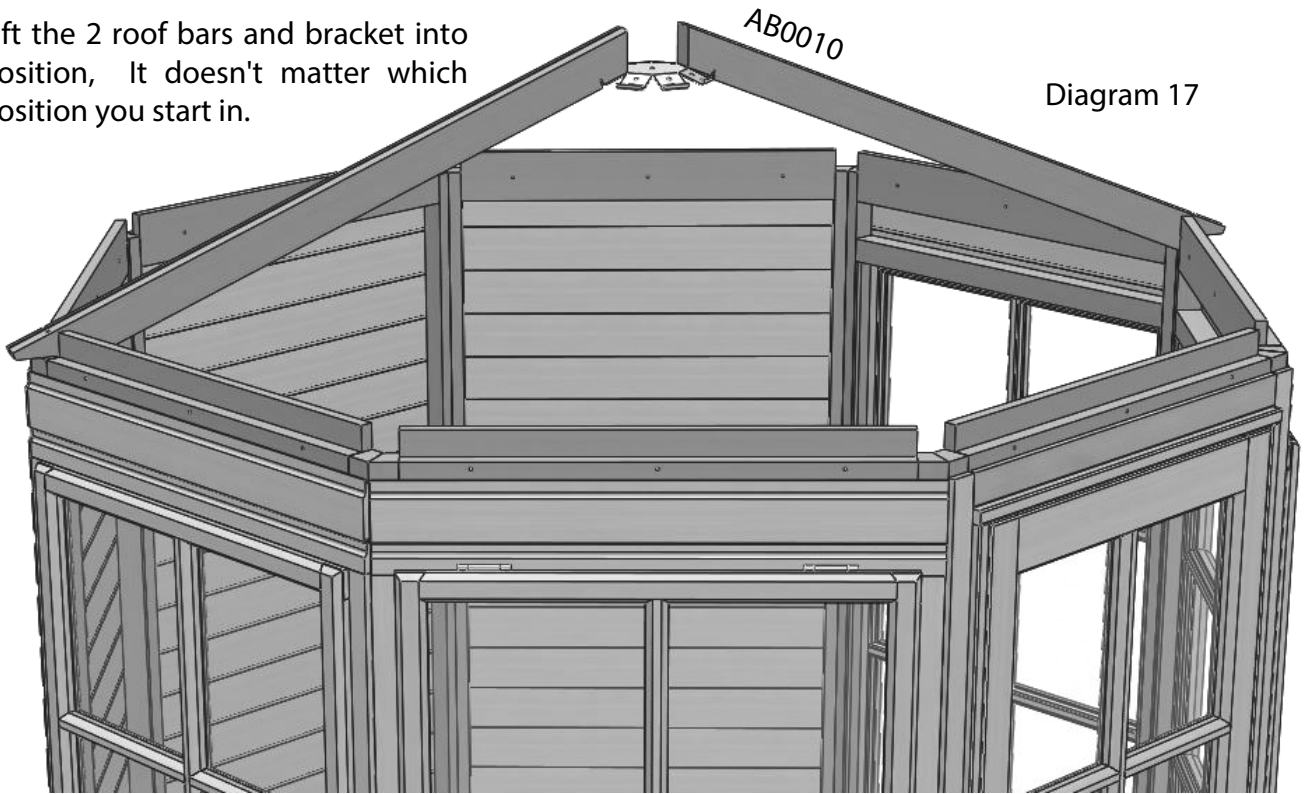
Working on the floor, slot the bracket onto the first roof bar. Drill pilot holes through the pre-drilled holes in the bracket. Then fix in place with 50mm countersunk stainless steel screws. Add another glazing bar in the opposite position to the last bar and fix this in place (diagram 16).



Roof Assembly

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

Diagram 17



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

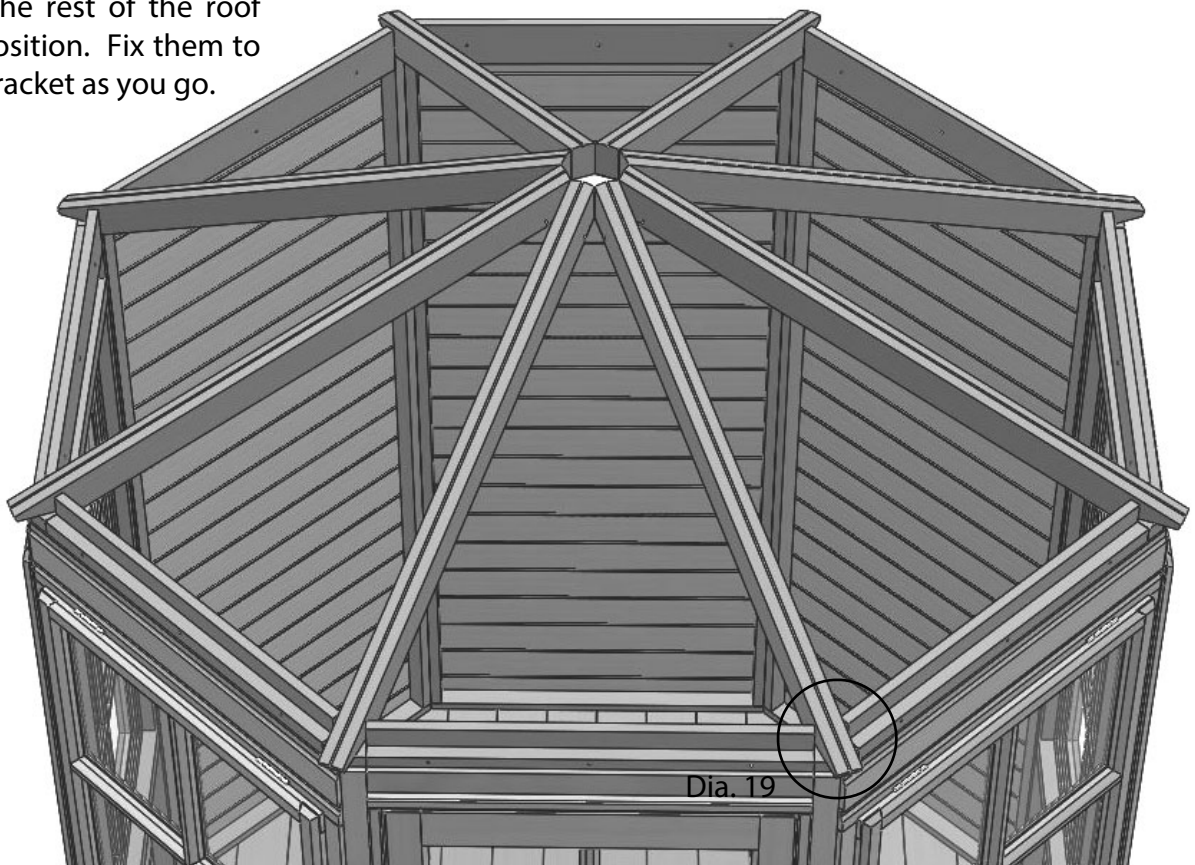


Diagram 18

Roof Assembly

With all the roof bars in place you should then drill 2 pilot holes in the bottom of each roof bar. This should go vertically down so that the screw goes into the corner bar of the side frame. The diagram below shows a good position for the hole (diagram 19). Before fixing with an 80mm screw make sure the heel of the roof bar is tight up to the side section on the inside of the building.

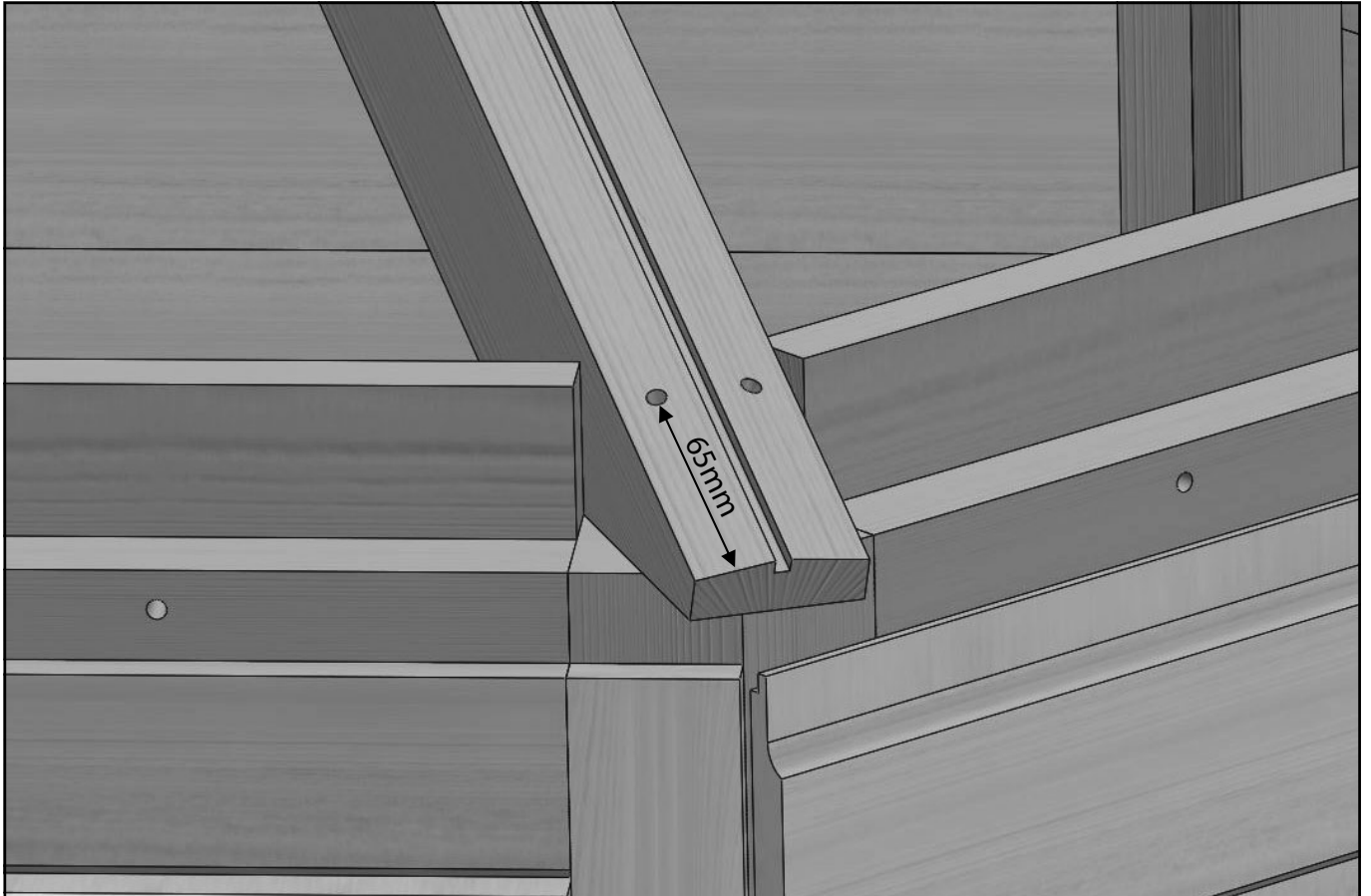
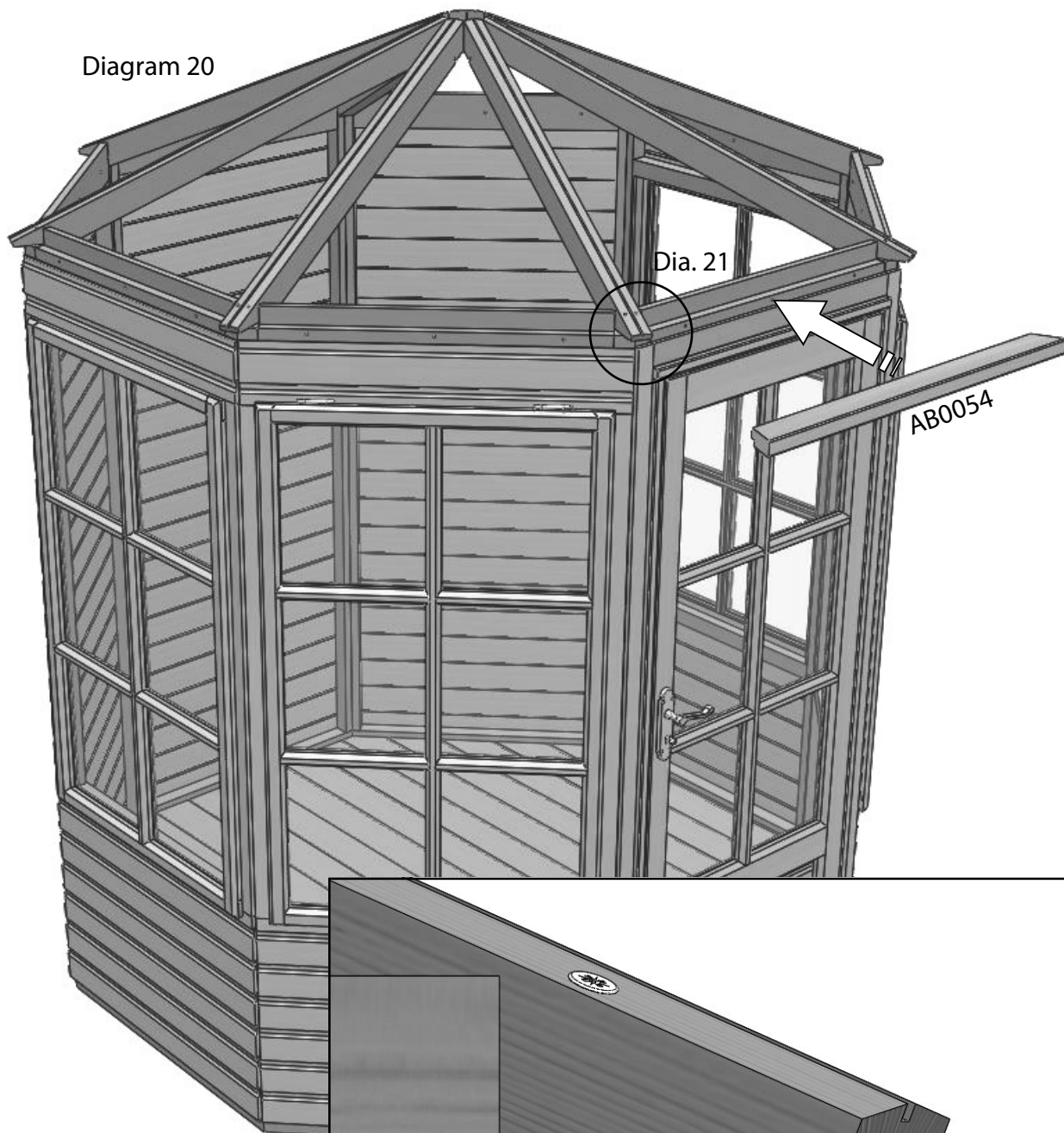


Diagram 19

Roof Assembly

Diagram 20



With all the roof bars installed you can fit the soffit boards. These are fixed to the top of the side panels (diagram 21). Push the soffits tight up against the underside of the roof bars. Screw position shown in diagram 22.

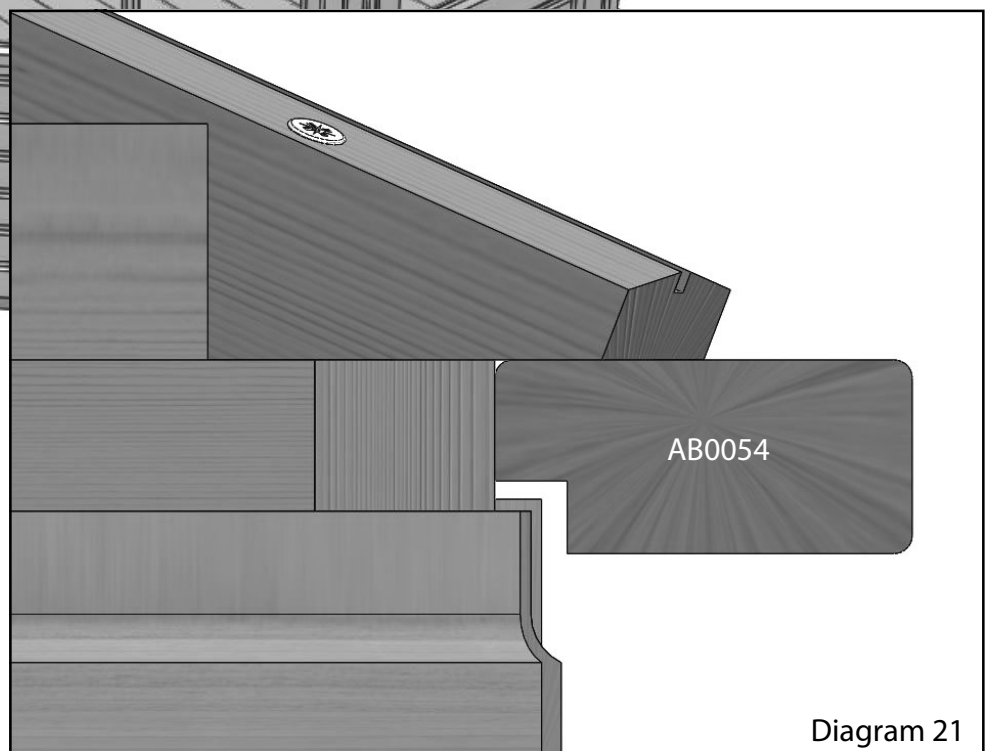


Diagram 21

Roof Assembly

Diagram 22

Have a helper hold the soffit in position while you fix it from the inside through the pre-drilled holes with 3 x 80mm countersunk stainless steel screws. Its important to keep the ends inline with the joint between side panels.

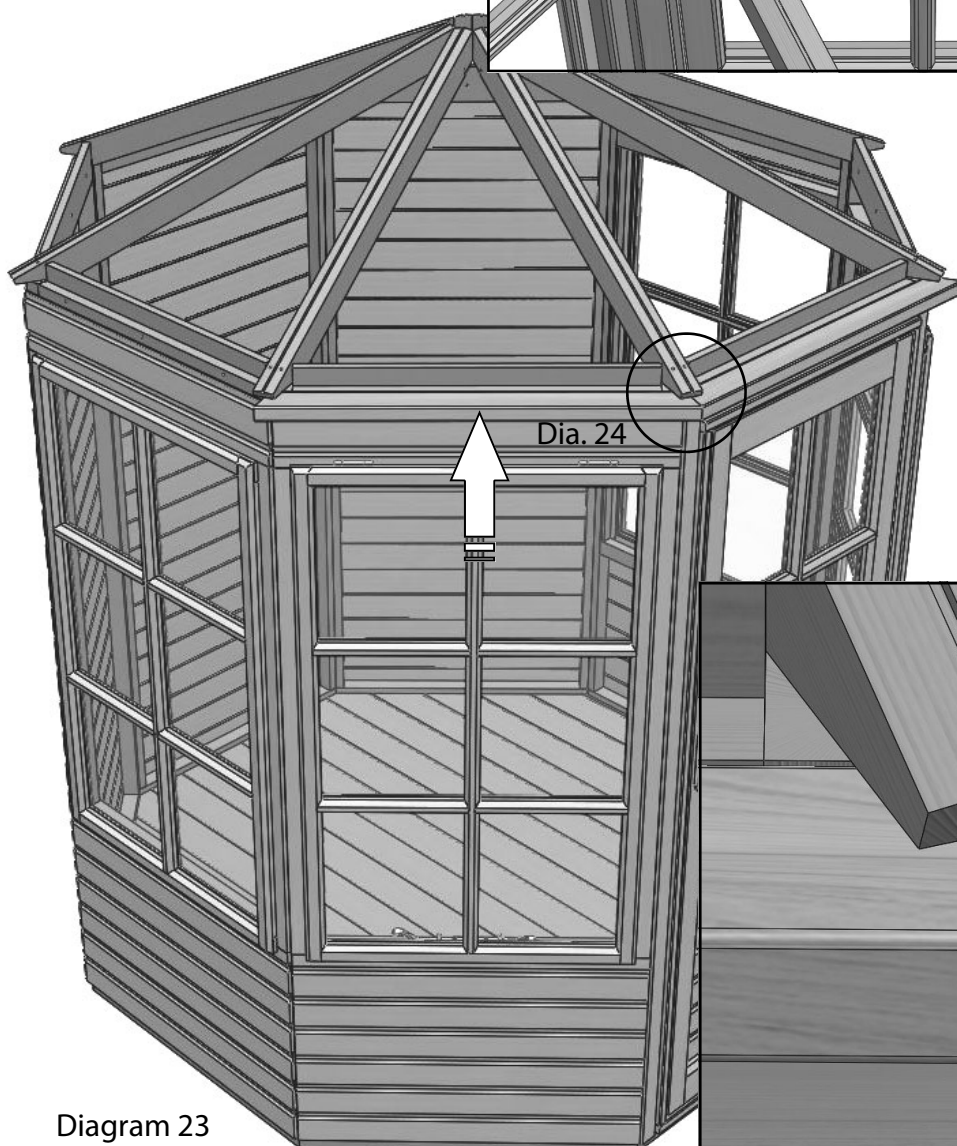
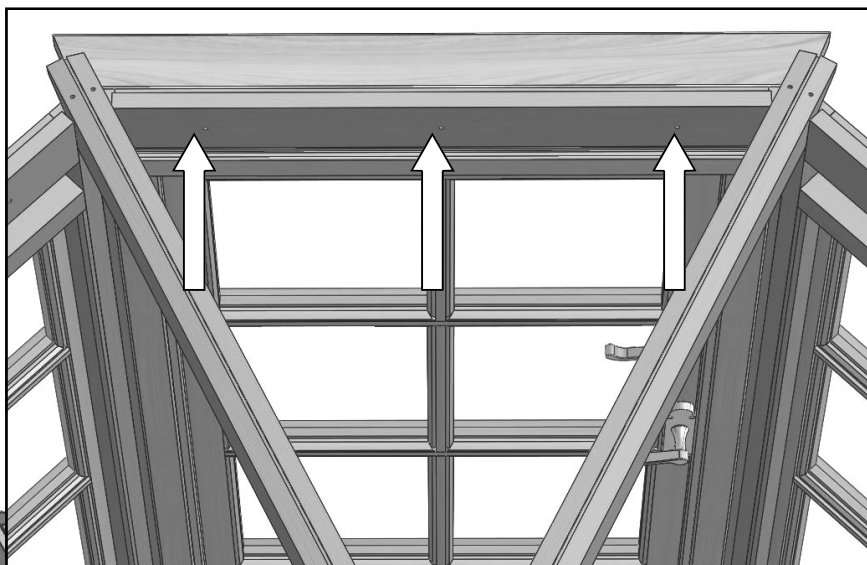


Diagram 23

Work your way around the building making sure the ends of the soffits line up as closely as possible with the joint between side panels.

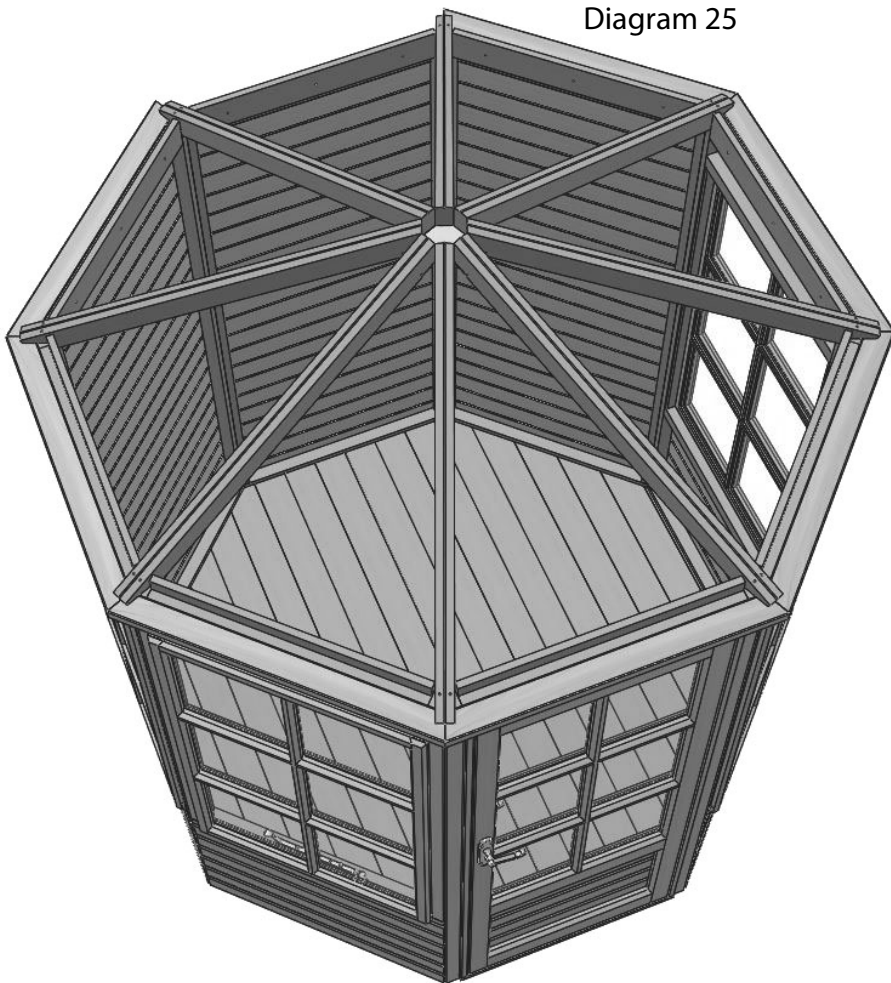
Diagram 24



Roof Assembly

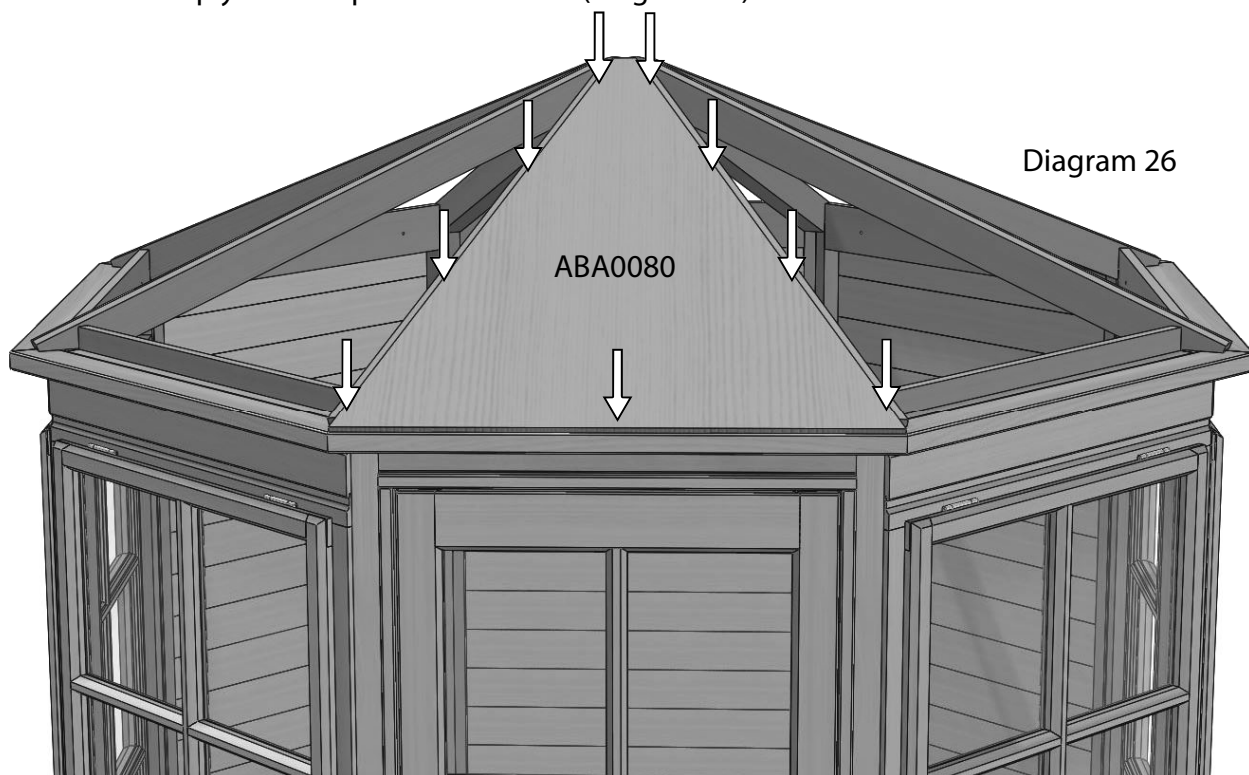
Its best to fit all the soffits to the building leaving the last one in the least visible place possible in case you have to trim the soffit or there is a slightly larger gap than normal.

Diagram 25



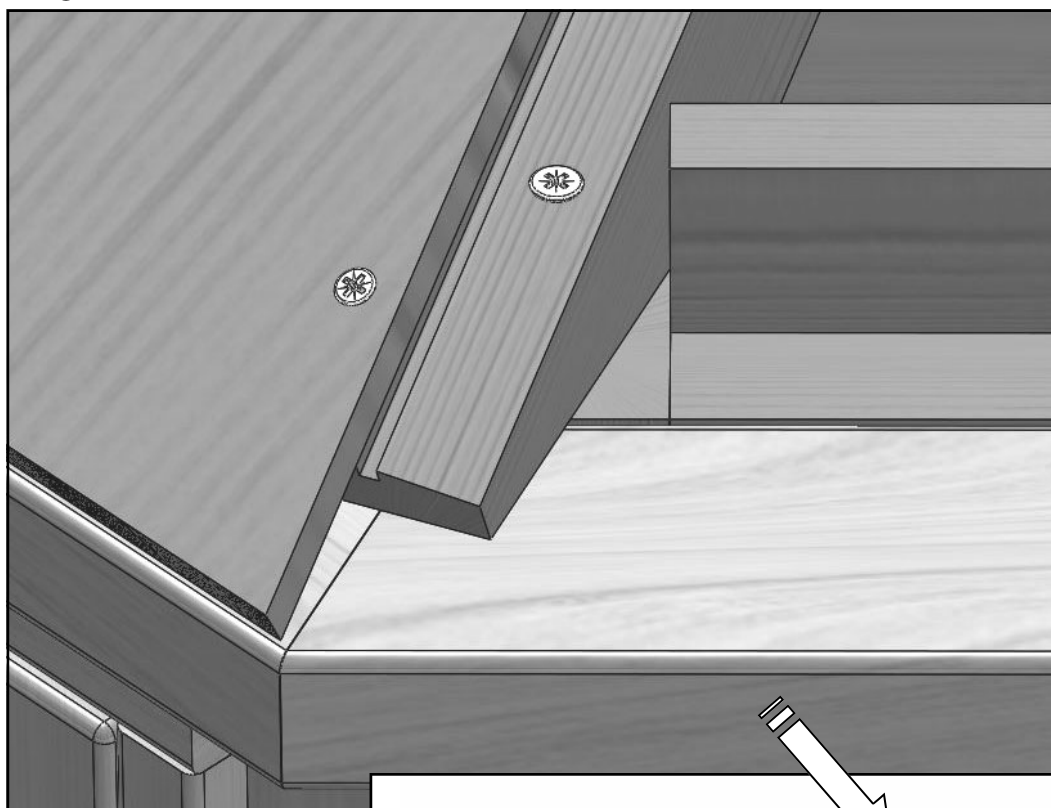
With all the soffits fixed in place you can attach the ply roof sheets. Use $1\frac{1}{2}$ inch countersunk screws to fix these. You should have 4 down each side with one in the middle at the bottom. Use the groove in the roof bars to help you line up the roof sheets (diagram 27).

Diagram 26

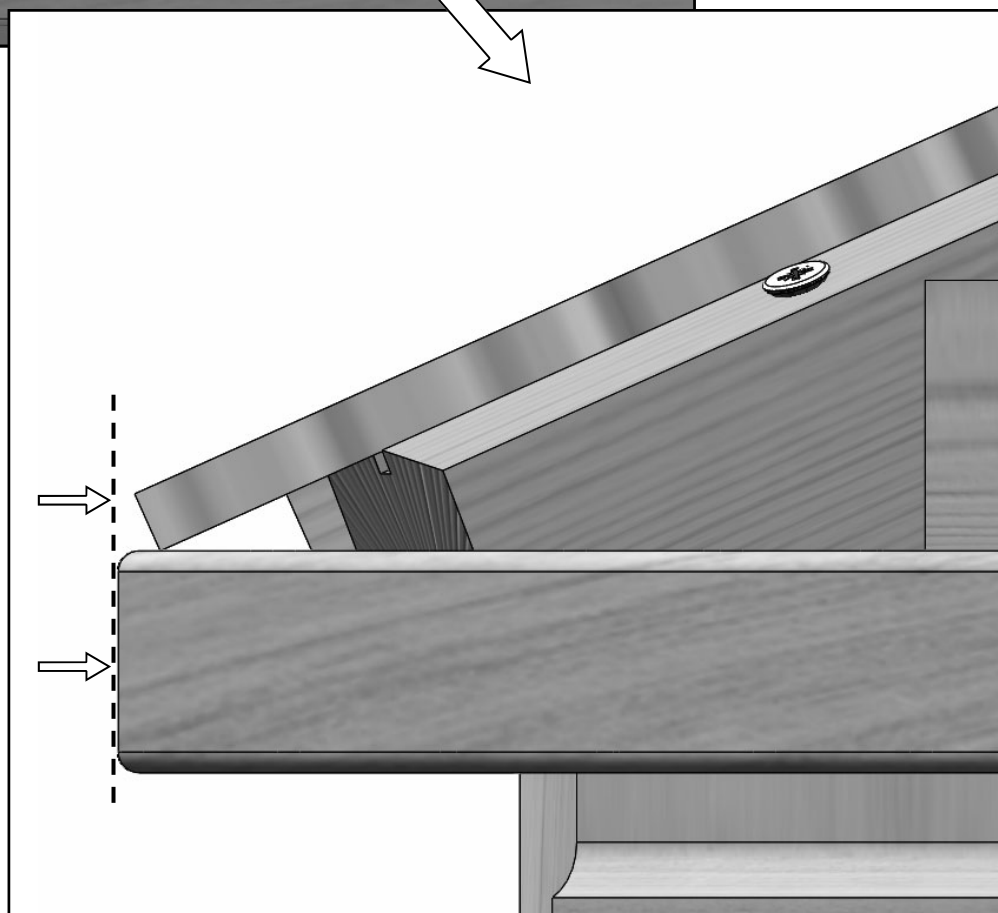


Roof Assembly

Diagram 27



Make sure the ply roof sheet does NOT protrude past the soffits.



Side Cloaking

Work your way around the building fitting the roof sheets, leaving out the last one at the back as you will use this as a template for the roof felt.

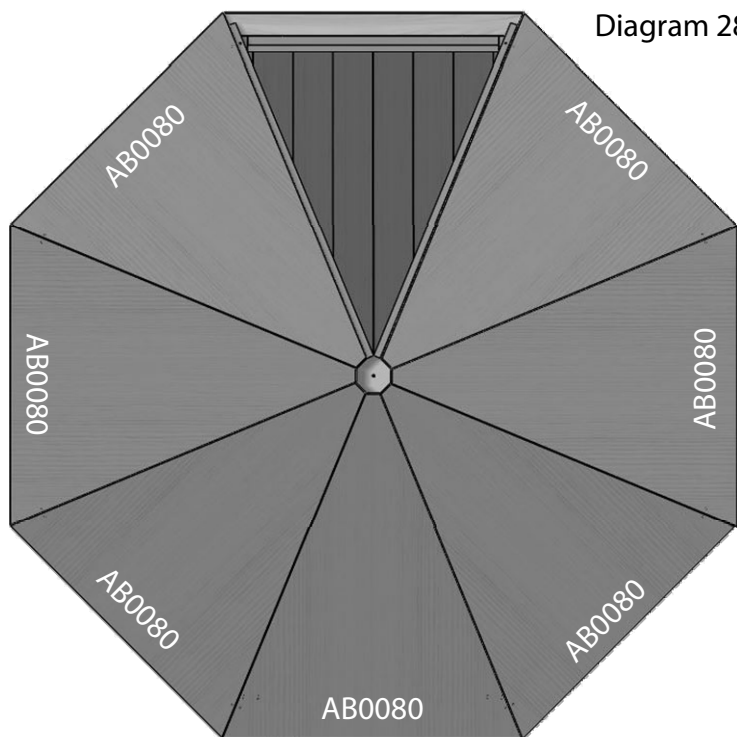
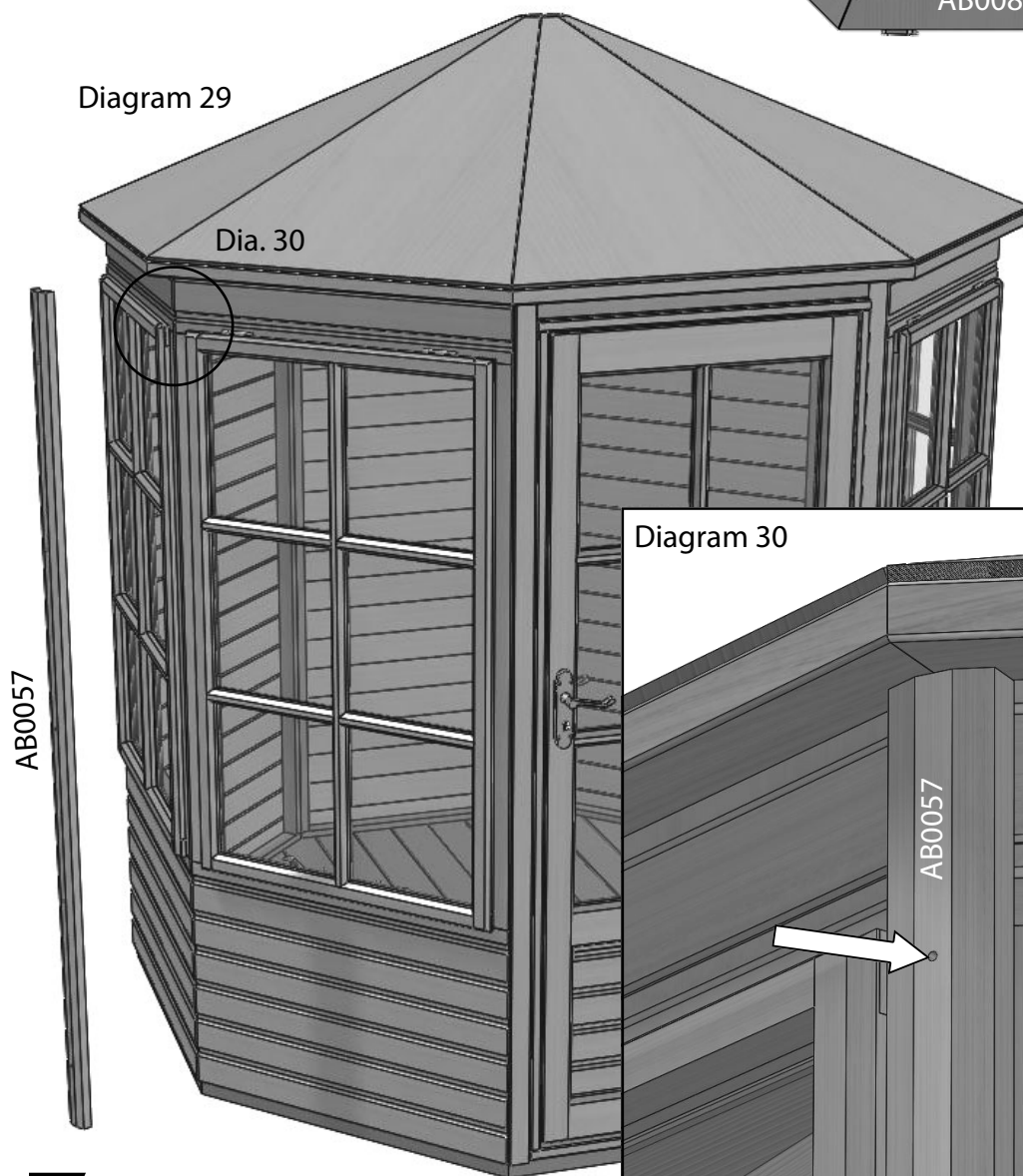


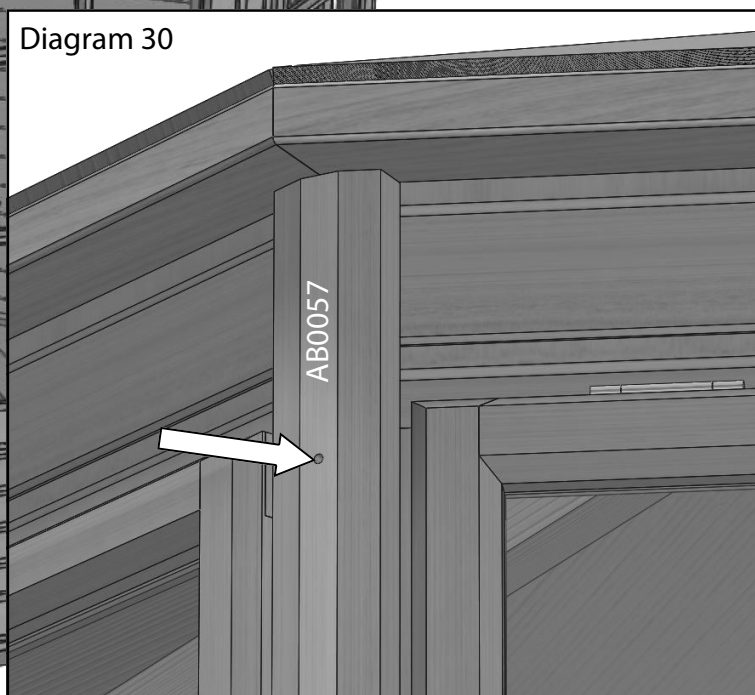
Diagram 28

Diagram 29

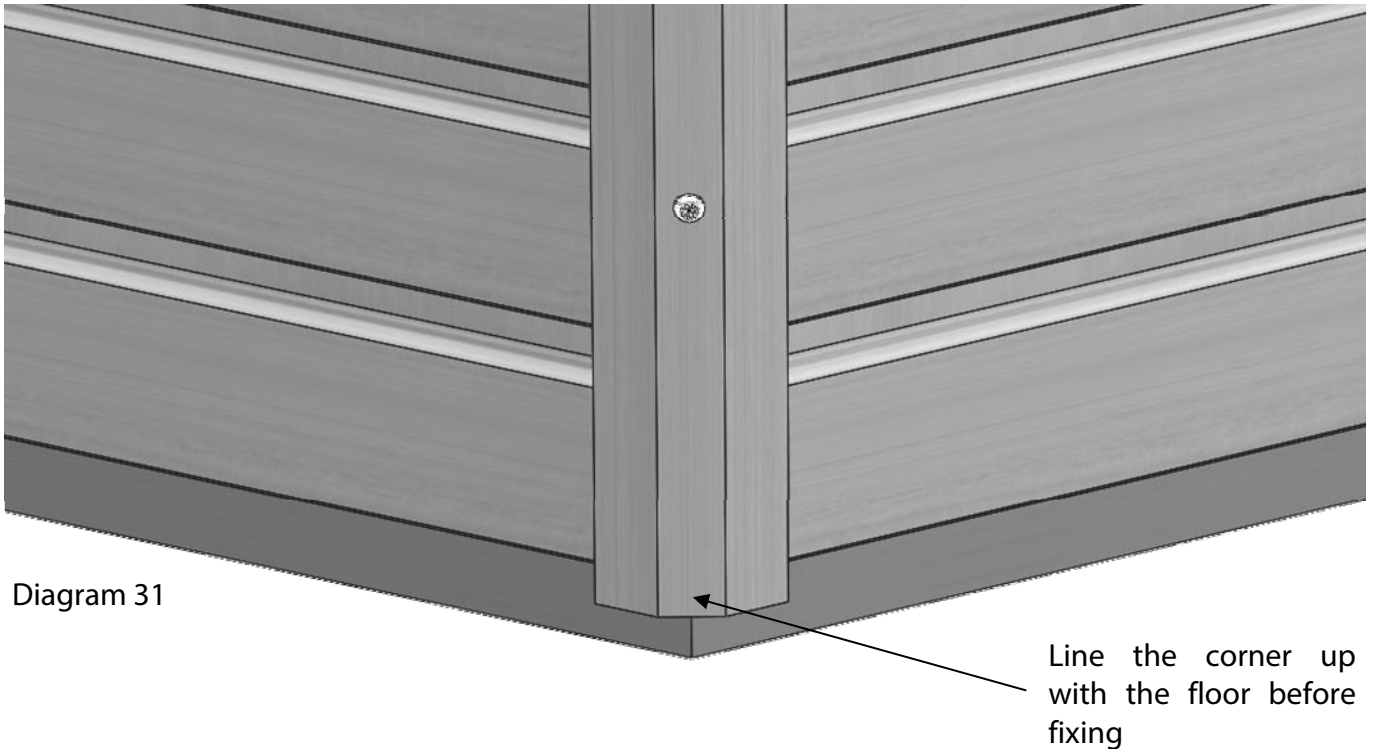


Now is a good time to fit the side corner cloaking. Push the cloaking all the way up to the soffit and fix in place with 40mm round head stainless steel screws.

Diagram 30



Fixing to Base



You can now fix the sides to the floor. The distance between the panels internally should be as close to equal as possible and this distance should be around 1844mm. Drill pilot holes in the cill section of the side frame and fix down with 60mm countersunk screws.

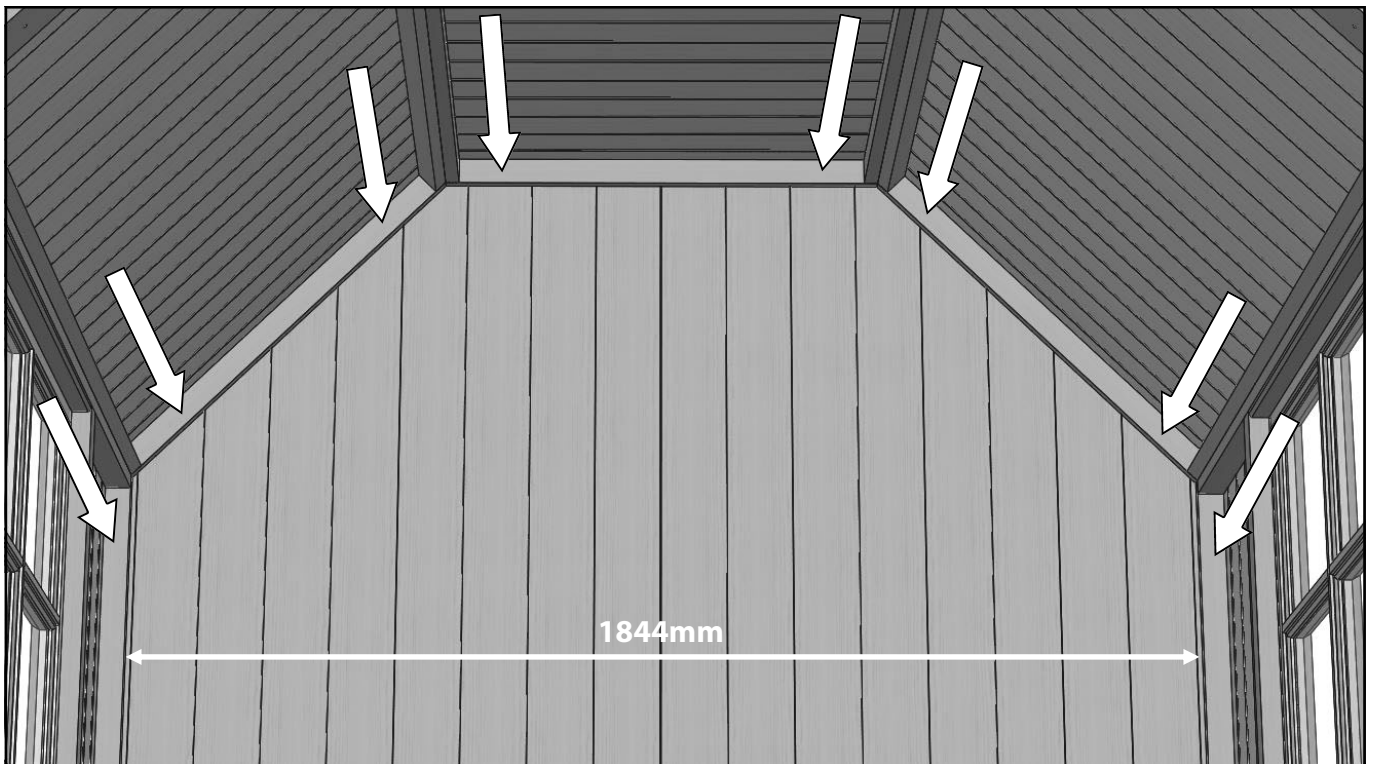


Diagram 32

Roof Felting

Take a roll of roof felt (grit side down) and roll it out somewhere flat e.g. a garage floor. Also it is a good idea to have a sheet of ply or something similar to slide under the felt to protect the floor when cutting.

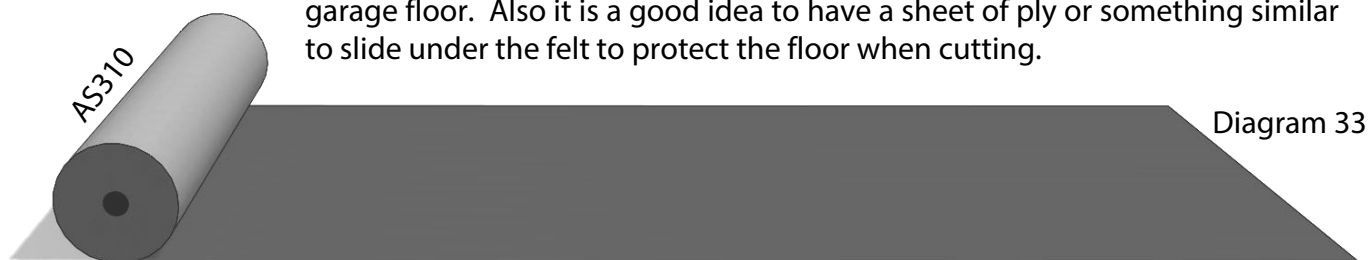


Diagram 33

Lay the ply roof sheet onto the felt and mark out 50mm from the edge all the way around it. Use a Stanley knife to cut this out. If you use a straight edge you will find this easier and get a much neater cut.

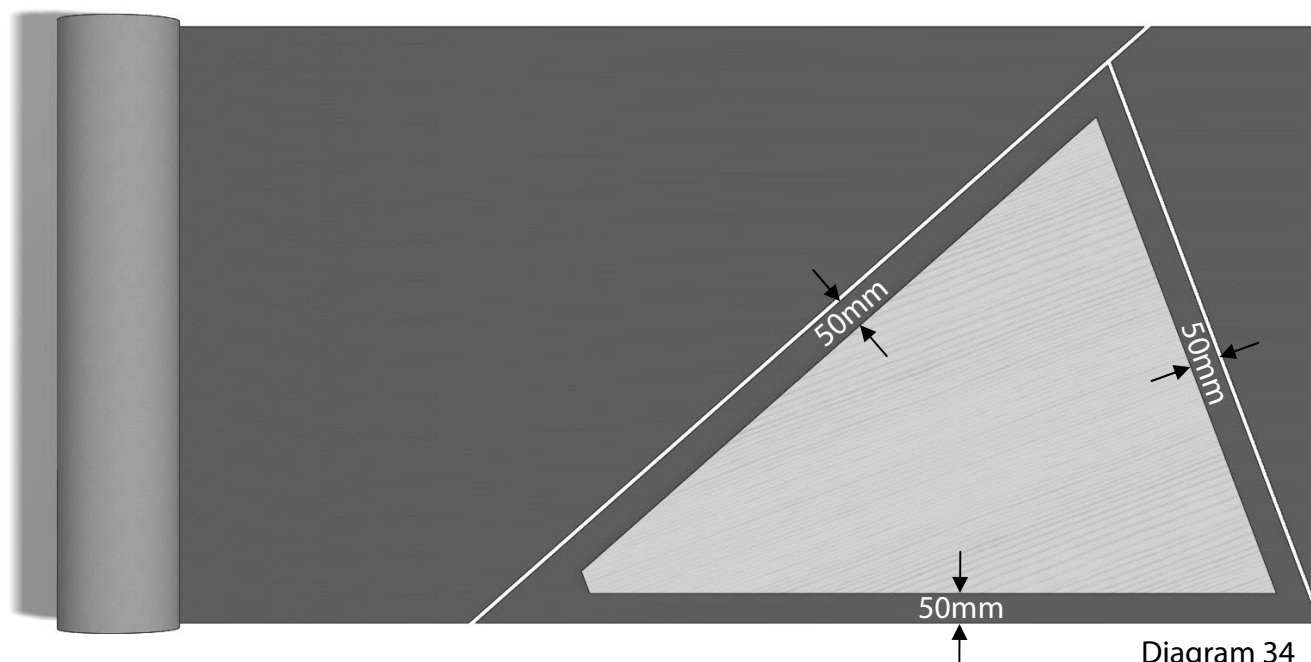


Diagram 34

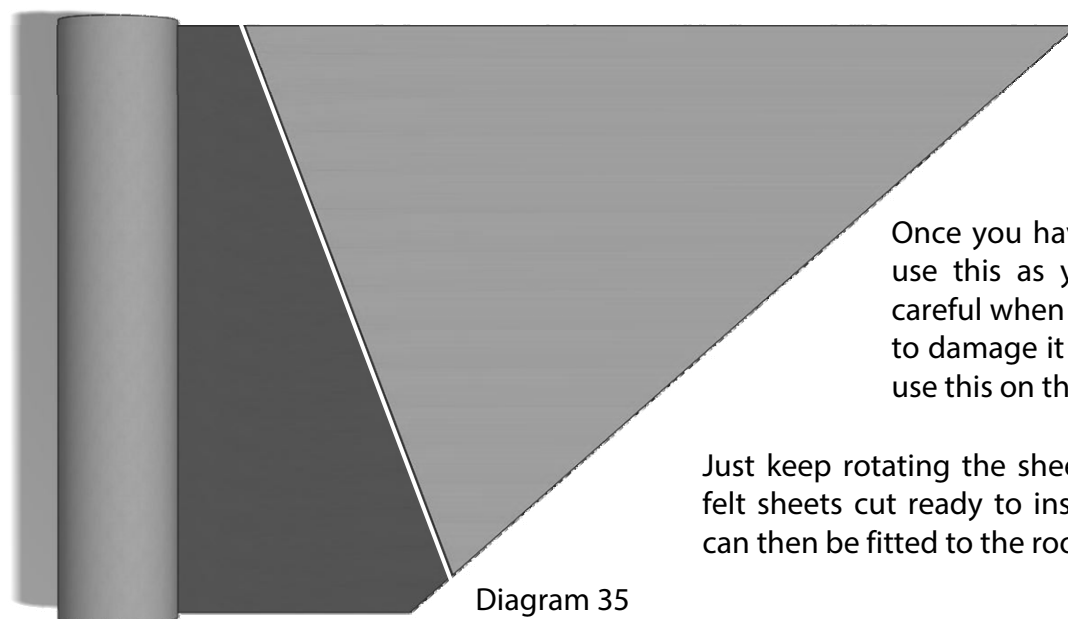


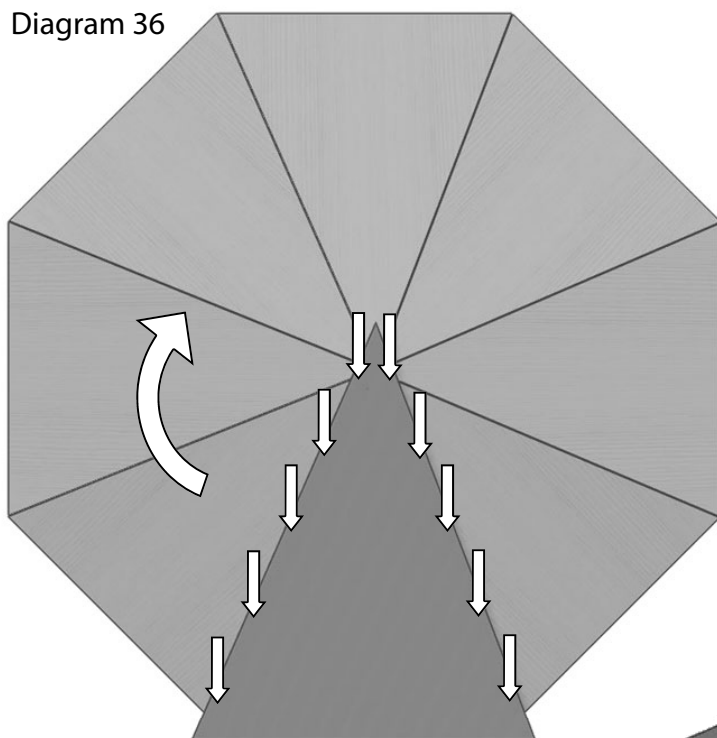
Diagram 35

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

Just keep rotating the sheet until you have 8 felt sheets cut ready to install. The ply sheet can then be fitted to the roof.

Roof Felting

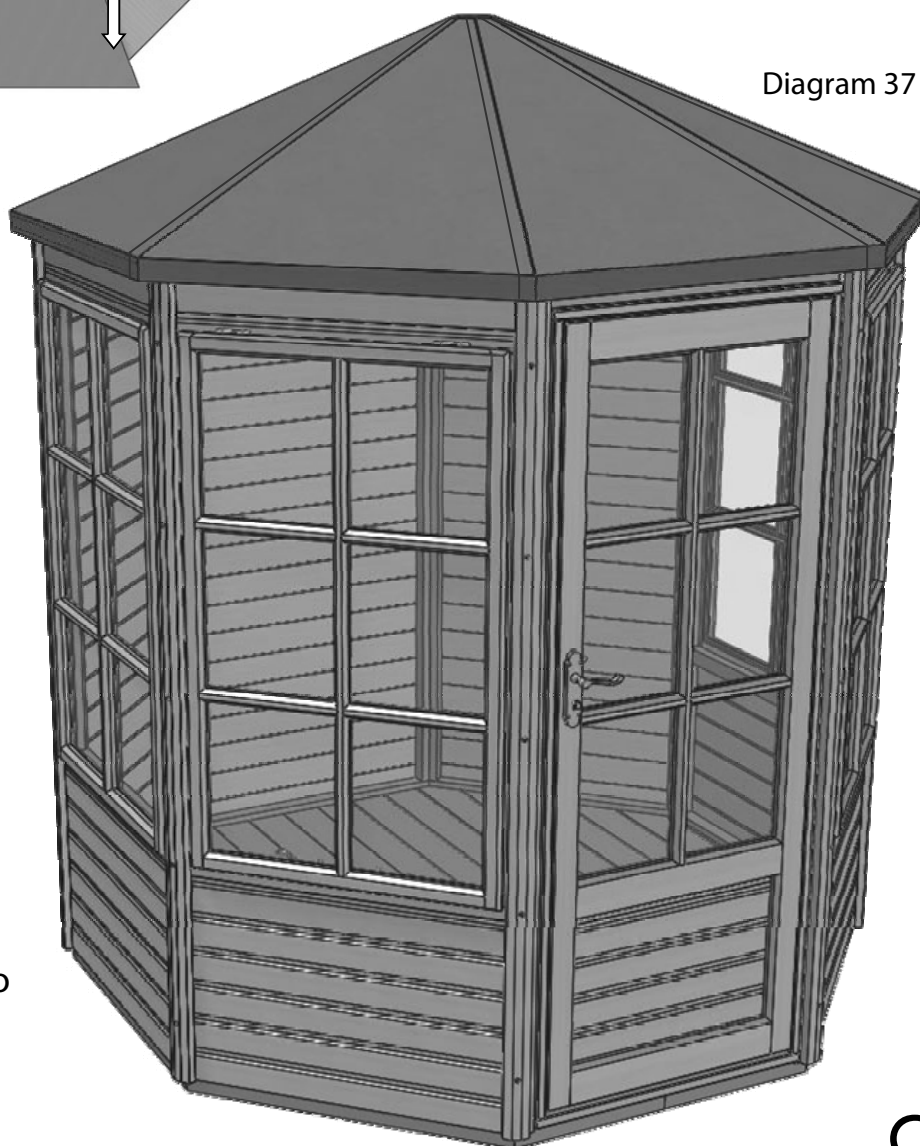
Diagram 36



Lay the first piece of roof felt onto the ply roof, this should have about 50mm overhang at the bottom of the roof. Using the clout nails provided fix the sheet to the roof. When nailing you should position the nail no more than 20mm from the joint in the ply sheets so the nail goes into the roof bar. The nails should also be no more than 300mm apart (diagram 36).

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

Diagram 37



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

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

Fascias and Capping

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

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

Make sure the felt is folded down tight along the bottom of the roof, also line up the ends with the centre point of the side cladding. The more time you take over lining these up will make a big difference to the overall finish.

You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer.

Fix in place with 40mm round head stainless steel screws.

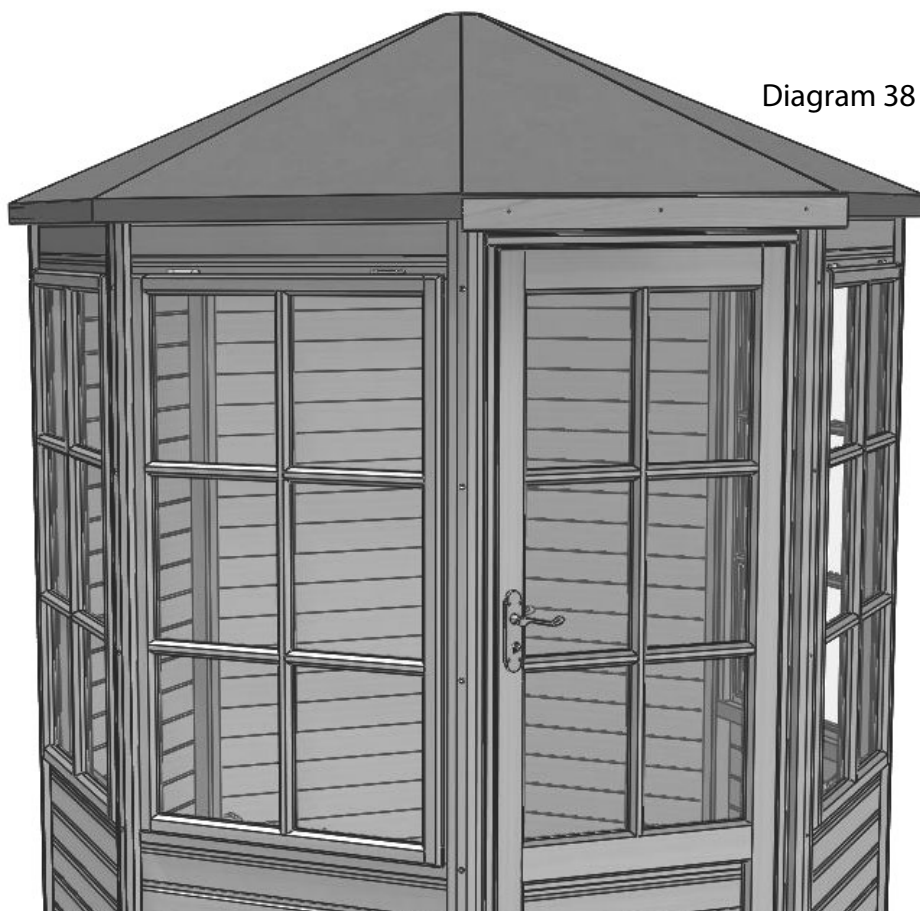


Diagram 38

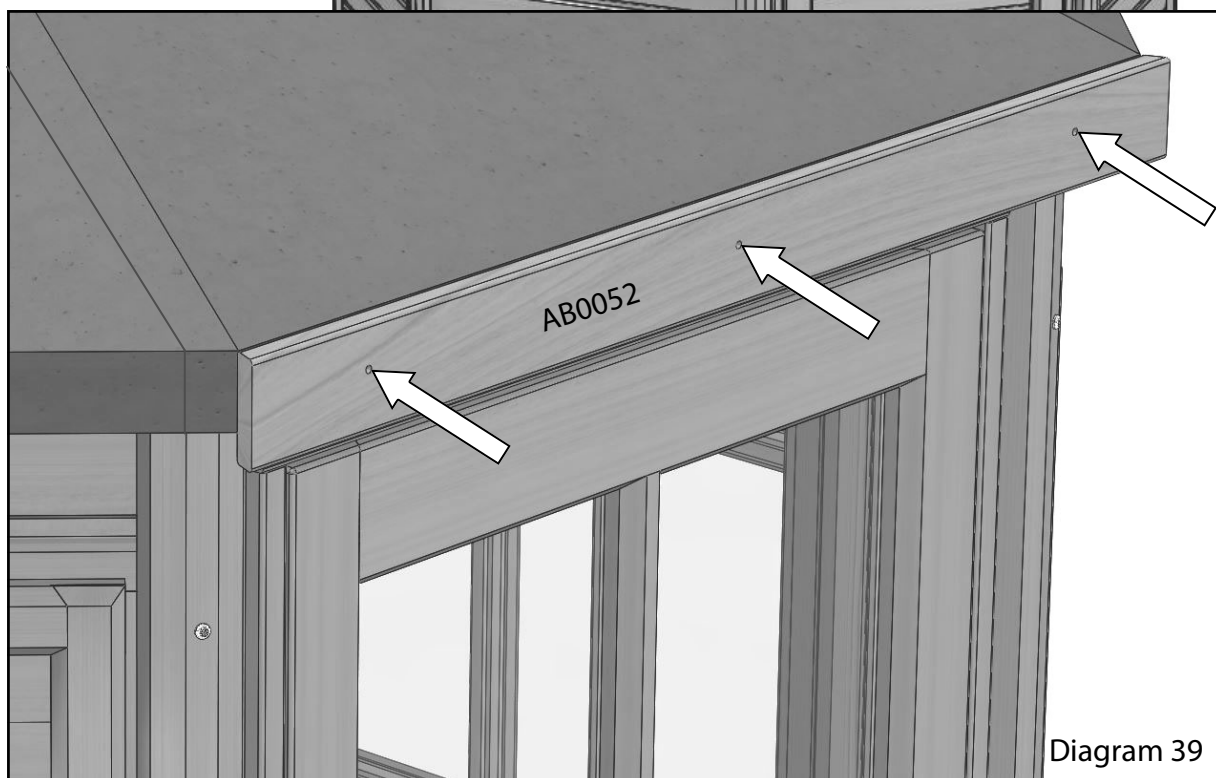
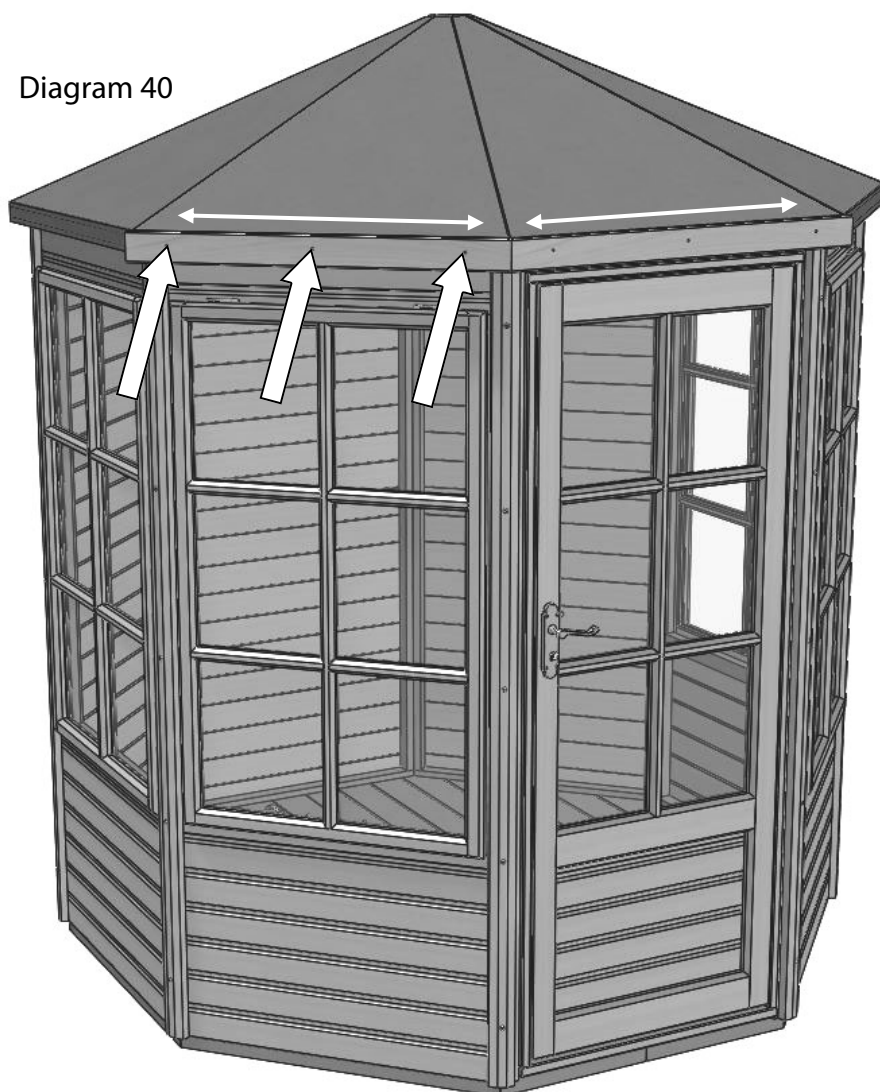


Diagram 39

Fascias and Capping

Diagram 40



When fitting the next fascia section adjust the position until you get a neat joint between the two sections. You may find you need to adjust the first one to get them to sit right. Measure from the underside of the soffit to get the fascia in the same position as the first. Fit each fascia to the building leaving the one that is least visible until last in case it needs trimming or there is a slightly bigger gap. All being well it should slot in nicely.

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

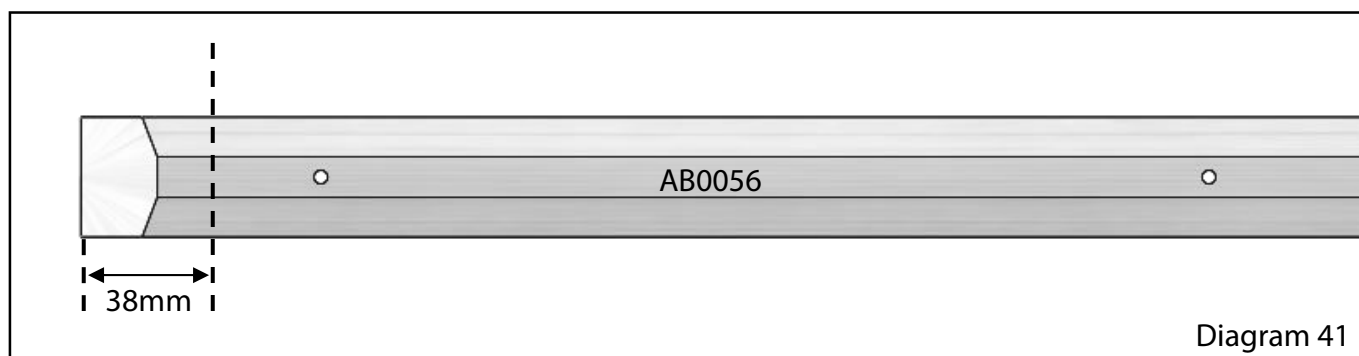
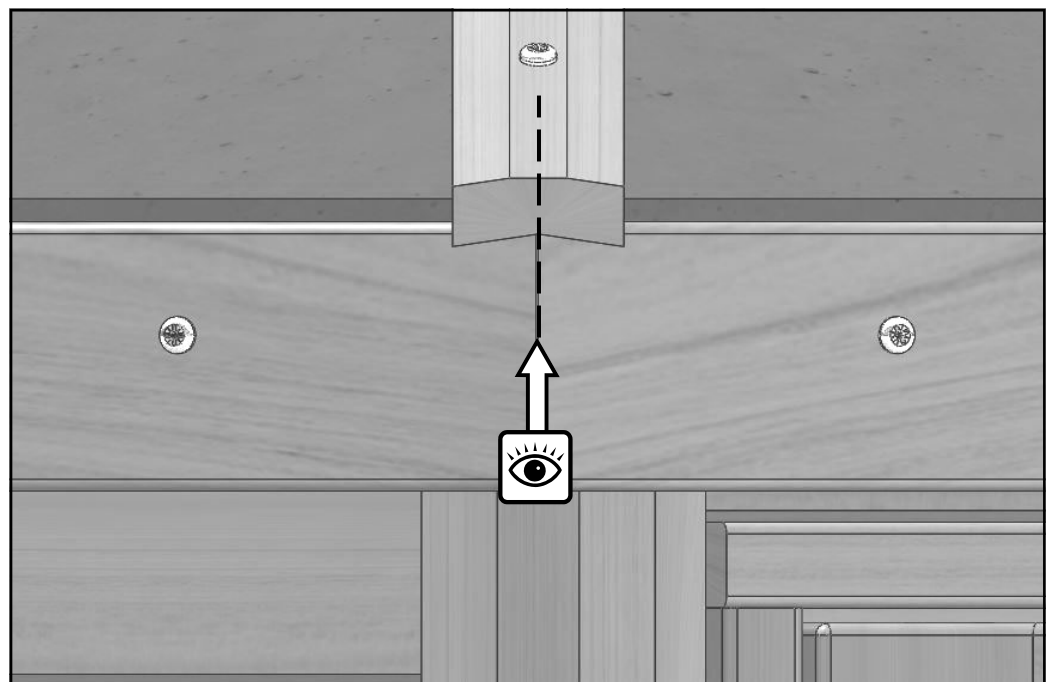
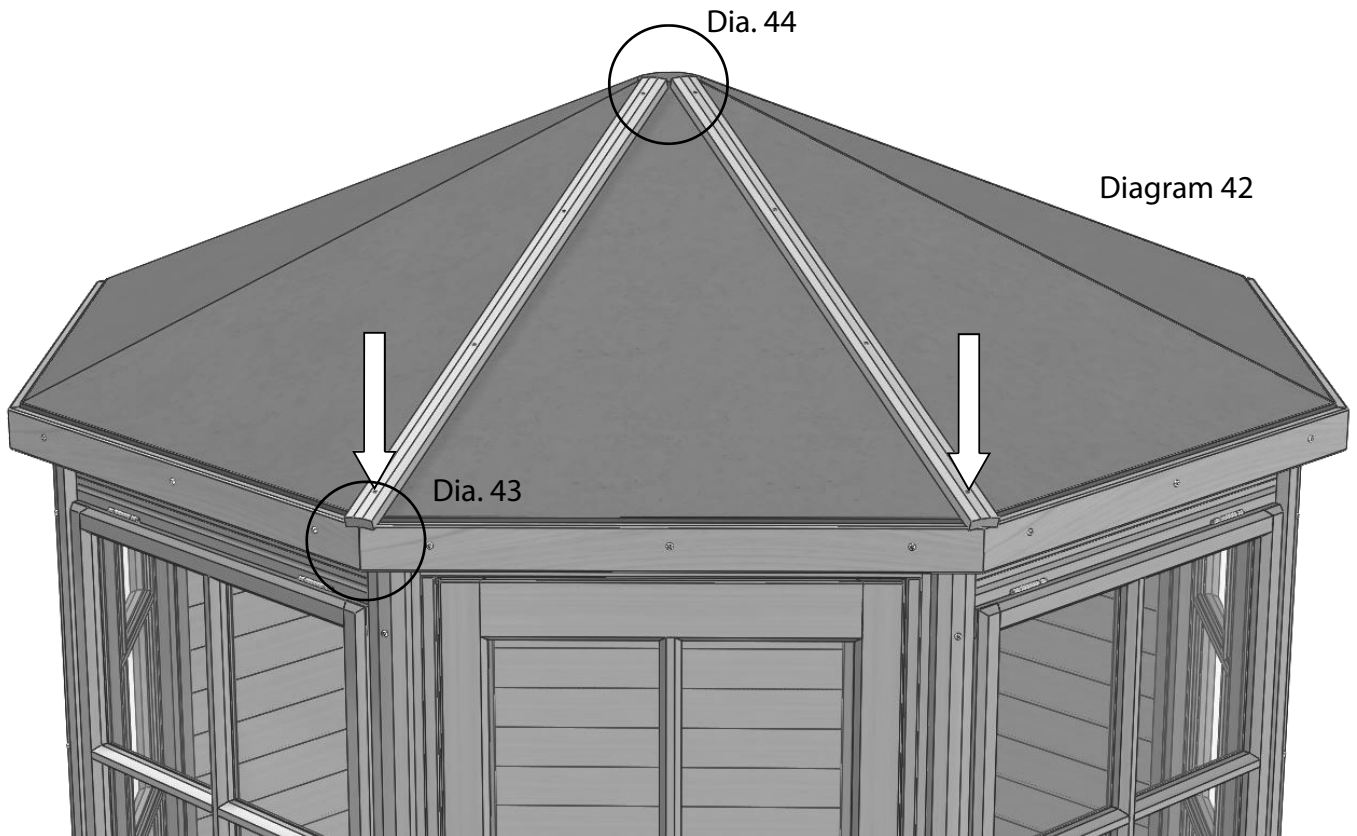


Diagram 41

Fascias and Capping

Now you can fit the capping working your way around the building. As you position each one, line the end up with the outer point of the joint between fascias (diagram 43). When you are happy fix in position with 50mm countersunk stainless steel screws. Only fix the bottom screw for now as you will want to fix the top screw next, when all have been spaced equally.



Fascias and Capping

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

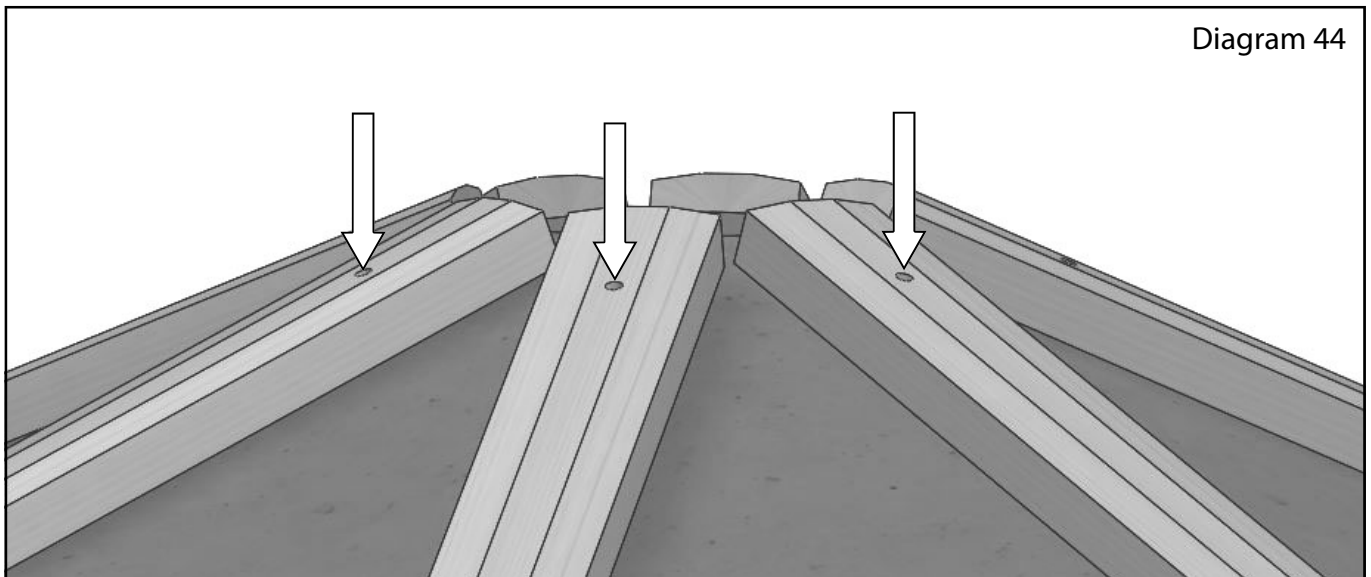


Diagram 44

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

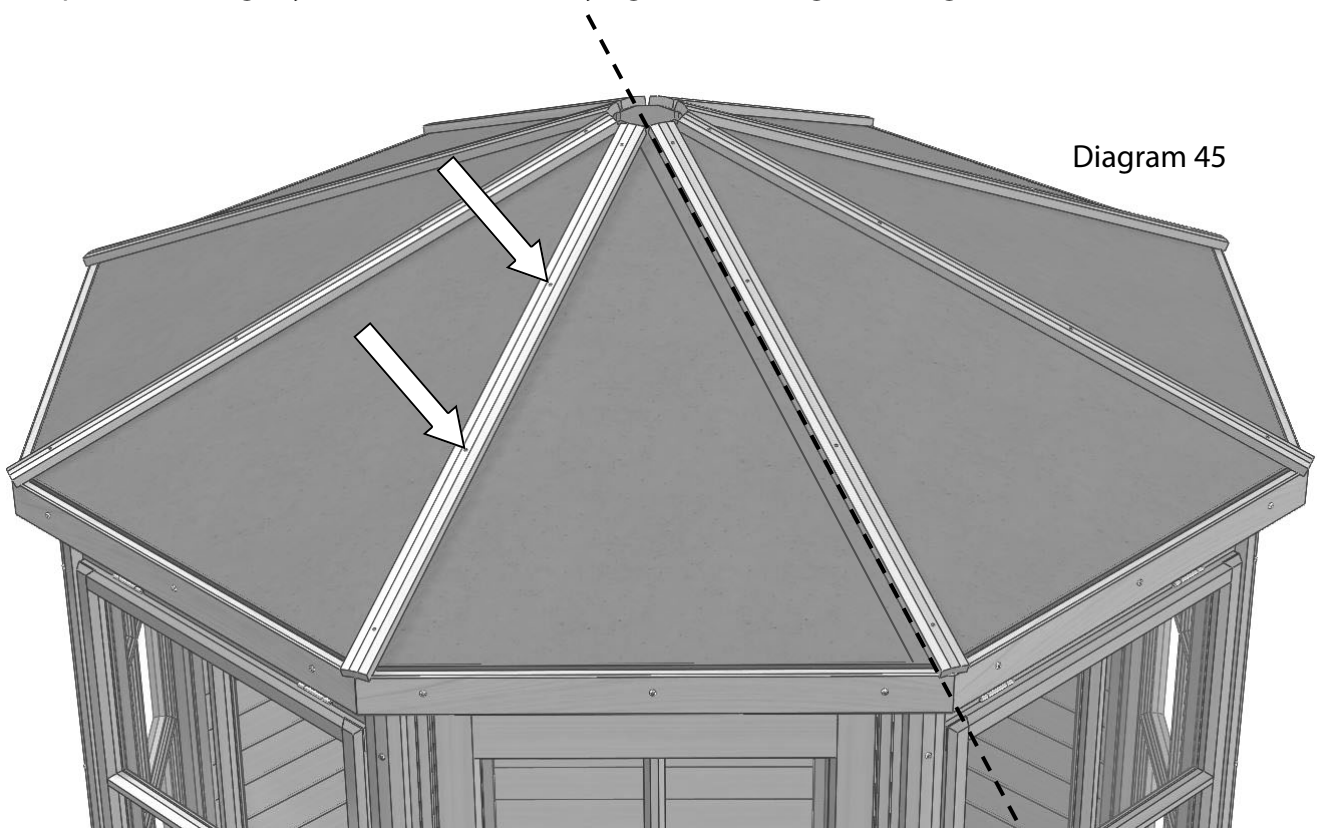


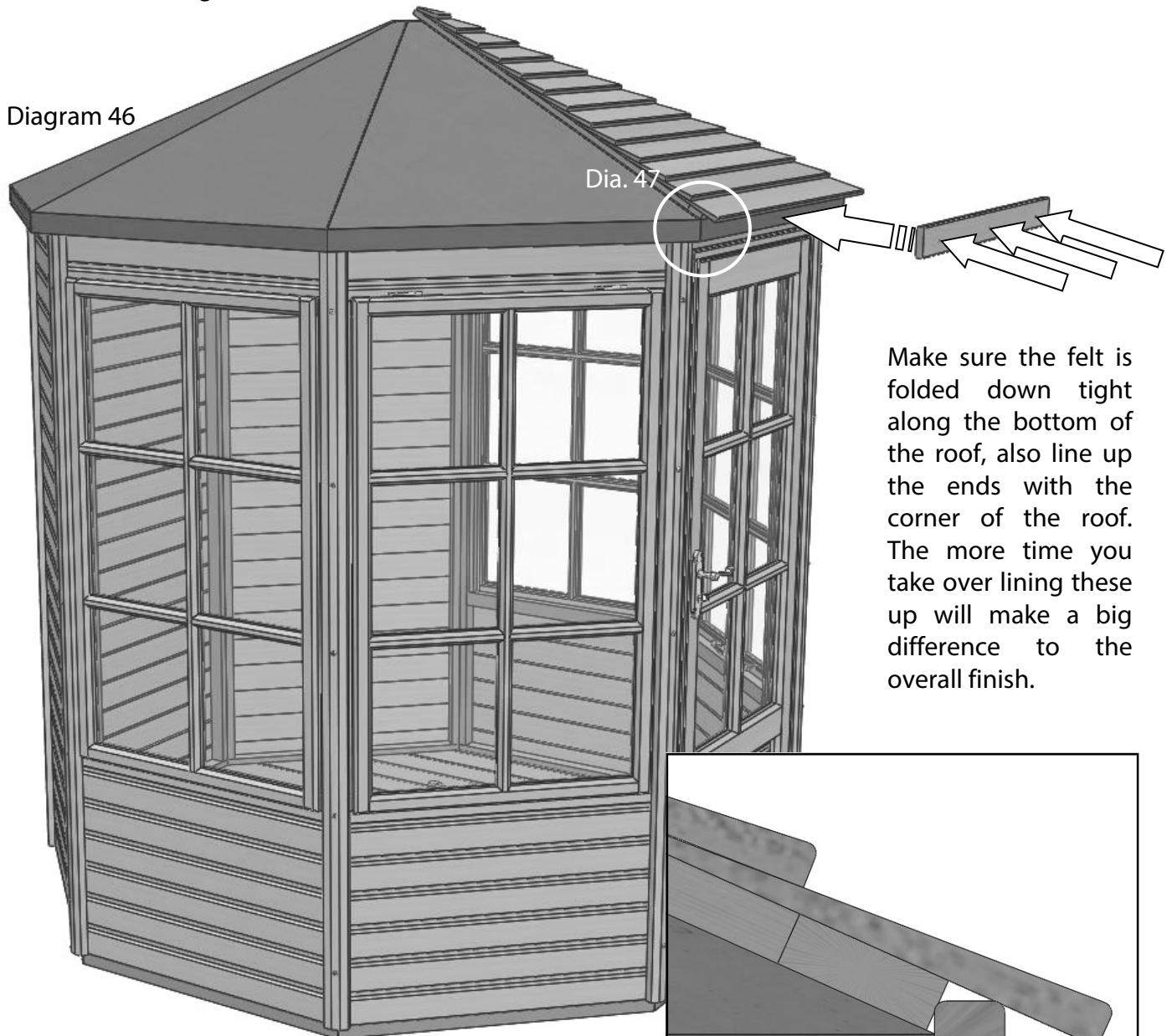
Diagram 45

Now all the capping is fitted and the felt is trimmed you can move to **section 12**.

Slatted Roof Installation (optional)

With all the felt in place you can lower the first slatted roof panel into place. Its best to start above the door and work around the building from there. Ask a help to hold the first roof panel while you position the fascia board below. You will notice the holes are slightly off-set, these should be closest to the bottom edge of the fascia in this installation.

Diagram 46



You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer. Then push the fascia up until it touches the underside of the bottom slat. The treated softwood frame should then sit in behind it. Fix the fascia in place with 40mm pan head stainless steel screws, this will then support the roof section while you fix the rest of the fascias.

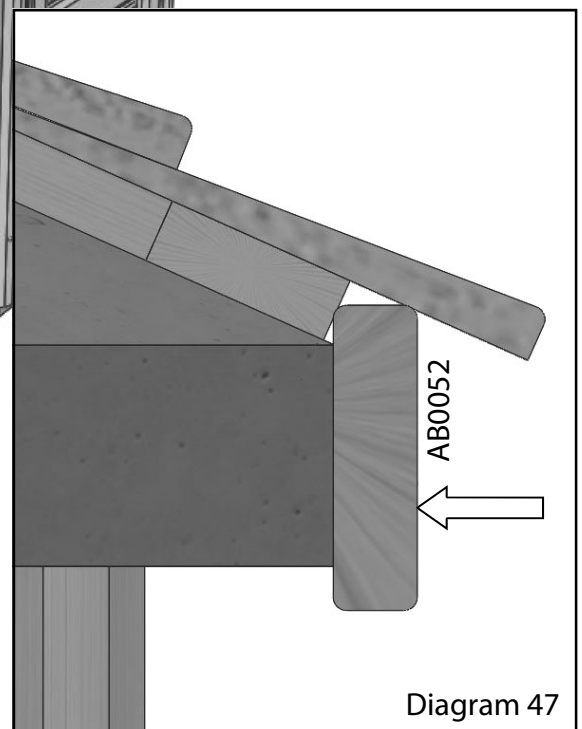
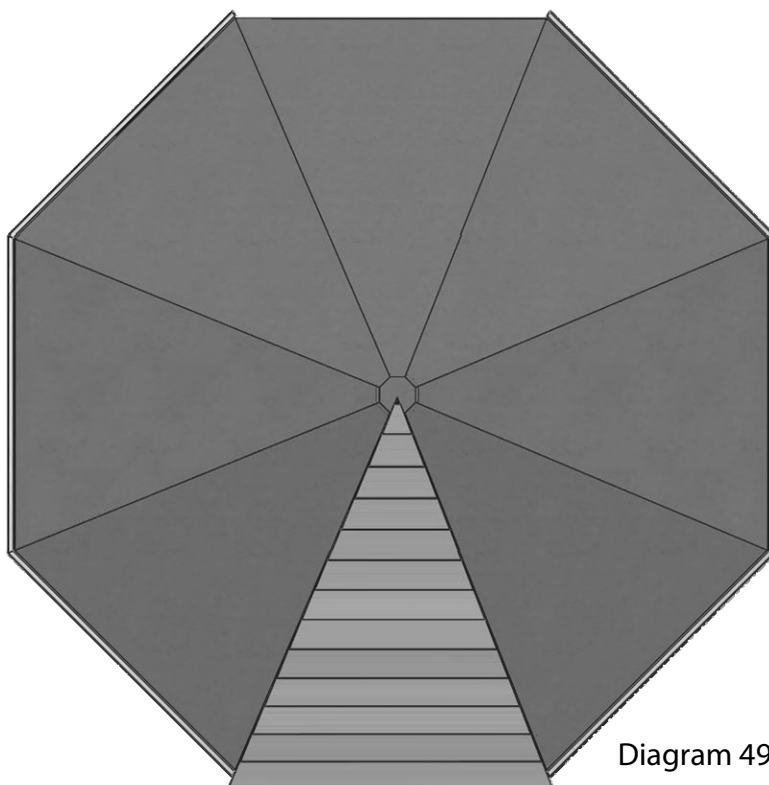
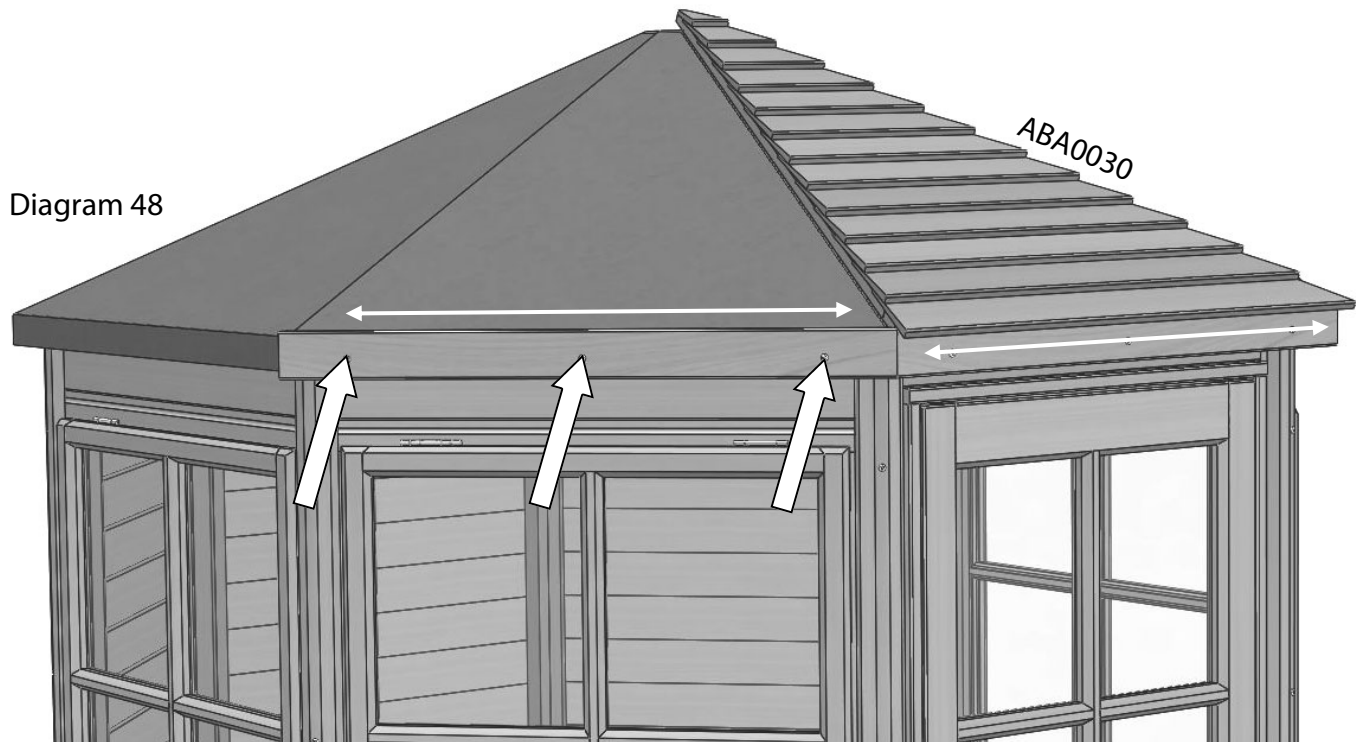


Diagram 47

Slatted Roof Installation (optional)

When fitting the next fascia board adjust the position until you get a neat joint between the two boards. You may find you need to adjust the first one to get them to sit right. You will need to trim the felt at the corners, trim the bottom layer and overlap the top layer.

Measure from the underside of the soffit to get the rest of the fascias in the same position as the first.



Fit each fascia to the building leaving the one that is least visible to last in case it needs trimming or there is a slightly bigger gap. All being well it should slot in nicely.

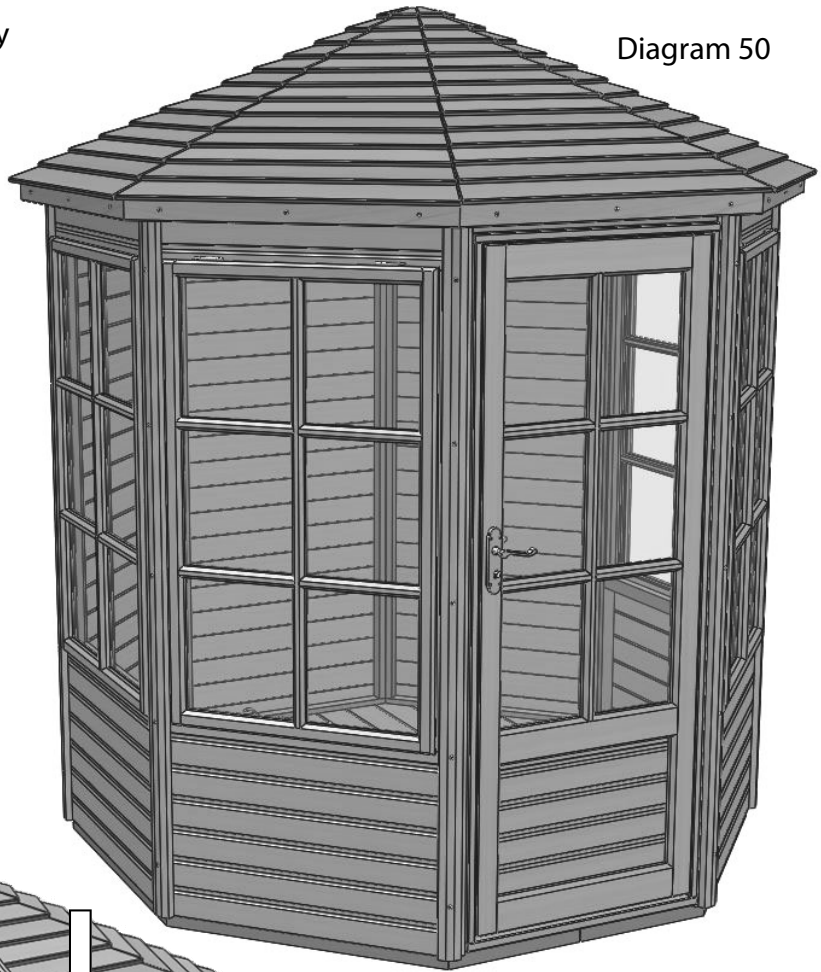
Diagram 49



Slatted Roof Installation (optional)

When all of the fascias are in place lay on the rest of the roof panels.

Diagram 50



Now you can fit the capping working your way around the building. As you position each one, line the end up with the outer point of the joint between fascias (diagram 52). When you are happy fix in position with 80mm countersunk stainless steel screws. Only fix the bottom screw for now as you will want to fix the top screw next, when all have been spaced equally.

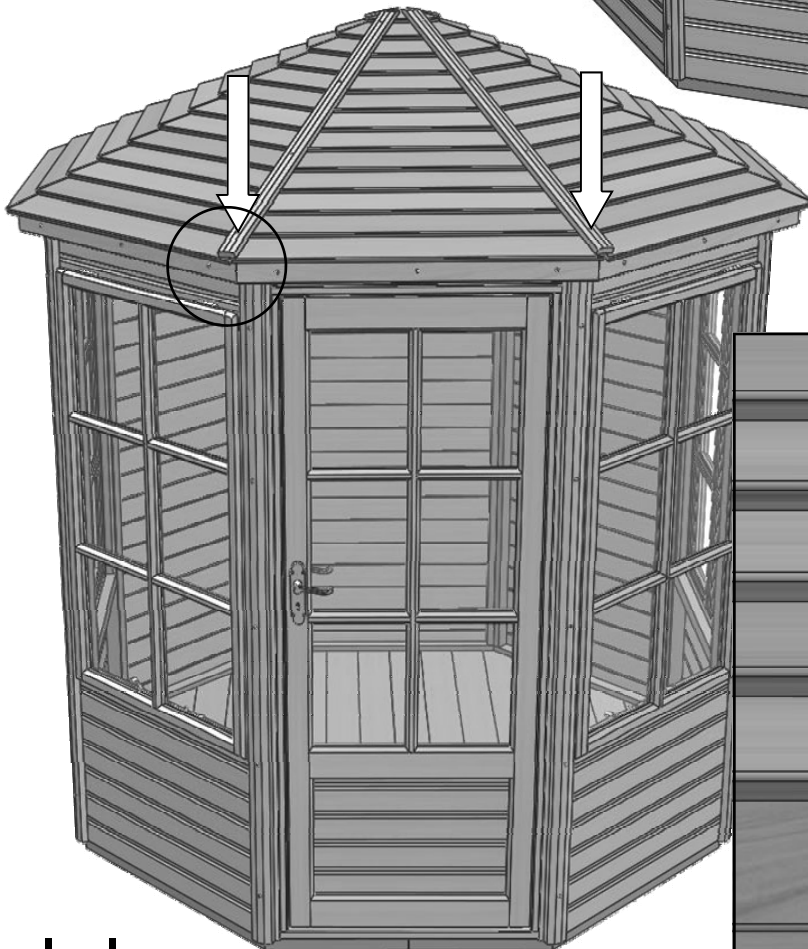
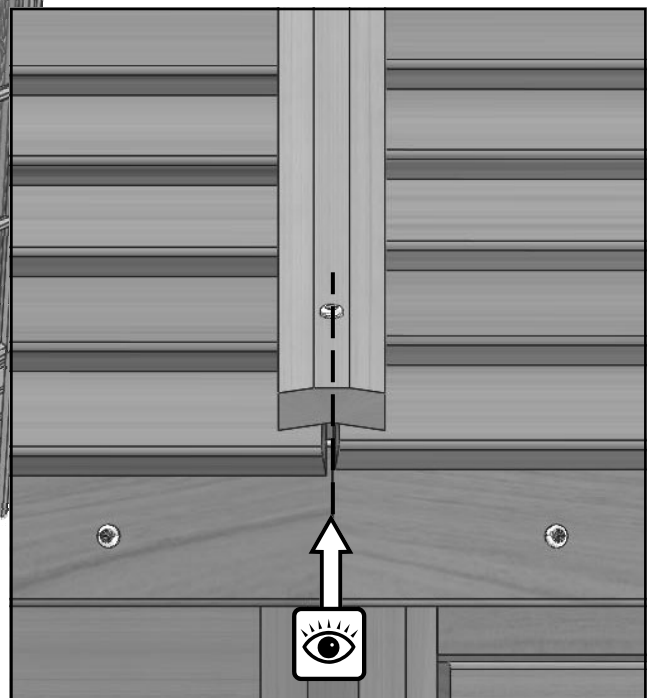


Diagram 51

Diagram 52



Slatted Roof Installation (optional)

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

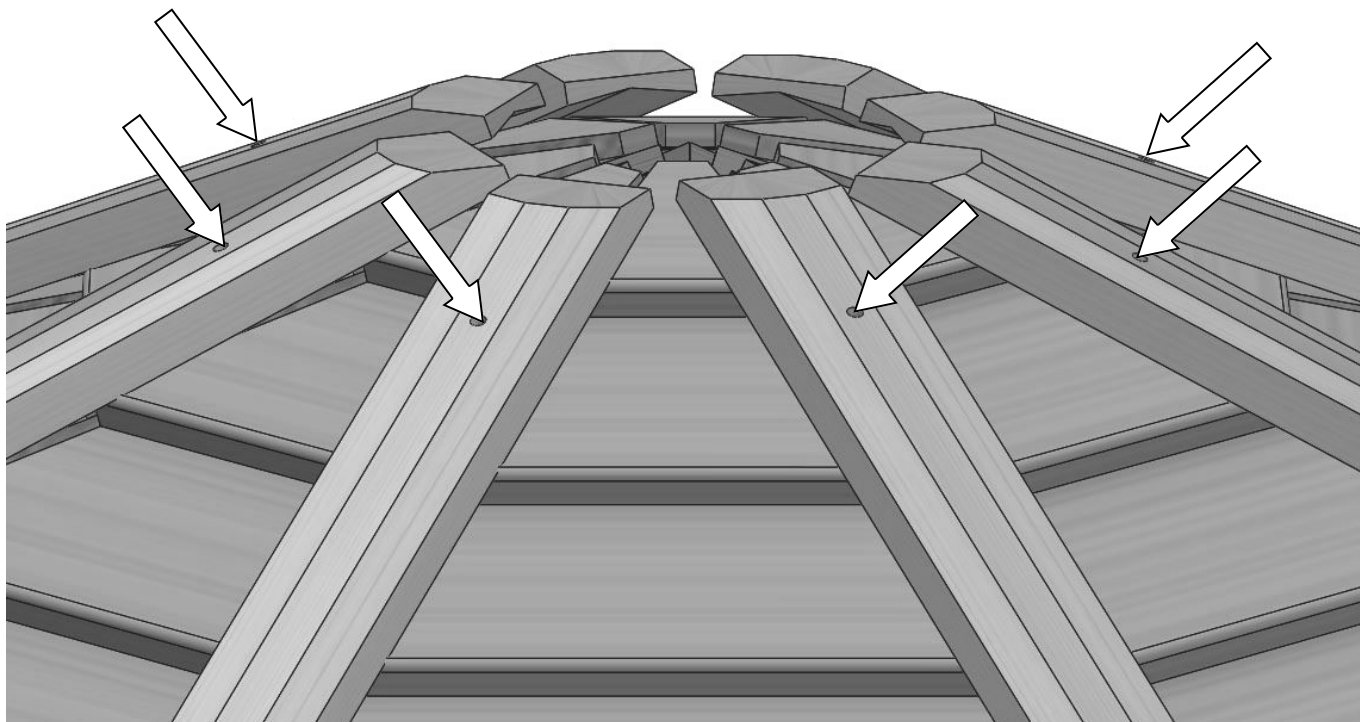
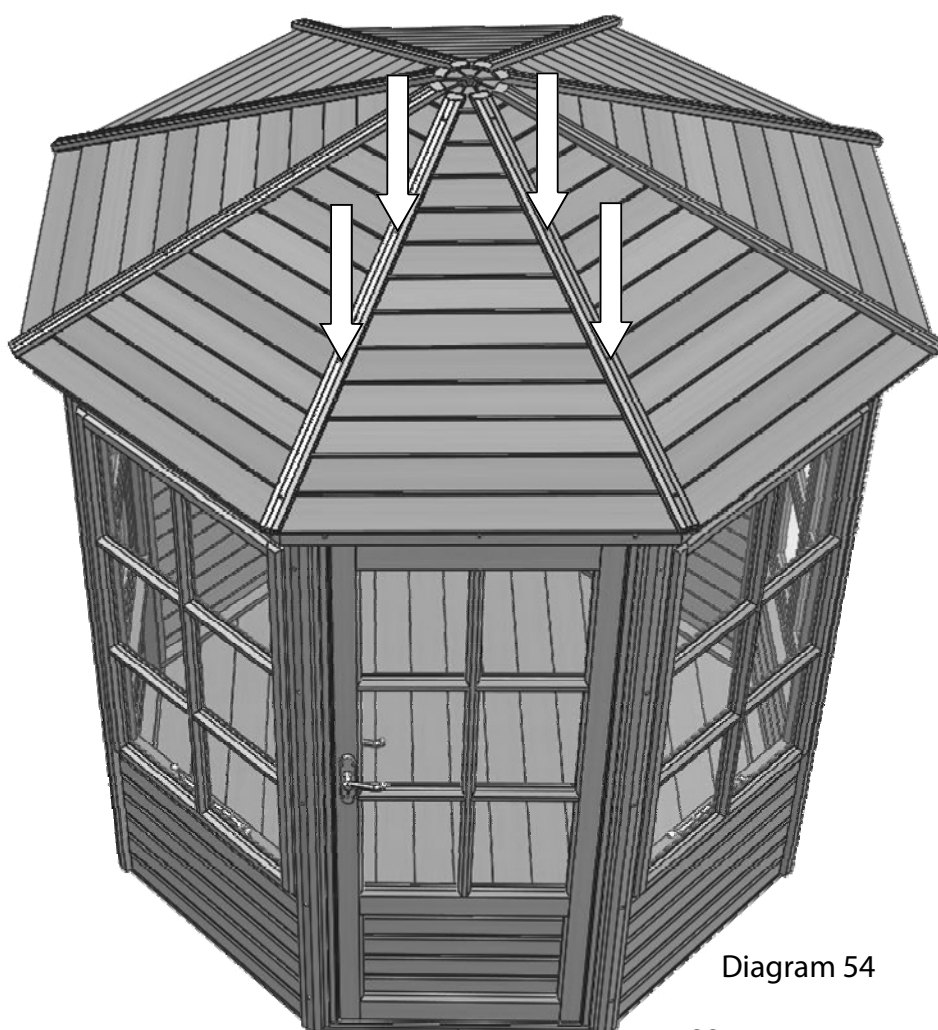


Diagram 53



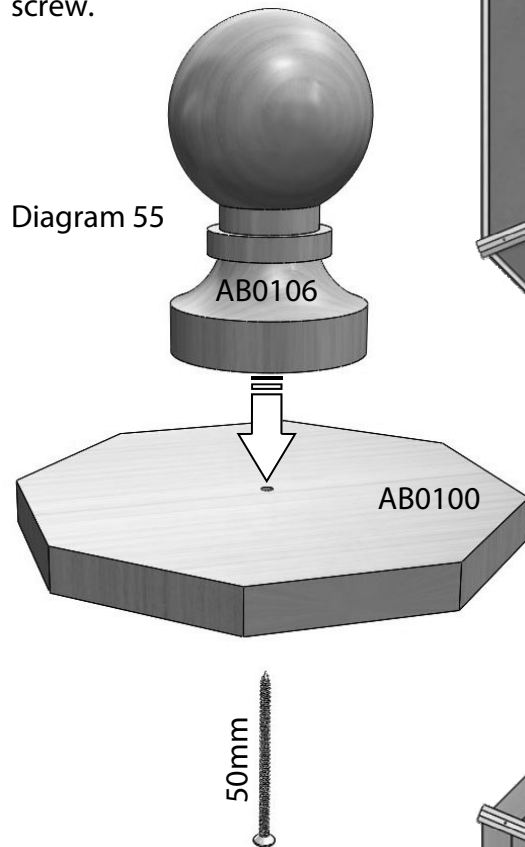
Finish fixing the capping with the final 2 screws per strip.

Diagram 54



Top Cap and Finial

First mark the centre point of the top cap (AB0100) and drill a pilot hole. Then find the centre point of the finial (AB0106) and mark this. Fix the two parts together with a 50mm countersunk stainless steel screw.



Line the corners of the top cap up with the roof capping, drill 2 or 3 pilot holes through the cap above the tops of the roof capping. Fix in place with 40mm pan head stainless steel screws (diagram 56 and 57).

Diagram 56

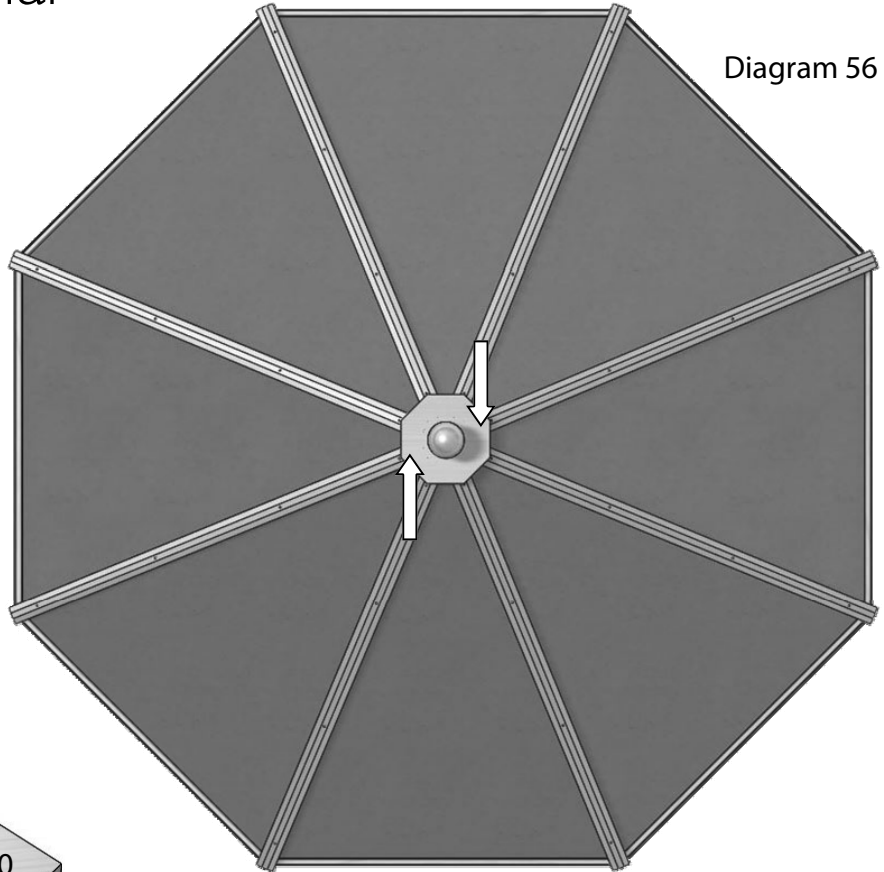
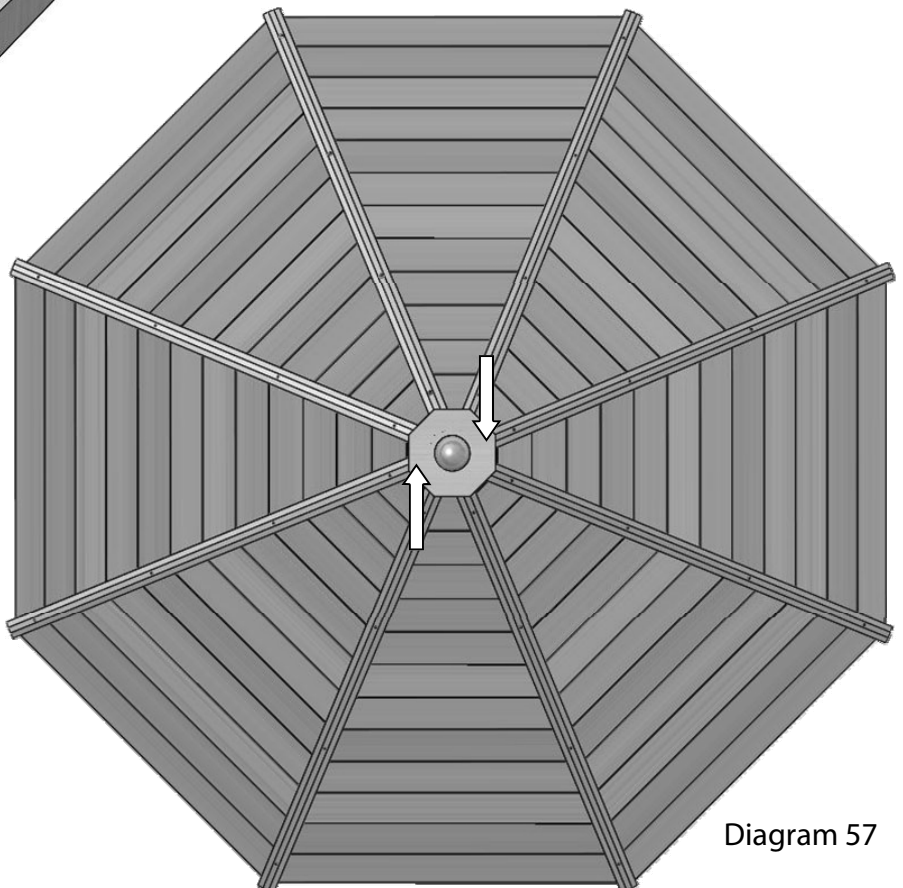


Diagram 57



Casement Stay Setup

Remove the casement stay peg from below the window rail, keep the screw as you will need this to re-attach the peg (diagram 58).

Then remove the transit screw and washer from the casement stay handle, again keep this screw for the peg (diagram 59).

Next position the casement stay peg underneath the last hole on the arm, hold this in position while you lift the arm away and fix it with the two 25mm screws (diagram 60).

Diagram 58

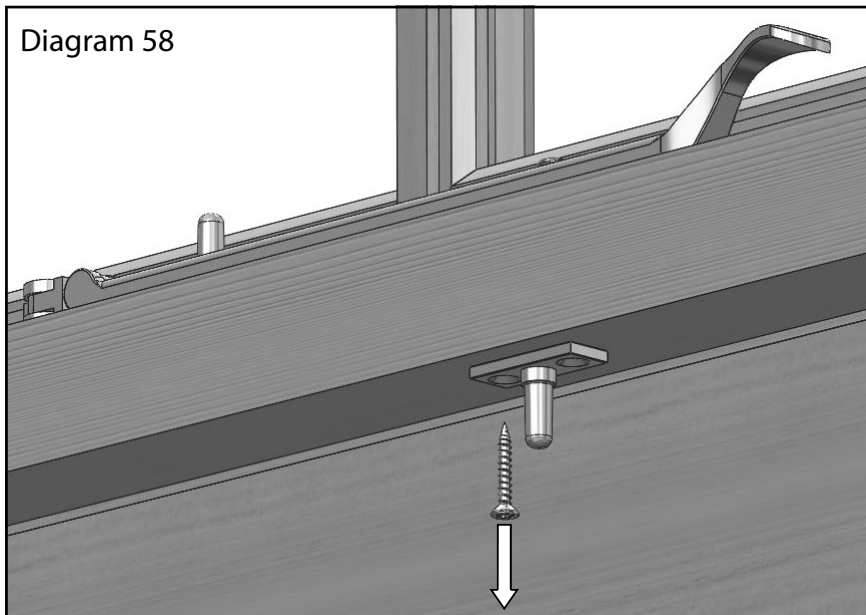


Diagram 59

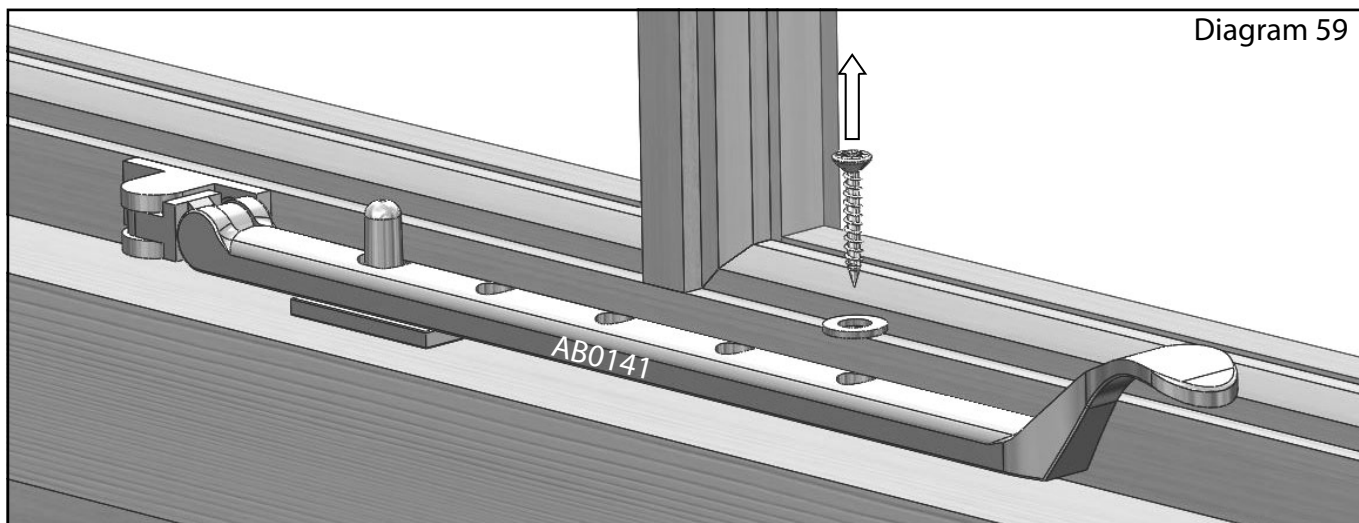
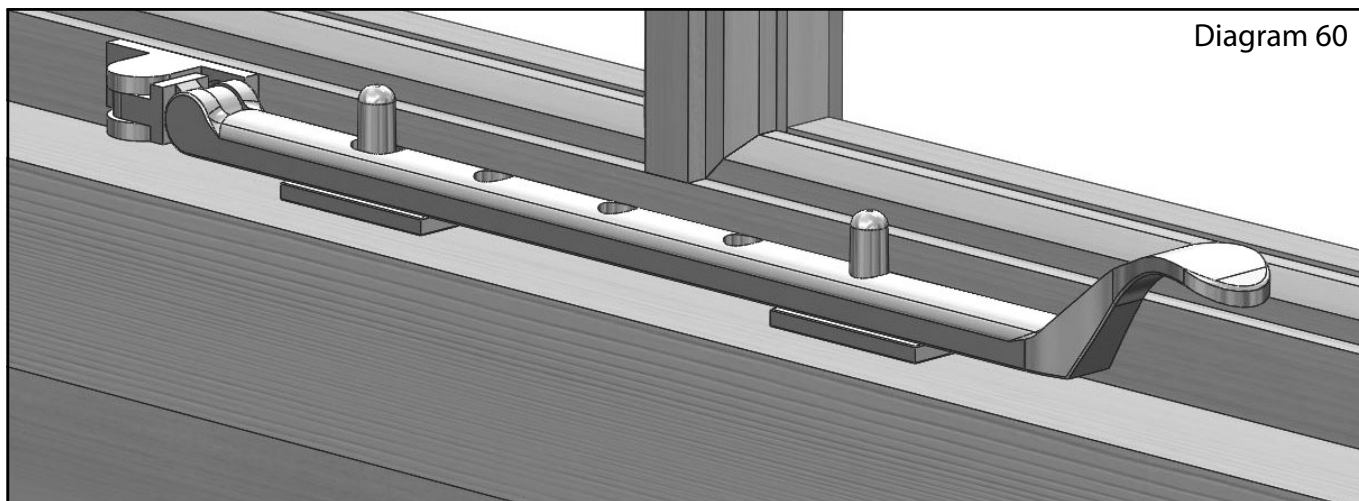


Diagram 60



Cabin Hook Fitting

Firstly fit the cabin hook eye plate to the door. This should fit close to the bottom of the mid rail and 193mm in from the hinge side (diagram 61). Fix in place with two 25mm countersunk stainless steel screws.

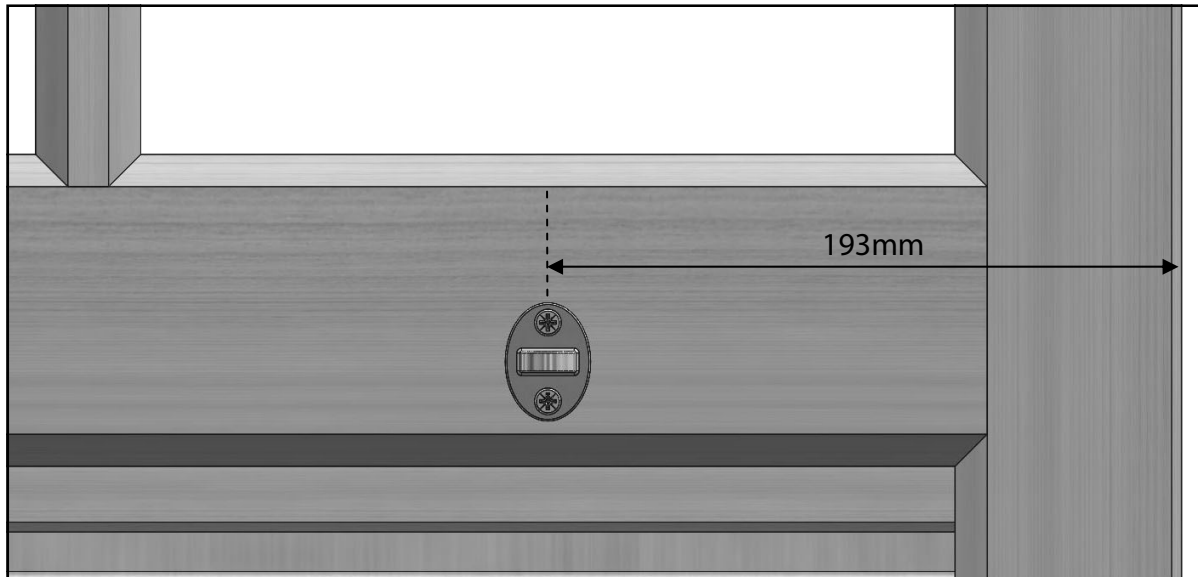


Diagram 61

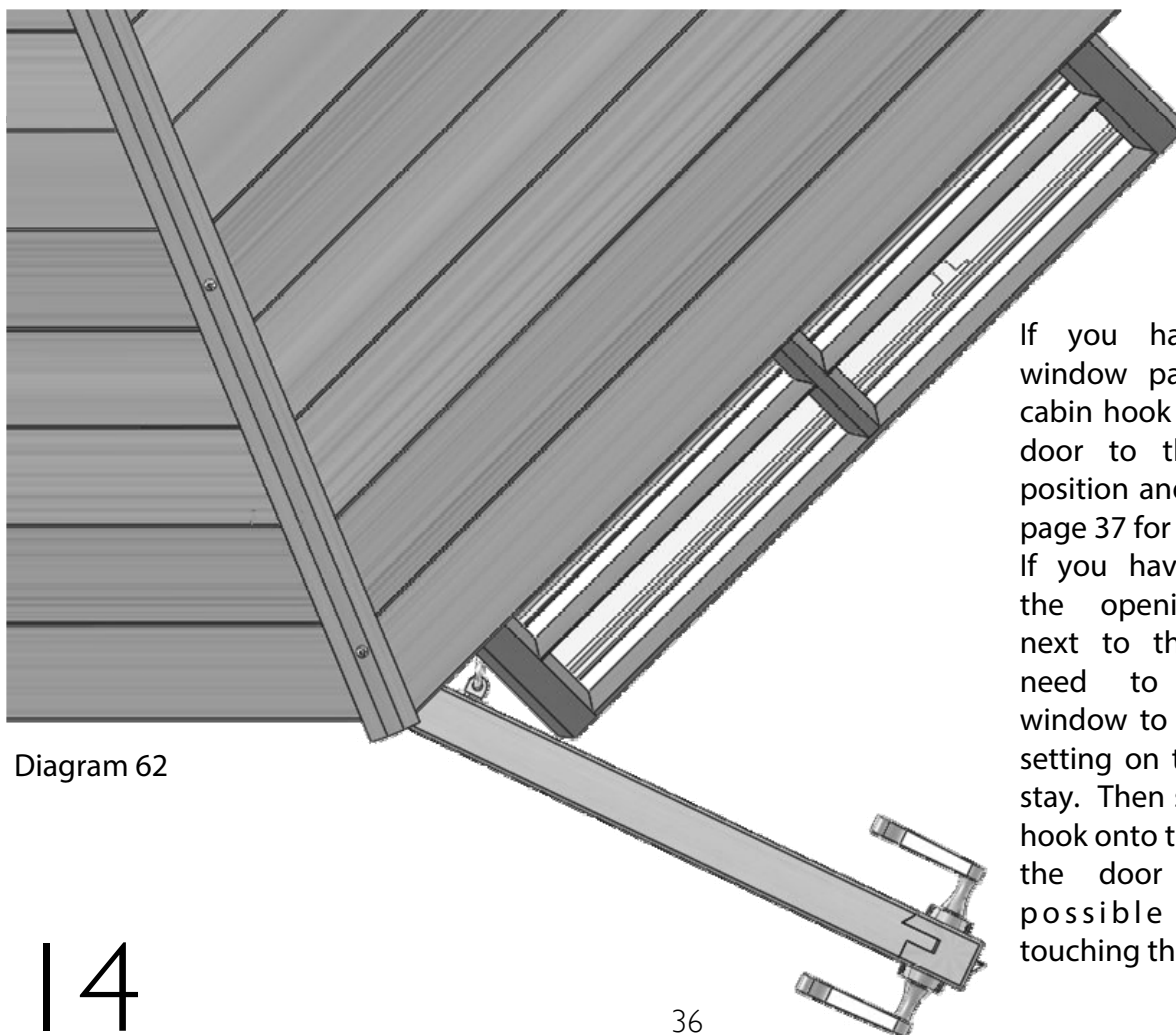


Diagram 62

If you have a fixed window panel slot the cabin hook on, open the door to the preferred position and continue to page 37 for fixing.

If you have positioned the opening window next to the door you need to open the window to its maximum setting on the casement stay. Then slot the cabin hook onto the eye. Open the door as far as possible without touching the window.

Cabin Hook Fitting

With the cabin hook (AB0145) slotted onto the eye, position the back plate of the hook against the side panel. This should be fixed just below the window frame to make sure it doesn't interfere. Screw the first 25mm screw into the top hole of the back plate, and the second screw in the bottom hole should be angled up slightly to be sure to pick up the softwood frame behind.

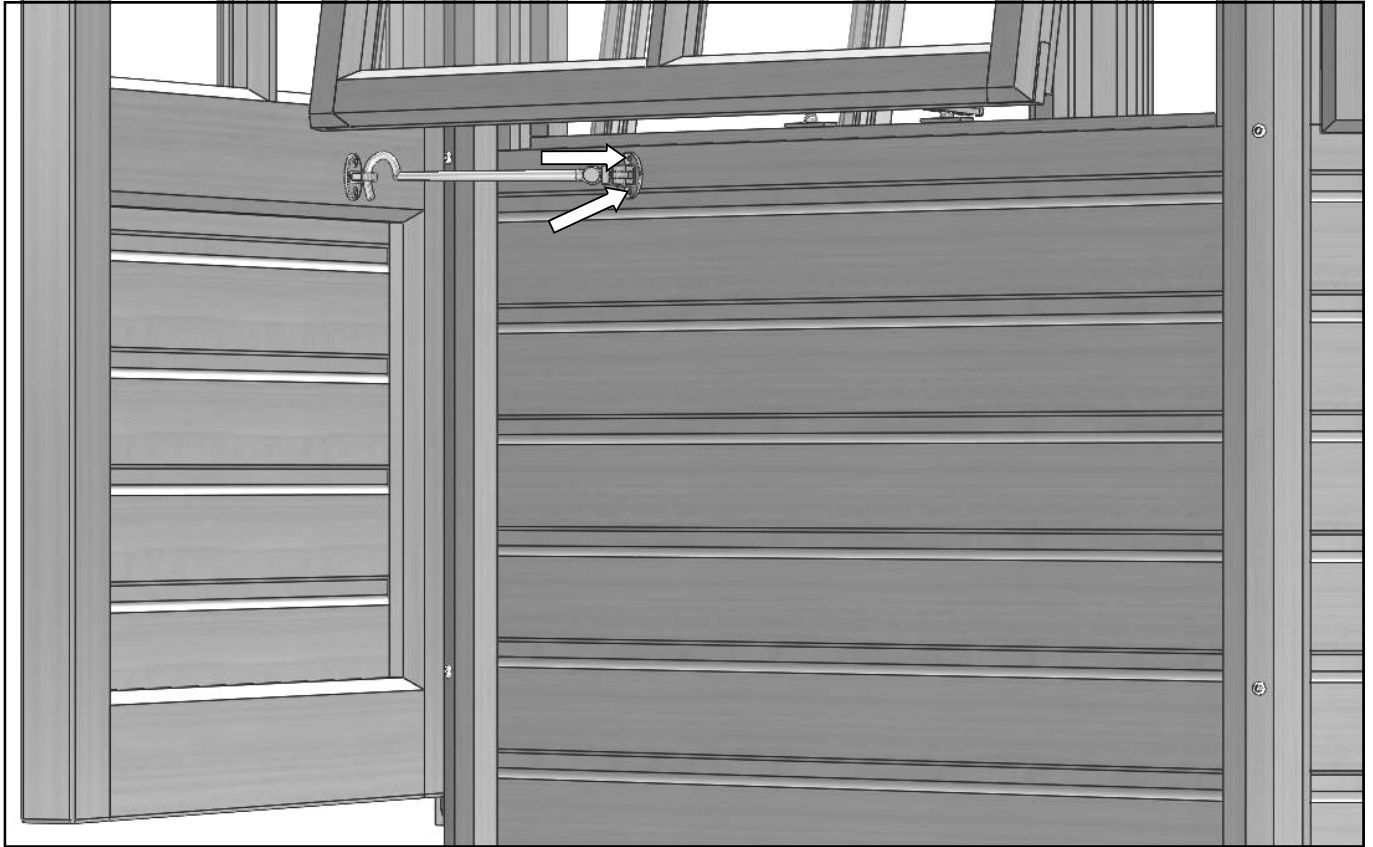


Diagram 63



Diagram 64

Architrave fitting

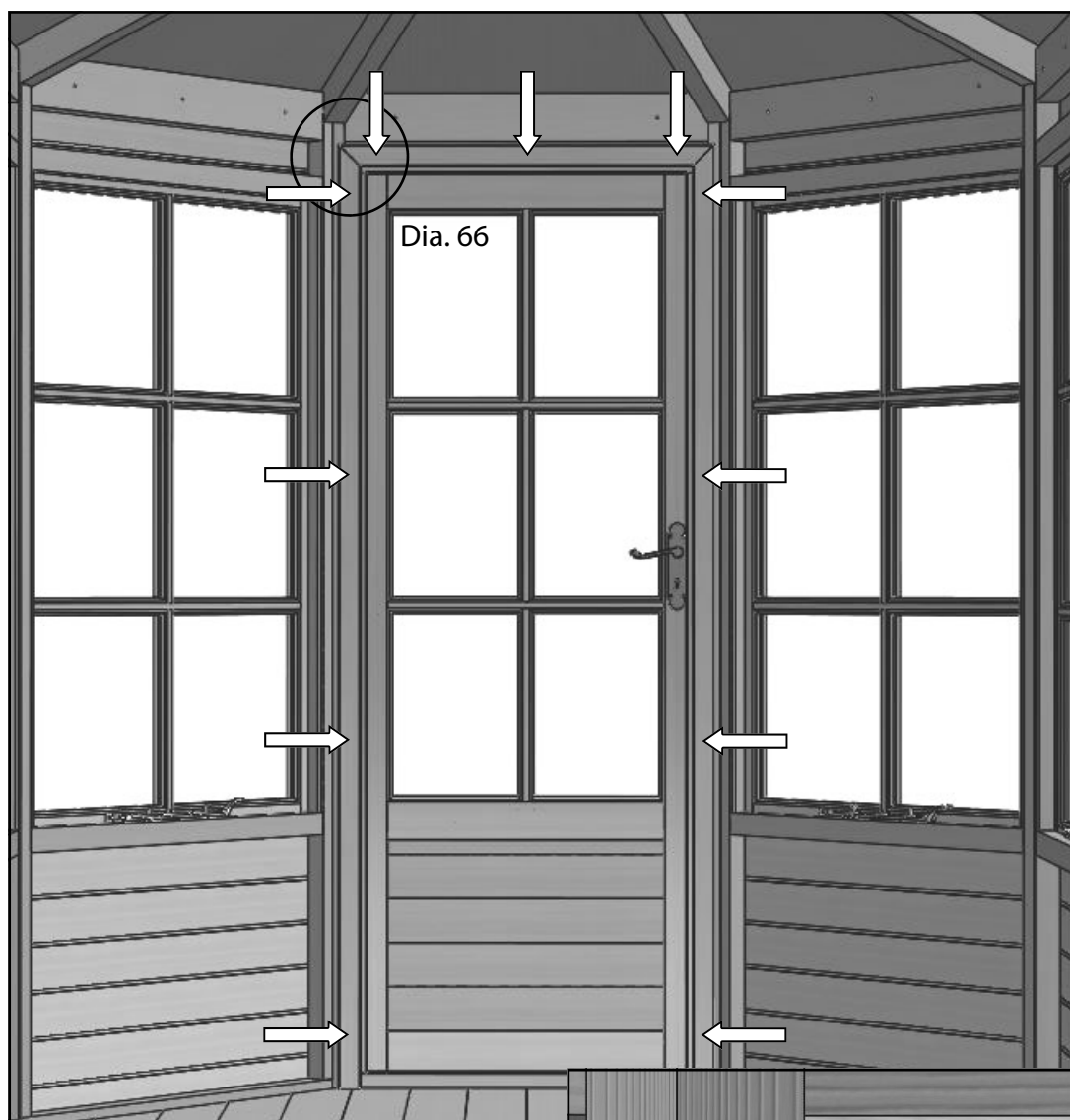


Diagram 65

Now you need to fit the architrave on the inside of the door frame. Measure 12mm from the inside face of the door frame (diagram 67) and make a mark at the top and bottom on each side. Line the first piece up with these marks, with the end of the architrave sitting on the floor boards and fix in place with four panel pins at the points shown above. Repeat this on the opposite side, the top section should then sit neatly on top. This can then be fixed with three panel pins.



Diagram 66

Window trim fitting

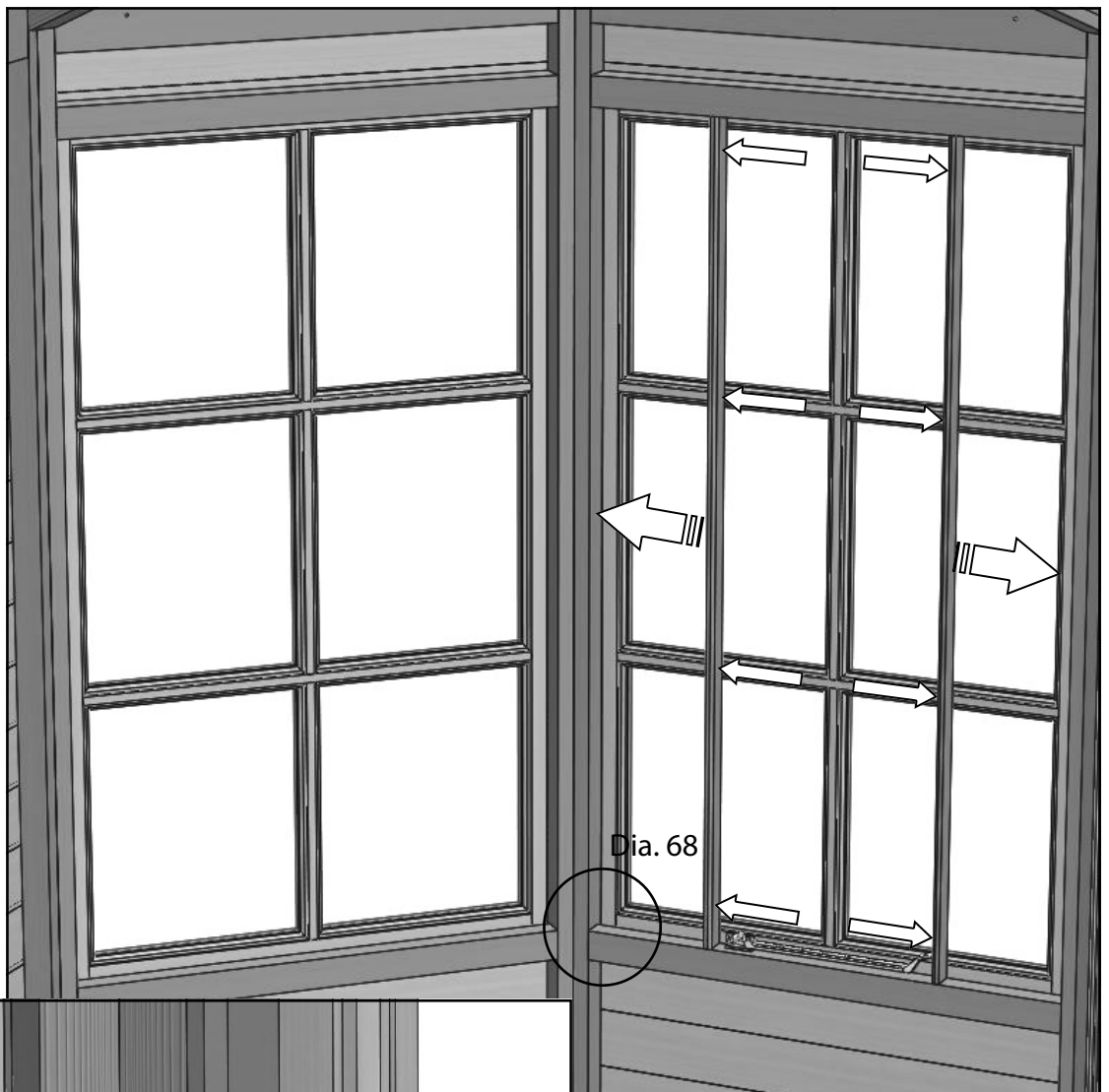


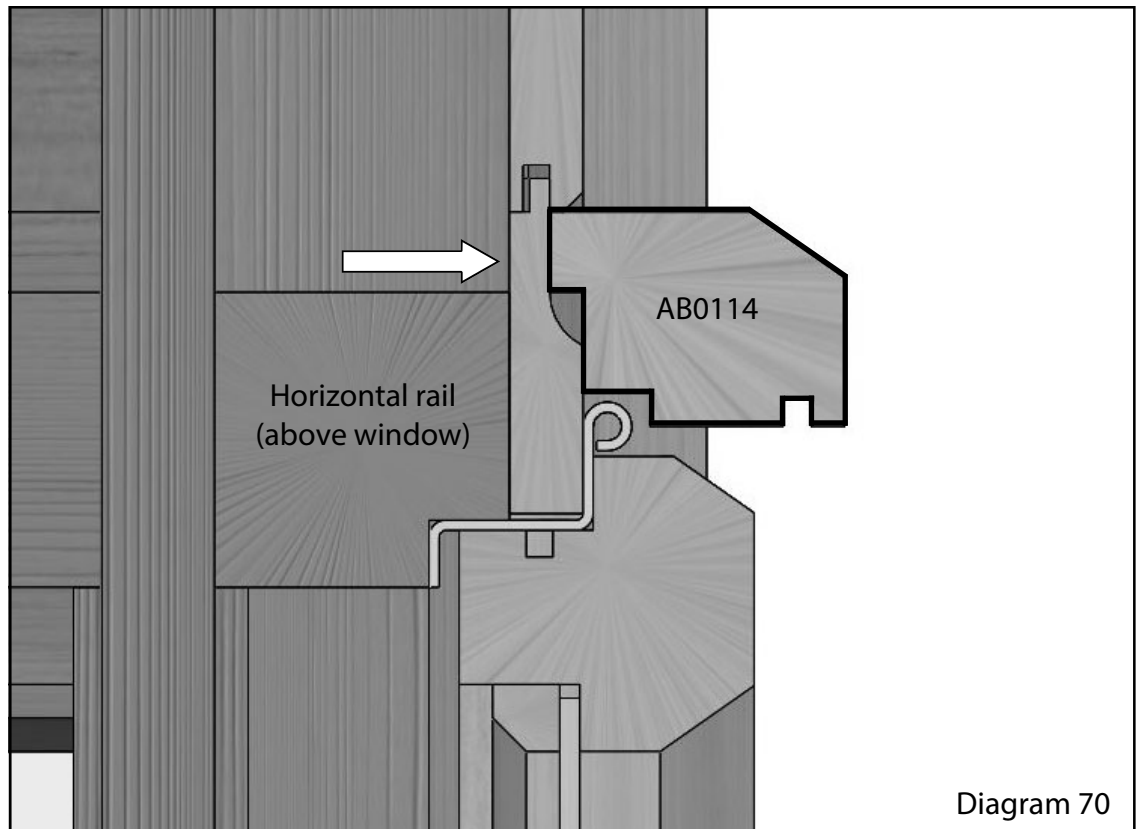
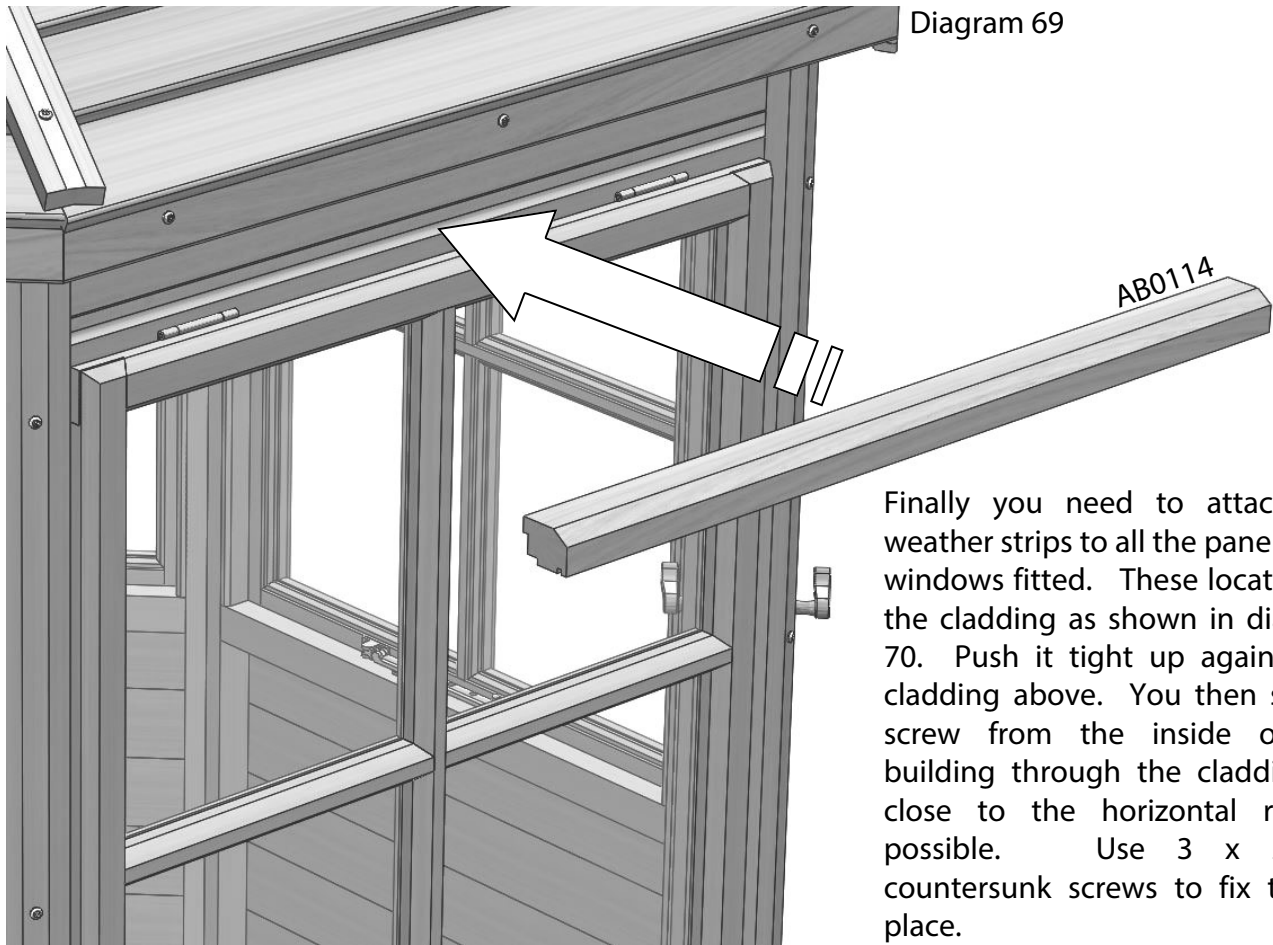
Diagram 67

As with the architrave the window trims are fitted with four panel pins per side. (diagram 67). These need to be fitted to all window sections.

Diagram 68



Weather Strip Fitting



Notes...

Notes...

Parts List

BOM No.	Part No.	Part description	Quantity
ABCEDOCT66		Octagonal Summerhouse 6x6	
	ABA0002	Oct End Base Assembly 66	2
	ABA0025	SH Oct Side Panel Clad_Single_Plain	3
	ABA0026F	SH Oct Side Panel Clad_Single_Window_Fixed	2
	ABA0026V	SH Oct Side Panel Clad_Single_Window_Vent	2
	ABA0040	SH Door Frame Assembly_Single	1
	AB0080	Oct Roof Sheet 66 853x40x1150mm	8
	AS310	8kg Black Polyester mineral felt 1m wide x 4.1 m roll	2
	ABSHOCTBOX66	Octagonal Summerhouse 6x6 Box	1
(Optional)*	ABA0030	Oct Cedar Slatted Roof Assembly_Single	8

What's in your box:

ABCEDOCTBOX66		Octagonal Summerhouse 6x6 Box	
	AB0009	Oct Framing Window Bead 1202mm	8
	AB0010	Oct Framing Roof Bar 1108.92mm	8
	AB0052	Oct Cloaking Facia_Single 876mm	8
	AB0054	Oct Cloaking Soffet_Single 857mm	8
	AB0056	Oct Cloaking Roof Hip 1210mm	8
	AB0057	Oct Cloaking Side 1912mm	8
	AB0090	Oct Cloaking Architrave_LH 1856mm	1
	AB0091	Oct Cloaking Architrave_RH 1856mm	1
	AB0092	Oct Cloaking Architrave_Top_Single 740mm	1
	AB0100	Oct Cover Cap 66 200mm	1
	AB0106	Summerhouse Finial	1
	EV0608	Victorian Door Handle SC	1
	EV1003	Oct Ridge Bracket	1
	ABSMA010	Smalls Pack 010	1

ABSMA010		Smalls Pack 010	
	EV0332	40mm x 4 Pan Poz A2 SS woodscrew EV0332	80
	EV0333	50mm x 5 Csk pozi woodscrew A2 SS EV0333	92
	EV0334	80mm x 5 Csk pozi woodscrew A2 SS EV0334	100
	EV0336	25mm x 3.5 Csk pozi woodscrew A2 SS EV0336	12
	EV0337	4mm HSS	1
	02-1675	Clout Nails 1/2in	125
	02-1680	Panel Pin 30 X 1.6mm S/steel	48
	02-1814	Wftscrew 1 1/2inx6g Csk Zp	124
	02-5110	5 x 60mm Countersunk Passivated	74

Window glass size: 321mm x 378mm

Door glass size: 264mm x 378mm



Birstall Garden & Leisure
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0116 267 7091 www.birstall.com alton@birstall.com

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4

A

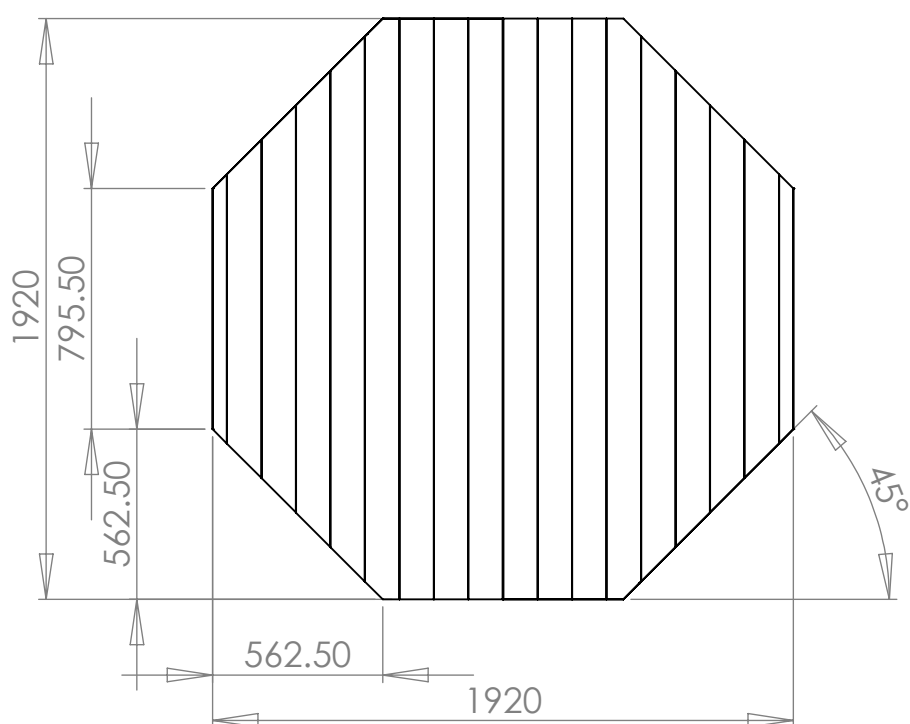
B

C

D

E

F



UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN MILLIMETERS
RADIUS ARE 0.5mm

Material:
Treated Softwood

Part Name:
Oct 66 Shipton base plan

www.birstall.com 0800 085 0005

Section No: NA

SCALE: 1:25

A4

REVISION

DATE 03/16/2017