

# General Instructions

Please retain product label and instructions for future reference

**03DTSHRA0808FGC42TW-V1**

## DIP TREATED SHIPLAP REVERSE APEX 8X8 FULLY GLAZED CONCERTINA 4, 2 TALL WINDOWS- SUMMER HOUSE

### BEFORE YOU START PLEASE READ INSTRUCTIONS CAREFULLY

- Check the pack and make sure you have all the parts listed.
- When you are ready to start, make sure you have the right tools at hand (not supplied) including a Phillips screwdriver, Stanley knife, Wood saw, Step ladder, Hammer and a Drill with 2mm bit.
- Ensure there is plenty of space and a clean dry area for assembly.

### LOCATION FOR YOUR GARDEN BUILDING

A minimum of 60cm should be left around the perimeter of your garden building to allow access for maintenance, annual treatment and to allow air flow around the building.

Where possible you should avoid placing your garden building underneath large trees to prevent the tree causing damage to the building.

### TIMBER

As with all natural materials, timber can be affected during various weather conditions. For the duration of heavy or extended periods of rain, swelling of the wood panels may occur. Warping of the wood may also occur during excessive dry spells due to an interior moisture loss. Unfortunately, these processes cannot be avoided but can be helped. It is suggested that the outdoor building is sprayed with water during extended periods of warm sunshine and sheltered as much as possible during rain or snow.

Once your garden building has been installed it will need to be treated as soon as possible and annually to prevent the timber from deteriorating and to waterproof it. This is required to maintain the anti-rot guarantee.

Dip Treated buildings - Require a preservative treatment to protect against rot and decay and a waterproof treatment to prevent water ingress

Pressure Treated buildings - Require a waterproof treatment to prevent water ingress

Log Cabins - Are supplied untreated and require a preservative and waterproofing treatment.

### BUILDING A BASE

When thinking about where the building and base is going to be constructed: Ensure that there will be access to all sides for maintenance work and annual treatment.

Ensure the base is level and is built on firm ground, to prevent distortion. Refer to diagrams for the base dimensions, The base should be slightly smaller than the external measurement of the building, i.e. The cladding should overlap the base, creating a run off for water. It is also recommended that the floor be at least 25mm above the surrounding ground level to avoid flooding.

### TYPES OF BASE

- Concrete 75mm laid on top of 75mm hard-core.
- Slabs laid on 50mm of sharp sand.

**Whilst all products manufactured are made to the highest standards of Safety and in the case of childrens products independently tested to EN71 level, we cannot accept responsibility for your safety whilst erecting or using this product.**



x2

All buildings should be erected by two adults



Winter = High Moisture = Expansion  
Summer = Low Moisture = Contraction



2mm Drill bit

For ease of assembly, you **MUST** pilot drill all screw holes and ensure all screw heads are countersunk.

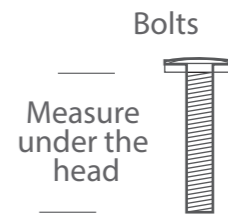
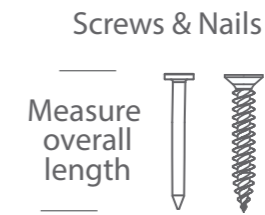


### CAUTION

Every effort has been made during the manufacturing process to eliminate the prospect of splinters on rough surfaces of the timber. You are strongly advised to wear gloves when working with or handling rough sawn timber.



For ease of assembly, you will need a tape measure to check dimensions of components.



To identify the fixings required for each step use a measuring tape.

**\*\*Protim Aquatan T5 (621)\*\***

Your building has been dip treated with **Aquatan**.

Aquatan is a water-based concentrate which is diluted with water, the building has been treated by the correct application of Aquatan solution and then allowed to dry.

Aquatan is a decorative finish to colour the wood, which is applied industrially to timber fence panels and garden buildings.

**Aquatan undiluted contains:** boric acid, sodium hydroxide 32% solution, aqueous mixture of sodium dioctyl sulphosuccinat and alcohols: 2, 4, 6-trichlorophenol.



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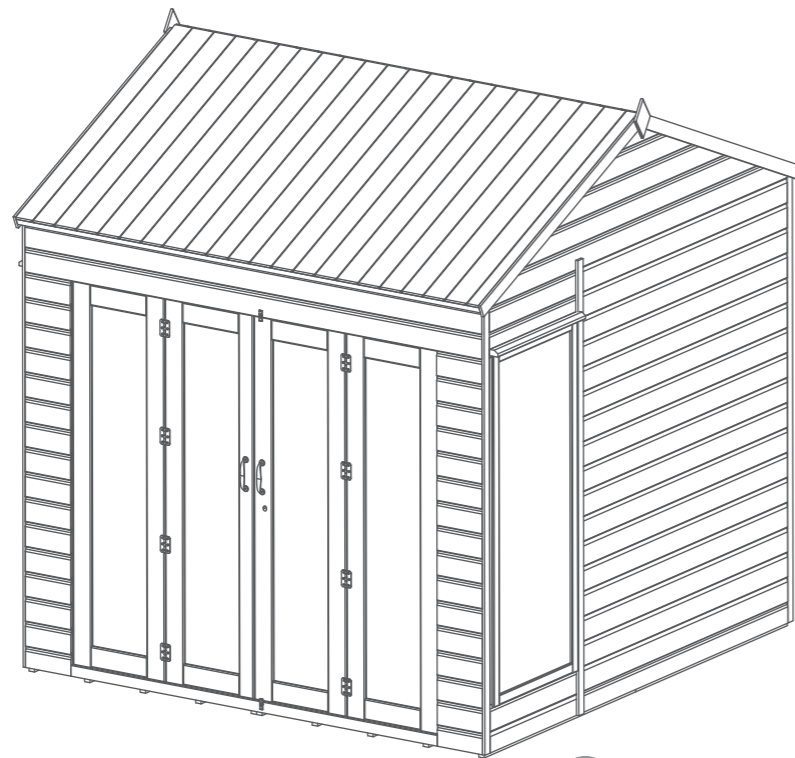


# 03DTSHRA0808FGC42TW-V1

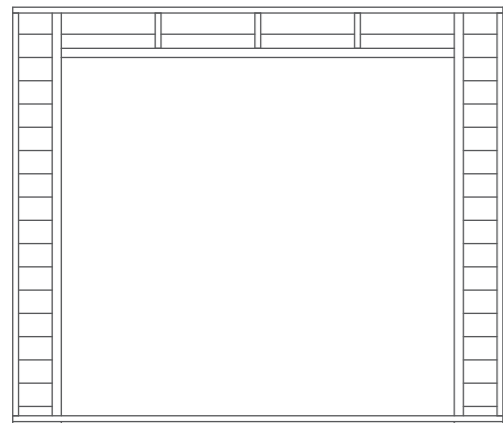
Please retain product label and instructions for future reference

**Overall Dimensions:**  
 Width = 2438mm  
 Depth = 2488mm  
 Height = 2670mm

**Base Dimensions:**  
 Width = 2350mm  
 Depth = 2350mm



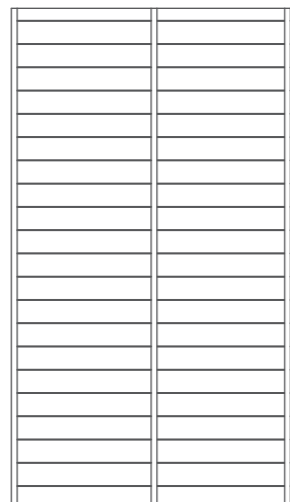
1



**Door Panel QTY 1**  
 AI-03S11SHFCD2360X2015-V1

5

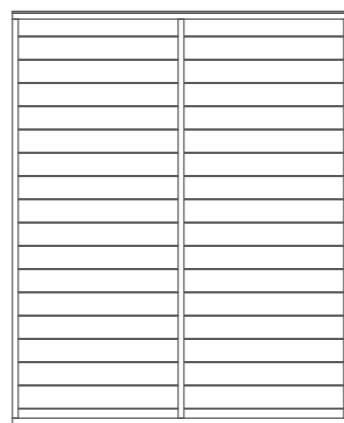
2



**Roof Sheet QTY 2**  
 AI-S11MBOHAR2390X1356-V1

6

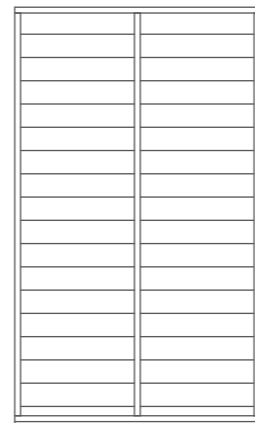
3



**Side Panel QTY 2**  
 AI-S11SHPPTOV1623X2007-V1

7

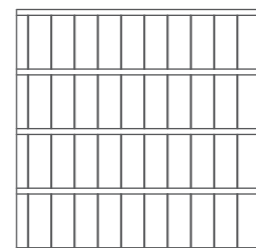
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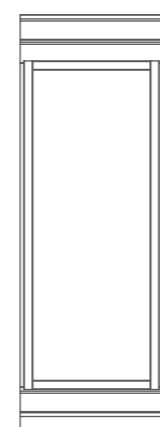
**Back Panel QTY 2**  
 AI-S11SHPP1180X2015-V1



**Gable Top QTY 2**  
 AI-S11SHAGT2310X559-V1



**Floor QTY 4**  
 AI-R11MBF1175X1175-V1



**Window Panel QTY 2**  
 AI-03S11SH1TFWC687X2007-V1

8



**Master Door QTY 1**  
 AI-STDFGMD475X1715-V1

9



**Secondary Door QTY 1**  
 AI-STDFGSD475X1715-V1

10



**Plain Door QTY 2**  
 AI-STDFGPD475X1715-V1

11



**Ridge Bar - 28x28x2304mm**  
 FS2828-2304mm

12



**Floor Block - 28x28x400mm QTY 8**  
 F2828-400mm

13



**Cover Trim - 12x40x2043mm QTY 7**  
 S1240-2043mm

14



**Fascia - 12x60x1333mm QTY 4**  
 S1260-1333mm

15



**Door Strip - 12x60x1720mm QTY 2**  
 S1260-1720mm

16



**Door Support Framing - 27x44x2304mm QTY 1**  
 F2744-2304mm

17



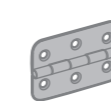
**Panel Framing - 28x28x1180mm QTY 4**  
 FS2828-1180mm

18



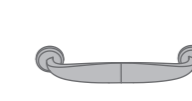
**Finial QTY 2**  
 SHED DIAMOND FINIAL

19



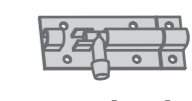
**Butt Hinge QTY 14**  
 PI-07-0066

20



**Door Handle QTY 2**  
 PI-07-0081

21



**Barrel Bolt QTY 6**  
 PI-07-0114

22



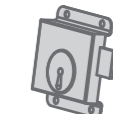
**Turn Button QTY 2**  
 PI-07-0034

23



**Rain Guard - 28x44x680mm QTY 2**  
 RG2844-680mm

24



**Press Lock**  
 PI-07-0162

25



**"L" Bracket QTY 2**  
 PI-07-0012

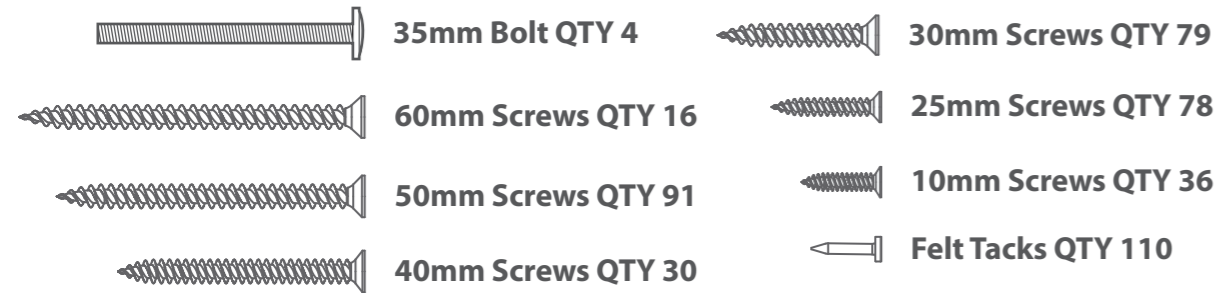
26



**Felt**  
 PI-01-0016

## Nail Bag

There may be extra screws present in the nail bag

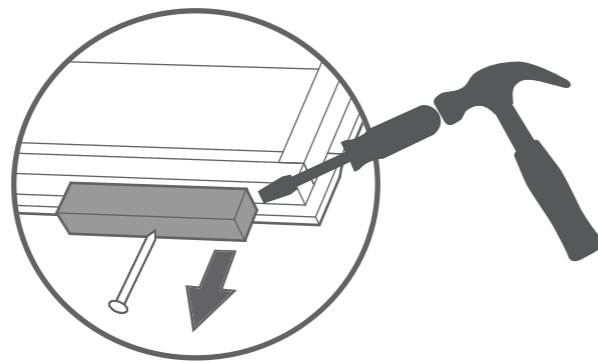


### Pre Assembly

Before assembling remove the transportation blocks from the bottom of each panel.

Take care removing the blocks as to not damage the panels. Tap with a flat headed screwdriver and hammer.

Dispose of the blocks once removed.



## Step 1

**Parts Needed - No.1 QTY 1**  
**- No.10 QTY 2**  
**- No.19 QTY 6**

Lay the Door Panel (**No.1**) on a flat surface framing facing upwards. Attach the plain doors (**No.10**) to the inside framing of the door panel (**No.1**) using 3x butt hinges (**No.19**).

*\*Fix the hinges to the inside of the door panel.*

Fix to the door using 3x25mm screws & 3x30mm screws to the framing per hinge, ensure the doors open freely, folding back into the building unrestricted.

**18x25mm Screws**  
**18x30mm Screws**



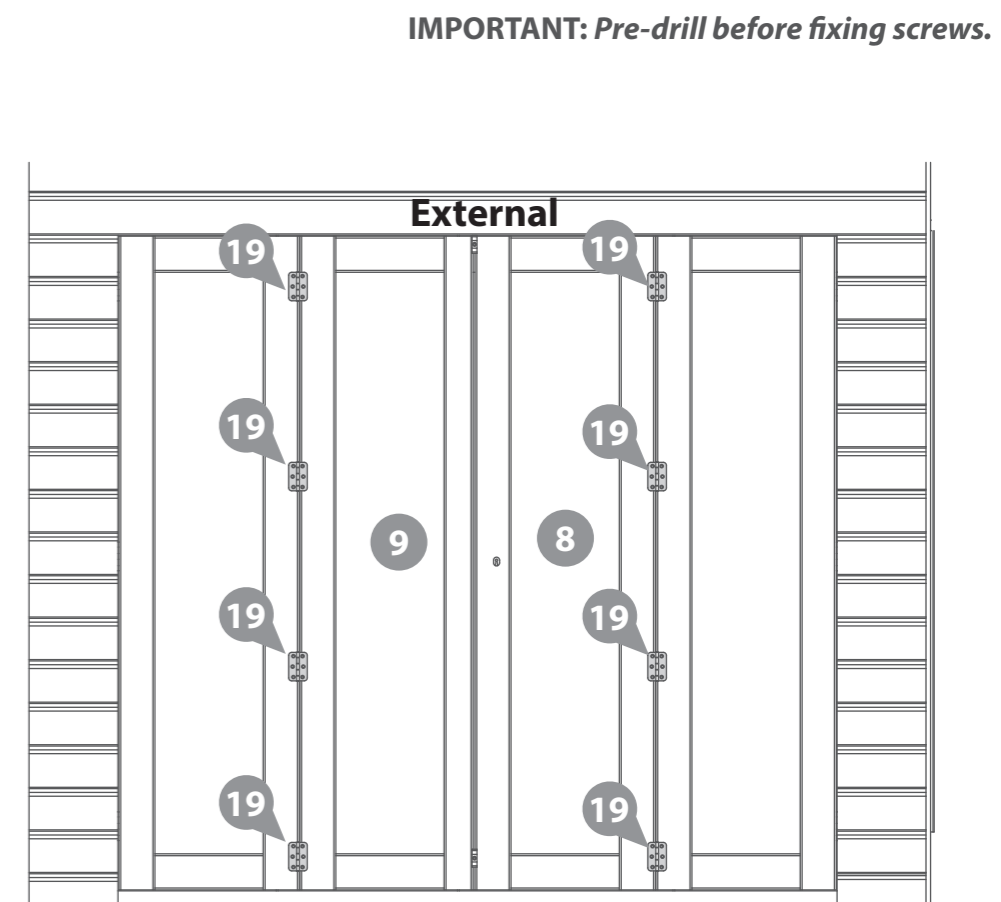
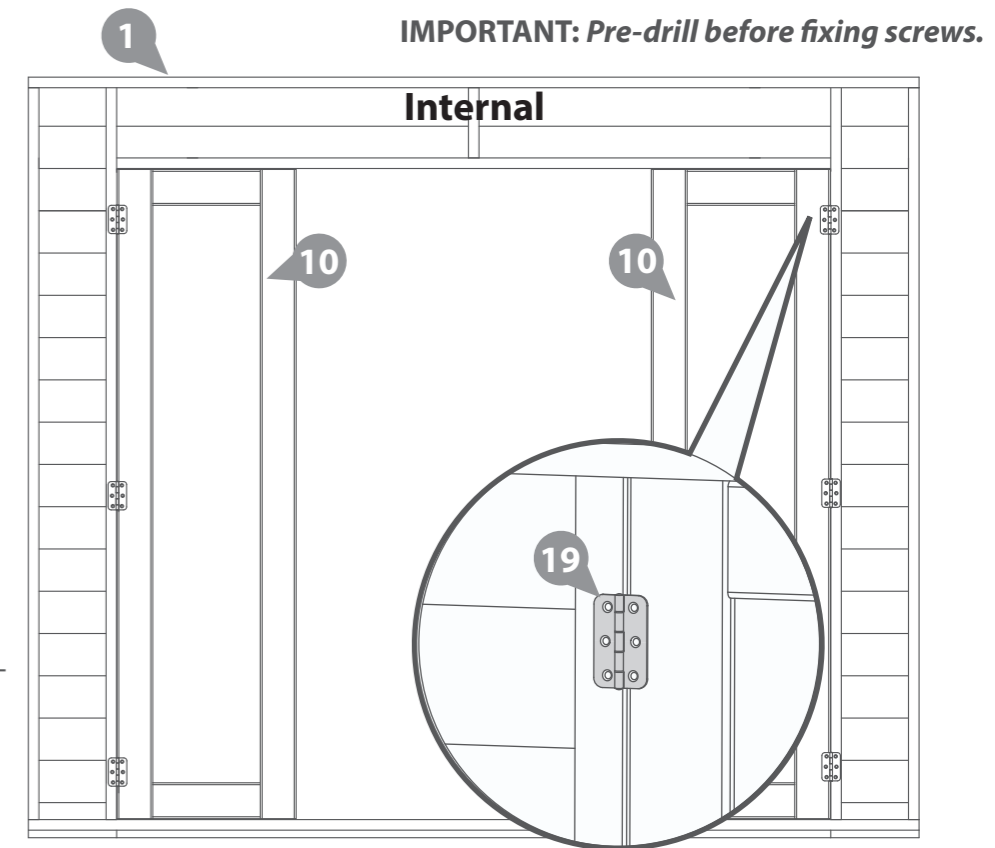
## Step 2

**Parts Needed - No.8 QTY 1**  
**- No.9 QTY 1**  
**- No.19 QTY 8**

Turn the door panel (**No.1**) over so the framing is on the flat surface. Fix the master (**No.8**) and secondary door (**No.9**) to the attached plain doors with butt hinges (**No.19**), using 6x25mm screws per hinge.

*\*Ensure the doors open freely, folding back into the building unrestricted.*

**48x25mm Screws**



## Step 3

**Parts Needed - No.20 QTY 2**  
**- No.21 QTY 6**  
**- No.24 QTY 1**

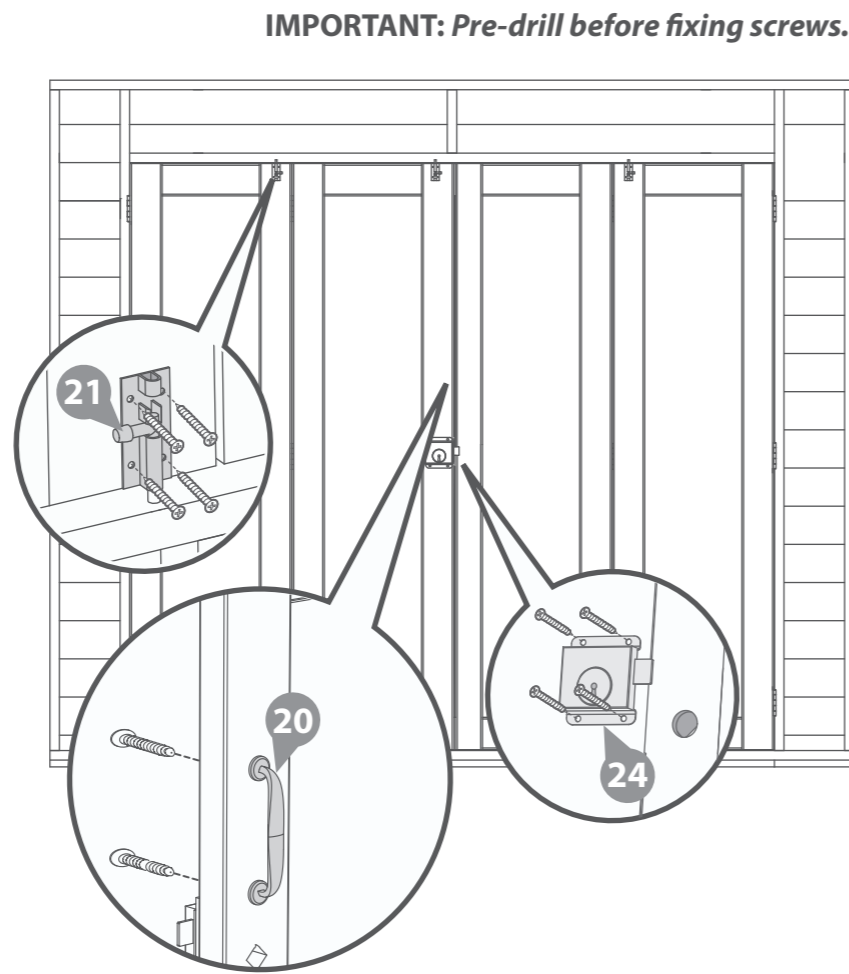
Secure the barrel bolts (**No.21**) to the top & bottom of each side door and the secondary door using 6x10mm screws.

Attach the press lock (**No.24**) to the master door with 4x25mm screws, aligning the barrel with the key hole.

*\*Ensure the key turns and locks properly before fixing to the door.*

Fix the door handles (**No.20**) to the outside of the master and secondary door using the 35mm bolts provided.

**36x10mm Screws**  
**4x25mm Screws**  
**4x35mm Bolts**



## Step 4

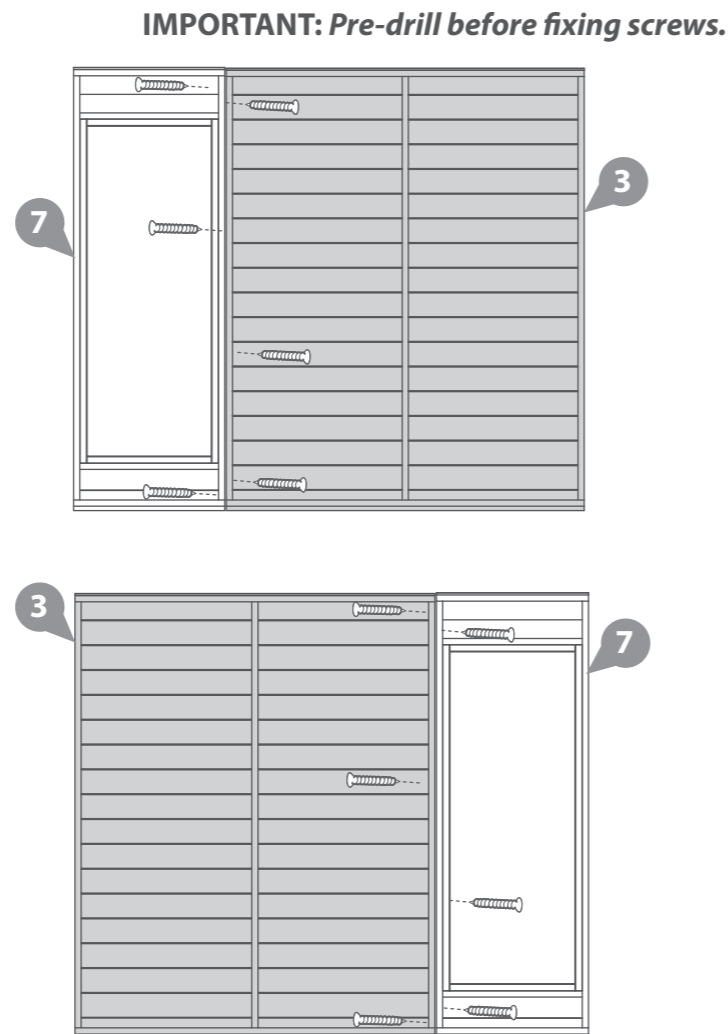
**Parts Needed - No.3 QTY 2**  
**- No.7 QTY 2**

Fix the Window Panel (**No.7**) and Side Panel (**No.3**) together by screwing through the framing using 6x50mm screws.

*Ensure to stagger screws to avoid colliding.*

Repeat this with the second Window and Side panel but the opposite way round, as shown in the diagram.

**12x50mm Screws**



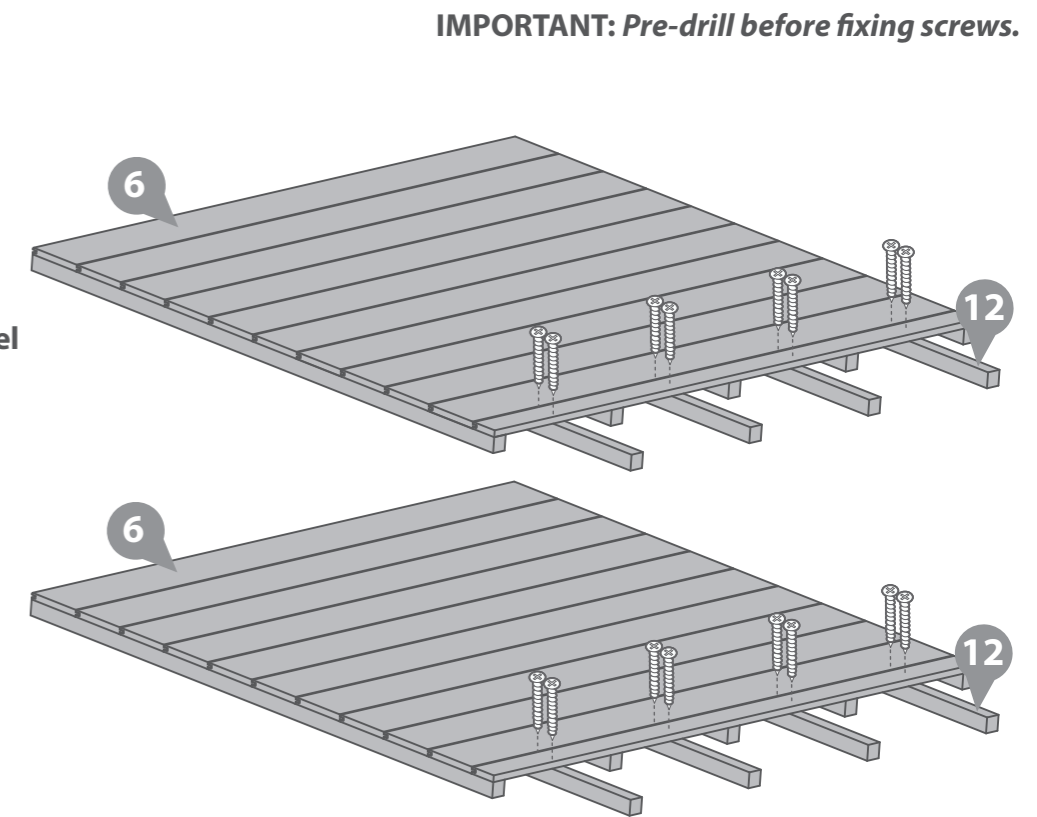
## Step 5

**Parts Needed - No.6 QTY 2**  
**- No.12 QTY 8**

Secure the floor (**No. 6**) to the Floor Blocks (**No.12**) using 8x30mm screws per floor.

**Repeat this for one other floor panel**

**16x30mm Screws**



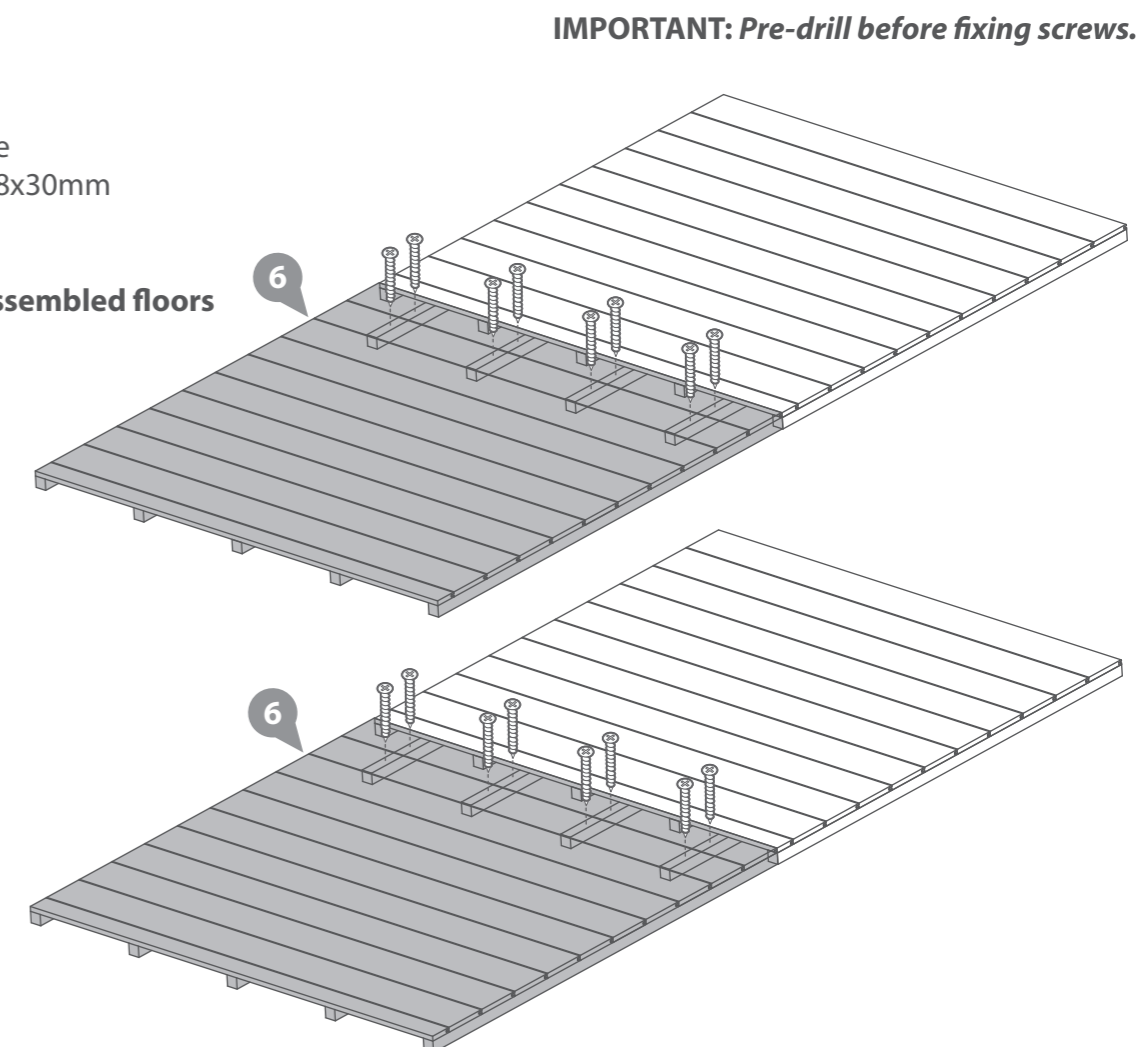
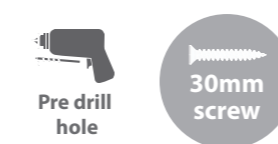
## Step 6

**Parts Needed - No.6 QTY 2**

Secure the floor (**No. 6**) to the assembly from Step 5, using 8x30mm screws per floor.

**Repeat this to create two assembled floors**

**16x30mm Screws**



## Step 7

Place the assembled floor panels (**No.6**) upside down onto a firm and level base. Ensure the base has suitable drainage, free from areas where standing water can collect.

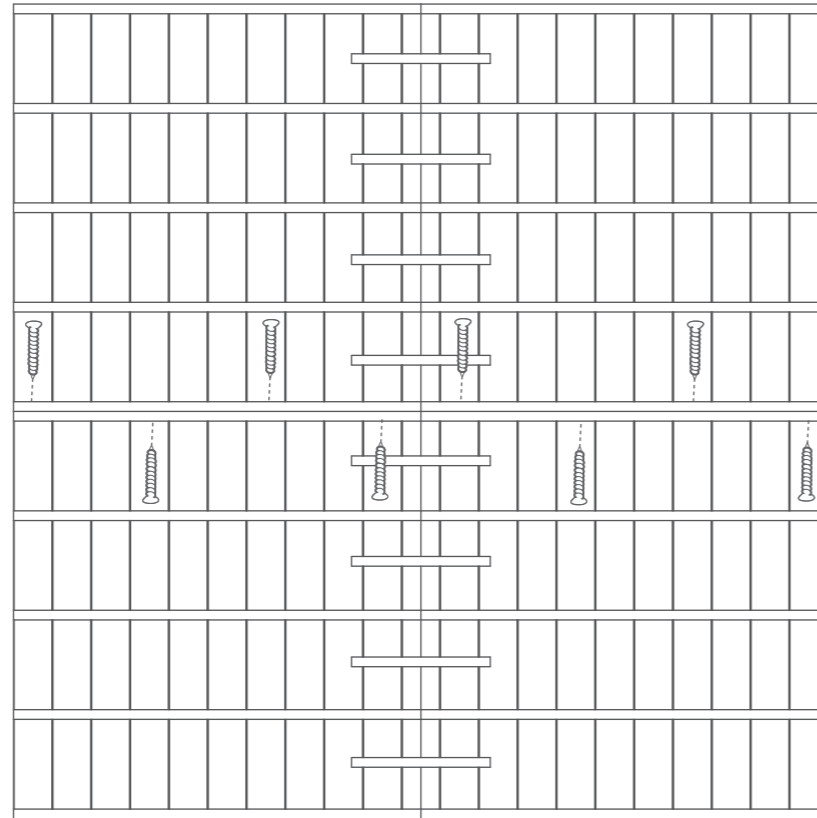
Secure the floors together using 8x50mm screws through the floor bearers in an alternating pattern.

Once fixed together turn the floor back the right way up.

### 8x50mm Screws



**IMPORTANT: Pre-drill before fixing screws.**



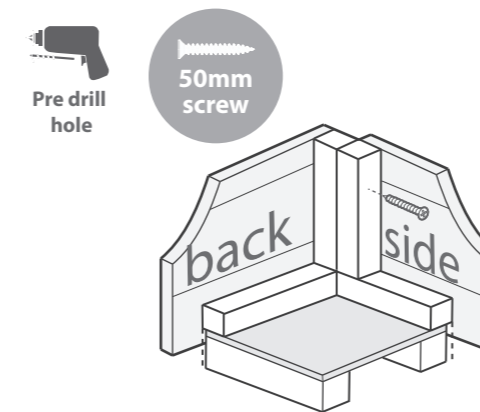
## Step 9

**Parts Needed - No.1 QTY 1**  
**- No.3 QTY 1**  
**- No.7 QTY 1**

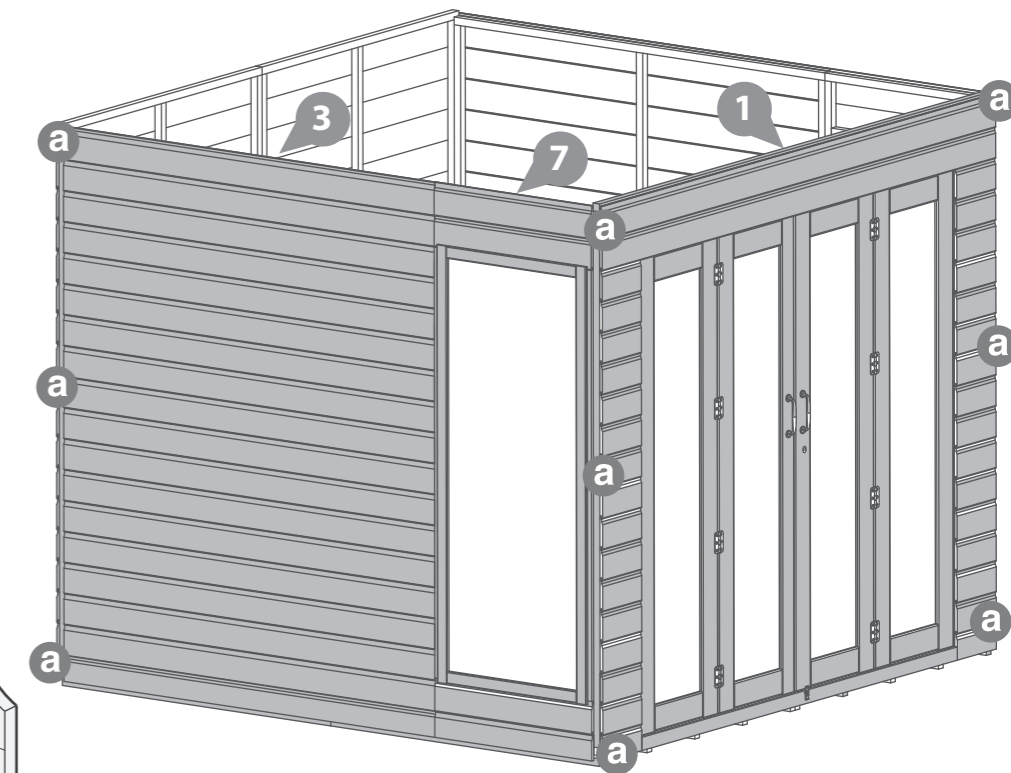
**a** Fix the side panels (**No. 3 and No.7**) and the door panels (**No.1**) corners with 50mm screws as shown in the illustration.

Do **not** secure the building to the floor until the roof fitted.

### 9x50mm Screws



**IMPORTANT: Pre-drill before fixing screws.**



## Step 8

**Parts Needed - No.3 QTY 1**  
**- No.4 QTY 2**  
**- No.7 QTY 1**

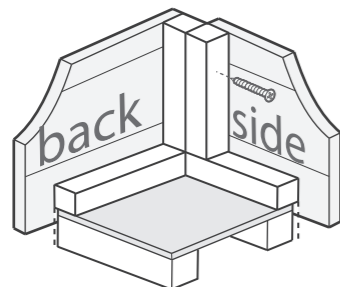
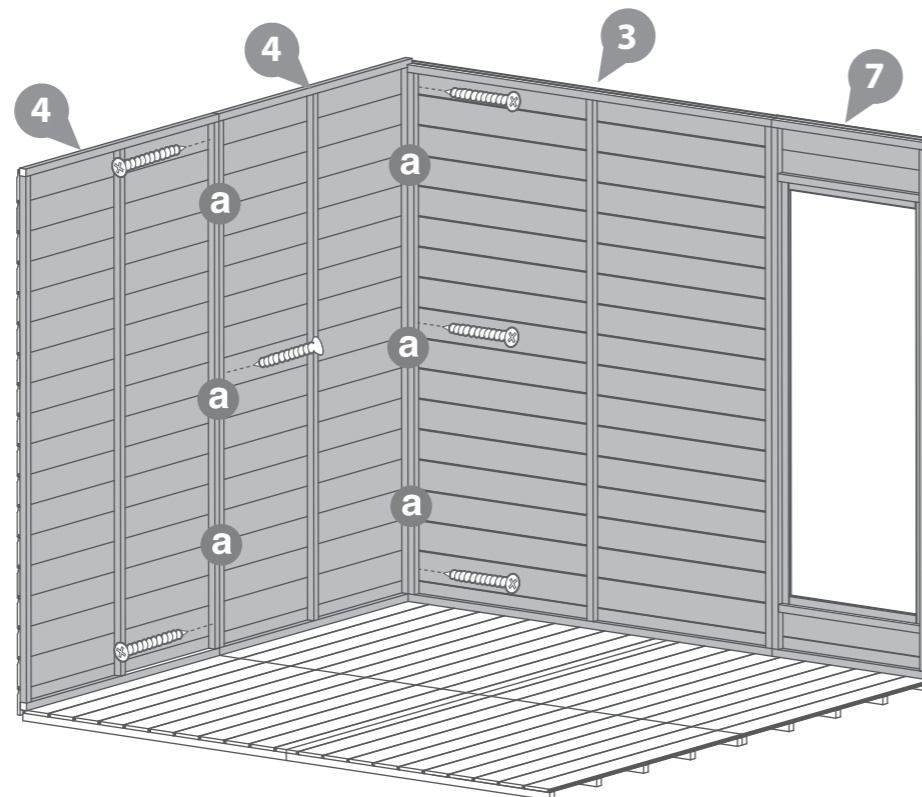
**a** Fix the Back panels (**No.4**) side by side using 3x50mm screws, fix the corners or the back panel (**No.4**) and the Side Panel (**No.3**)

Do **not** secure the building to the floor until the roof fitted.

### 6x50mm Screws



**IMPORTANT: Pre-drill before fixing screws.**



## Step 10

**Parts Needed - No.5 QTY 2**

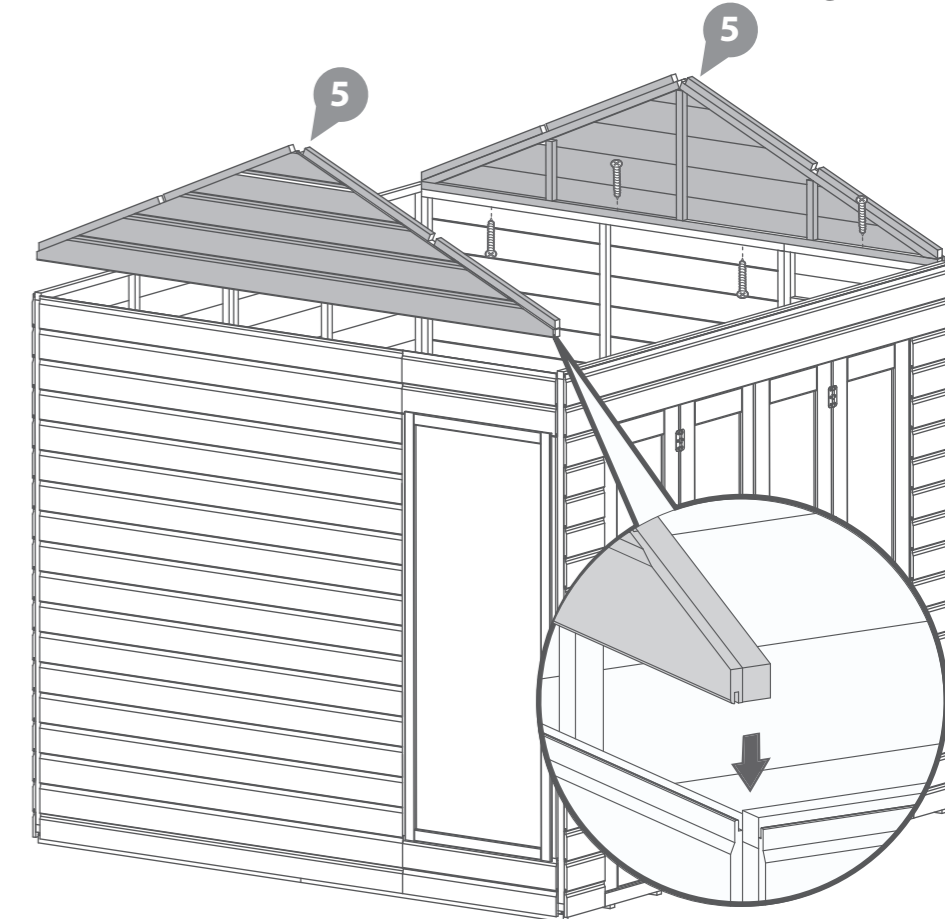
Place the gable tops (**No.5**) onto the window panels, ensuring the boards interlock.

Secure in place using 4x50mm screws per gable top (**No.5**), screwing in an alternating pattern.

### 8x50mm Screws



**IMPORTANT: Pre-drill before fixing screws.**



## Step 11

Parts Needed - No.11 QTY 1  
- No.25 QTY 2

Attach the "L" brackets (No.25) to each end of the ridge bar (No.11) with 2x25mm screws per bracket.

*\*Ensure the brackets are flush with the ends of the ridge bar.*

Align the ridge bar (No.11) between the gables and secure to the central uprights with 2x25mm screws per bracket (No.25) as shown in the illustration.

8x25mm Screws



25mm screw

## Step 12

Parts Needed - No.17 QTY 4

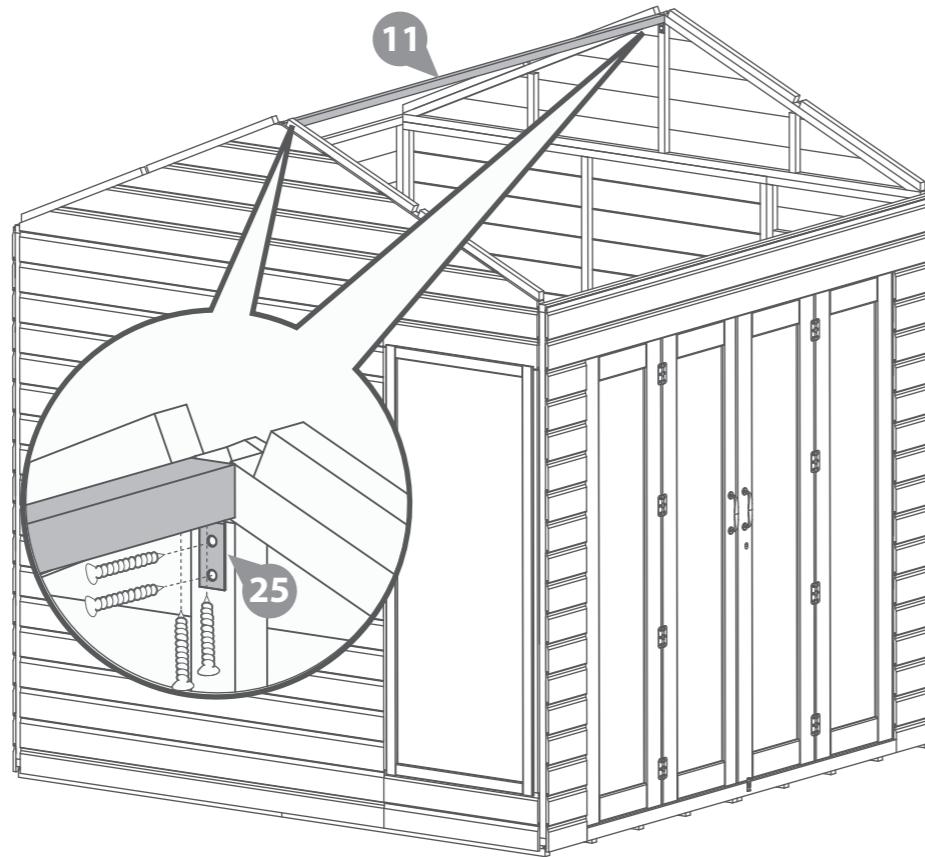
Place the panel framing (No.17) along the top of the panels at the front and back of the building and secure using 2x50mm screws per framing piece.

8x50mm Screws

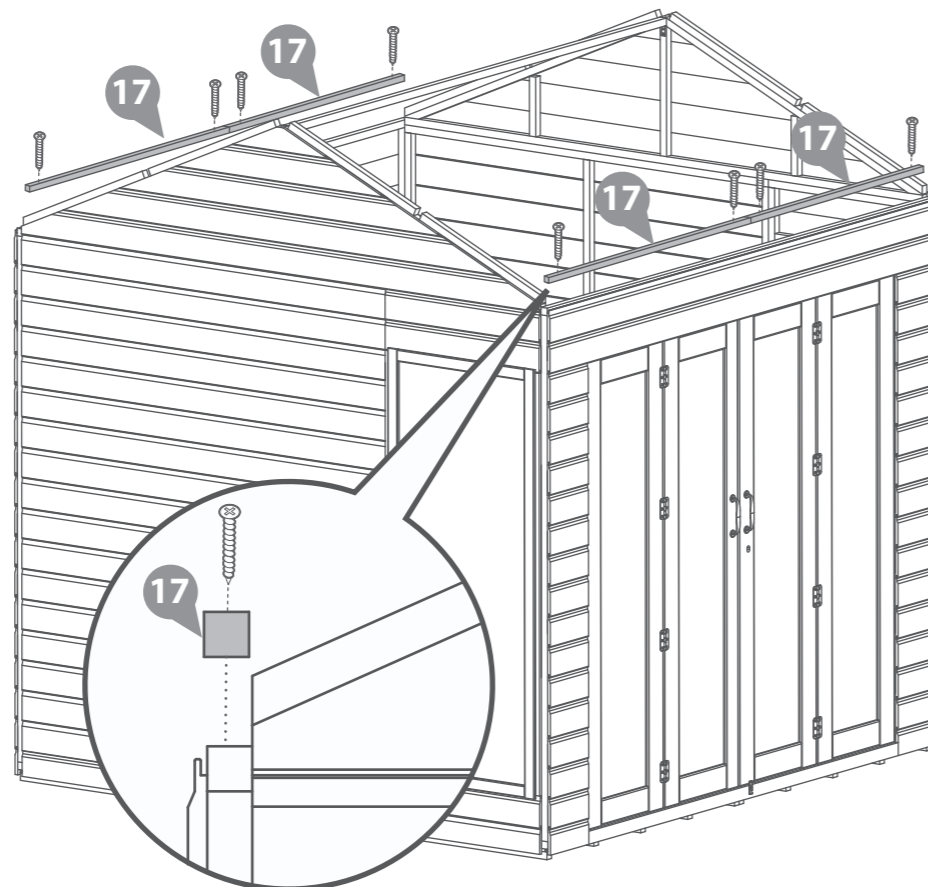


50mm screw

IMPORTANT: Pre-drill before fixing screws.



IMPORTANT: Pre-drill before fixing screws.



## Step 13

Parts needed - No 2 QTY 2

Place the Roof Panel (No. 2) on top of the building making sure the framing in the roof panels sits firmly within the Gables (No. 5) and on top of the Ridge Bar (No. 11).

**\*\*Make sure that you have got the roof panels the correct way round with the recess at the top of the apex as shown in the diagram.\*\***

From the top, fix directly through the roof panels (No. 2) into the ridge bar (No. 11) below using 5x60mm screws per roof panel.

It is essential that the ridge bar (No. 11) and roof panels (No. 2) framing pull together when fixed with 60mm screws. You may require another person pushing the ridge bar (No. 11) up from below to achieve this.

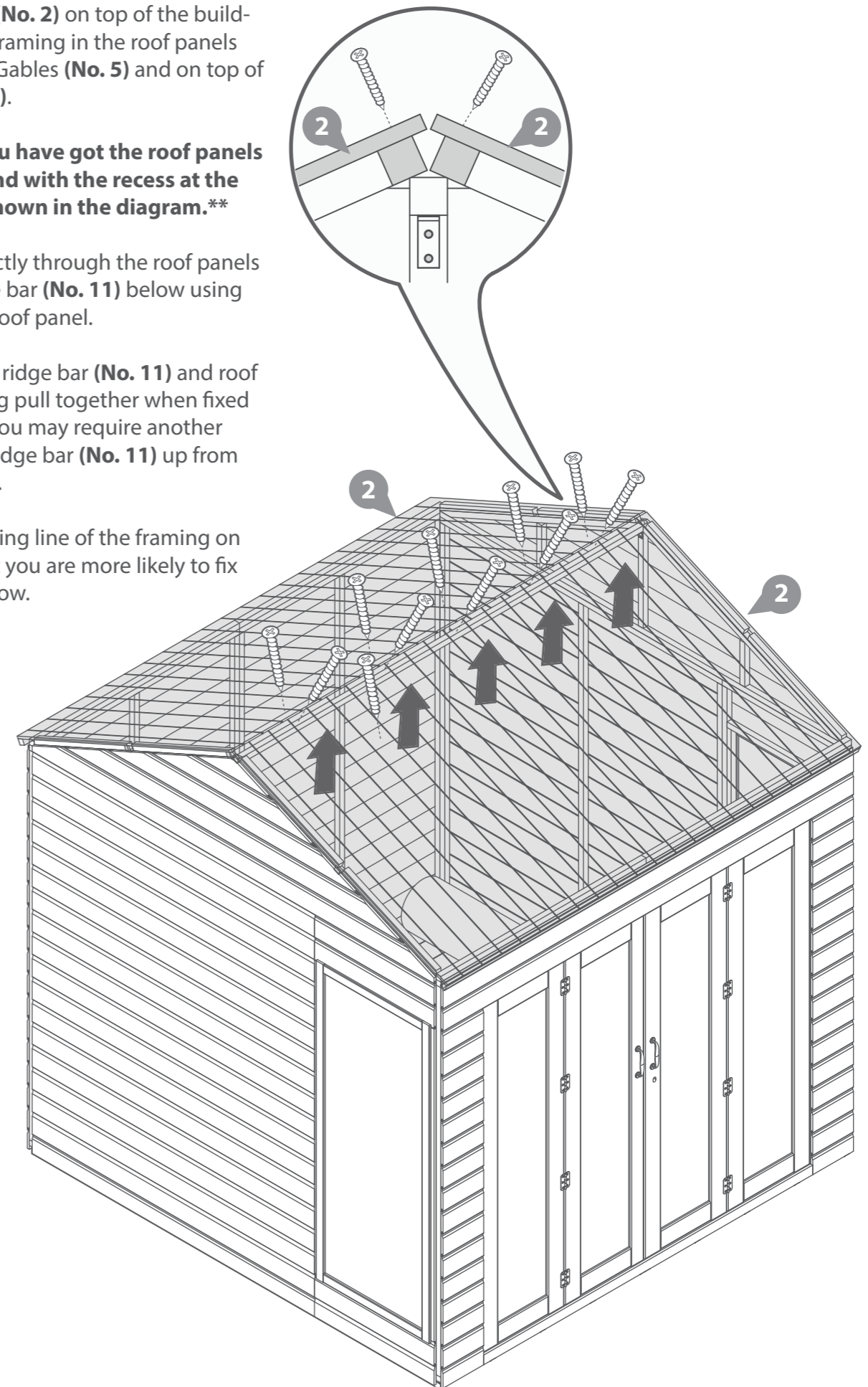
HINT - Follow the nailing line of the framing on the roof panel so that you are more likely to fix into the ridge bar below.

10x60mm Screws



60mm screw

IMPORTANT: Pre-drill before fixing screws.

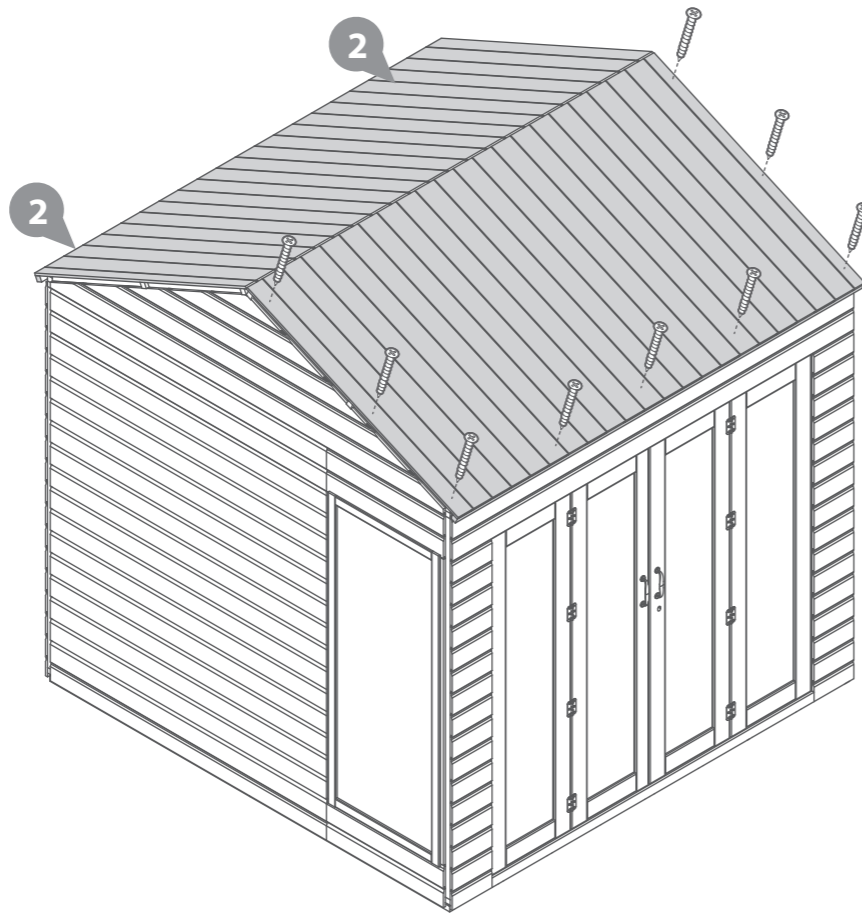


## Step 14

Use 40mm screws to fix the roof (No. 2) down the sides, front and back of the building.

Be sure that the screws attach into the framing below.

### 18x40mm Screws



**IMPORTANT: Pre-drill before fixing screws.**

## Step 16

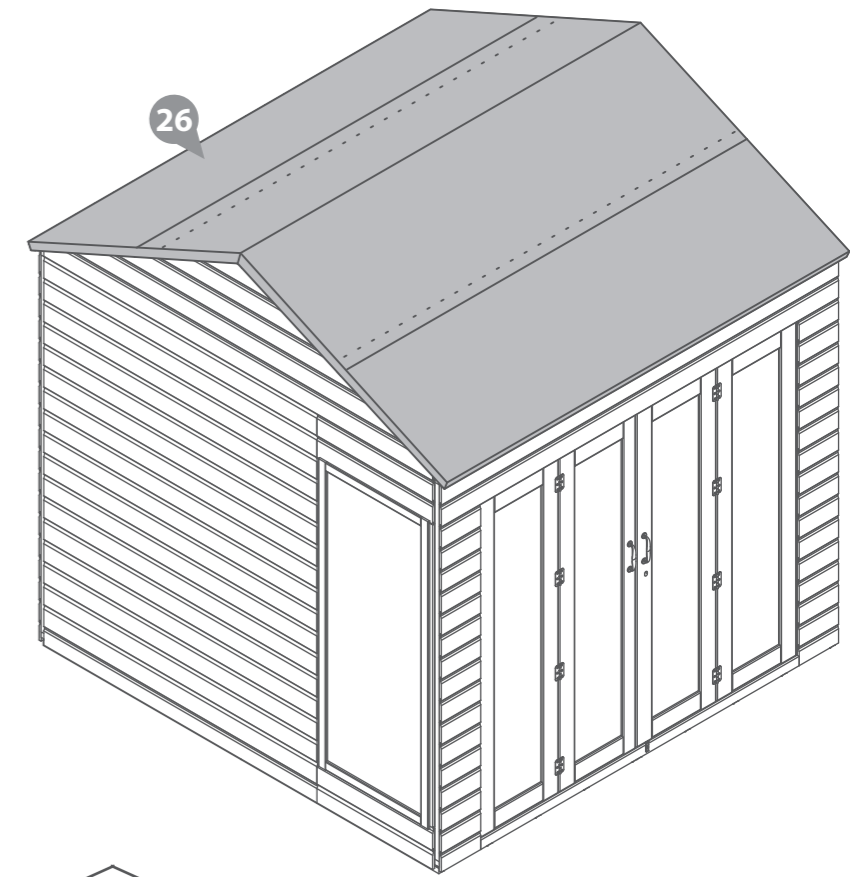
### Parts Needed - No.26 QTY 1

Cut the felt (No.26) into 3 strips of 2500mm length and place onto the roof, as shown in the illustration.

**\*Ensure there is approximately 50mm overhang of felt around all sides of the building.**

Fix into place using 110x felt tacks at 100mm intervals.

### 110x Felt Tacks



## Step 15

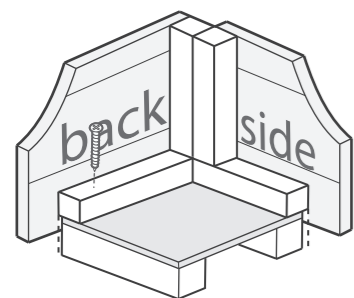
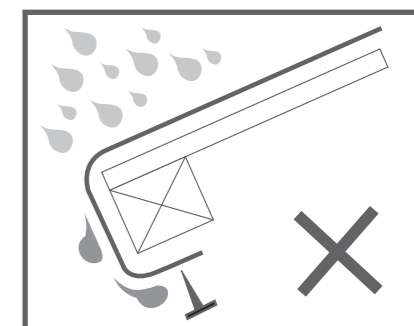
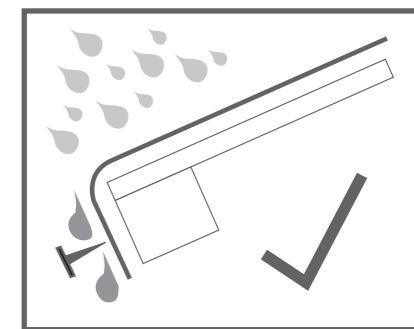
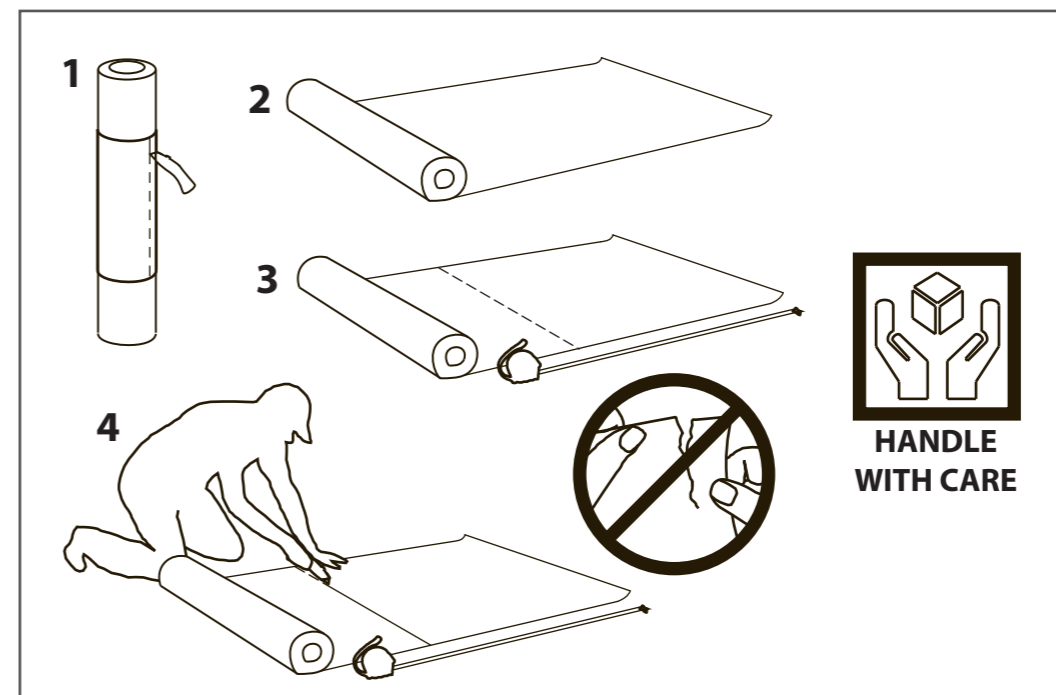
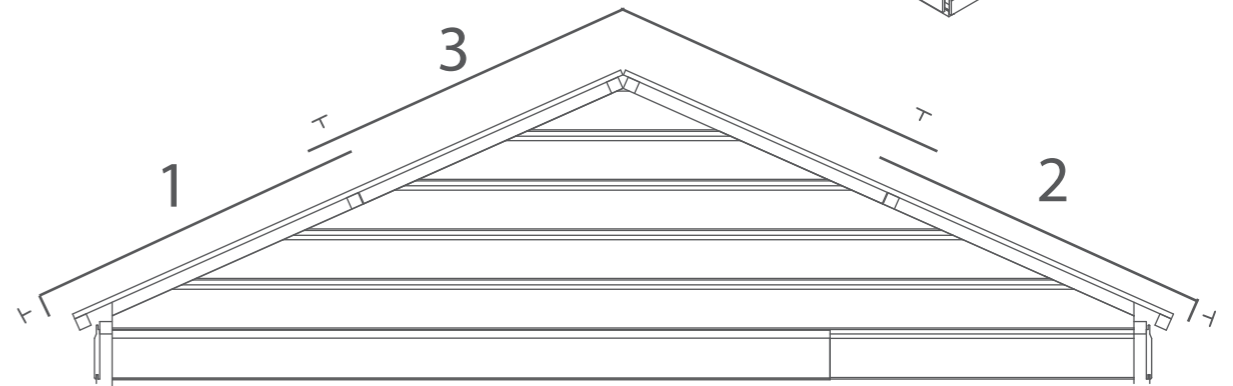
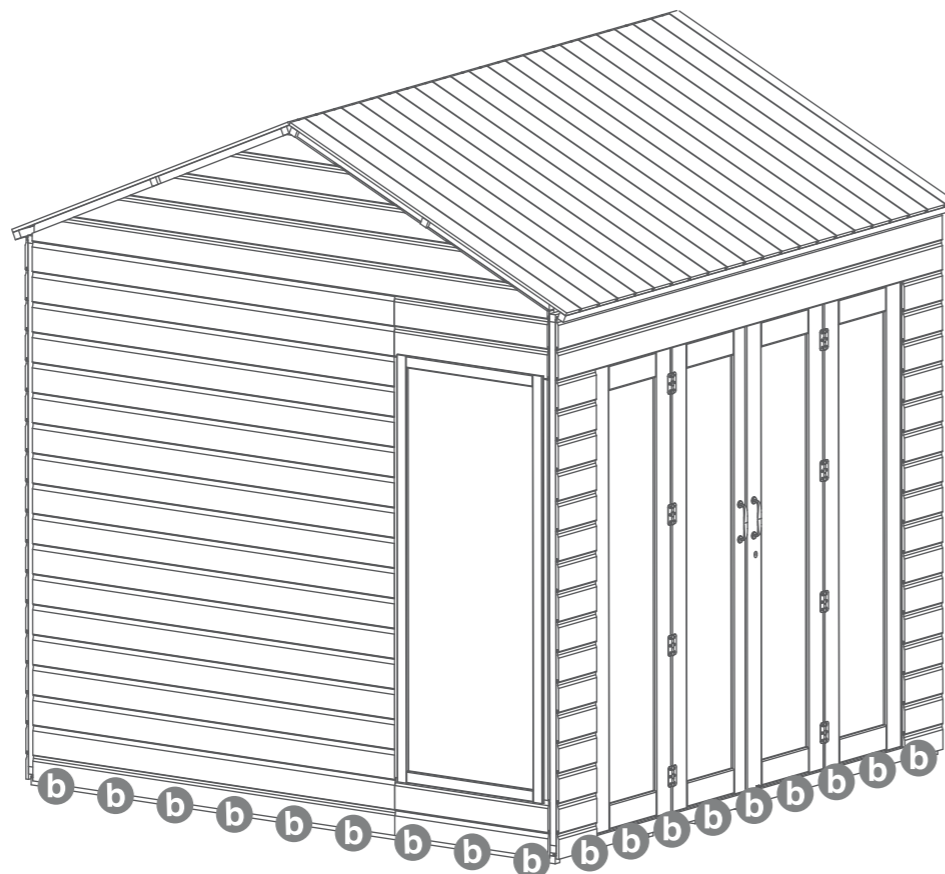
**b** Secure the building internally to the floor using 9x50mm screws each side.

**\*Ensure to screw through the framing into the floor bearers.**

### 36x50mm Screws



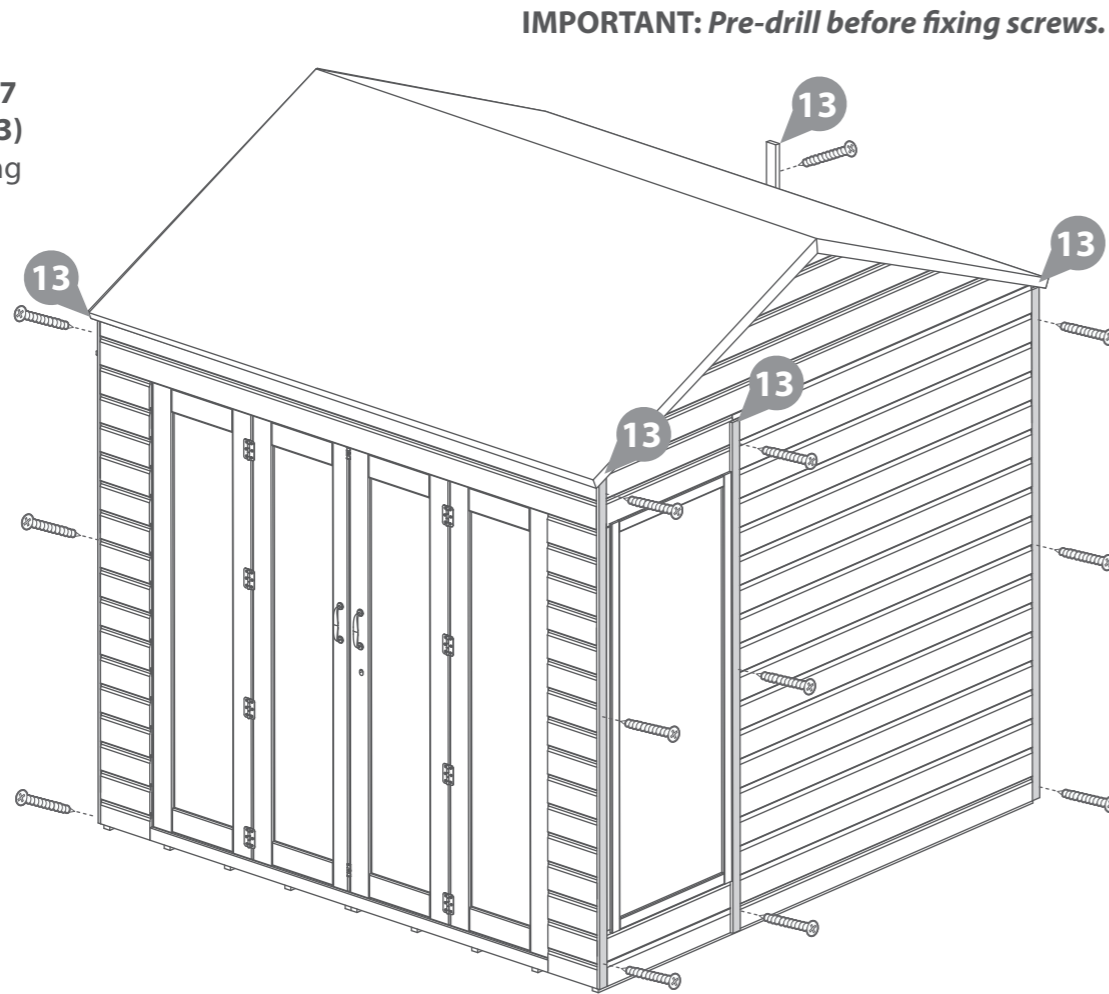
**IMPORTANT: Pre-drill before fixing screws.**



## Step 17

**Parts Needed - No.13 QTY 7**  
Screw the cover trims (No.13) to each corner of the building and across the joins of the panels with 3x30mm screws per trim.

**21x30mm Screws**

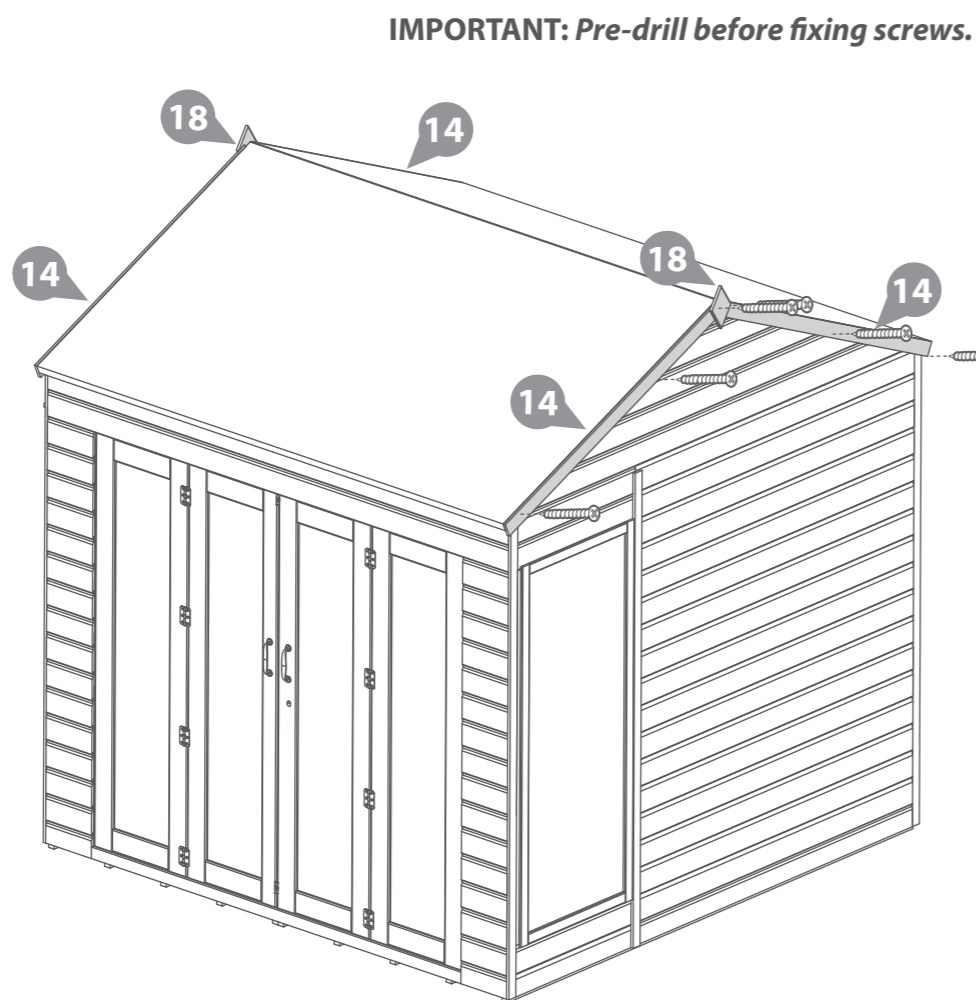


## Step 18

**Parts Needed - No.14 QTY 4**  
**- No.18 QTY 2**

Attach the fascia's (No.14) and finial's (No.18) to the sides of the building using 12x40mm screws.

**12x40mm Screws**



## Step 19

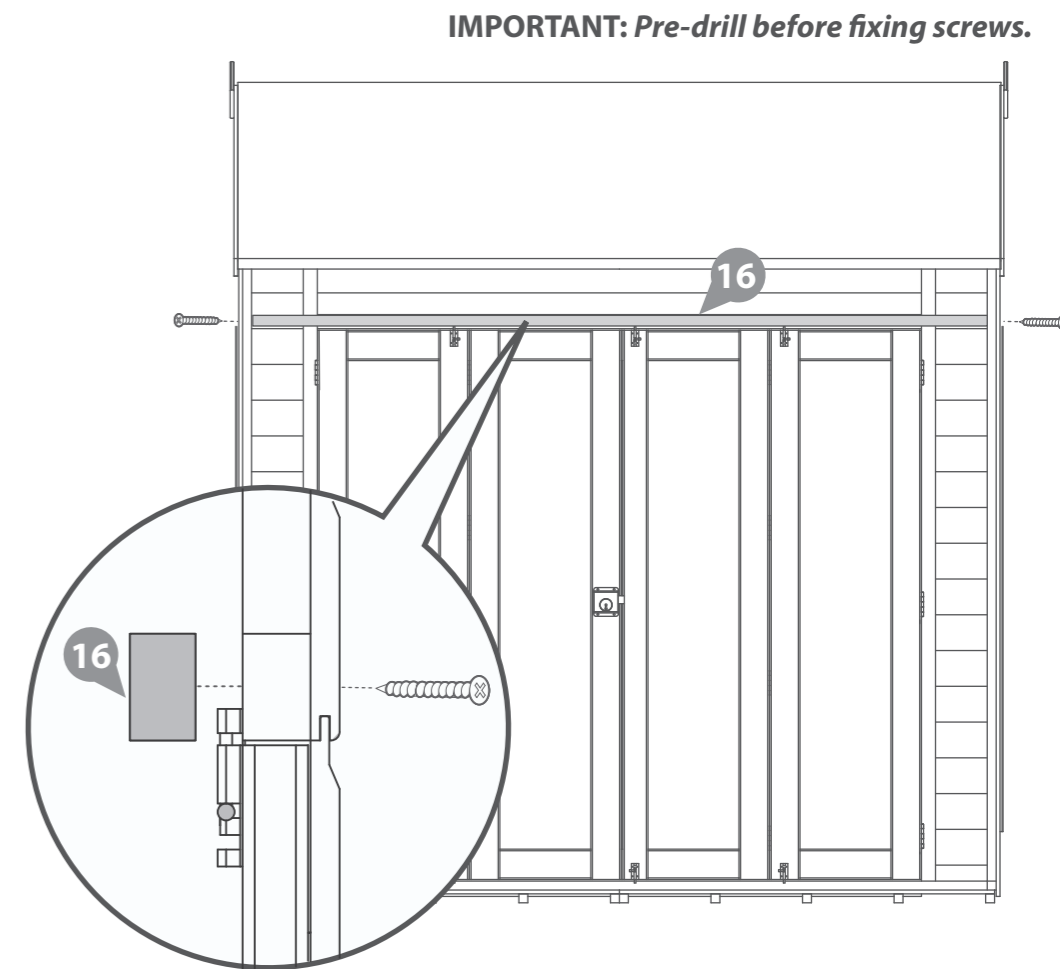
**Parts Needed - No.16 QTY 1**

Place the Door support bar (No. 16) to the inside of the door panel as displayed on the pictures. The 44mm side of the framing should sit against the inside of the door panel.

This framing will meet at each side panel as show in the image, and should be level with the door panel framing.

Secure the framing using 4x60mm screws externally through the front panel, and a futher 2x60mm screws through the side panels and into either end of the framing.

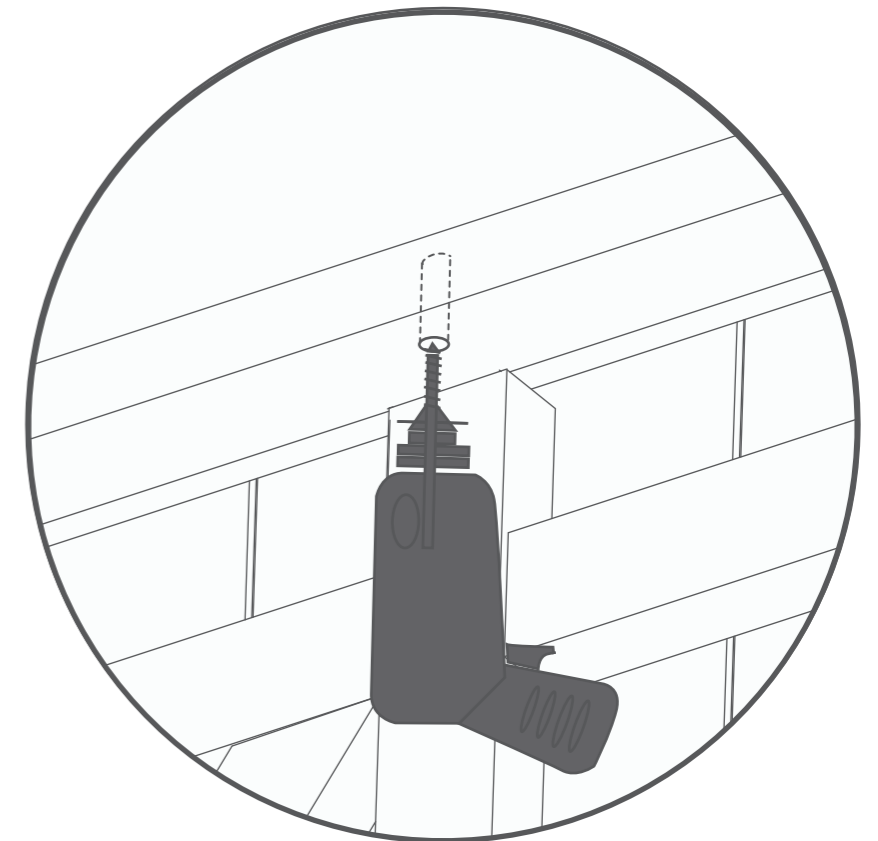
**6x60mm Screws**



## Step 20

Drill 3x6mm holes into the framing in line with the barrel bolts, these will act as the catch for the barrell bolts.

**\*You will need to unsecure the barrell bolts at this point.**



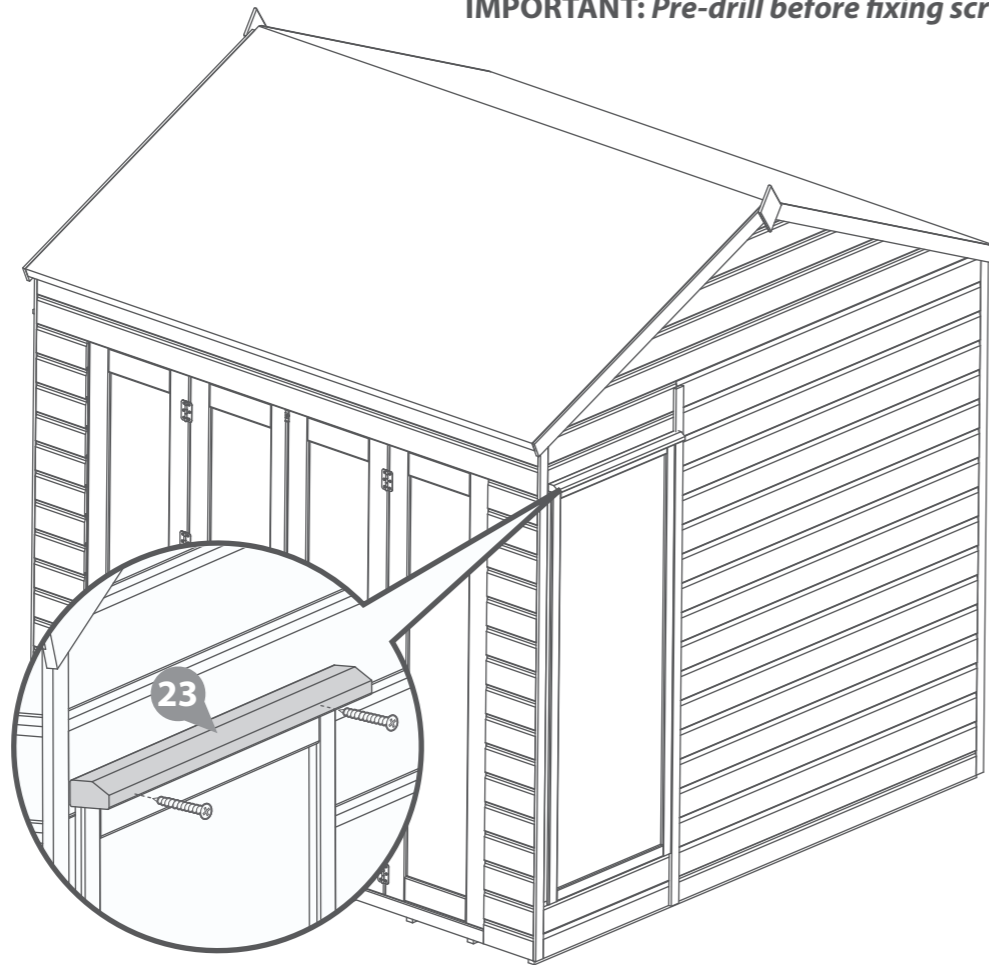


## Step 21

### Parts Needed - No.23 QTY 2

Fix the rain guards (No.23) above each window, securing in place using 2x50mm screws per guard, ensuring to screw through the framing.

### 4x50mm Screws



**IMPORTANT: Pre-drill before fixing screws.**

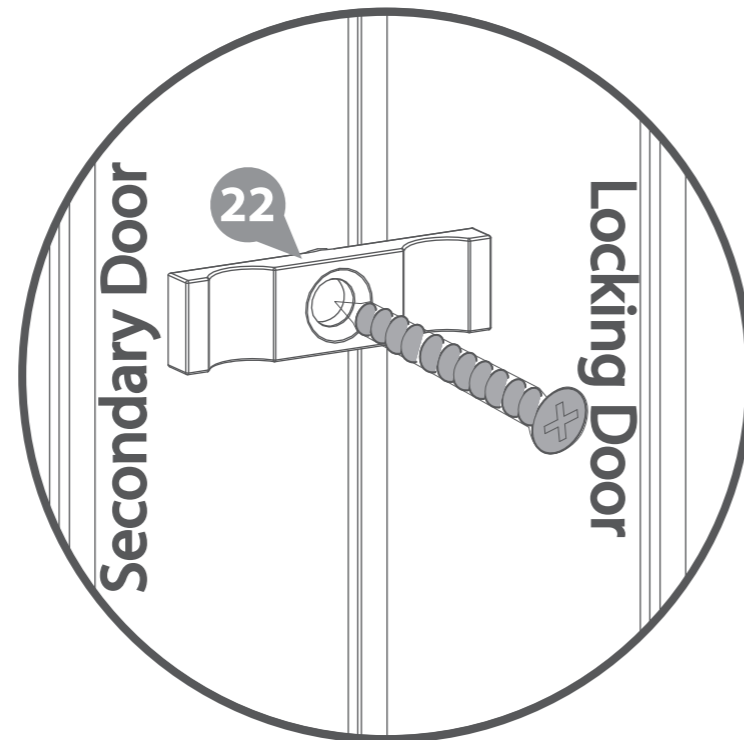
## Step 22

### Parts Needed - No.22 QTY 2

Attach the two turn buttons (No.22) to the secondary door at the top and bottom using 2x30mm screws.

*\*These turn buttons help to keep your doors straight during high & low levels of moisture content in the air.*

### 2x30mm Screws



**IMPORTANT: Pre-drill before fixing screws.**

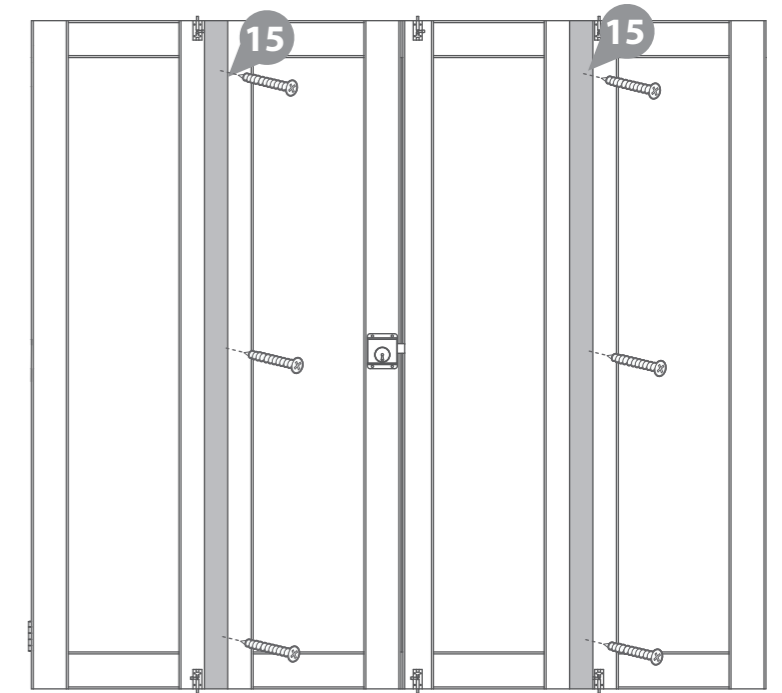
## Step 23

### Parts Needed - No.15 QTY 2

Attach a strip (No.15) to the hinged side of the Master and Secondary doors. Each strip should overlap onto the plain doors to ensure the gap is covered.

**\*These strips allow you to adjust the doors allowing for moisture absorption and reduction.**

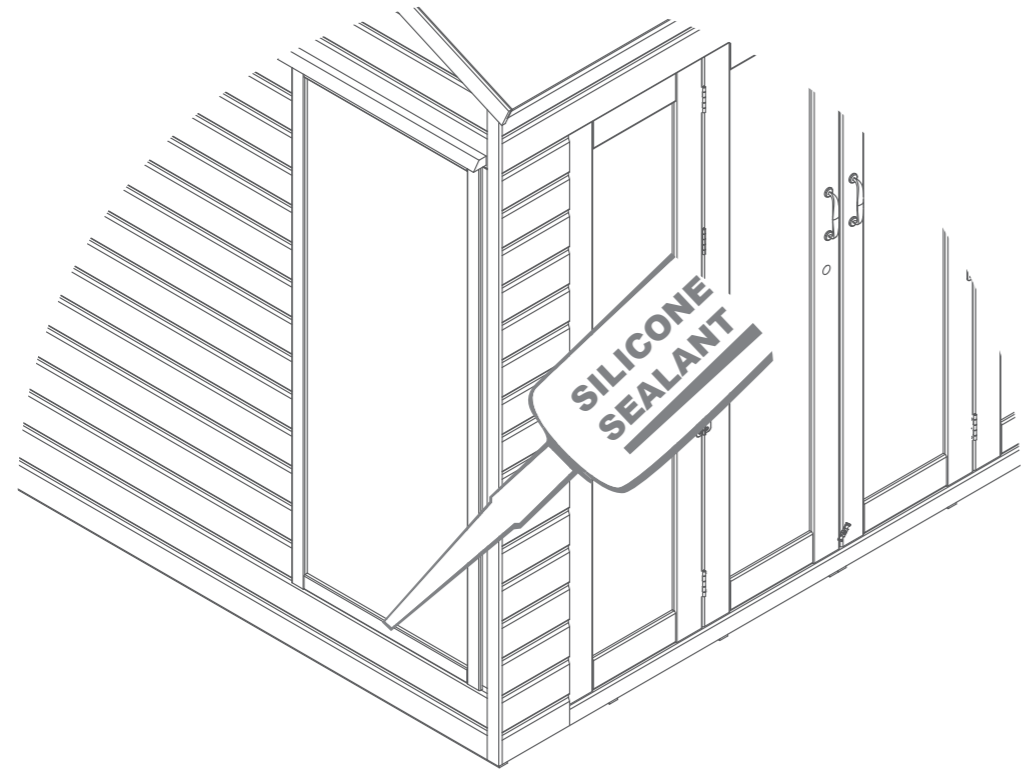
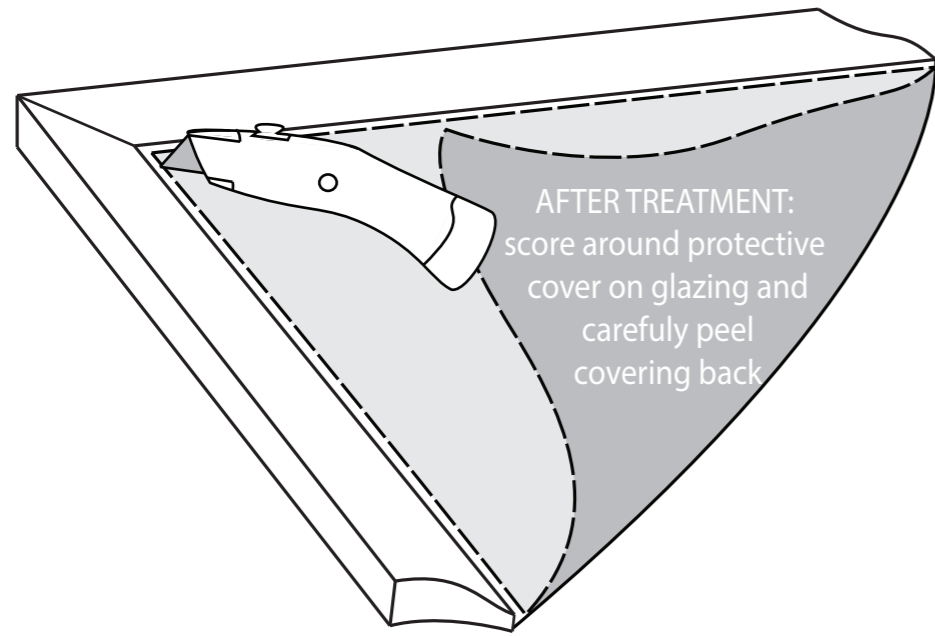
### 6x30mm Screws



**IMPORTANT: Pre-drill before fixing screws.**

**Please be aware you may need to adjust the doors once the building is fully constructed.**





All our garden buildings have been designed and manufactured with care and attention to be the perfect addition to your outdoor space. To ensure you do get the best out of your new garden building and to increase the longevity we advise that you follow the product instructions and our manufacturer's recommendations as detailed below. Thank you for choosing a Mercia Garden product!

## 1 Choosing the most suitable location for your garden building...

A minimum of 60cm should be left around the perimeter of your garden building to allow access for maintenance, annual treatment and to allow air flow around the building.

Where possible you should avoid placing your garden building underneath large trees to prevent the tree causing damage to the building.

## 2 Preparing the base for your garden building...

All our buildings must be built on a firm, level base to ensure the longevity of the building and prevent the wood from distorting. We recommend either concrete, concrete slabs or a wooden base, such as our 'Portabase'.

The base should be slightly smaller than the external measurement of the building, i.e. the cladding should overlap the base, creating a run off for water and preventing water from pooling underneath the building.

We also recommend that the floor of the garden building is a minimum of 25mm above the surrounding ground level to avoid flooding.

## 3 After installation...

Once your garden building has been installed it will need to be treated as soon as possible and annually to prevent the timber from deteriorating and to waterproof it. This is required to maintain the anti-rot guarantee.

Dip Treated buildings - Require a preservative treatment to protect against rot and decay and a waterproof treatment to prevent water ingress

Pressure Treated buildings - Require a waterproof treatment to prevent water ingress

Log Cabins/Insulated Garden Rooms - Are supplied untreated and require a preservative and waterproofing treatment

We also recommend using a silicon sealant on the inside and outside of the windows as soon as possible after assembly and treatment to fully seal the windows.

Roofing felt/covering should be checked annually and replaced or fixed accordingly.

## 4 General maintenance and wood characteristics

As wood is a natural material it may be affected by the following:

**Shrinkage and warping** - The timber used in the construction of your garden building will have retained some of its natural moisture content. The moisture content of the timber will vary, depending upon prevailing environmental conditions, which will result in the components either naturally expanding or contracting. As the components dry out shrinkage may occur. A good waterproofing treatment from the start is the best protection to minimise the effect of moisture loss/intake.

In extended periods of very warm weather getting some moisture to the building will help the overall balance. You can do this by spraying it down lightly with a garden hose. In contrast after snow fall try to remove the snow as best as possible from the roof to prevent moisture intake and to remove the extra weight.

Top tip - using a garden brush will help you to reach the highest part of the building to remove snow and any debris left from bad weather.

**Damp and mould** - During the winter months, cold and damp conditions can result in an increased amount of moisture within your garden building, especially when used infrequently. Condensation can form on the timber and other items stored within your garden building. If left this moisture is likely to cause mould and mildew. To prevent the build-up of moisture, we recommend leaving the door or windows of your building open from time to time, to allow the fresh air to circulate. We also advise against storing wet or damp items in your garden building as this will also increase the level of moisture in the building. If mould or mildew does start to form within your building we recommend using an anti-mould cleaner to remove it and to prevent it spreading, which if left untreated could permanently damage your garden building.

**Splits, cracks and knots** - You may notice small splits and cracks in some components or holes may appear where knots shrink and fall out. This will not affect the structure of your Garden building however if you wish to fill them this can be easily done using any good quality wood filler.

**Sap** - is naturally occurring in wood and may appear in some boards of your garden building. If you wish to remove the sap, we advise waiting until it is dry and then using a sharp knife to carefully remove it. If the removal of the sap causes a hole in the timber, we recommend using a good quality wood filler to fill it.

For more handy hints and tips on how to care and maintain your garden building please refer to the MGP Customer Portal at [www.mgplogistics.co.uk](http://www.mgplogistics.co.uk)

Any further questions?

Contact our  
Customer Service  
Team on:  
01636 821215

## 1 Manufacturer's Warranty

All Mercia Garden Products are supplied with a 1 year warranty on all parts against manufacturing defects.  
This warranty does not cover movement, warping or splitting of timber products over time.

This warranty will be voided if any of the following occur:

1. The building has been customised or modified/adapted in any way.
2. The person claiming is not the original purchaser of the building.
3. Any damage has been caused by or as a result of misuse.
4. The building has not been maintained and cared for in accordance to our advisories and manufacturer's recommendations.
5. The building has not been treated annually or as per the manufacturer's recommendations, please ensure receipts are kept to validate this claim.
6. The building has not been erected, fitted or installed as per the supplier instructions.
7. The building has not been erected on a suitable sized firm flat, solid level concrete/slab base or placed on pressure treated bearers.
8. The building is or has been placed with 2 feet (60cm) of any obstructions (walls, trees, plants, fences etc.) which can allow moisture to penetrate the timber.
9. The roofing felt has been incorrectly fitted or damaged allowing water ingress, or not properly maintained.
10. Any windows and joints have not been sealed, inside and out, with silicone or other watertight sealant.
11. Any timber has been cut, pierced or drilled without subsequent application of approved cut-end treatment.

## 2 Anti-rot Guarantee

Mercia Garden Products offer a 10 year anti-rot guarantee on all dip treated (a preparatory treatment) and 15 years on all pressure treated products. This guarantee covers solid timber against rot, decay, blue stain and insect attack.

To validate the guarantee the building must be treated with a recognised wood preserver/water proof top coat (as detailed within manufacturer's recommendations) as soon as possible after assembly and annually thereafter.

This guarantee does not cover movement, warping or splitting of timber products over time.

This guarantee will be voided if any of the following occur:

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2. The person claiming is not the original purchaser of the building.
3. Any damage is caused by or as a result of misuse.
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