

ASSEMBLY INSTRUCTIONS FOR **STAPLEFORD**

IMPORTANT

GENERAL GUIDELINES

Read ALL of this instruction booklet before you do anything else.

These assembly instructions follow the procedures we use in our workshop.

You will find that assembly is easier when working on a smooth flat surface.

Ensure sufficient protection is used to prevent damage to the work surface especially when drilling.

Standard white PVA glue is suitable for all joints. Follow the manufacturer's recommendations on application and handling.

WE DO NOT RECOMMEND THE USE OF FAST DRYING GLUE

We do not use nails or screws for the carcass assembly.

The carcass is held together with parcel tape **until the glue is fully dry**

These kits are very accurately made and it is important to ensure all joints are pushed fully home.

Clamping the carcass with sash cramps, 'G' cramps etc. may pull it out of square, as will standing it on an uneven surface.

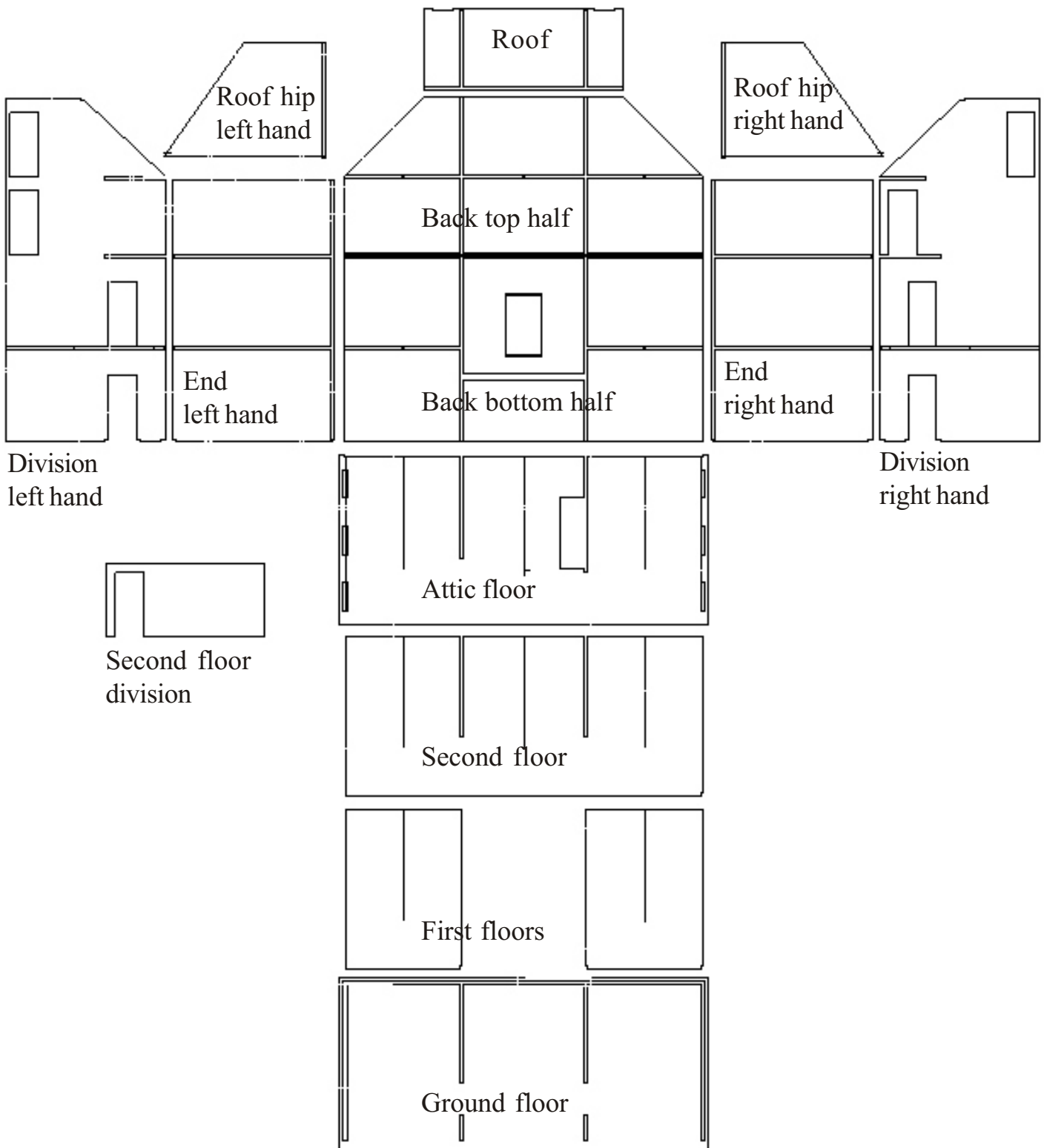
You do need to have a flat surface to assemble this kit on.

OPEN PACKAGE AND IDENTIFY ALL PARTS BEFORE ASSEMBLY

We strongly recommend that you first put the assembly together, without glue, to familiarize yourself with the procedure and ensure that all the parts are fitted correctly.

PARTS FOR MAIN BODY

NOT TO SCALE



HARDWARE PACK

In the re-sealable bag there should be:-

| ITEM | QTY. | NOTE |
|--------------------|------|---|
| Large hinge | 8 | (3 for each front openings + 2 for roof) |
| Counter sunk screw | 56 | (7 for each large hinge) |
| Small hinge | 12 | (Front doors + verandahs) |
| Small domed screw | 48 | (for small hinges) |
| Domed pin | 1 | (For magnetic catch in right front opening) |

PREPARATION

Prior preparation will be an important factor as to the quality of the finished product.

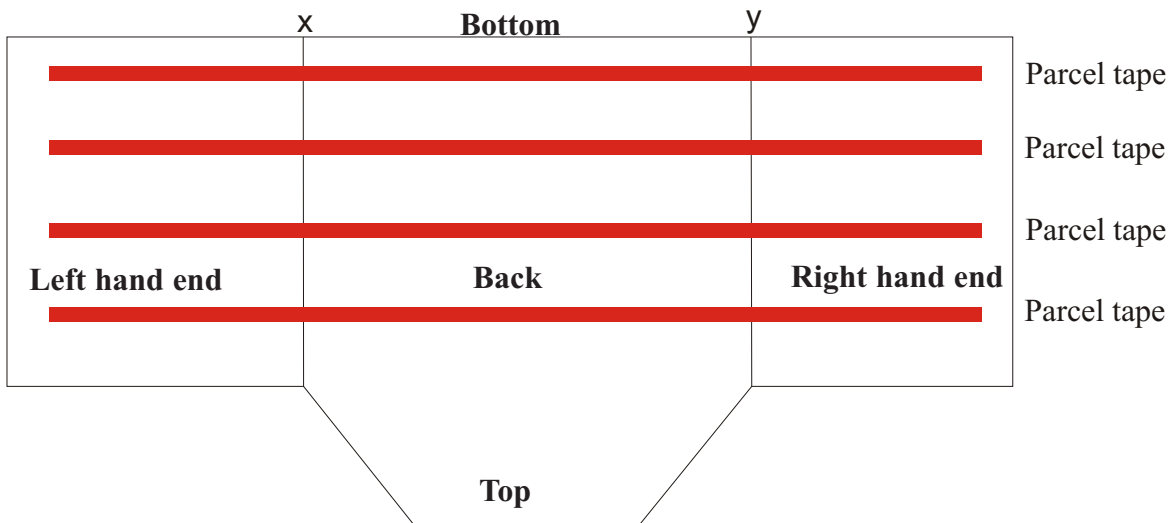
Ensure a large enough work surface is flat, clean and dry.

Ensure that you have fully read this booklet.

The dry-run assembly is most important.

Any surface dust, produced during manufacture, can be removed with brush attachment fitted to a Hoover. This applies to the larger components only as small items could disappear up your Dysonian windpipe forever, these should instead be dusted with a clean, dry paintbrush.

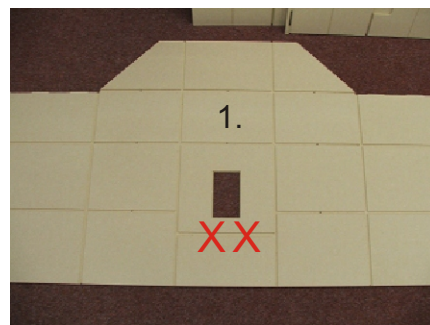
CARCASE ASSEMBLY



Put these three panels on the work surface, as above, but with the GROOVES FACE DOWN. Ensure that the panels line up and form a straight horizontal line across the base of the panels. Place brown parcel tape (50mm wide) as shown, this will act as a hinge and hold the carcass together during assembly.

Take hold with both hands at x & y and with an 'even lift' turn the whole piece over so that the grooves are now uppermost.

1. Apply glue to all grooves in back wall (except X X). Don't get glue into the holes for the lighting wires.



2. Fit left and right divisions, make sure fully home and flush with bottom of back wall.
3. Fit second floor and attic floor, make sure fully home and flush with the edges of the back wall.





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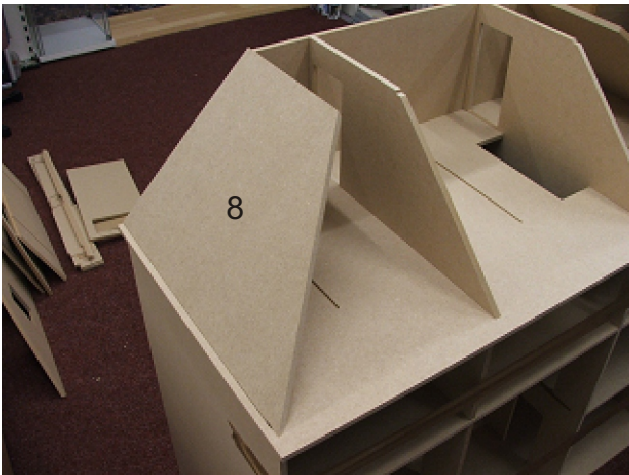


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4. Fit left hand first floor.
5. Fit right hand first floor.
6. Apply glue to all grooves in the left and right sides, offer up to all floors and tape as shown.
7. Apply glue to all grooves in the base. Lift the carcass and place in position on base, make sure fully home and leave to dry.

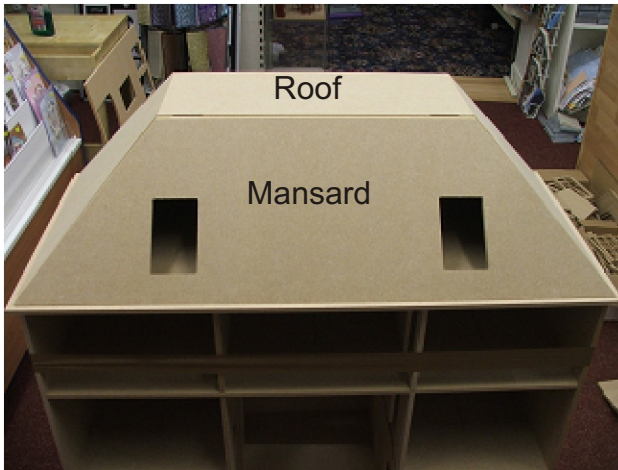


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8. Fit left and right roof hips.



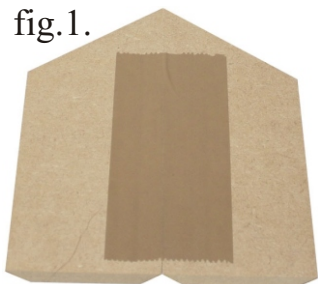
Roof

Mansard

9. Attach mansard to roof using 2 large hinges and 14 counter sunk screws. Glue roof into position, apply tape and Leave to dry.

NEXT - THE DORMERS

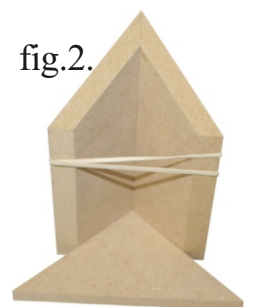
fig.1.

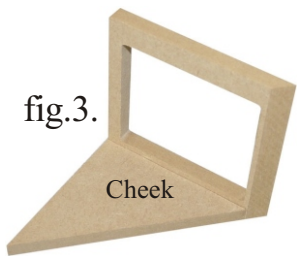


Start by taping the roof pieces together fig.1 Apply glue then fold them put elastic bands around them to hold them. Use a dormer check to keep them square fig.2.

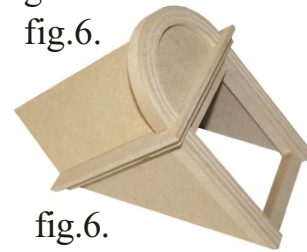
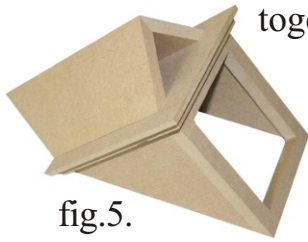
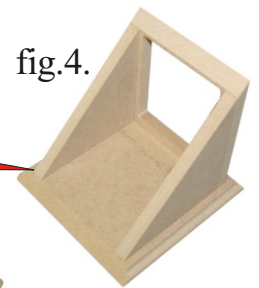
4.

fig.2.





Glue the cheeks onto the front fig.3. With both cheeks glued on stand then on the flat roof fig.4. making sure the mitred edge on the roof lines up with the slope of the dormer cheeks. Turn them over and fit the pitched roof fig.5. Now fit the arched dormer gable together with the fluted detail pieces fig.6.



Prop up the mansard into a horizontal position.

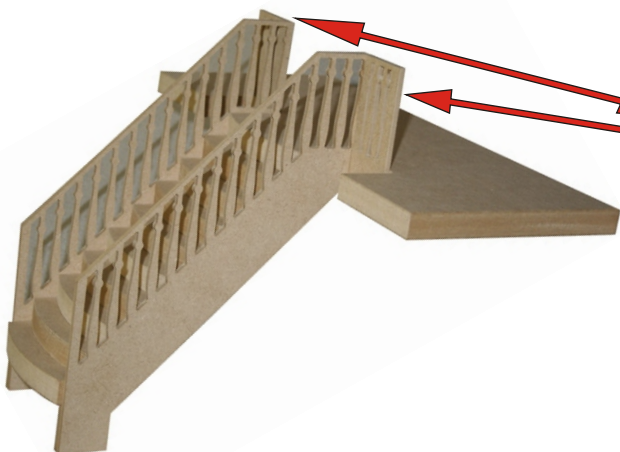
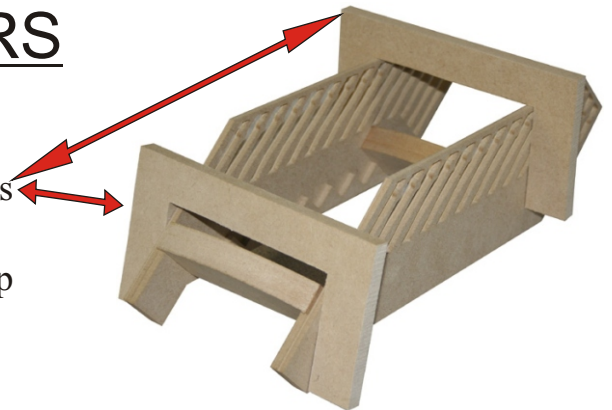
Glue the dormers into place over the dormer cut-outs in the mansard.

Leave to dry.



THE STAIRS

Now the stairs can be assembled start by gluing the stepped pieces onto the inside faces of the balustrading as shown. Next using the [mdf brackets to hold the stairs together while fitting the treads gluing the bottom ones in first and working to the top. Glue the landing onto the top tread. Now glue the bottom two treads in place.

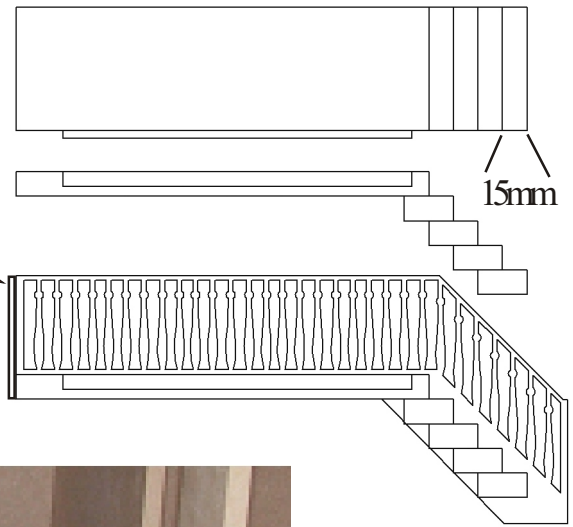


Glue the two landing balcony pieces in place.

Bottom two treads



The first floor landing is put together now. Start by gluing the treads on as shown they are 30mm wide and are glued on with 15mm of the face showing. The balcony side is glued on and then the balcony end piece.



The stairs are fitted by sliding the central flight in first and locating them in the groove in the back wall of the carcase then the first floor landings are fitted. It will be better to decorate the hall before gluing the stair in position.

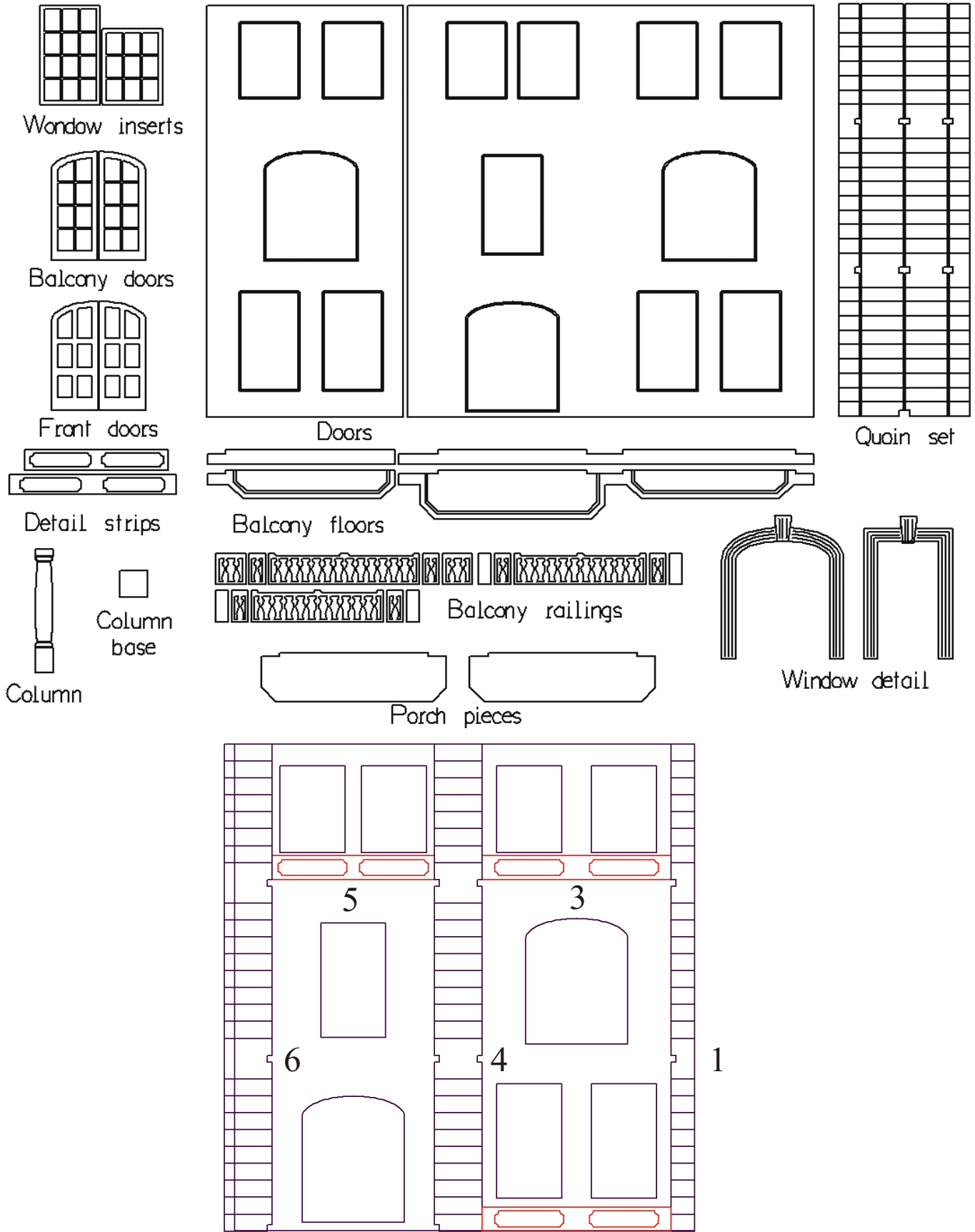


The attic stairs can now be built and glued into position.

Both chimneys can now be built and glued into place.

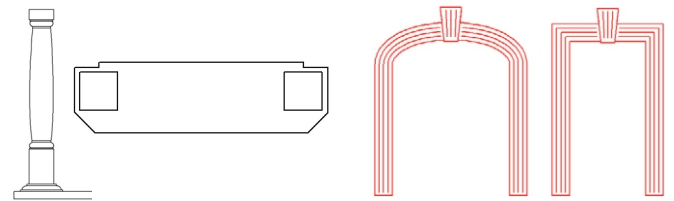
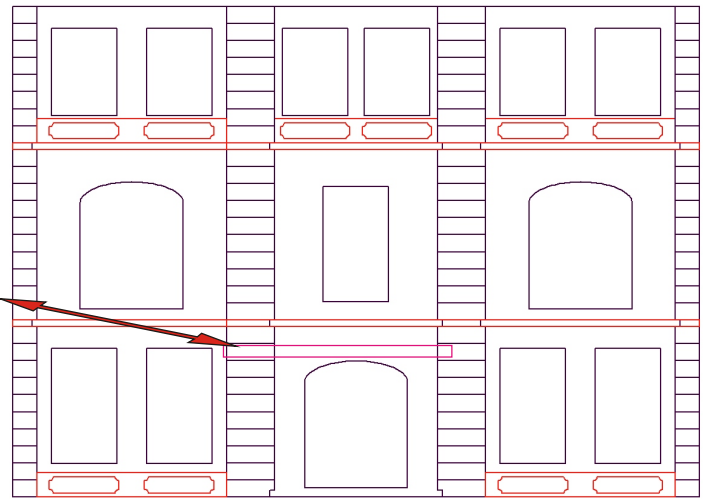


NEXT - THE FRONTS



Start the front detail by gluing on the quoin² and detail strips in the order as shown Use the detail strips to space the quoin. Position the balcony floors at the same time to help position the other pieces then glue the balcony floors on.

Next place the left hand front next to the right hand one. Line up the top and bottom edges. Glue the left hand quoin in place then the detail strips and balcony pieces. The 15mm thick porch piece can now be glued underneath the center balcony. Next glue the column bases onto the 9mm porch piece then the columns onto the column bases. When the glue is dry glue the columns and porch piece into place in front of the door opening. The window detail is glued centrally around the balcony doors and window and the balcony railing are glued into the grooves on the balcony.



Main front doors are now fitted using 3 large hinges and 21 countersunk screws on each.

Window inserts are fitted into place after varnishing / painting.

LAST - BUT NOT LEAST

Attach the head of the domed pin to the magnet in the right front opening. Slowly close the door and watch where the tip of the pin touches the second floor. Push pin fully home.

AND FINALLY

We hope that you have enjoyed building this quality product from Barbara's Mouldings. Why not contact us for a catalogue or just phone us to discuss your next project. We have a range of components, paints, mouldings and claddings to add a perfect finish to your building.

BARBARA'S MOULDINGS

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