

ASSEMBLY INSTRUCTIONS MORCOTT BASEMENT

GENERAL GUIDELINES

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.

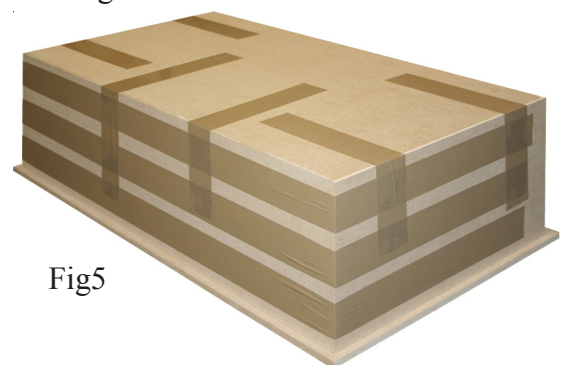
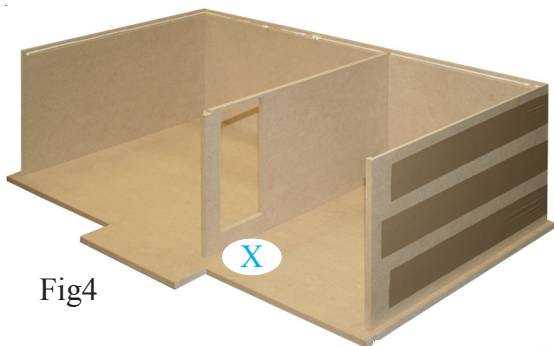
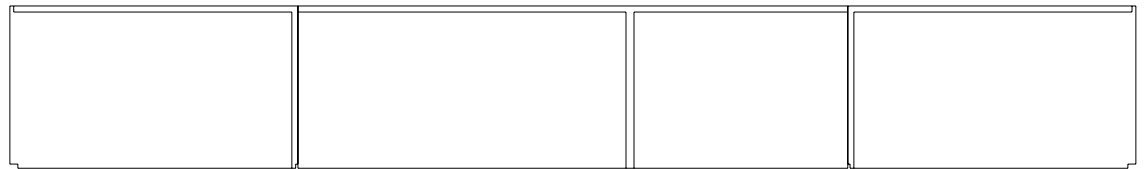
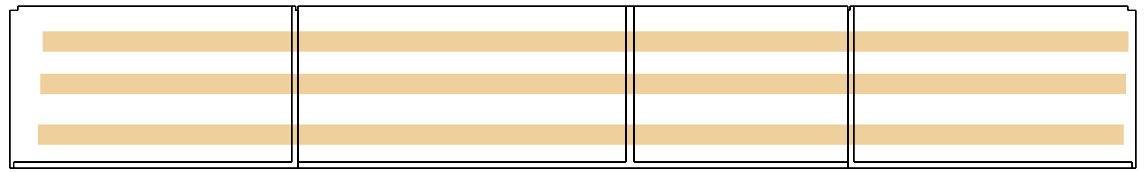
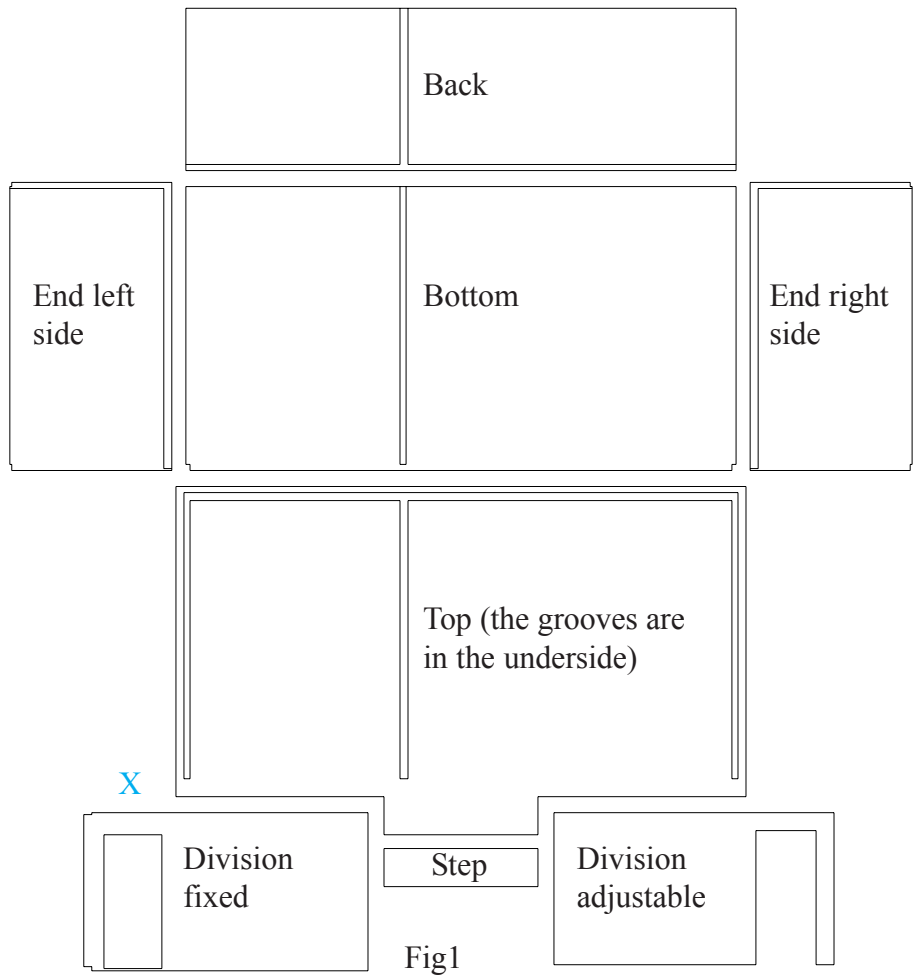
We strongly recommend that you first put the assembly together, without glue, to familiarize yourself with the procedure and ensure that all the parts are fitted correctly.

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.

Main carcass

Identify the components shown in Fig1. Place the back and ends down as shown in Fig 2 (note the components have been over and the grooves and rebates will be on the underside) Put parcel tape on as shown. Holding at **X** turn the pieces over so the grooves and rebates are uppermost as in fig3. Turn the top over glue the grooves/rebates in the top back and ends then using the parcel tape as a hinge lift the ends up lift the ends up so they are vertical but the back is still laying flat. Pick the back and ends up as one unit and place in the grooves in the top. Put the fixed division in place it is possible for this division to go in the wrong way up so check **X** is the top edge of the division so this edge needs to be fitted into the groove in the top Fig4. Glue the groove in the bottom and tape in place as Fig5. Turn all the pieces over and tape the top in place as shown in fig 6. Leave on a flat surface till the glue has fully dried.



Right hand side front part

Identify the components shown in Fig7.

Place the window panel, bottom, front and end down as shown in fig8. (note the components have been over and the grooves and rebates will be on the underside) Put parcel tape on as shown.

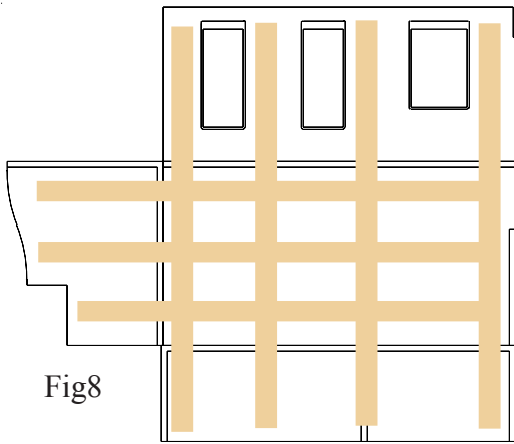
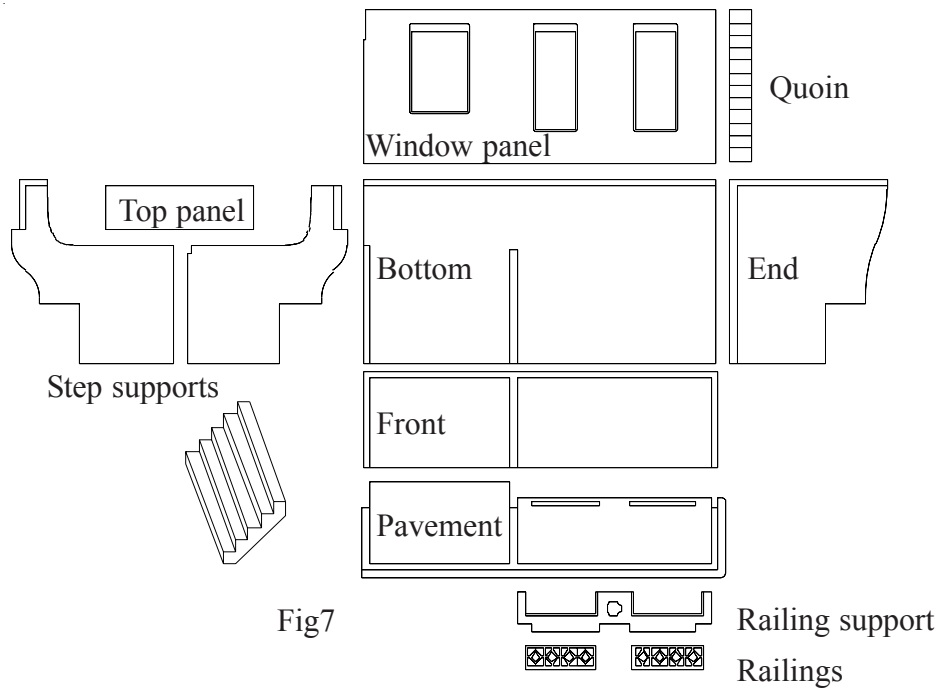


Fig7

Fig8

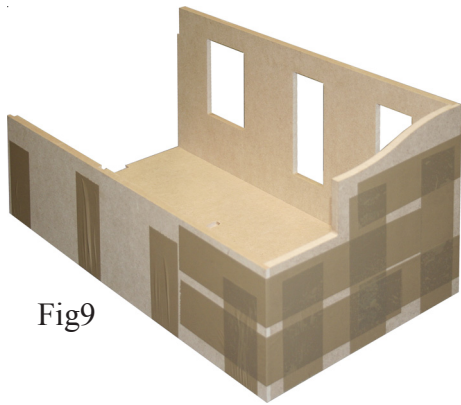


Fig9

Carefully turn the pieces over glue and fold together as shown in fig9. Put parcel tape on at the corners to hold them together.

Now glue the step supports into place and again tape as shown in fig10.

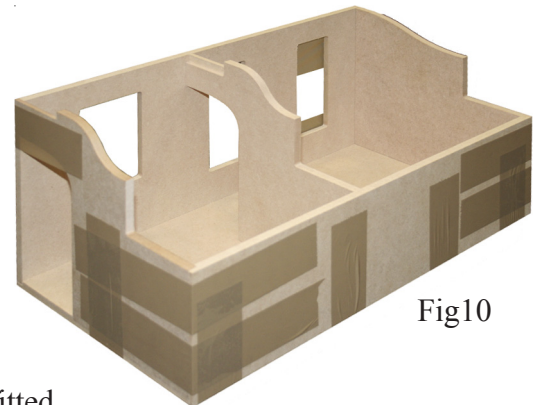


Fig10

The pavement goes on next tape in place as shown in fig11.

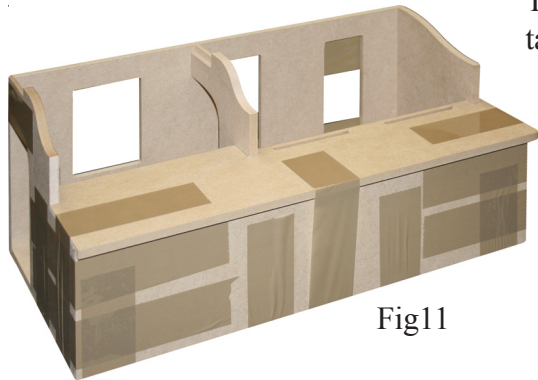


Fig11

The top panel and steps are now fitted at the same time. Please note the top step of the steps needs to be level with the highest point of the step supports. Put parcel tape across to pull the step supports tight up to the steps. fig 12

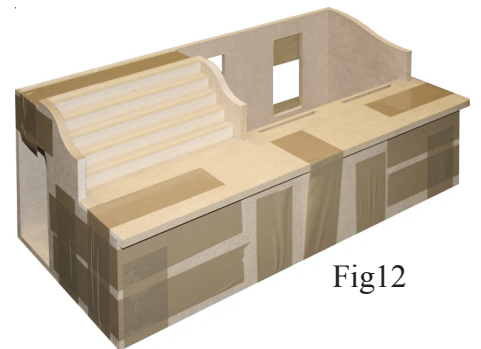


Fig12



Fig13

Now the railing supports and railings are fitted fig13.

Left hand side front part

Identify the components shown in Fig14. Place the window panel, bottom, front and end down as shown in fig15. (note the components have been over and the grooves and rebates will be on the underside) Put parcel tape on as shown.

Carefully turn the pieces over glue and fold together as shown in fig16. Put parcel tape on at the corners to hold them together. Also fit the end panel at this stage.

The pavement goes on next tape in place as shown in fig17.

Slot step side 1 into place fig18

Fit the steps and then step side 2. The railing supports and railings are also fitted. fig19.

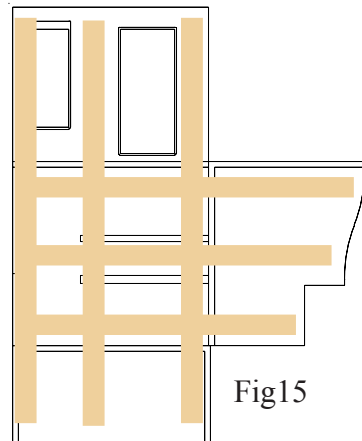


Fig15

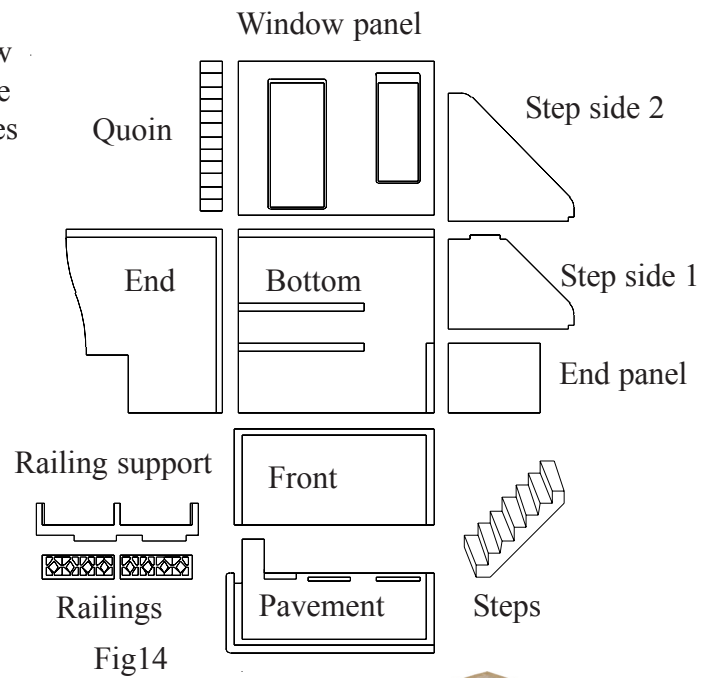


Fig14

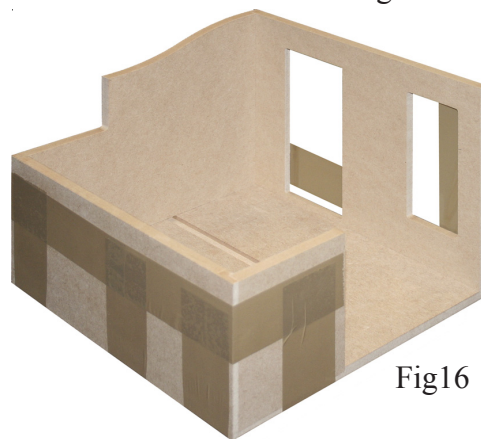


Fig16

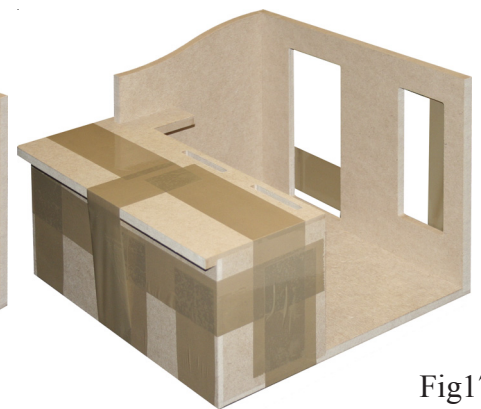


Fig17

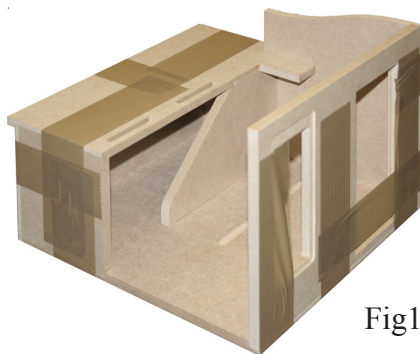


Fig18

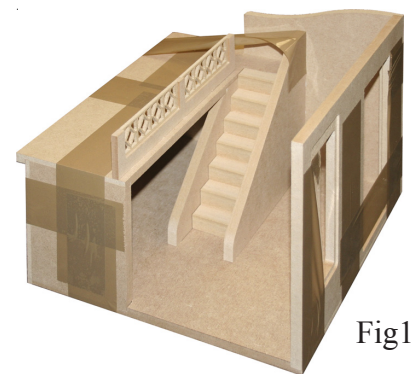


Fig19

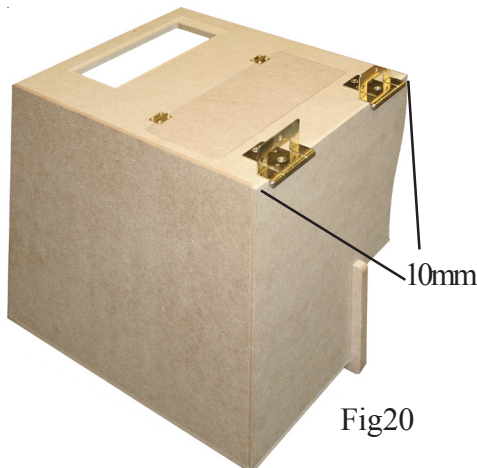


Fig20

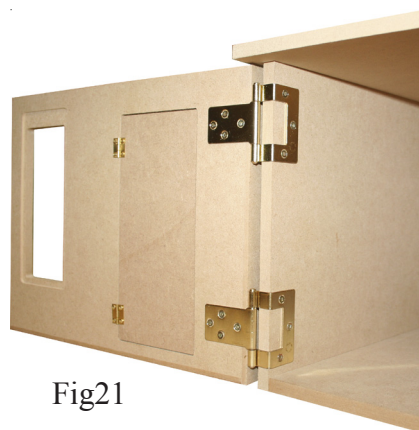


Fig21

Now to fit the hinges fig21. Place the little door into the door opening and centralise so there is an equal clearance all round. lay the hinges flat on the face of the door and wall as shown and simply screw the screws in. The big hinges are fitted to the front first leaving a 12mm gap from the top and bottom of the front. Now screw the front onto the main carcass fig 21. The last thing to do is fit the quoining. Place the house on the basement and close the fronts of the house and basement. The quoinings are fitted directly below the half columns.

