

# General Instructions

Please retain product label and instructions for future reference

**01DTSHAX0406SDFW-V1**

**DIP TREATED SHIPLAP APEX 4X6 SINGLE DOOR FIXED WINDOWS**

## 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.

Screws & Nails



Measure overall length

Bolts



Measure under the head

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 as been treated by the correct application of Aquatan solution and then allowed to dry.

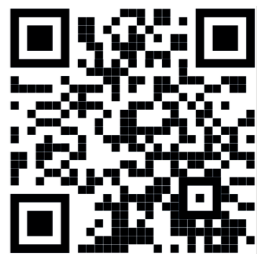
Aquatan is a decorative finish to colour the wood, which is applied industrially to timber fence panels and garden buildings.

**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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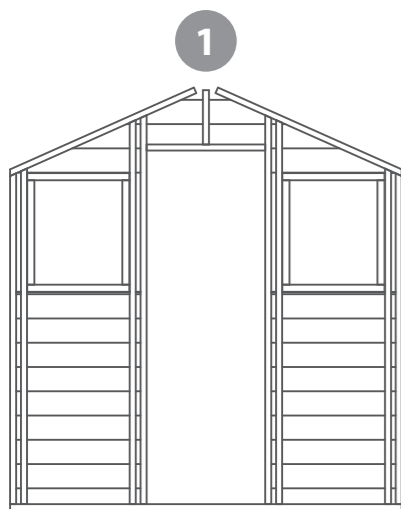
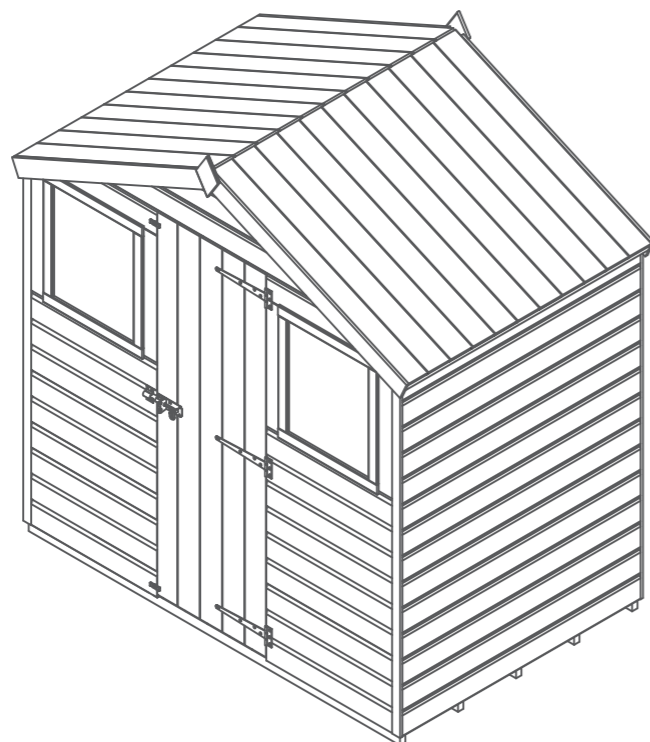
## 4x6 Shed

### Overall Dimensions:

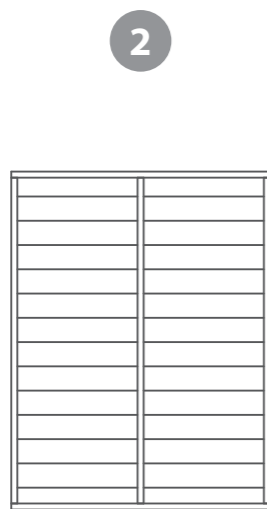
Width = 1972mm  
Depth = 1299mm  
Height = 2039mm

### Base Dimensions:

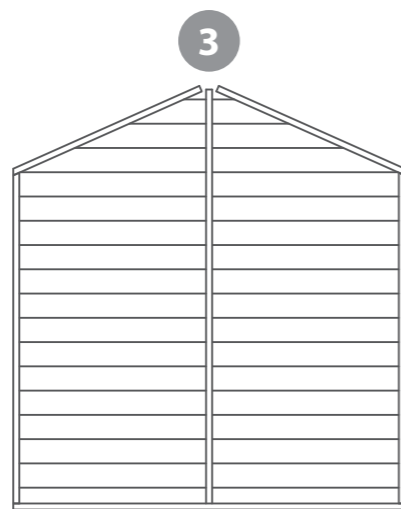
Width: 1860mm  
Depth: 1190mm



**Door Gable QTY 1**  
AI-01S11SHASD2FW1808X1970-V1



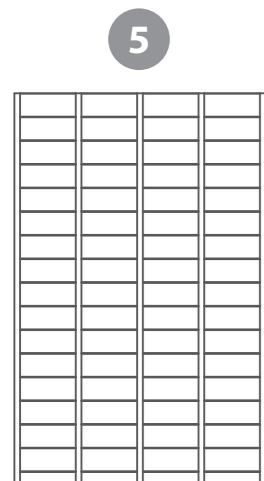
**Plain Side QTY 2**  
AI-S11SHPP1193X1571-V1



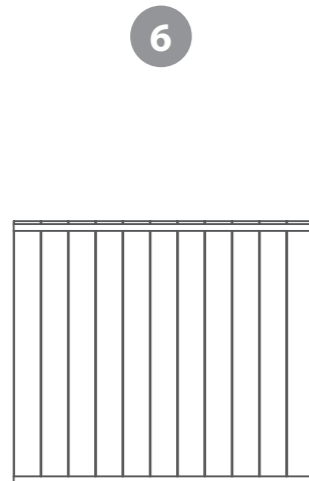
**Plain Gable QTY 1**  
AI-01S11SHAGP1808X1970-V1



**Door QTY 1**  
AI-S21FBMBZBD544X1660-V1









**Floor QTY 1**  
AI-S21MBF1190X1860-V1



**Roof QTY 2**  
AI-S11MBOHAR1075X1217-V1

## Nail Bag

There may be extra screws present in the nail bag

-  **70mm Screws x 7**
-  **60mm Screws x 8**
-  **50mm Screws x 52**
-  **30mm Screws x 59**
-  **20mm Screws x 8**
-  **Felt Tacks x 100**



**7 Ridge Bar - 28x28x1137mm QTY 1**  
FS2828-1137mm



**8 Door Block - 27x44x160mm QTY 1**  
F2744-160mm



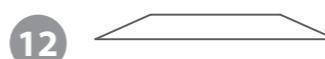
**9 Cover Strip - 40x12x1570mm QTY 4**  
S1240-1570mm



**10 Fascia - 12X80x1045mm QTY 4**  
S1280-1045mm



**11 Greenhouse Roof Frame - 44x27x1574mm QTY 2**  
F2744-G-1594mm (Angled) - Used only when attaching greenhouse to shed (See Step 17).



**12 Greenhouse Roof Block - 44x27x410mm QTY 1**  
F2744-G-450mm (Angled) - Used only when attaching greenhouse to shed (See Step 19).



**13 T-Hinge QTY 3**  
PI-07-0021



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



**15 Pad Bolt**  
PI-07-0035



**16 Shed Diamond Finial QTY 2**  
Shed diamond Finial

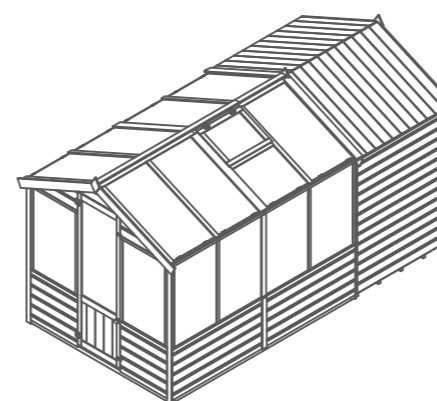


**17 Felt**  
PI-01-0013

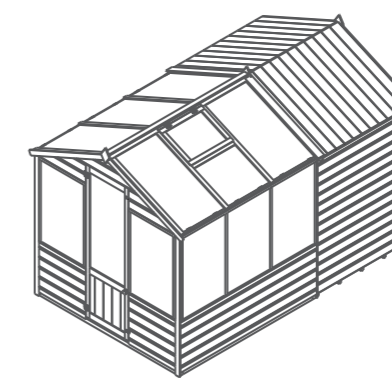


**18 Turn Button QTY 2**  
PI-07-0034

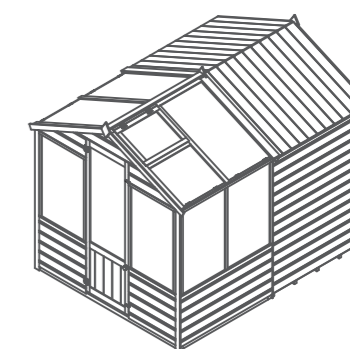
**\*\*For greenhouse contents please see instructions before beginning assembly.\*\***



**12x6 Greenhouse with shed**  
**Overall Dimensions:**  
Width = 2042mm  
Depth = 3665mm  
Height = 2039mm  
**Base Dimensions:**  
Width: 1860mm  
Depth: 3590mm



**10x6 Greenhouse with shed**  
**Overall Dimensions:**  
Width = 1972mm  
Depth = 3030mm  
Height = 2039mm  
**Base Dimensions:**  
Width: 1860mm  
Depth: 2980mm



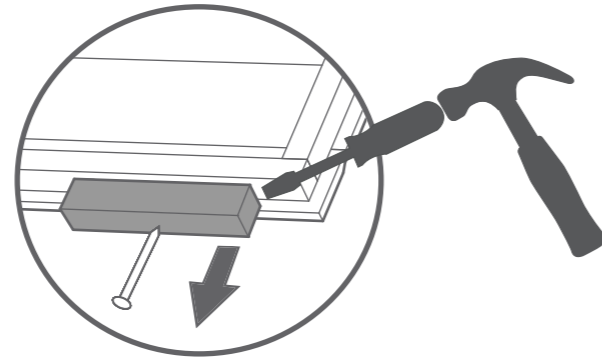
**8x6 Greenhouse with shed**  
**Overall Dimensions:**  
Width = 1972mm  
Depth = 2447mm  
Height = 2039mm  
**Base Dimensions:**  
Width: 1860mm  
Depth: 2397mm

## 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.4 QTY 1  
- No.13 QTY 3

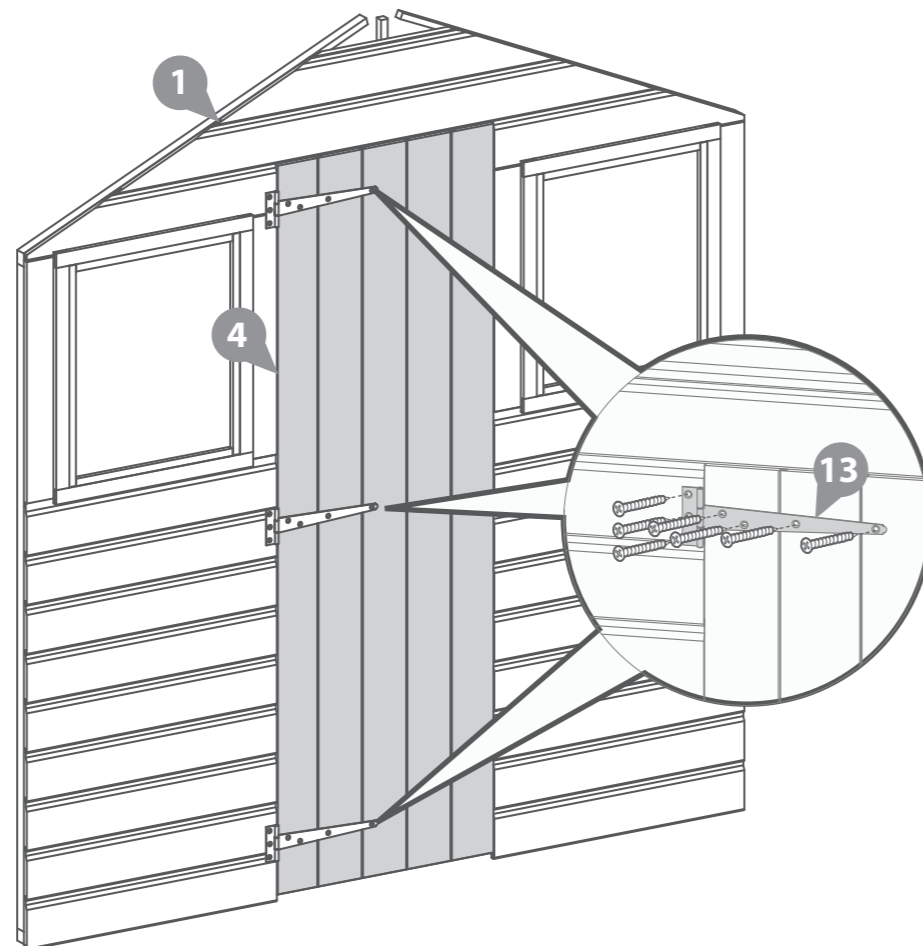
Place the door (No. 4) into the door gable (No. 1) aperture, making sure there is an equal amount of space either side of the door.

Once in place secure the door to the door gable using 3x T-hinges (No. 13) securing each hinge into position with 7x30mm screws.

**21x30mm screws.**



30mm screw

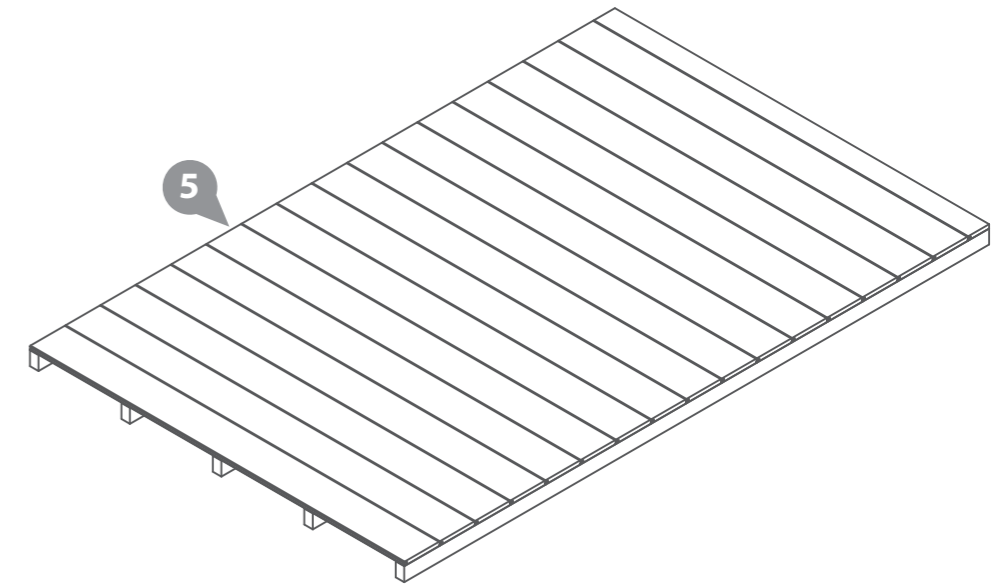


## Step 2

**Parts Needed-** No.5 QTY 1

Place the floor (No. 5) onto a firm and level surface.

Ensure your base has suitable drainage and is free from areas where standing water can collect.



## Step 3

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

Place the plain gable (No.3) and one of the plain panels (No.2) on to the floor and fix the corners together using 3x50mm screws.

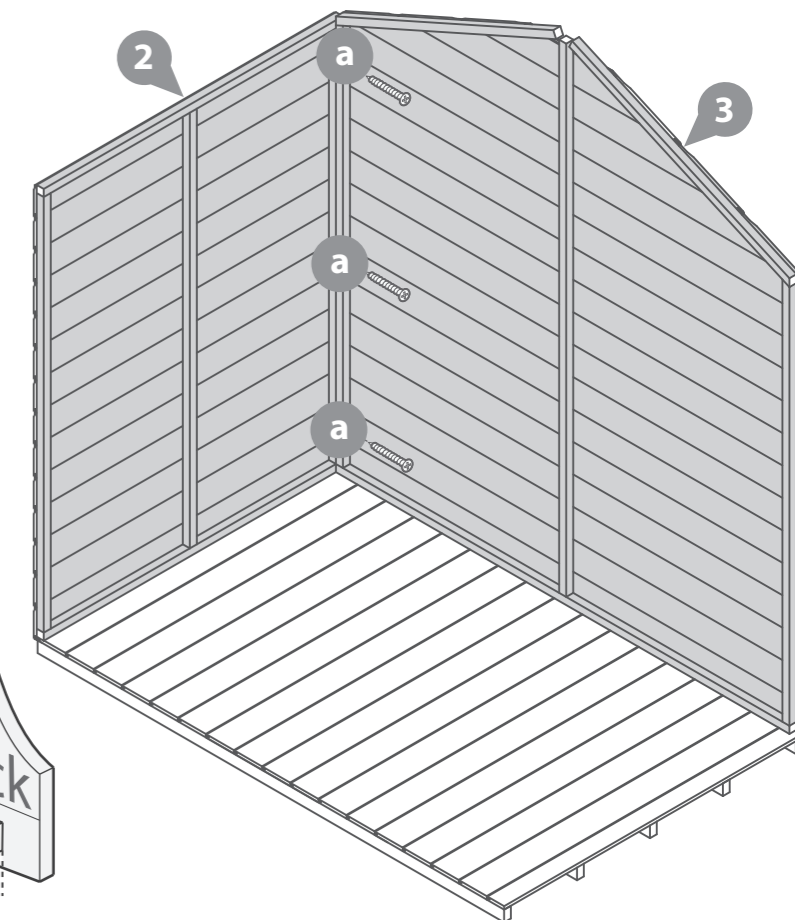
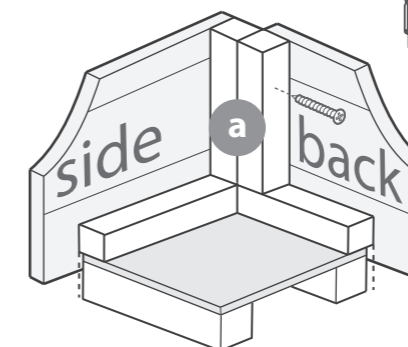
Do not secure the building to the floor until the roof is secured in place.

*\*Ensure the plain gable is fitted on the inside of the plain panel. Screw through the plain gable framing into the framing of the plain panel.*

**3x50mm screws**



50mm screw





## Step 4

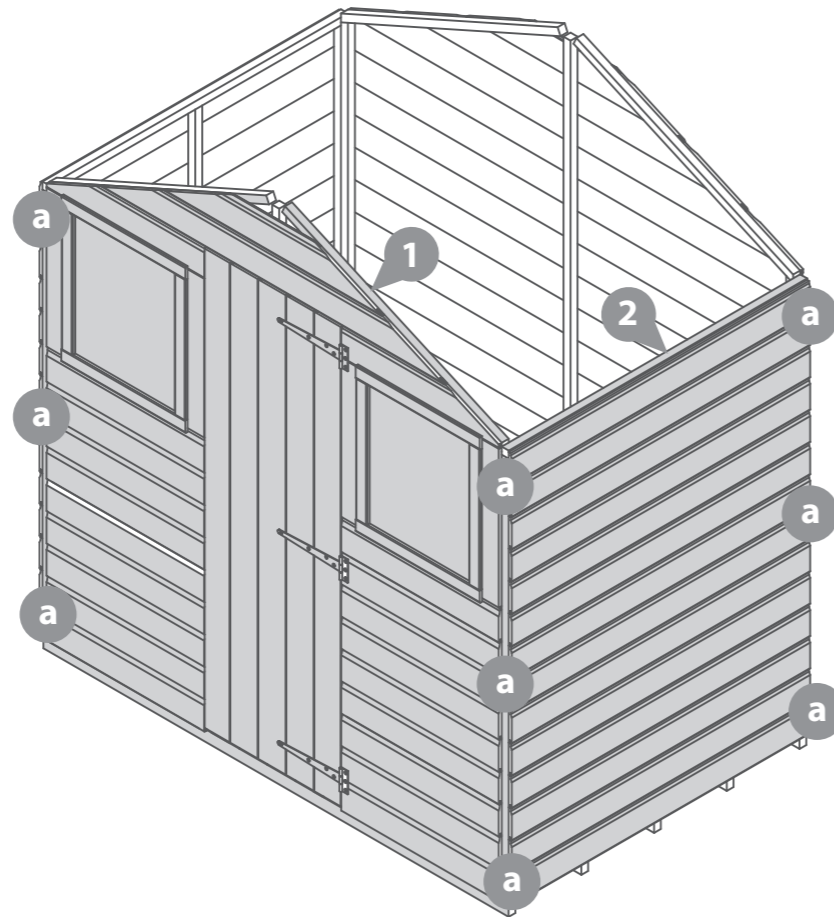
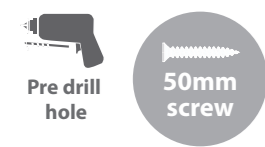
Parts Needed- No.1 QTY 1  
- No.2 QTY 1

Place the Door gable (No.1) and one of the plain panels (No.2) on to the floor and fix the corners together using 3x50mm screws.

Do not secure the building to the floor until the roof is secured in place.

*\*Ensure the Door gable is fitted on the inside of the plain panel. Screw through the Door gable framing into the framing of the plain panel.*

9x50mm screws



## Step 5

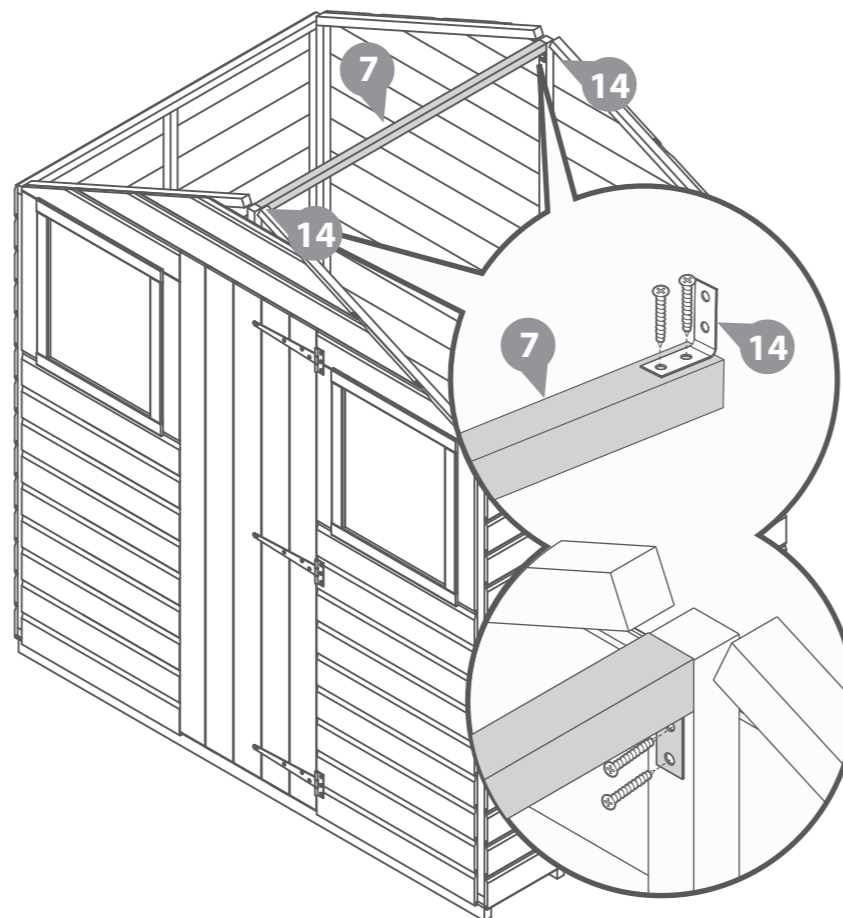
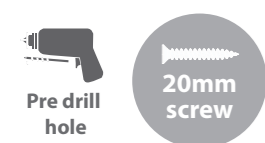
Parts Needed- No.7 QTY 1  
- No.14 QTY 2

Fix the Corner Braces (No. 14) to either end of the ridge bar (No. 7) using 2x20mm screws per bracket.

*\*Ensure the corner braces are flush with each end of the ridge bar.*

Once in place position the ridge bar between the gables, securing into position using 2x30mm screws per side.

8x20mm Screws



## Step 6

Parts Needed- No.6 QTY 2

Place the Roof Panels (No. 6) on top of the building making sure the framing in the roof panels sits firmly within the Gable Panels (No. 1 & 3) and on top of the Ridge Bar (No. 7).

**\*\*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.\*\***

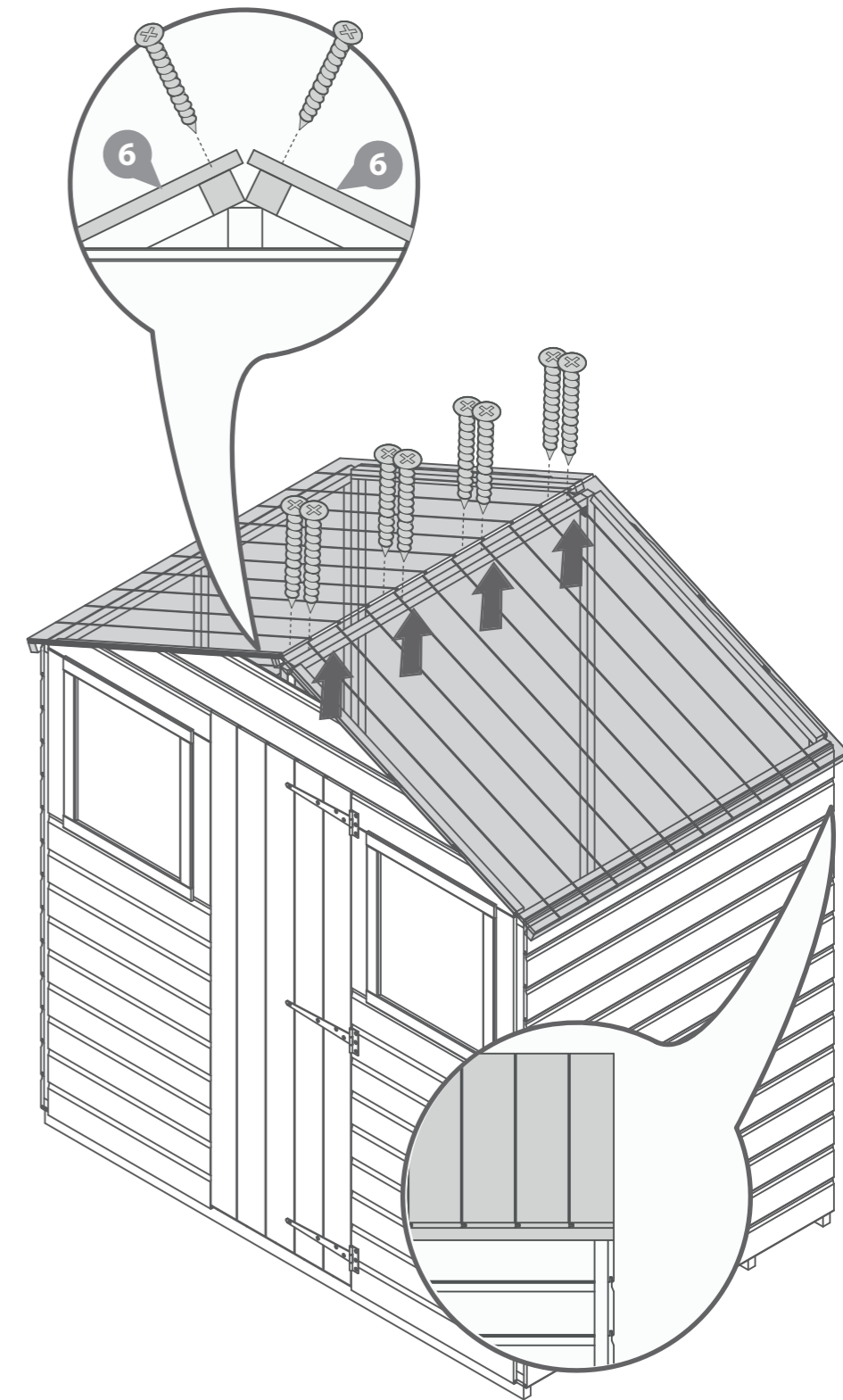
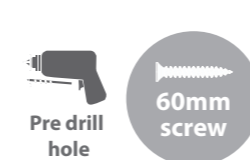
**\*\*The edges of the roof panels must be flush with the outer cladding of the Gable Panels (No. 1 & 3).\*\***

From the top, fix directly through the roof panels (No. 6) and into the ridge bar (No. 7) below using 4x60mm screws per Roof Panel.

It is essential that the ridge bar (No. 7) and roof panel (No. 6) framing pull together when fixed with 60mm screws. You may require another person pushing the ridge bar (No. 7) 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.\*\***

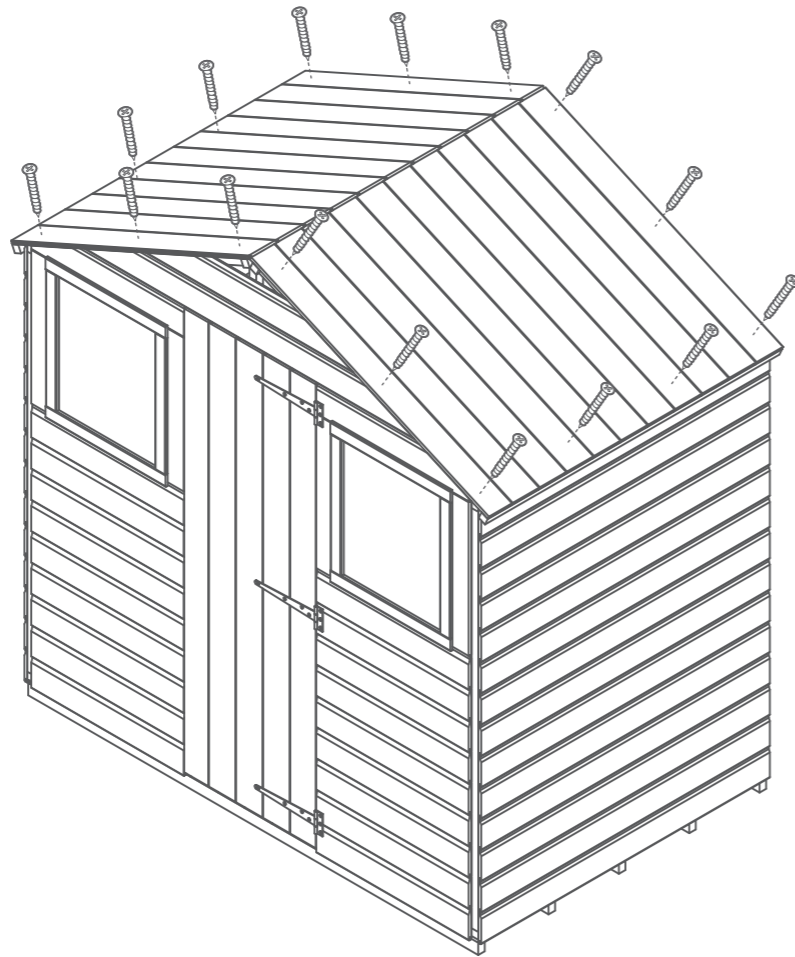
8x60mm Screws



## Step 7

Fix the roof to the panels on each side using 16x50mm screws. ensure to go through the roof and into the panel framing below

16x50mm screws



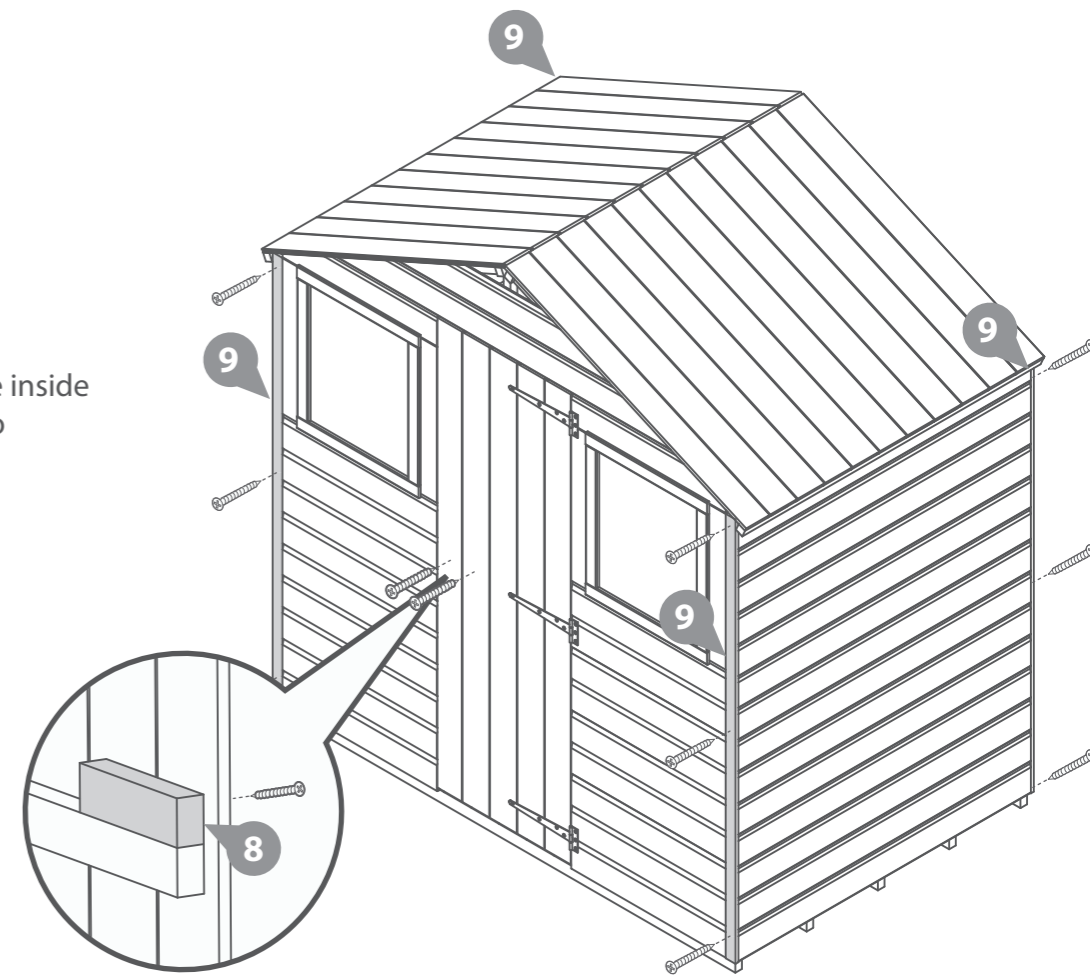
## Step 9

Parts Needed- No.9 QTY 4  
- No.8 QTY 1

Place a cover strip (No. 9) at each corner of the building & fix into position using 3x30mm screws per strip.

Fix the Door block (No.8) to the inside of the door, ensuring its flush to the door framing, secure using 2x30mm screws through the door boards and into the door block (No.8)

14x30mm Screws

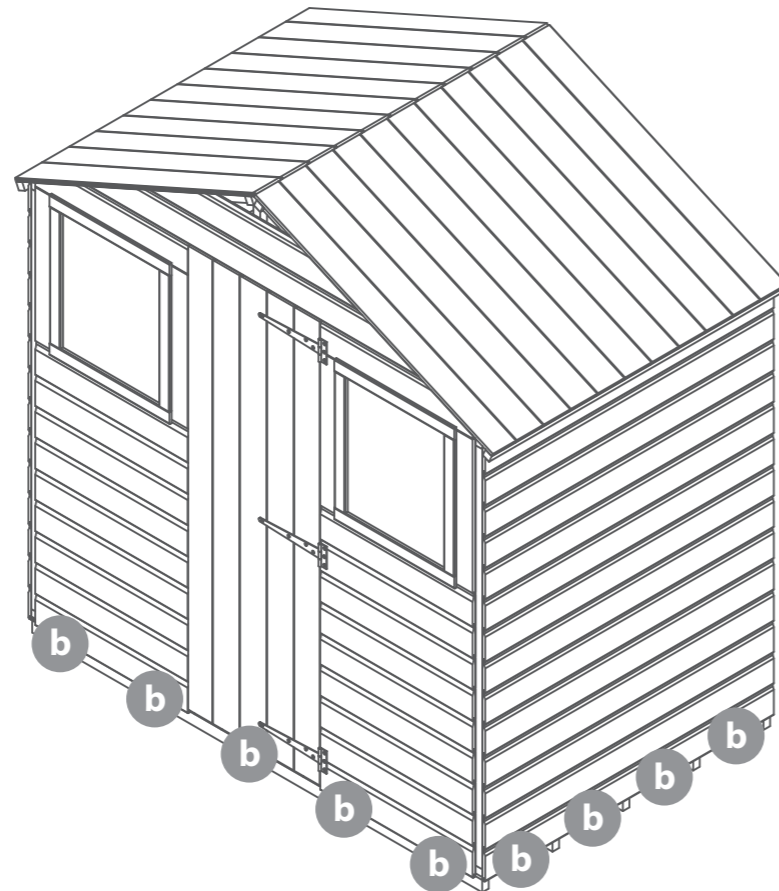
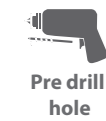


## Step 8

Once the roof has been fixed into place secure the building to the floor using 18x50mm screws.

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

18x50mm screws





## Step 10

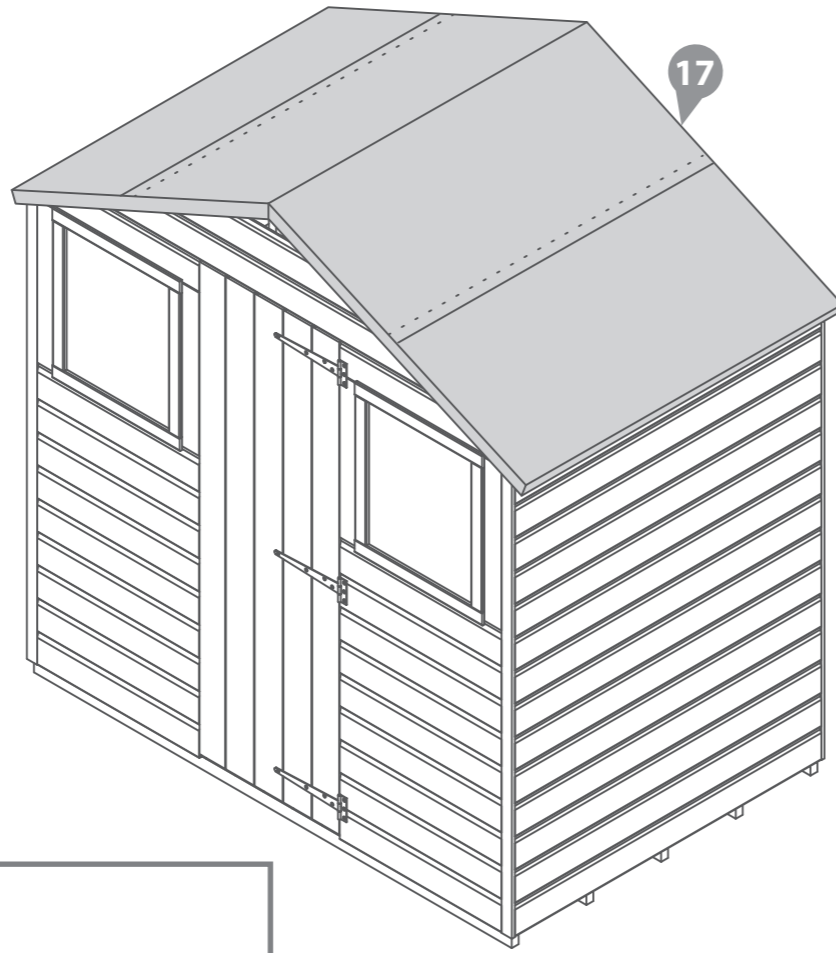
Parts Needed- No.17 QTY 1

Cut the felt (No.17) into three strips of 1320mm and lay onto the as shown in the illustration.

*\*Ensure there is approximately 50mm of overhanging felt around the building.*

Fix the felt into place using felt tacks at 100mm intervals.

100x Felt Tacks



## Step 11

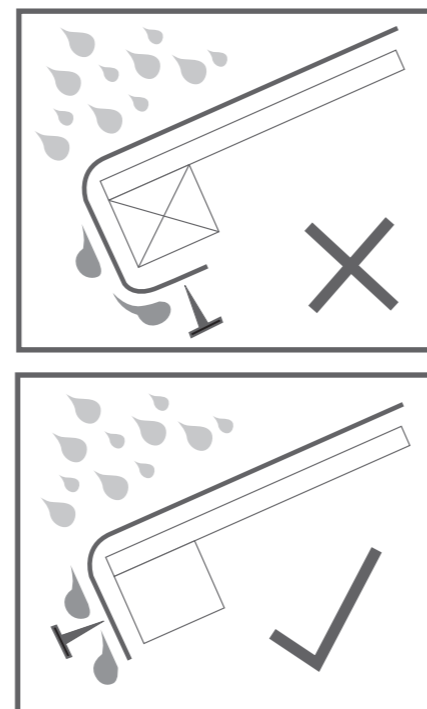
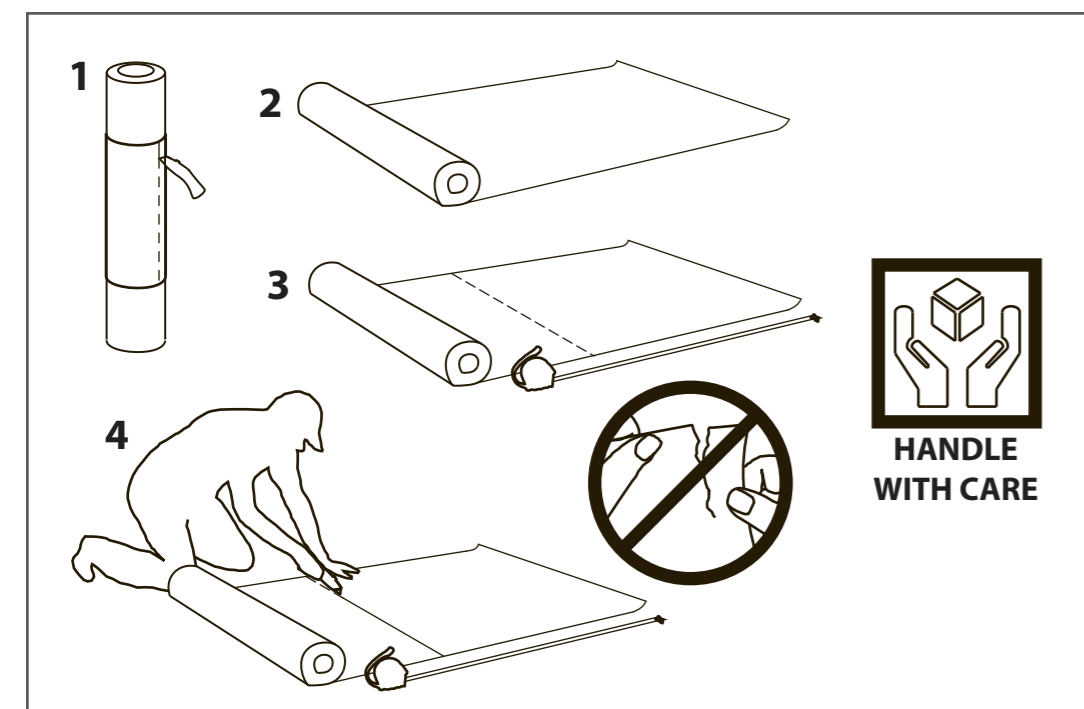
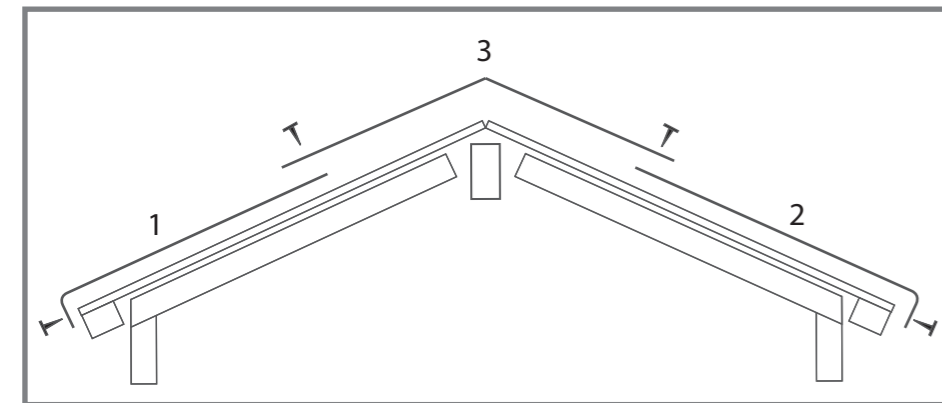
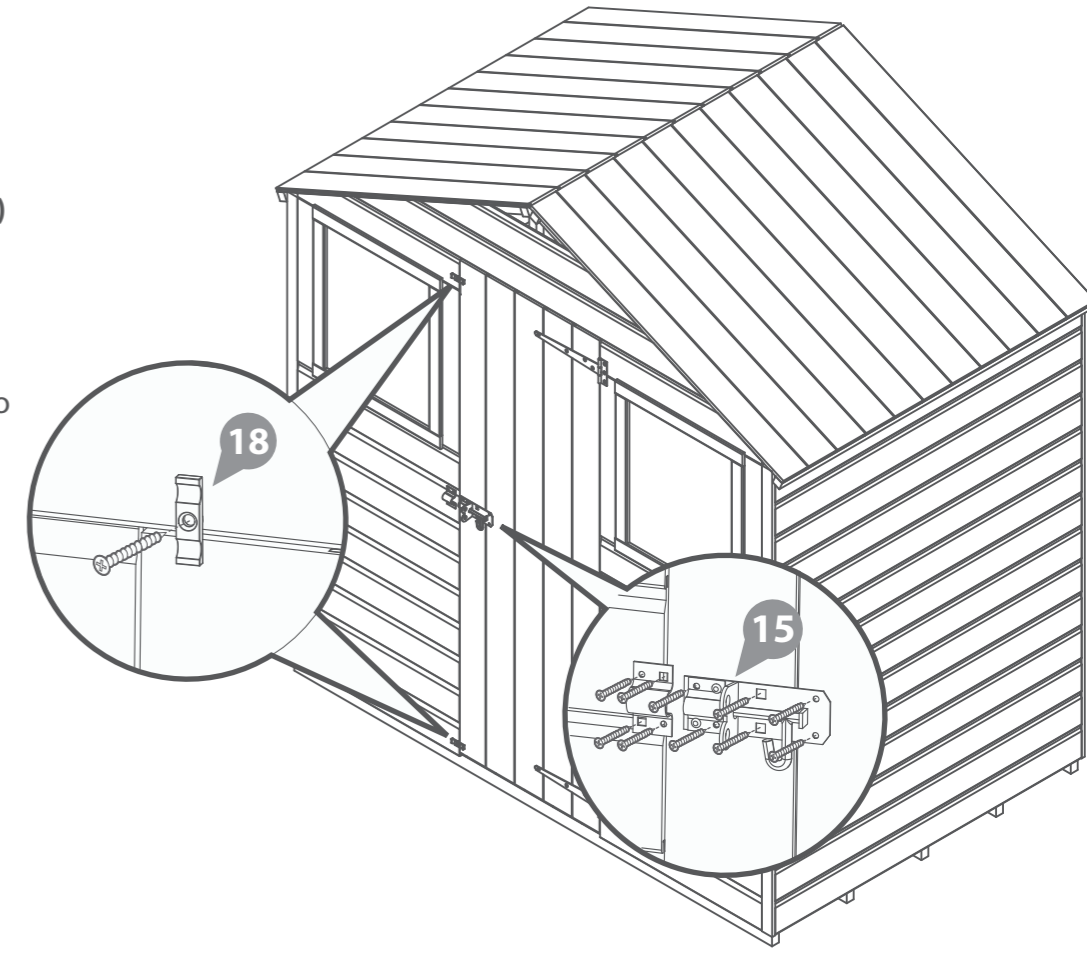
Parts Needed- No.15 QTY 1  
- No.18 QTY 2

Screw the Pad Bolt (No.15) on to the door (No.4) and the retainer to the door gable (No.1) using 10x30mm screws. Make sure that you screw into the framing behind.

Fix the Turn Button (No. 18) onto the Door Gable (No. 1) using 1x30mm screw for each one.

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

12x30mm Screws.



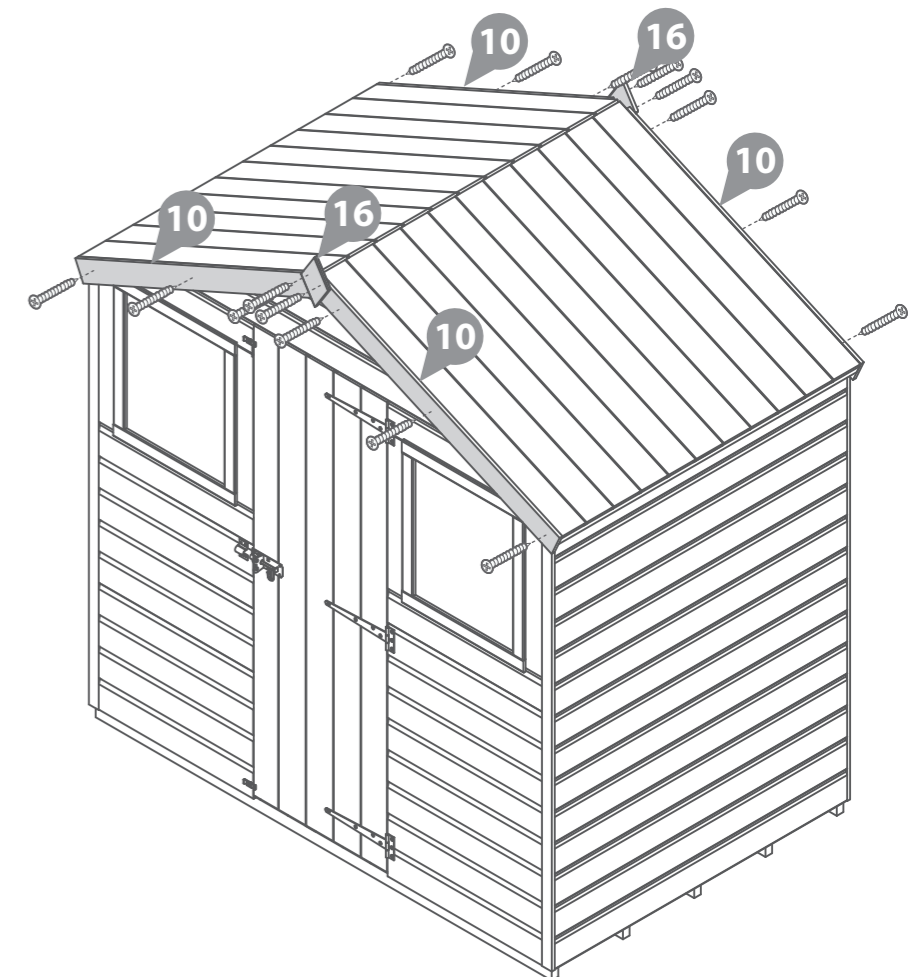
## Step 12

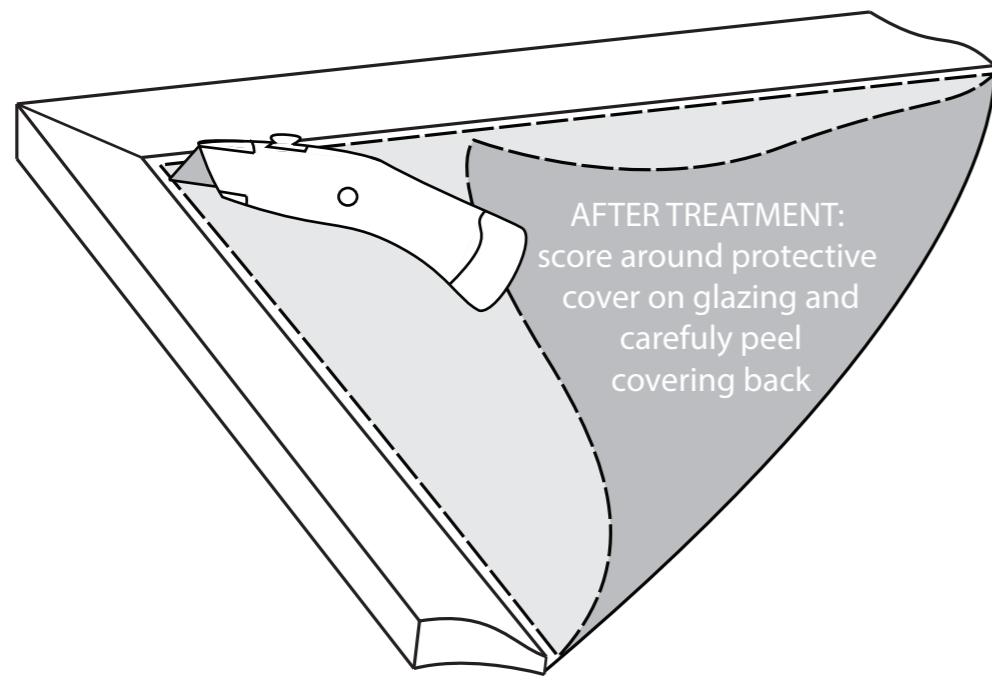
Parts Needed- No.10 QTY 4  
- No.16 QTY 2

*\*If you have purchased a Greenhouse, avoid this step move onto Step 13\**

Fix the Fascias (No.10) onto the front and back of the building using 3x30mm screws per Fascia

Fix the She diamond finials (No.16) onto the cover trims using 2x30mm screws per finial, ensuring to go through the fascias and into the roof





**\*\*Please note: For greenhouse contents  
please see instructions before beginning assembly.  
*Not every panel from the greenhouse will be used\*\****

**\*\*Please note: This product can be installed with the shed door either inside the building (*internal*) or outside (*external*). Before beginning assembling, decide which configuration best suits your needs and read through both sets of instructions carefully.\*\***

### Step 13

Place the two small window panel onto the base frame against the shed and fix into position using 50mm screws. Ensure to screw through the window panels into the framing underneath - **See greenhouse nail bag.**

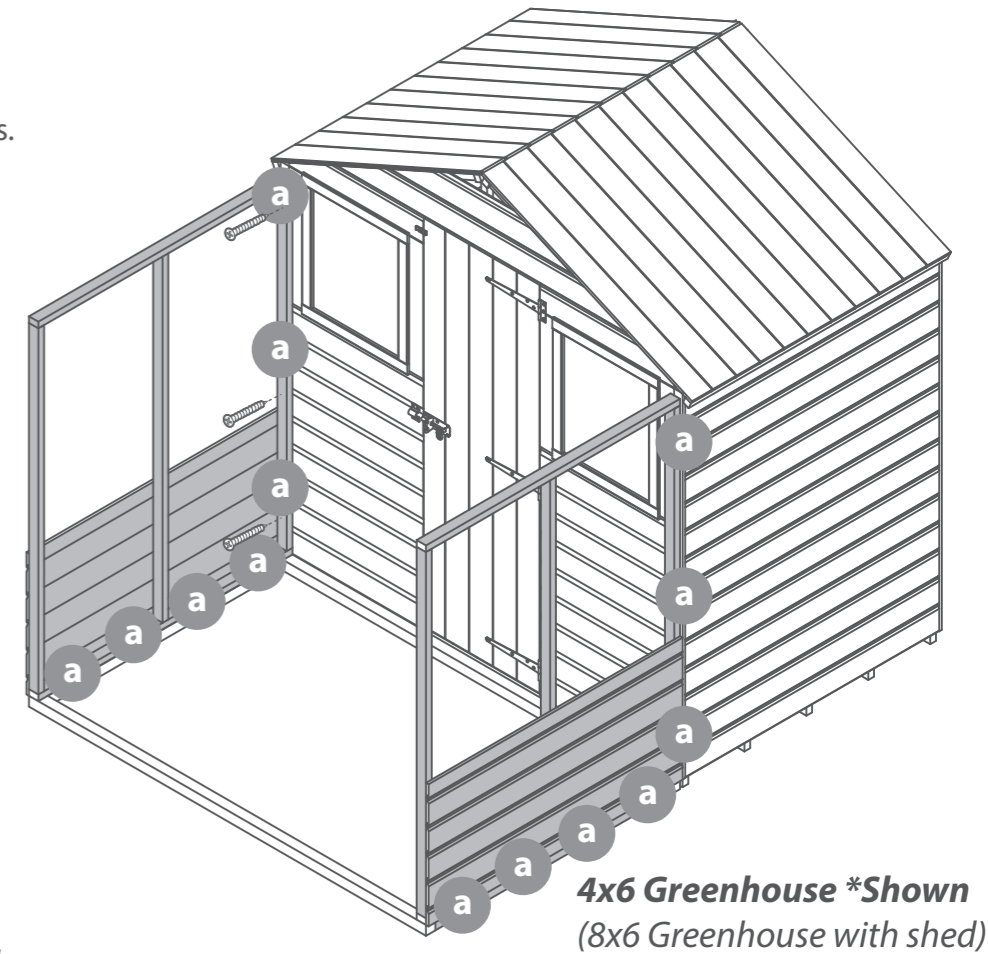
See greenhouse instructions for installing glazing and for screw quantities.



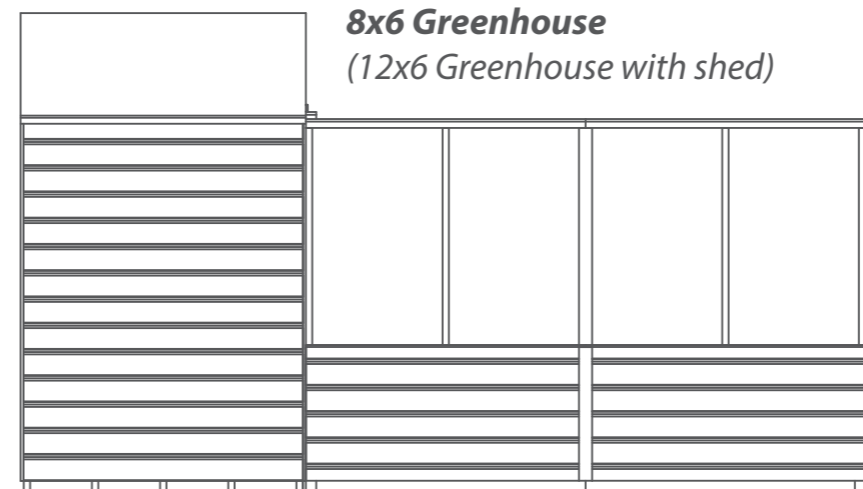
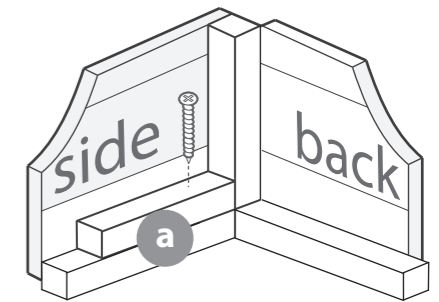
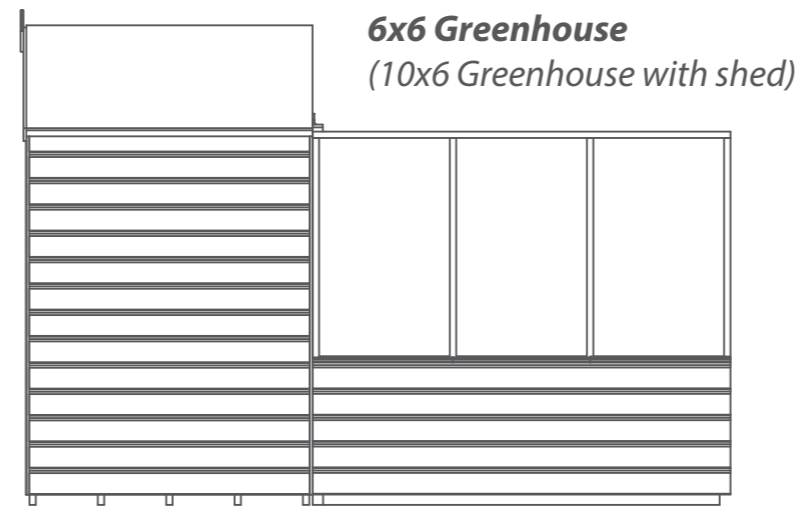
**Window panel sizes:**  
**4x6 Greenhouse = 1193mm**  
 (8x6 Greenhouse with shed)

**6x6 Greenhouse = 1776mm**  
 (10x6 Greenhouse with shed)

**8x6 Greenhouse = 1193mm**  
 (12x6 Greenhouse with shed)



**4x6 Greenhouse \*Shown**  
 (8x6 Greenhouse with shed)



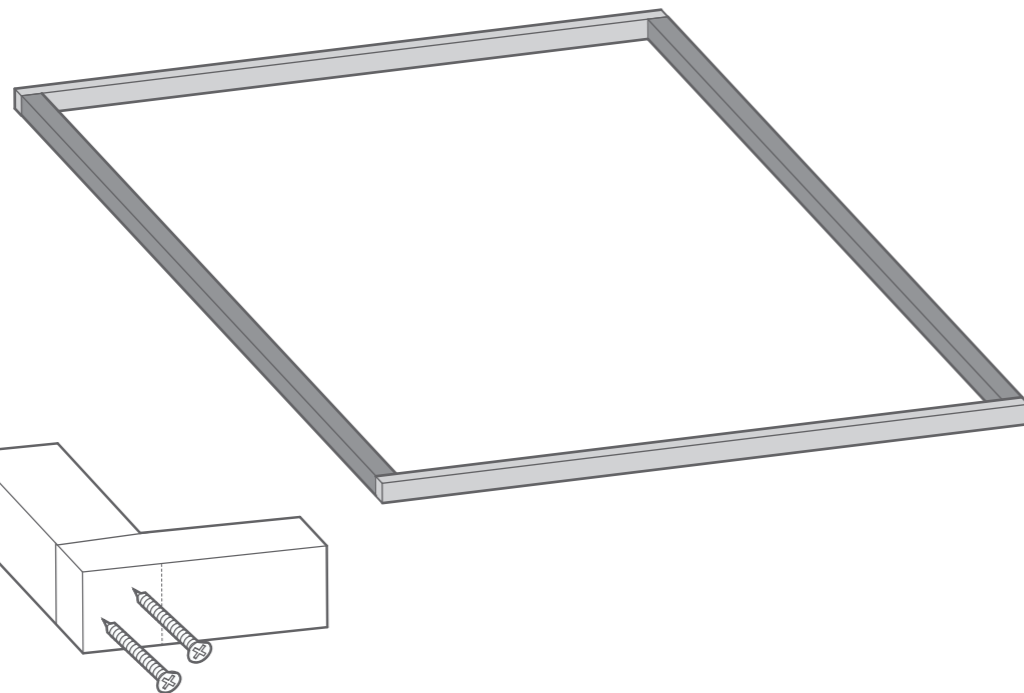
### Instructions: Internal shed door option.

### Step 12

Lay the base frames onto the base as shown in the illustration.

**\*Ensure your framing is square and is placed against the front of the shed.**

Secure the base frames together at each corner using 8x70mm screws - **See greenhouse nail bag.**



**8x70mm Screws**

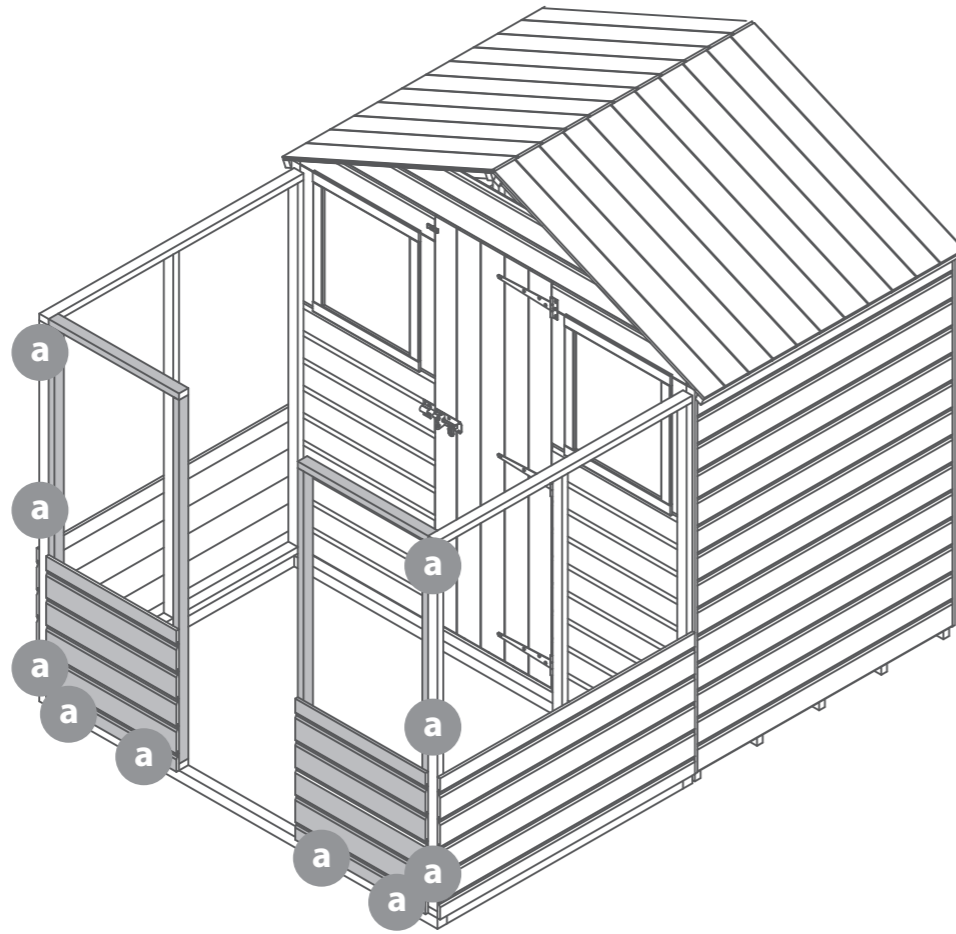
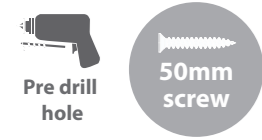




## Step 14

Place the Door side panels onto the base frame against the shed and fix into position using 50mm screws. Ensure to screw through the window panels into the framing underneath - **See greenhouse nail bag.**

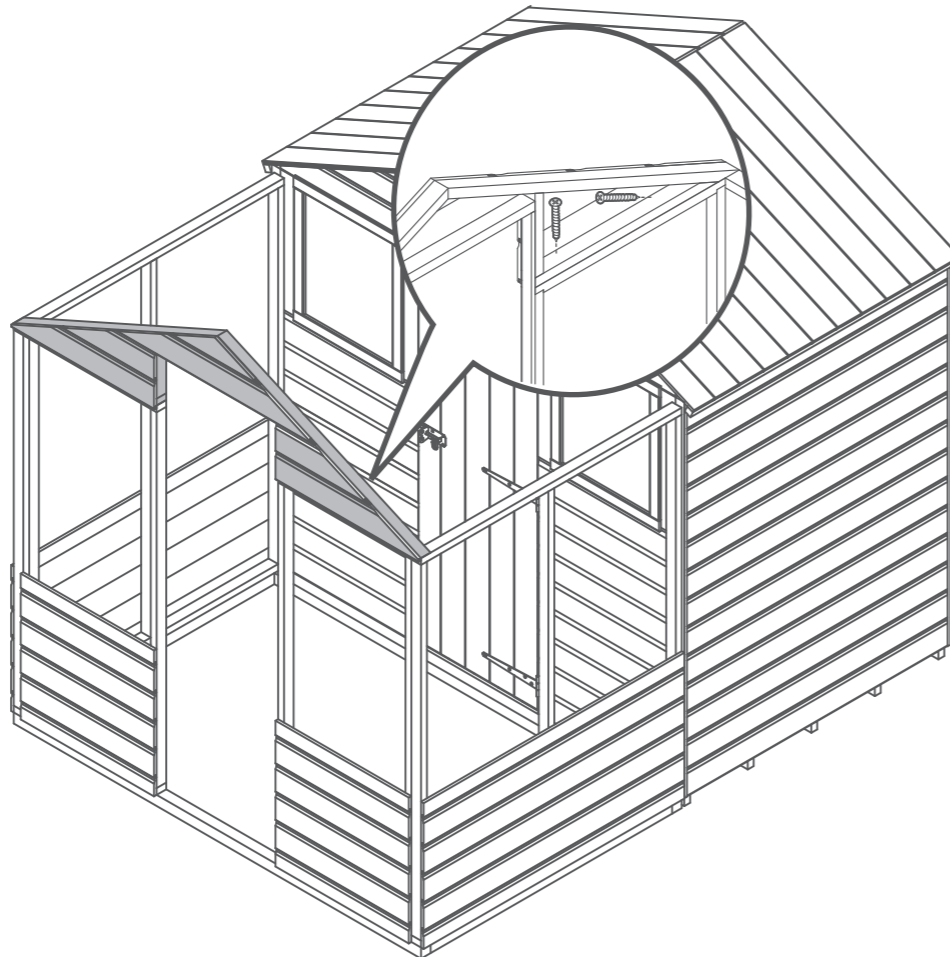
See greenhouse instructions for installing glazing and for screw quantities.



## Step 15

Attach the door gable top to the front of the building as shown in the illustration using 50mm screws - **See greenhouse nail bag.**

See greenhouse instructions for installing glazing and for screw quantities.



## Step 16

Place the window into the Roof and secure with the Butterfly Hing into position using 6x16mm screws and 6x30mm screws as shown in the illustration - **See greenhouse nail bag.**

See greenhouse instructions for installing glazing and for screw quantities.

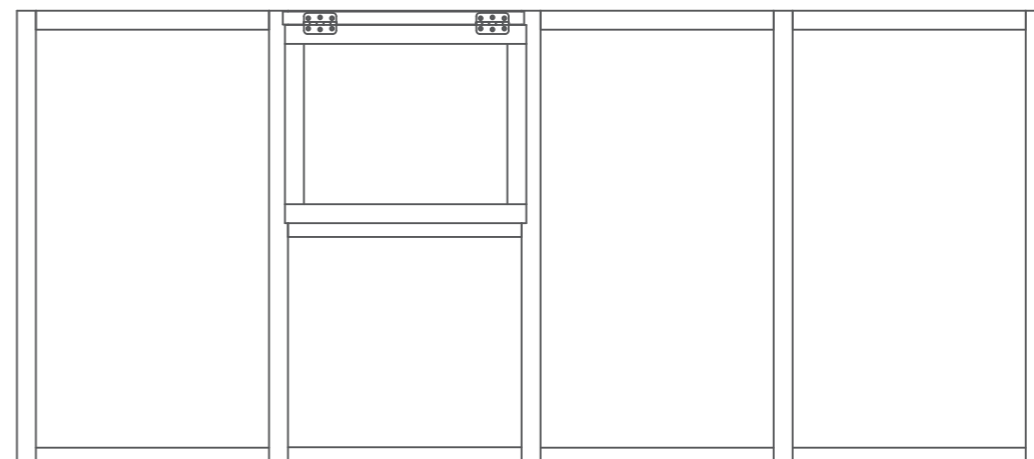
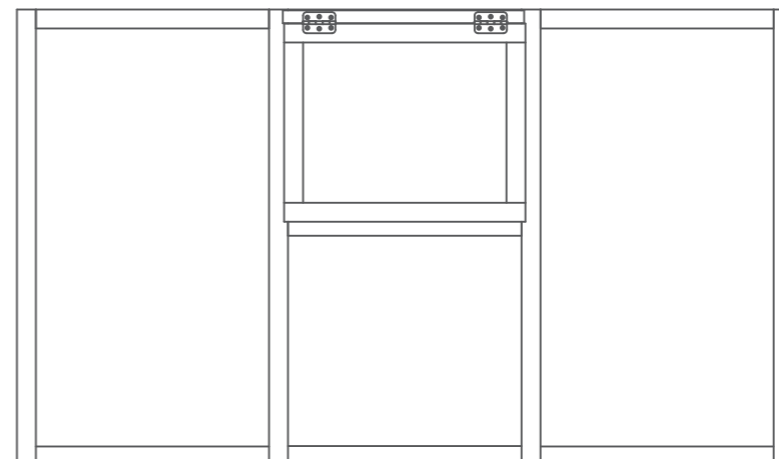
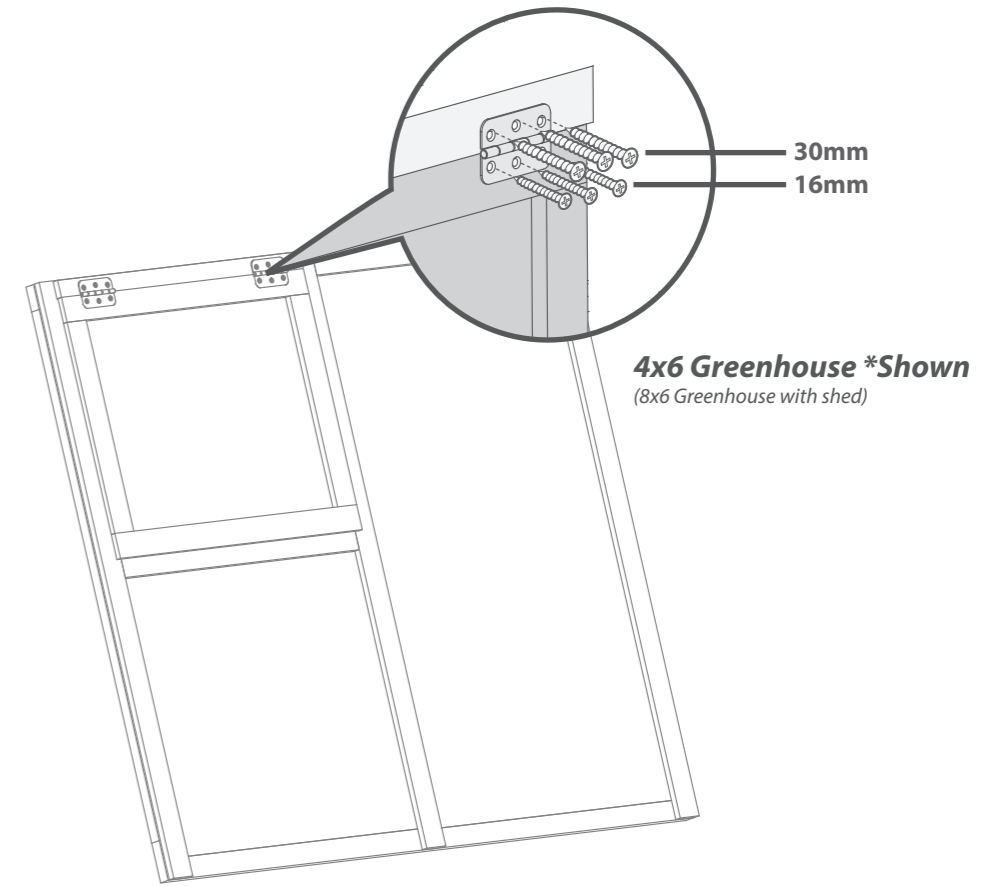


### Roof sizes:

**4x6 Greenhouse = 1217mm**  
(8x6 Greenhouse with shed)

**6x6 Greenhouse = 1800mm**  
(10x6 Greenhouse with shed)

**8x6 Greenhouse = 2385mm**  
(12x6 Greenhouse with shed)



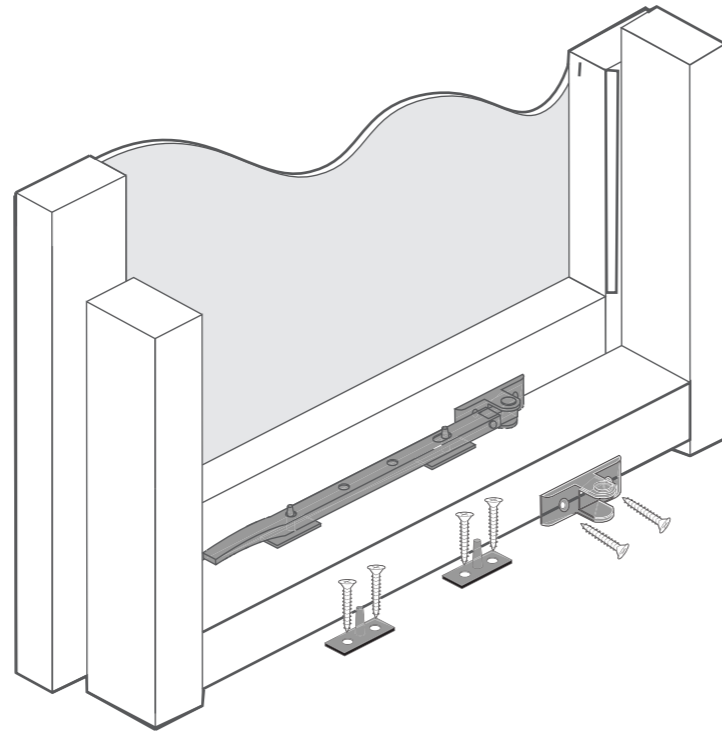
## Step 17

Fix the casement stay to the window using 20mm screws as shown in the illustration. once in position secure the pins to the roof framing with 20mm screws, ensuring the stay and pins align and lock the window - **See greenhouse nail bag.**

See greenhouse instructions for installing glazing and for screw quantities.



20mm  
screw



## Step 19

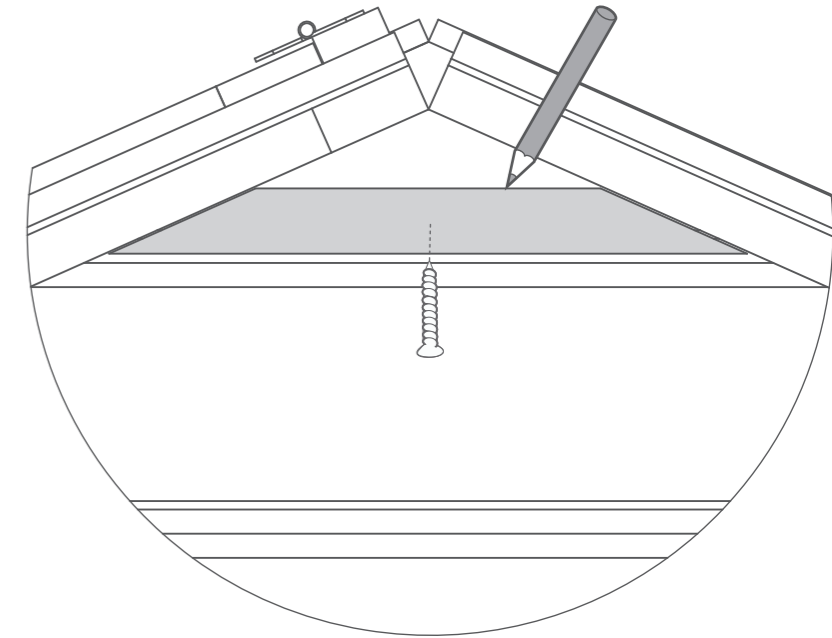
Using the roof's as a guide, mark the position for the roof block at the top of the **shed door gable**.

Once marked secure the block to the gable using 1x70mm screw, making sure to secure through the block into the central upright on the door gable.

### 1x70mm Screws



70mm  
screw



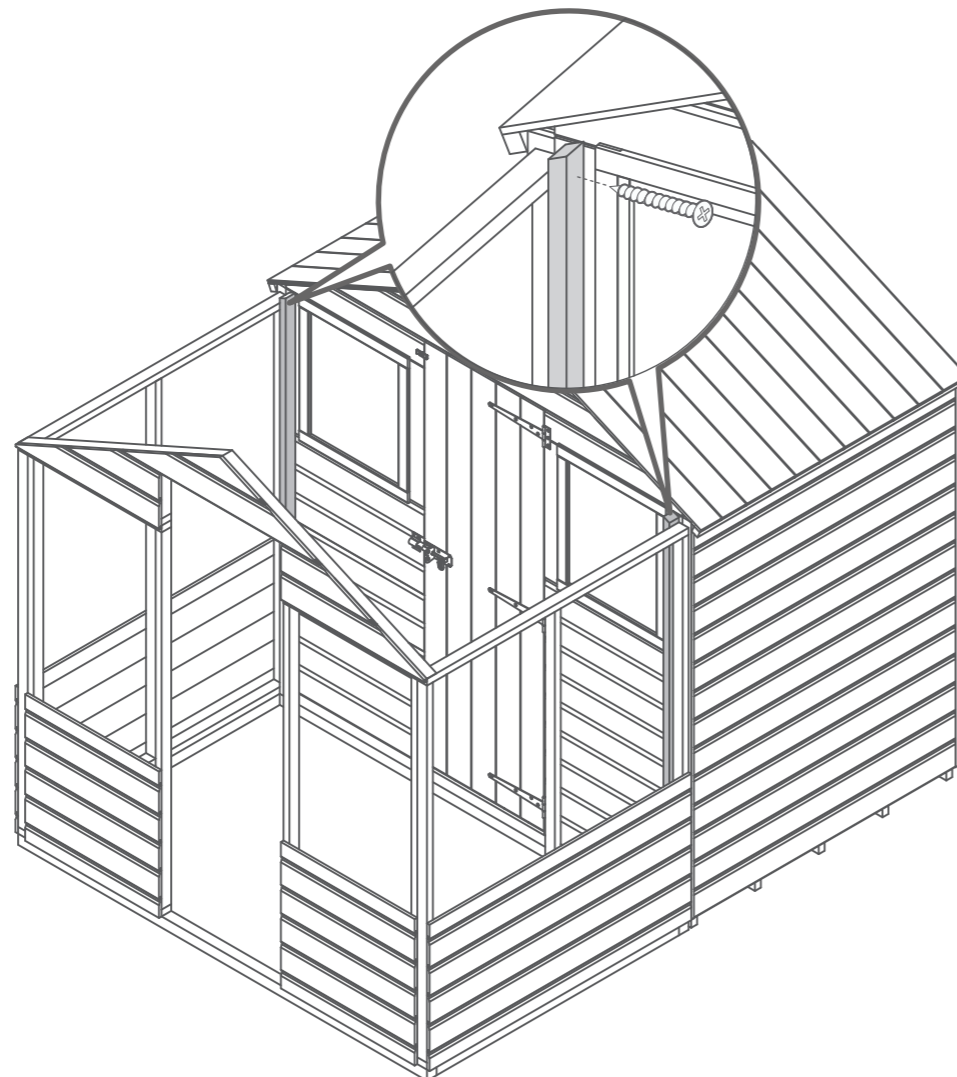
## Step 18

Place the greenhouse roof frame(s) against each window panel and secure in place using 3x50mm screws per frame, ensuring to screw into each panel.

### 6x50mm Screws



50mm  
screw



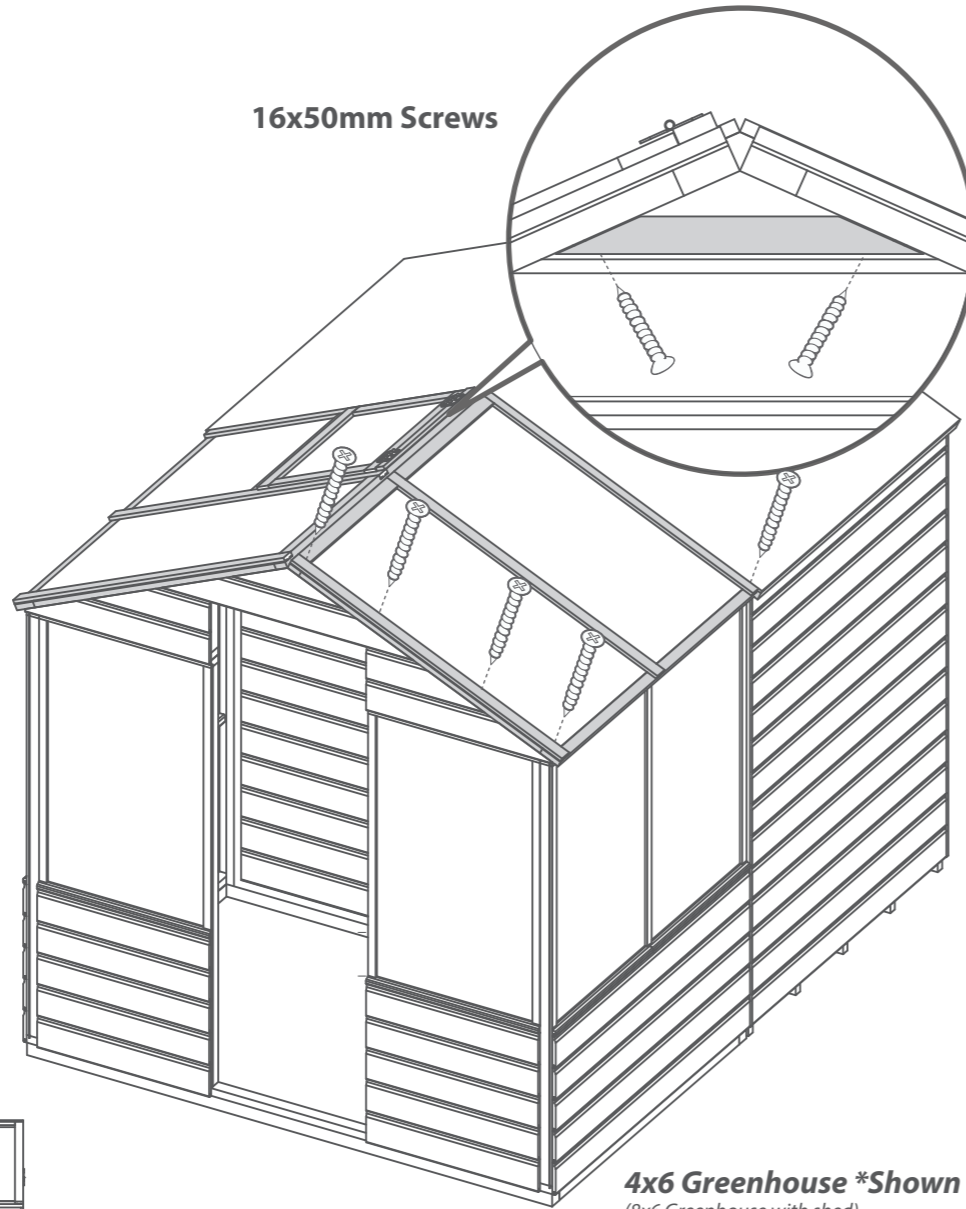
## Step 20

With the roof block in place, position the roof's onto the assembly ensuring they rest on top of the gable top and roof block (some adjustment may be necessary).

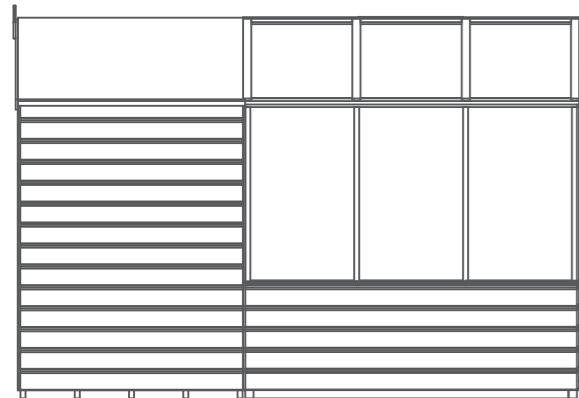
Once aligned secure the roofs into the panel framing below - **See greenhouse nail bag**. Internally screw through the roof block into each roof panel as shown in the illustration using 2x50mm screws.

See greenhouse instructions for installing glazing and for screw quantities.

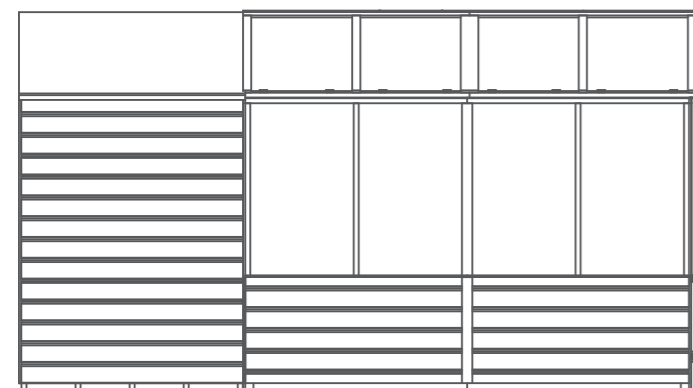
2x50mm Screws



4x6 Greenhouse \*Shown  
(8x6 Greenhouse with shed)



6x6 Greenhouse  
(10x6 Greenhouse with shed)



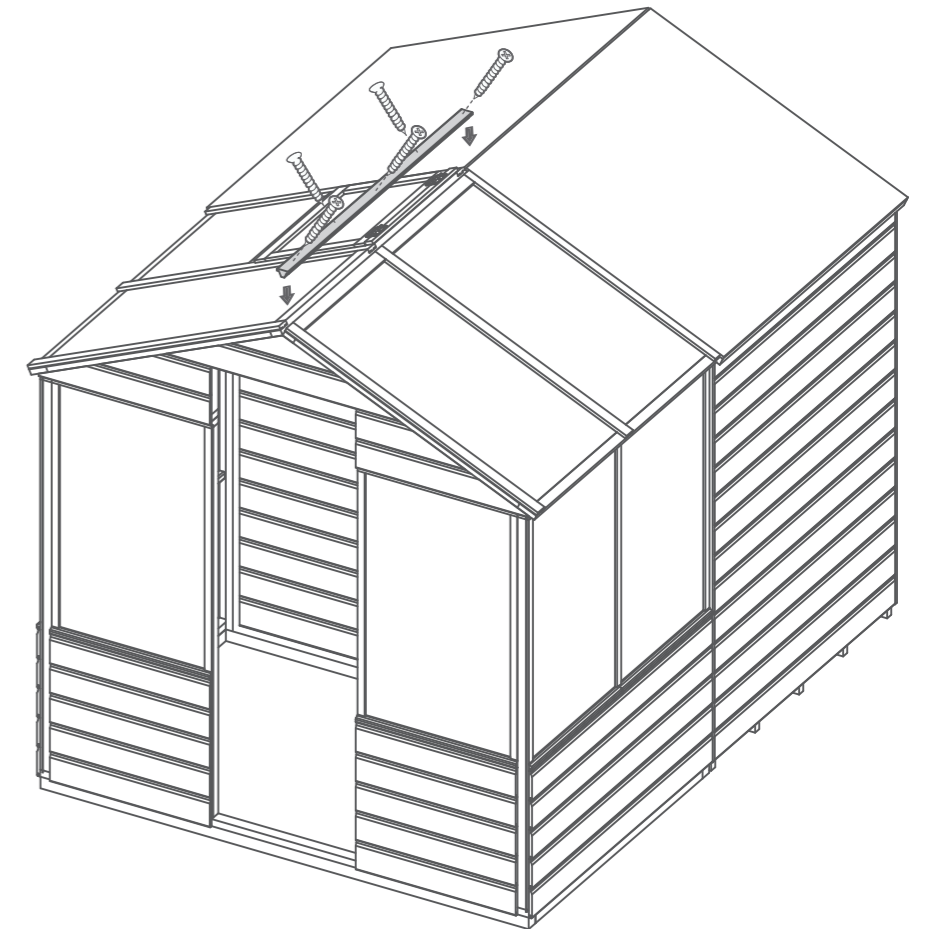
8x6 Greenhouse  
(12x6 Greenhouse with shed)

## Step 21

Attach the roof support bar - **See greenhouse instructions** to the roof panels using 40mm screws.

Screw diagonally through the roof support bar into the panels as shown in the illustration.

See greenhouse instructions for installing glazing and for screw quantities.



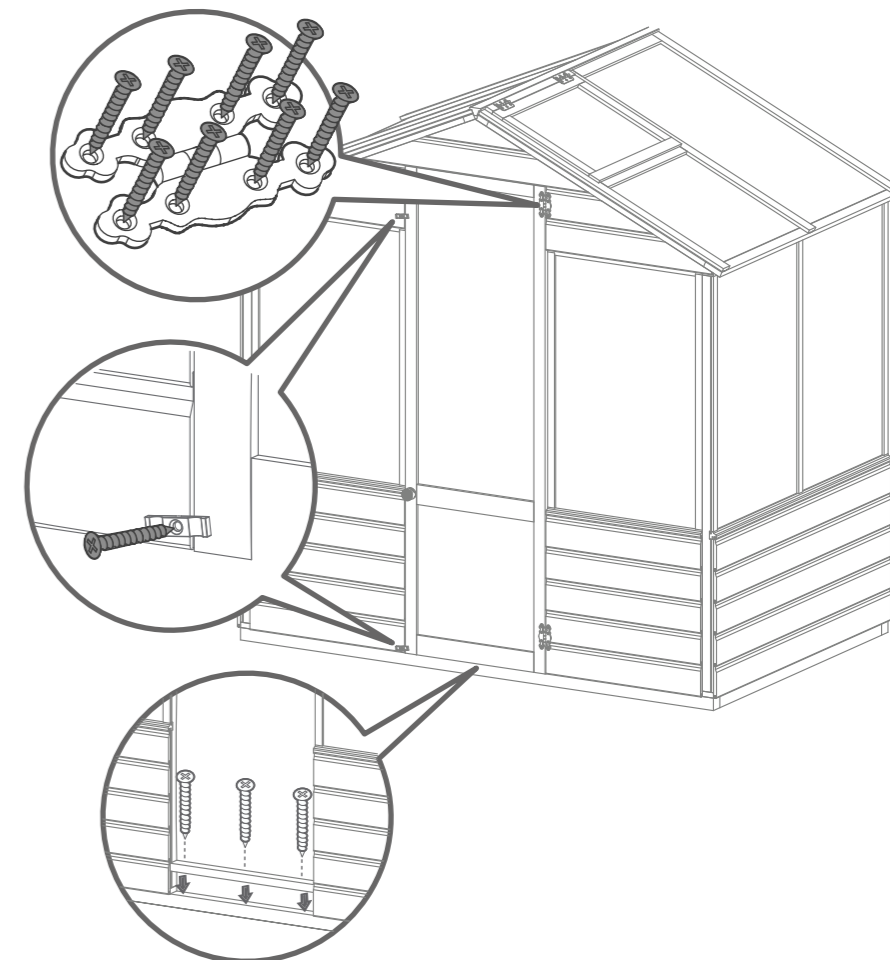
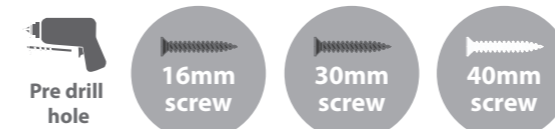
## Step 22

Attach the Hinges to the door using 4x16mm Screws per hinge, once the hinges are fitted, fix the door to the Door side panels using 4x16mm per hinge.

Attach the turn buttons to the greenhouse door gable with 2x30mm screws.

Place the door rail onto the base frame underneath the door and secure using 3x40mm screws.

See greenhouse instructions for installing glazing and for screw quantities.





## Step 23

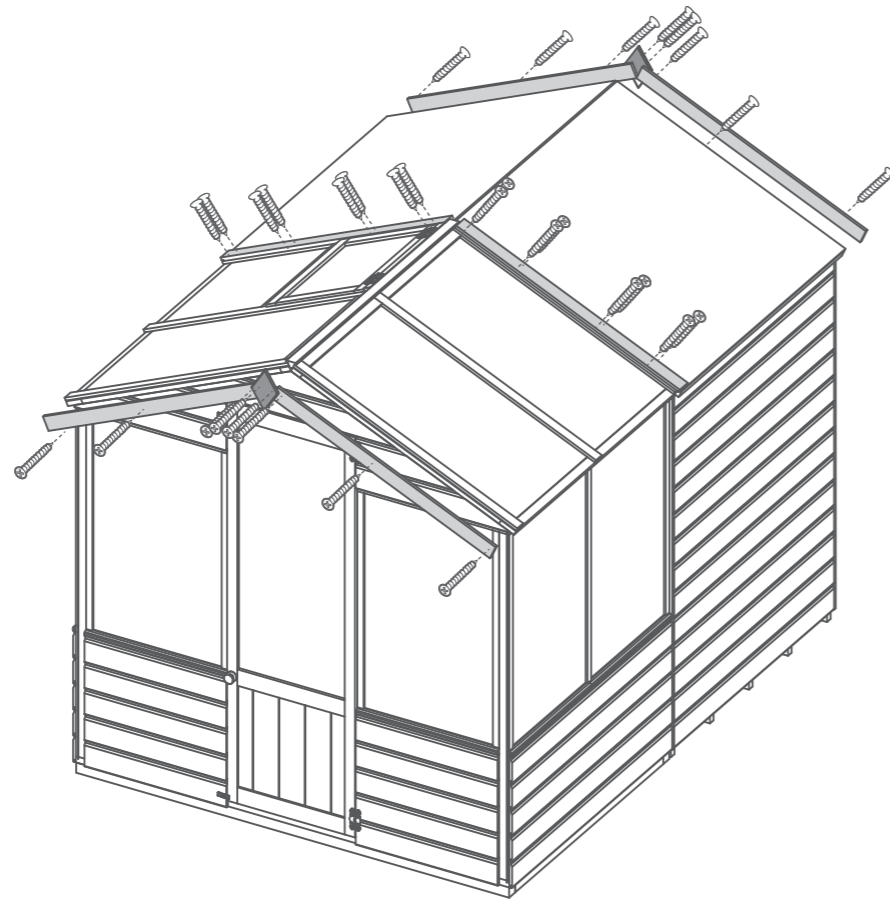
Attach the fascia's from the greenhouse -See greenhouse instructions- to the front of the building using 6x40mm screws.

At the rear of the building (**Shed section**) fix the fascias to the gable with 40mm screws, making sure to trap the felt between the building and the fascia.

Secure the remaining two fascias - from the shed - across the joint of the two roofs, ensuring to screw to both the shed and greenhouse roofs using two screws at each endpoint.

Fit the finials to the front and rear of the building with 2x40mm screws.

### 32x40mm screws

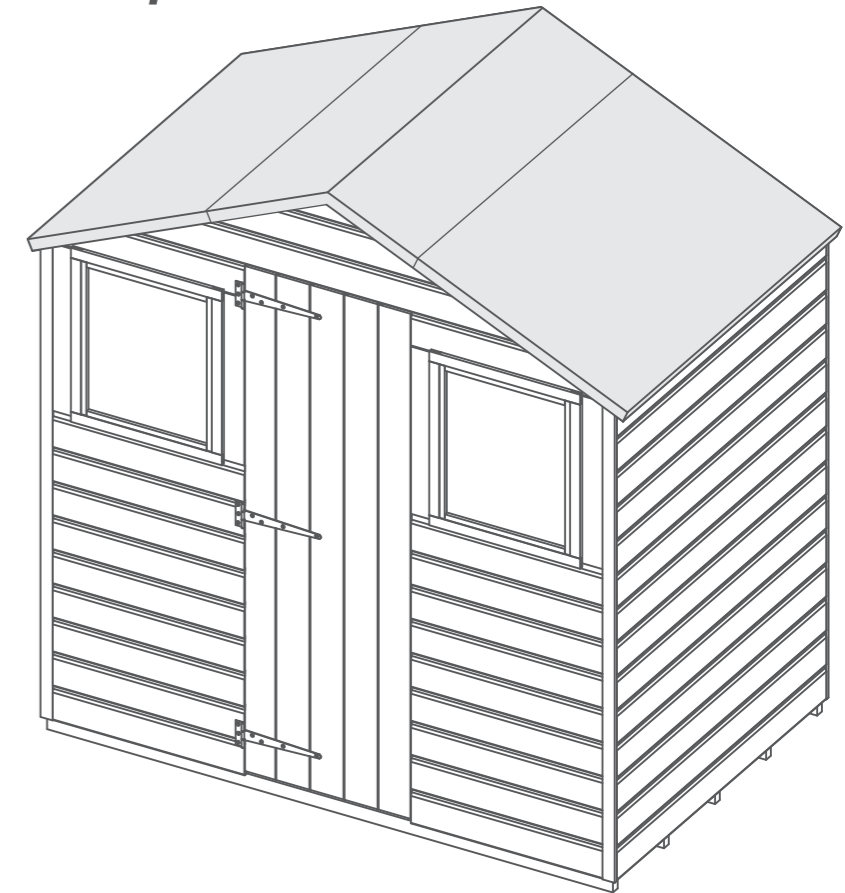


## Instructions: *External shed door option.*

### Step 25 (external)

Follow these instructions to **Step 10** to build the shed section.

**\*Ensure the shed is built so as the shed door will face away from the greenhouse door.**

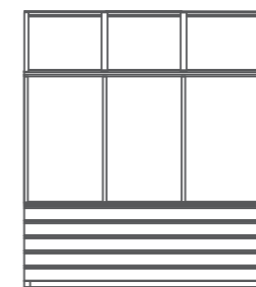


### Step 26 (external)

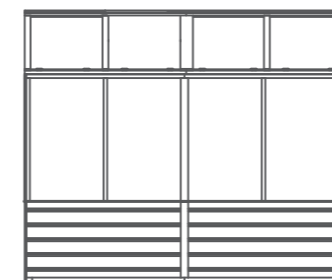
Follow the instructions supplied with the greenhouse to build the next section.

**\*Do NOT attach the fascia's until after the building(s) have been connected.**

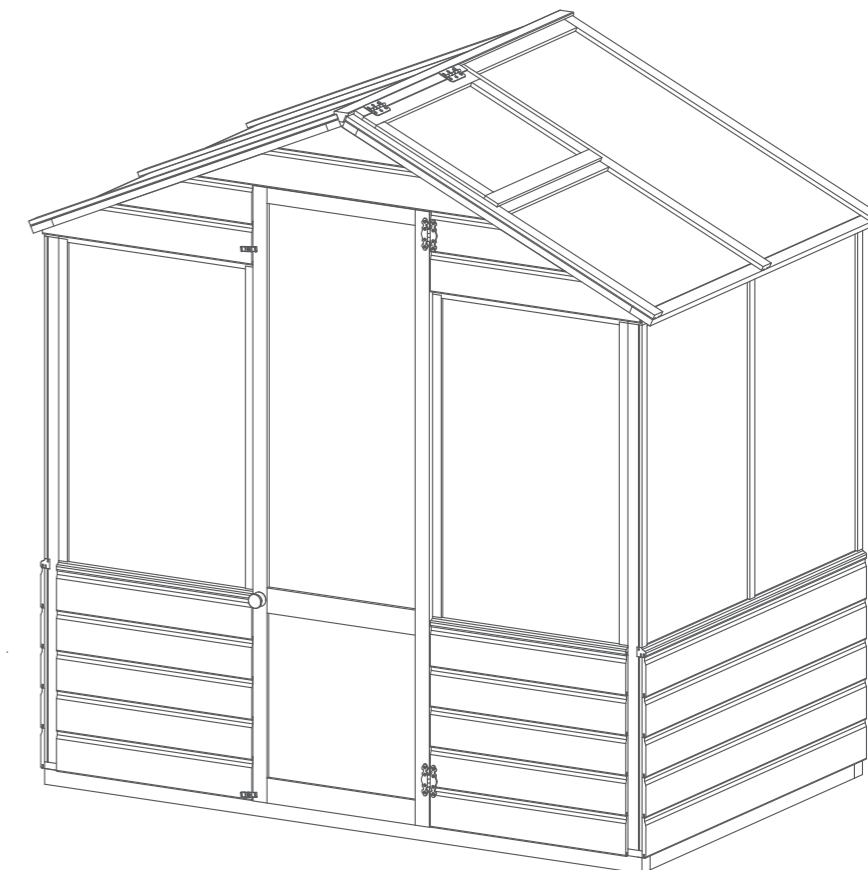
See greenhouse instructions for installing glazing and for screw quantities.



6x6 Greenhouse



8x6 Greenhouse

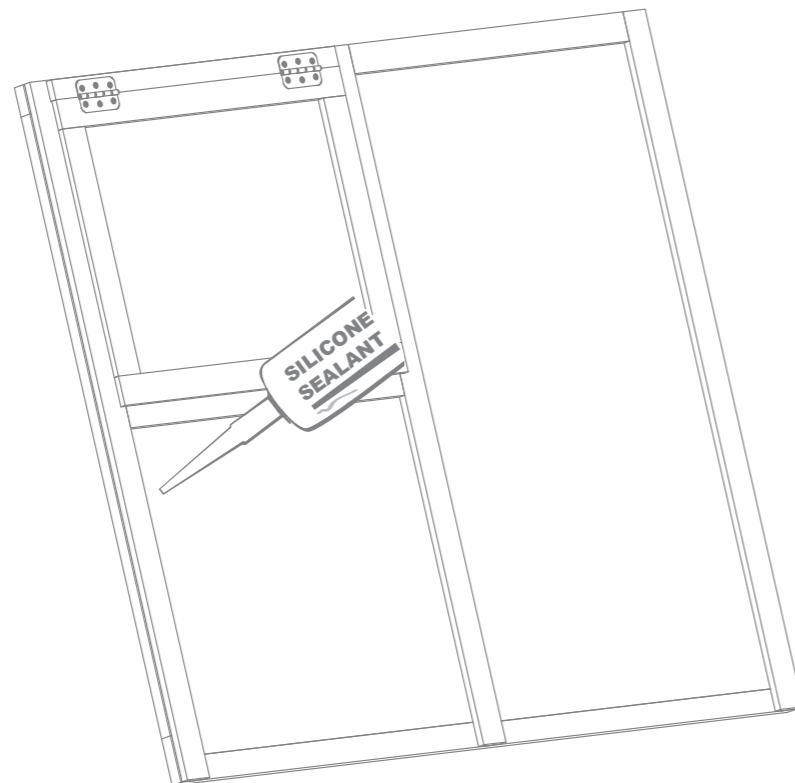


4x6 Greenhouse Shown

## Step 24

It is advisable to seal around all window framing with silicone sealant (**not included**) to minimize water ingress.

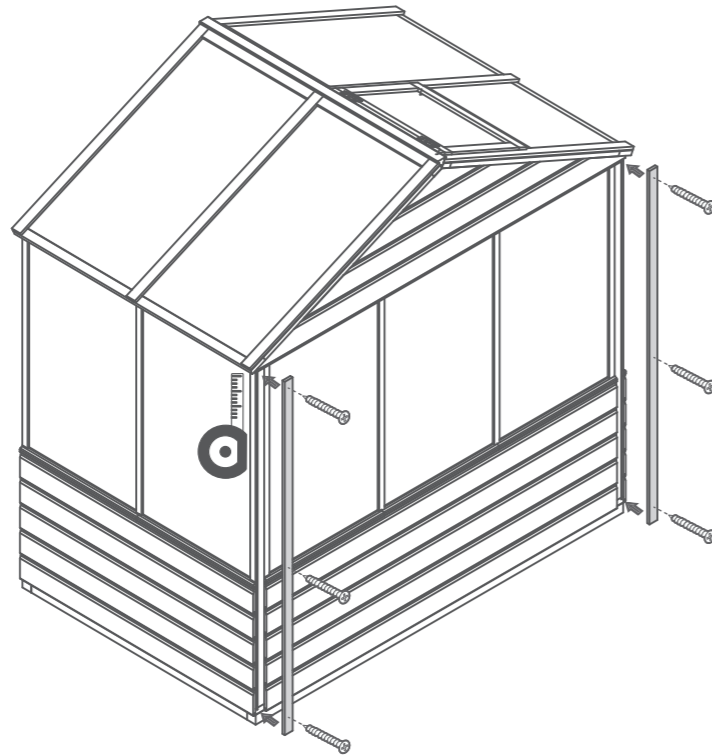
**\*Please note:** This image is for illustrative purpose and may differ from your product (**in regards to the number of windows**) however the principle is the same.



## Step 27 (external)

Attach the last two cover strips to the back gable of the greenhouse using 3x30mm screws per strip.

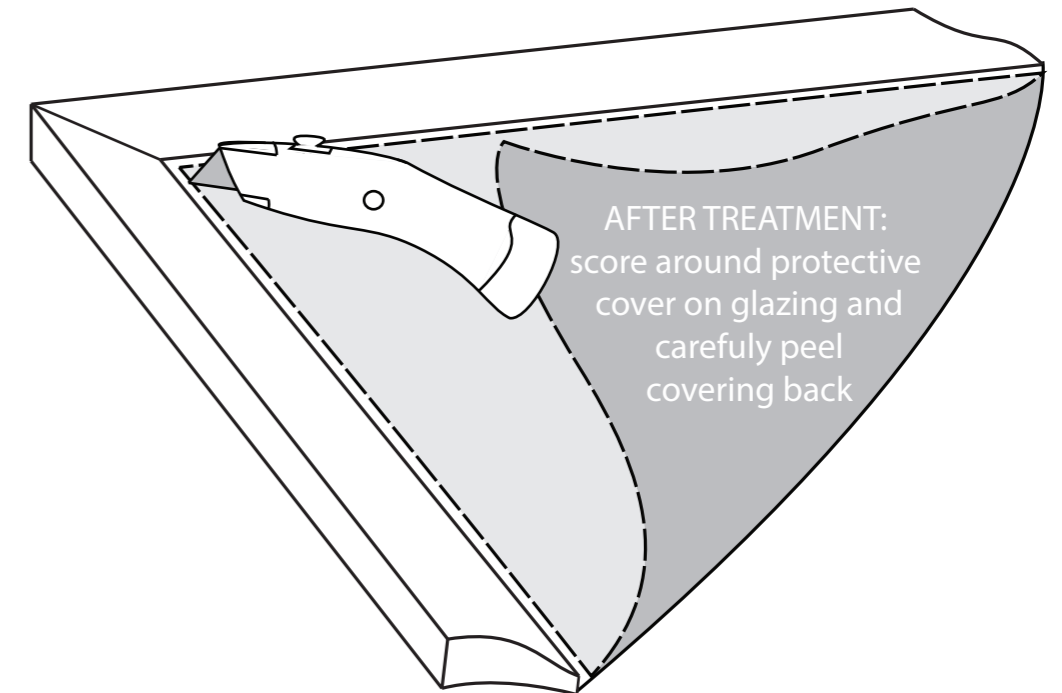
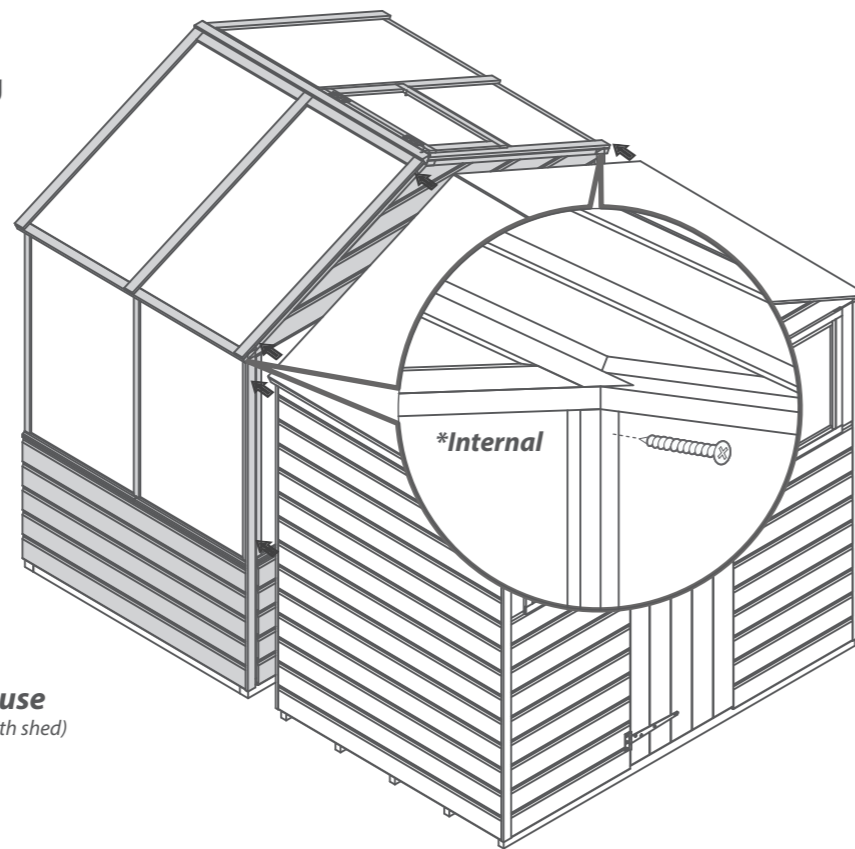
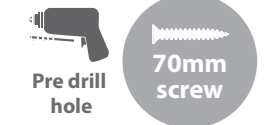
### 6x30mm Screws



## Step 28 (external)

Once both buildings have been erected, secure the greenhouse to the shed section by screwing through the back of the greenhouse into the shed at each corner using 6x70mm screws as shown in the illustration.

### 6x70mm Screws



**6x6 Greenhouse**  
(10x6 Greenhouse with shed)

**8x6 Greenhouse**  
(12x6 Greenhouse with shed)

# MANUFACTURER'S RECOMMENDATIONS

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:

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 is 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.
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