



GAZEBO Penguin inc.

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SAN POLO MURAL GAZEBO 10x12 (MODEL# 456003) INSTALLATION MANUAL

**PLEASE READ
IN ITS ENTIRETY
BEFORE
INSTALLATION**

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**DO NOT DESTROY THE BOXES UNTIL COMPLETELY ASSEMBLED
PLEASE VERIFY THE CONTENT OF EACH BOX AGAINST THE LIST OF PARTS**

Two or more adults required for assembly

Dimensions:

Overall: 10 ft deep x 12 ft wide x 8 ft wall height (305cm x 366cm x 244cm)

Tools required (not provided):

6ft (1.8m) stepladder, Phillips screwdriver, level, tape measure, mallet, safety gloves & glasses, hard hat, tarp or protective material for placing parts on during assembly.

DO NOT DESTROY THE BOXES UNTIL COMPLETELY ASSEMBLED PLEASE VERIFY THE CONTENT OF EACH BOX AGAINST THE LIST OF PARTS

10ft x 12ft / 3.05m x 3.66m Gazebo

Instruction Manual

IMPORTANT: RETAIN FOR FUTURE REFERENCE, READ CAREFULLY

Consult with your local governing authority / local municipal codes regarding installation of temporary structures before purchase or assembly. Some jurisdictions may require permits for, or otherwise regulate, installation and use.

For assistance with assembly, installation, parts, or customer service, contact Gazebo Penguin Customer Service Department at the numbers listed below (English & French, Mon-Fri 8:00 AM to 4:00 PM EST):

Montreal: (514) 276-3485

Elsewhere in Canada and the US: 1-800-737-7174

WARNING:

- For outdoor use.
- Snow should be regularly cleared from the roof and not allowed to accumulate.
- Retain your **proof of purchase** for warranty purposes. Also keep the **original boxes** until the installation of the gazebo is complete and correct.
- The unit may take more than 4 hours and 3 people are required for this assembly



PRIOR TO ASSEMBLY:

- Please don't destroy boxes until completely assembled.
- The foundation must be level, flat, and solid, such as concrete or asphalt.
- Keep away from overhead utility lines, tree branches, and other structures.
- Check for underground pipes or wires if digging or drilling is required.
- Do not install near roof lines or other structures that could shed snow, ice, or excessive rain run-off onto the carport.
- Assemble the gazebo as close to its final location as possible.
- It is recommended to wear safety gloves, safety glasses, and hard hats for installation.
- Do not hang from, climb on, or stand on the structure or roof.
- Before assembly, read instructions and check that all parts are present in the boxes. If any parts are missing, refer to warranty information on pg 15.
- A 6ft (1.8m) stepladder, Phillips screwdriver, tape measure, level, mallet, and a tarp to place parts on will be required for assembly (not included).
- **Remove top protective film from roof panels prior to assembly; DO NOT remove bottom protective film until ready to insert roof panels, so as to identify which side is on top.**

ANCHORING INSTRUCTIONS:

- Proper anchoring of the frame to the base and the wall is required for safety.
- Any structure not anchored securely has the potential to fly away during high wind causing damage and safety hazard.
- How the item is anchored, and the hardware and tools required, will vary based upon the set up location and are not provided. Please check with your local hardware store if for the appropriate anchors for your surface.
- Do not anchor to pavers / pavement slabs because they are not a solid foundation.
- Periodically check the anchors to ensure they remain secure.

CARE AND MAINTENANCE:

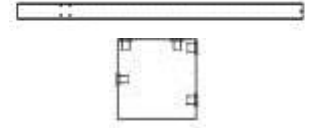
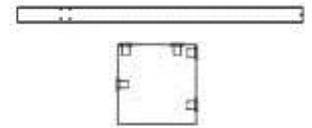
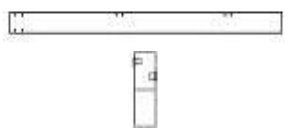
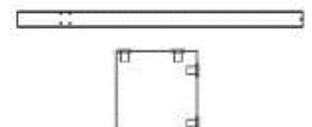
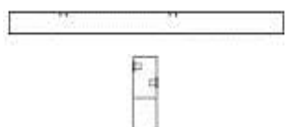

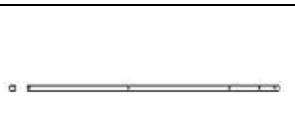
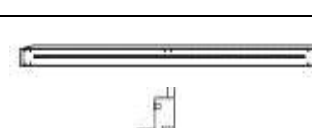

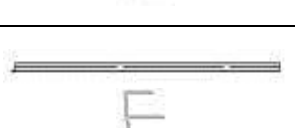
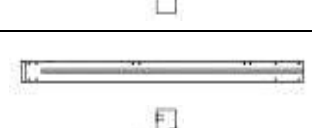

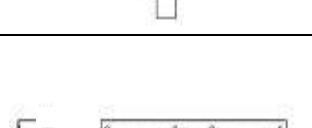
- In case of a defective or damaged part, or for any other questions concerning the product, please contact the manufacturer directly.
- Please have the parts list and part numbers on hand when ordering or requesting replacement parts.


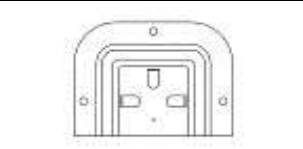

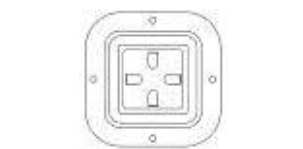

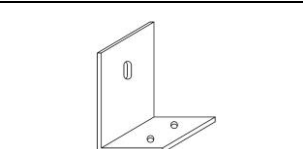
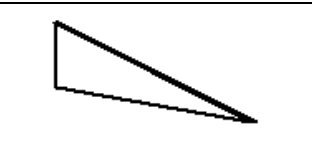
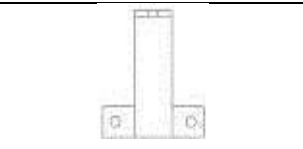
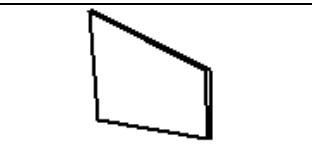
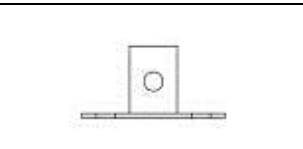
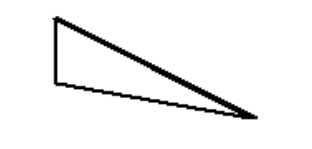

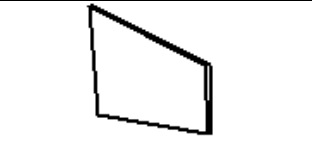
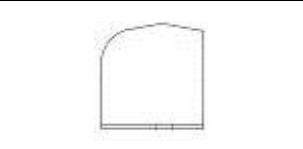





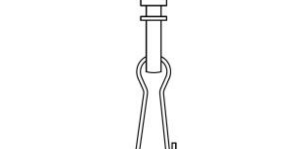
ROOF PANELS:

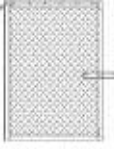

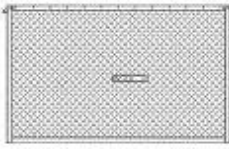

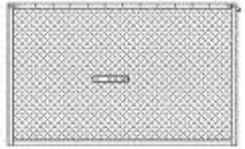

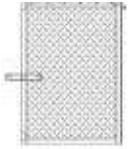

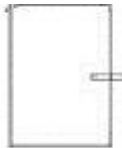



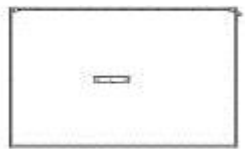




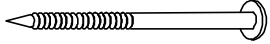

- Gently clean with an environmentally-friendly soap solution and water using a sponge or washcloth.
- Do not use abrasive materials, wire brushes, chemicals, harsh cleaners, or bleach.
- Rinse using a garden hose and air dry. If removed, ensure thoroughly dry prior to storage.
- Do not use pressure washer.

STRUCTURE:

- Gently clean with an environmentally-friendly soap solution and water using a sponge or washcloth.
- Do not use abrasive materials, wire brushes, chemicals, harsh cleaners, or bleach.
- Rinse using a garden hose and air dry.
- Do not use pressure washer.
- If there are nicks, chips, and/or scratches, go to your local hardware store or home center and obtain a closest match touch-up paint suitable for outdoor metal use. Follow instructions that come with the paint.

DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
(15-001) REAR LEG A	2	1		(15-011) REAR BEAM F	2	1	
(15-002) REAR LEG A-1	2	1		(15-012) REAR BEAM F-1	2	1	
(15-003) FRONT LEG B	2	2		(15-014) CROSSBEAM G	2	1	
(15-004) WINTER SUPPORT BAR B-1	2	1		(15-015) CROSSBEAM G-1	2	1	
(15-005) WINTER SUPPORT BAR B-2	2	1		(15-016) CROSSBAR G-2	2	4	
(15-006) SIDE BEAM C	2	1		(15-017) CROSSBAR JUNCTION G-3	2	2	
(15-007) SIDE BEAM C-1	2	1		(15-018) REAR EDGING H	2	1	
(15-008) FRONT BEAM D	2	1		(15-019) REAR EDGING H-1	2	1	
(15-009) FRONT BEAM D-1	2	1		(15-020) FRONT EDGING I	2	5	
(15-010) BEAM JUNCTION D-2	2	6		(15-021) EDGE RAFTER J	2	1	

DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
(15-022) EDGE RAFTER J-1	2	1		(15-032) REAR FOOT PLATE N	2	2	
(15-023) REGULAR RAFTER J-2	2	4		(15-033) FRONT FOOT PLATE N-1	2	2	
(15-024) REGULAR ROOF PANEL K	1	10		(15-117) WALL ANCHOR BRACKET N-2	2	4	
(15-025) FRONT GABLE PANEL K-1A	1	1		(15-034) CROSSBEAM BRACKET O	2	2	
(15-026) REAR GABLE PANEL K-2A	1	1		(15-035) ANGLE IRON P	2	12	
(15-027) FRONT GABLE PANEL K-1B	1	1		(15-036) ANGLE IRON P-1	2	6	
(15-028) REAR GABLE PANEL K-2B	1	1		(15-037) FINISHING END CAP Q	2	1	
(15-029) MID ROOF JOINT L	2	5		(15-038) FINISHING END CAP Q-1	2	1	
(15-030) GABLE EDGING M	2	1		(11-654) REGULAR RAFTER CAP Q-2	2	4	
(15-031) GABLE EDGING M-1	2	1		(11-705) CURTAIN HOOKS R	2	76	

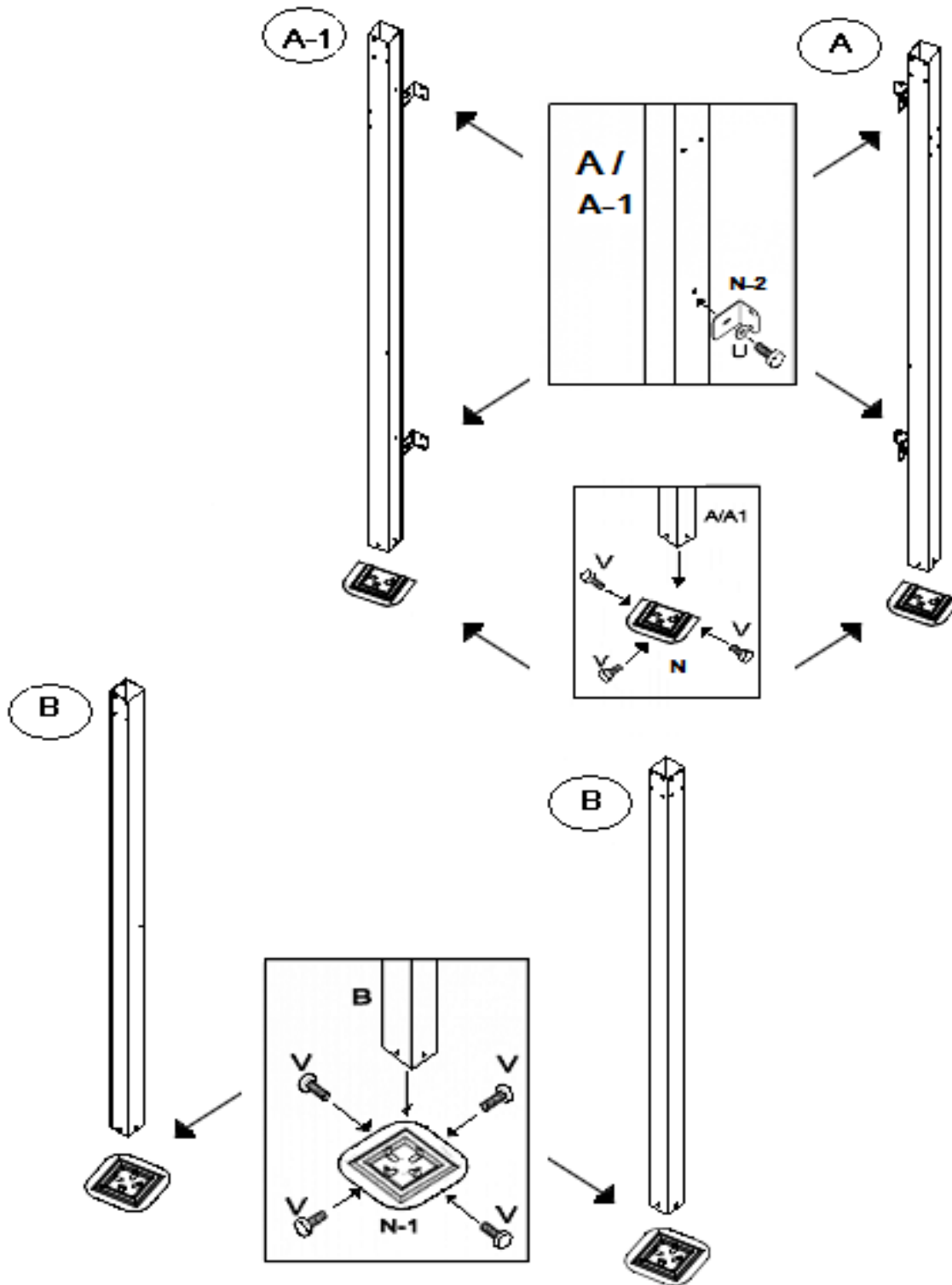
DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
(15-041) MOSQUITO NETTING (SMALL) S-1	2	1		(15-050) BOLT W Pre-assembled in rafter	2	6	 M6x10mm
(15-042) MOSQUITO NETTING (LARGE) S-2	2	1		(15-051) BOLT W-1 Pre-assembled in rafter	2	12	 M6x50mm
(15-043) MOSQUITO NETTING (LARGE) S-3	2	1		(15-052) PLUG BOLT X	2	32	 M6x15mm
(15-044) MOSQUITO NETTING (SMALL) S-4	2	1		(15-053) ACORN NUT WITH HOLE (Y)	2	18	 M6
(15-045) PRIVACY CURTAIN (SMALL) T-1	2	1		(11-697) CURTAIN RAIL CAP	2	6	
(15-046) PRIVACY CURTAIN (LARGE) T-2	2	1		(15-119) WRENCH Z	2	1	
(15-047) PRIVACY CURTAIN (LARGE) T-3	2	1		(15-121) ALLEN KEY 4mm Z-2	2	1	
(15-048) PRIVACY CURTAIN (SMALL) T-4	2	1		08-193 PLASTIC PLUG Kk	2	16	
(15-049) BOLT & WASHER U	2	4	 M6x20mm	08-167 SCREW Hh	2	16	 (M6*100mm)
(15-118) BOLT V	2	114	 M6x16mm				

STEP 01:

(Pieces: **A** x1, **A-1** x1 **B** x2, **N** x2, **N-1** x2, **N-2** x4)

(Hardware: **U** x4, **V** x14 for 4 legs total)

1. a) Install the rear legs (A and A-1) onto the foot plates (N) using 3 bolts (V) each.
b) Install the wall brackets (N-2) onto rear legs (A and A-1) using bolt and washer (U).
c) Install the front legs (B) onto the foot plates (N-1) using 4 bolts (V) each.

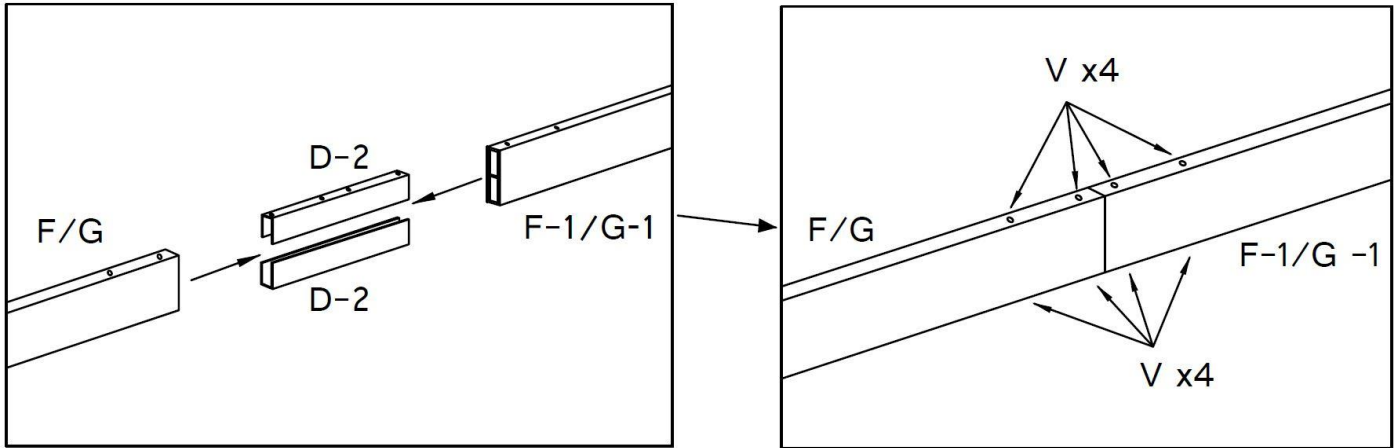


STEP 02:

(Pieces: **F** x1, **F-1** x1, **G** x1, **G-1** x1, **D-2** x4)

(Hardware: **V** x16)

- 2. a) Insert beam junctions (D-2) into rear beams (F/F-1) so that the holes line up, then attach from top and bottom with 8 bolts (V).
Ensure the beams are straight and all bolts are secured.
- c) Repeat with the beams (G, G-1) and 2 remaining beam junctions (D-2).

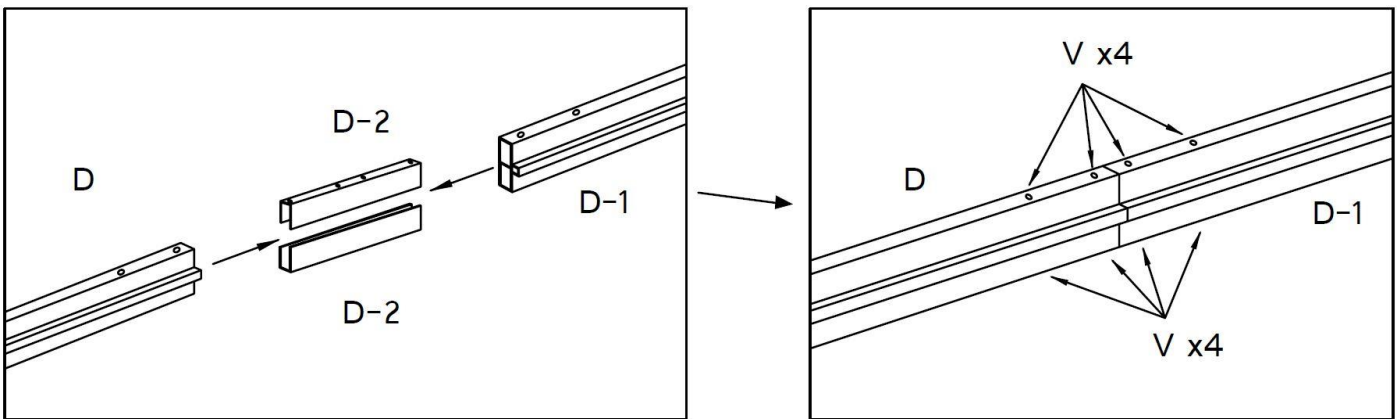


STEP 03:

(Pieces: **D** x1, **D-1** x1, **D-2** x2)

(Hardware: **V** x8)

- 3. a) Insert beam junctions (D-2) into front beams (D/D-1) so that the holes line up, then attach from top and with 8 bolts (V).
Ensure the beams are straight and all bolts are secured.

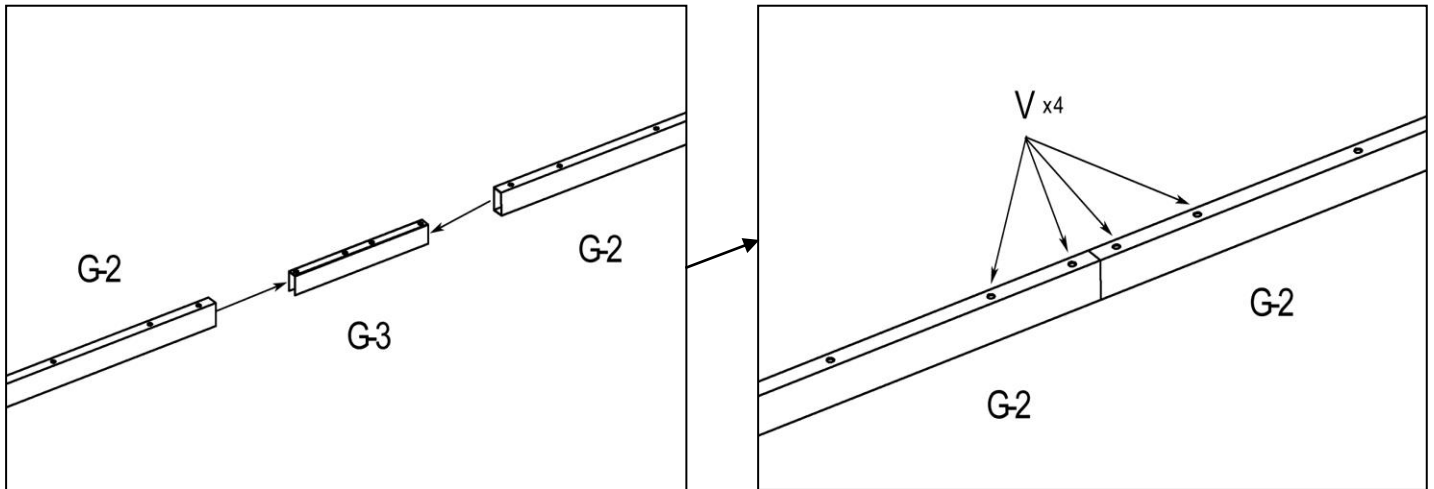


STEP 04:

(Pieces: **G-2** x4, **G-3** x2)

(Hardware: **V** x8)

4.
 - a) Insert half of crossbar junction (G-3) into crossbar (G-2) so that the holes line up, then attach with 2 bolts (V).
 - b) Insert the other half of crossbar junction (G-3) into another crossbar (G-2), then attach with 2 bolts (V). Ensure the beams are straight and all bolts are secured.
 - c) Repeat a) and b) with the remaining crossbars (G-2) and crossbar junction (G-3).

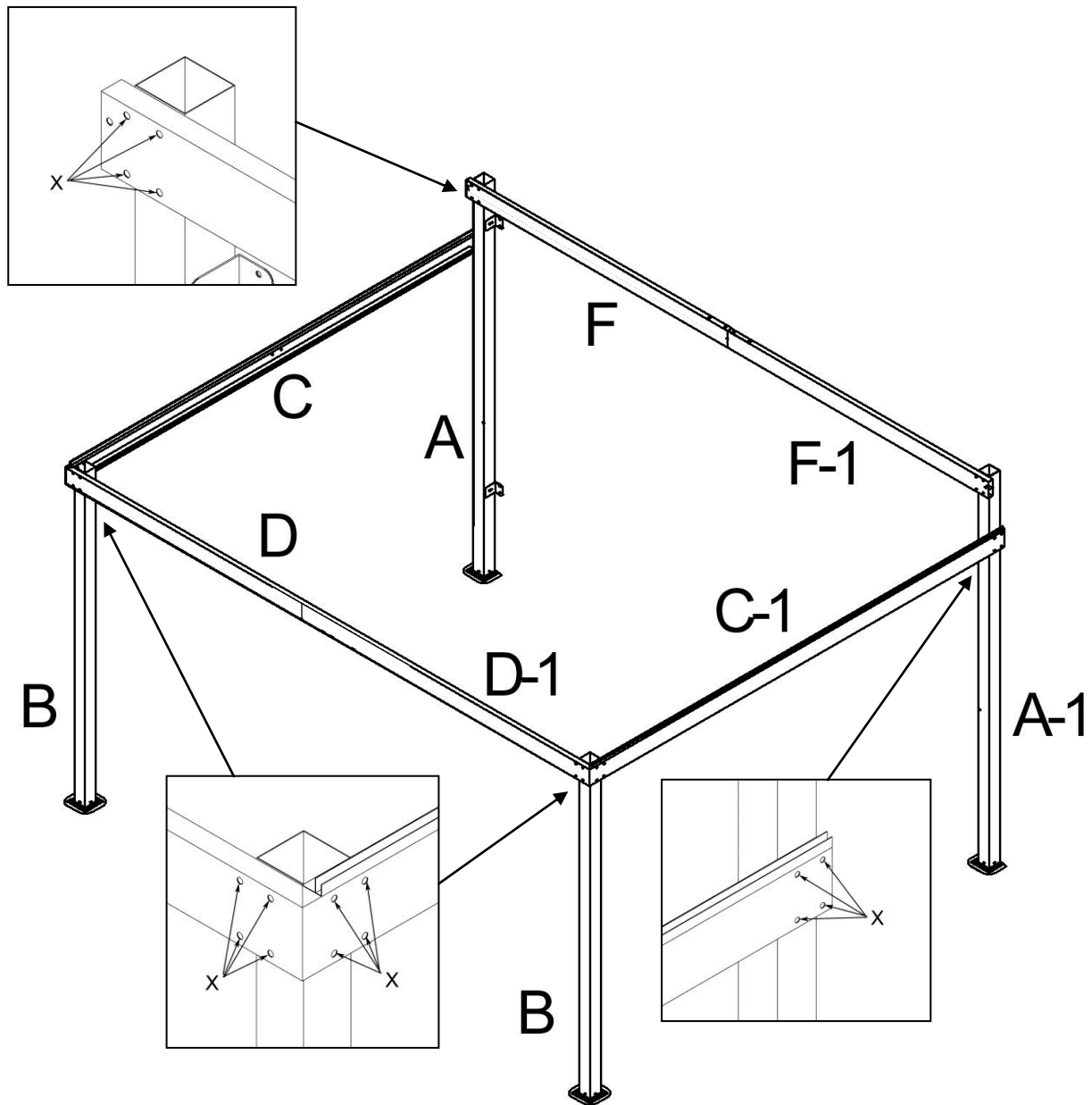


STEP 05:

(Pieces: **A** x1, **A-1** x1, **B** x2, **C** x1, **C-1** x1, **D** x1, **D-1** x1, **F** x1, **F-1** x1)

(Hardware: **X** x32)

5.
 - a) Install the assembled front beam (D, D-1) to the front of legs (B), using 4 bolts (X) at each end.
 - b) Install the assembled rear beam (F, F-1) to the front of legs (A & A-1), using 4 bolts (X) at each end.
 - c) Lift up the assembled structures and attach front to rear using side beam (C) between legs (A) and (B), and side beam (C-1) between legs (A-1) and (B), using 4 bolts (X) at each end.

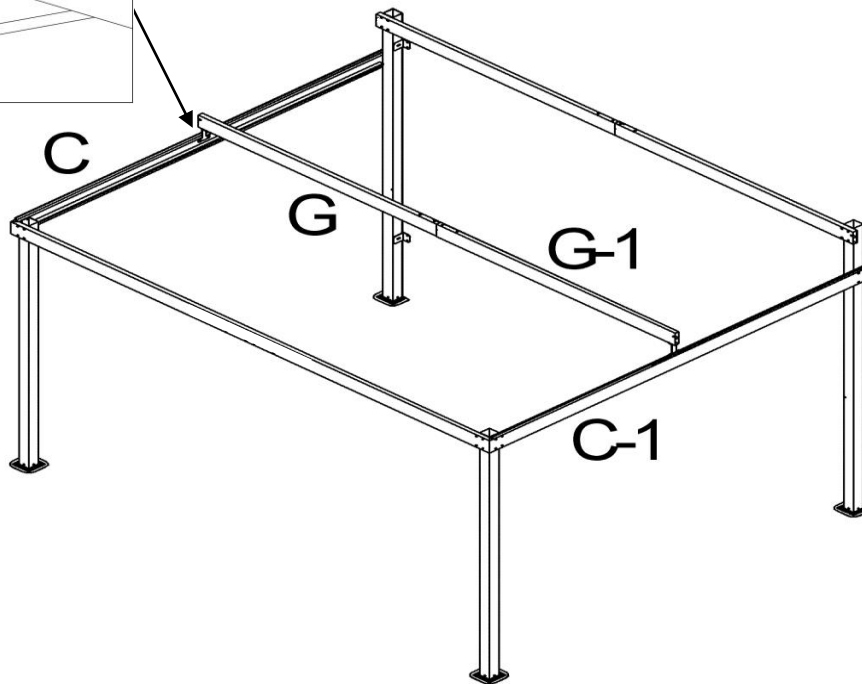
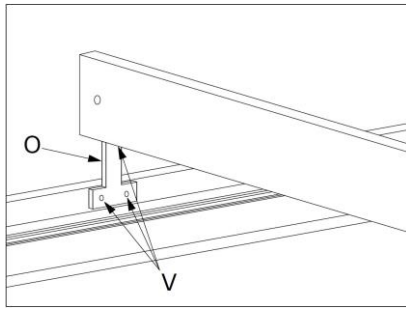


STEP 06:

(Pieces: **G** x1, **G-1** x1, **O** x2)

(Hardware: **V** x6)

6. a) Install crossbeam brackets (**O**) on side beams (**C**) and (**C-1**), using 2 bolts (**V**) each.
b) Install the assembled crossbeam (**G**, **G-1**) on crossbeam brackets (**O**), using 1 bolt (**V**) at each end.

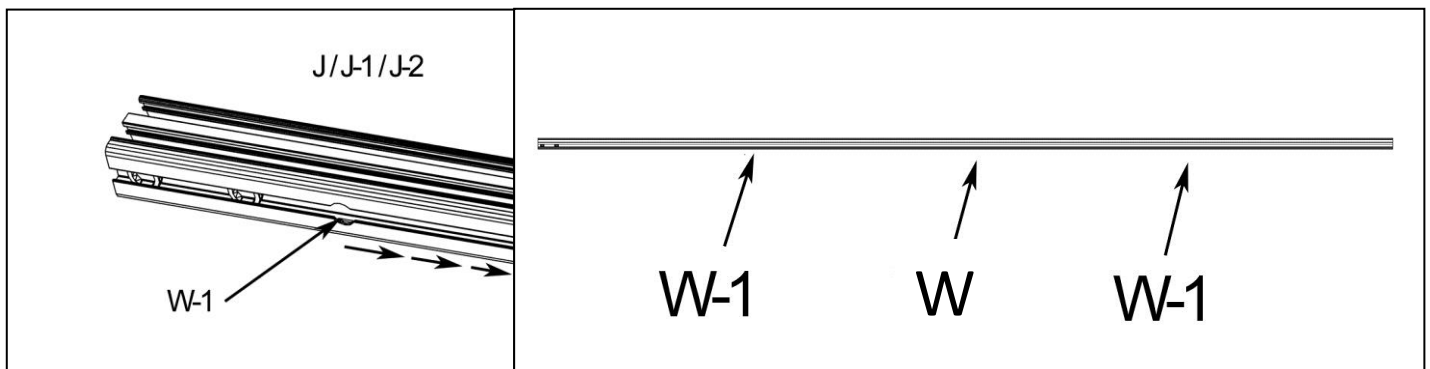


STEP 07:

(Pieces: **J** x1, **J-1** x1, **J-2** x4)

(Hardware: **W**, **W-1**)

7. Verify that bolts (**W/W-1**) are pre-inserted into the bottom of each rafter (**J**, **J-1**, **J-2**).

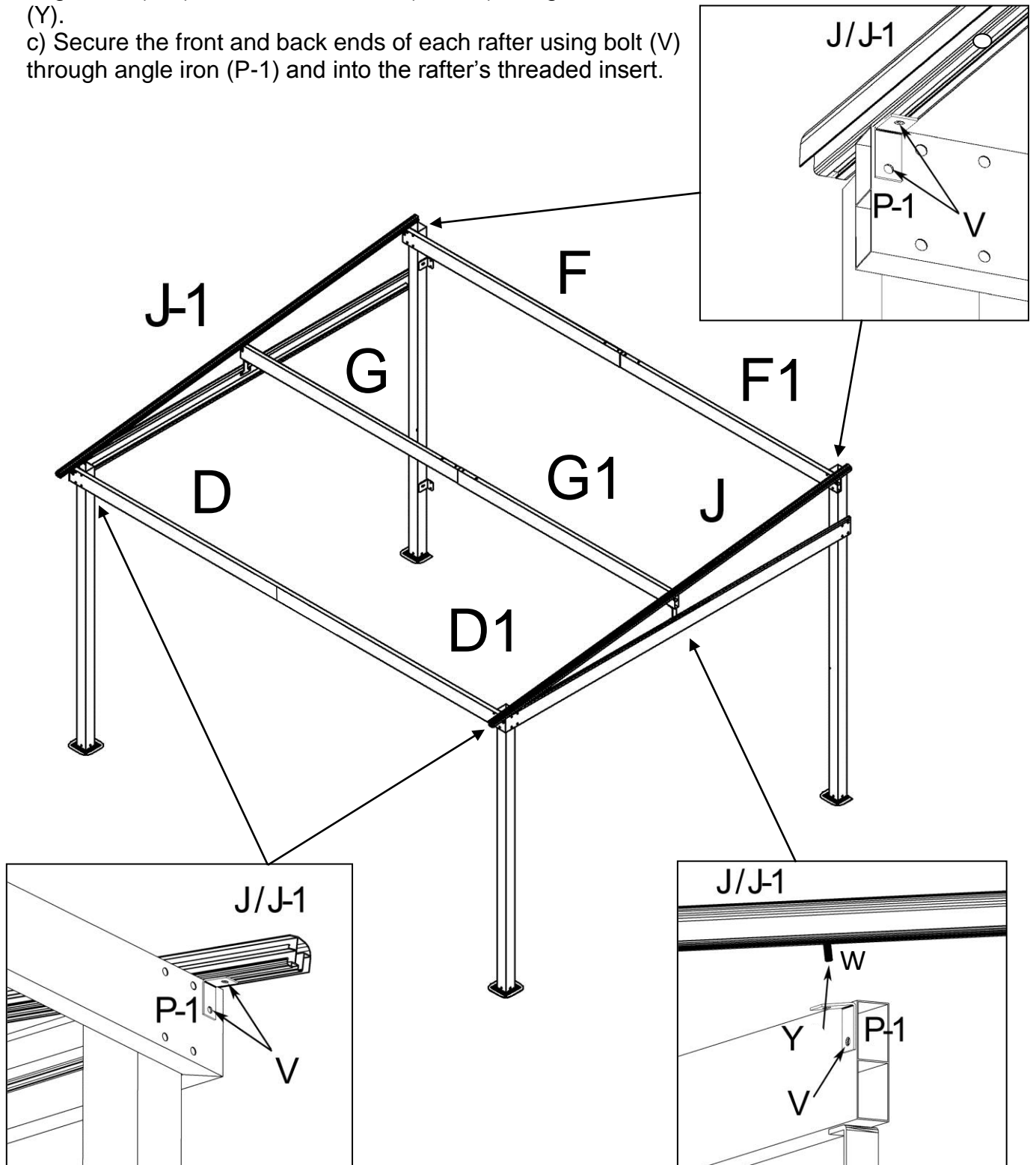


STEP 08:

(Pieces: **J** x1, **J-1** x1, **P-1** x6)

(Hardware: **V** x10, **Y** x2)

8. a) Install angle iron (**P-1**) at each end of front beams (**D**, **D-1**), rear beams (**F**, **F-1**), and crossbeams (**G**, **G-1**) using 1 bolt (**V**) each.
- b) Install edge rafters (**J**, **J-1**) on either side of the gazebo, with the covered side facing out. using bolt (**W-1**) already inserted into the rafters, secure to angle iron (**P-1**) on the crossbeams (**G**, **G-1**) using acorn nut (**Y**).
- c) Secure the front and back ends of each rafter using bolt (**V**) through angle iron (**P-1**) and into the rafter's threaded insert.

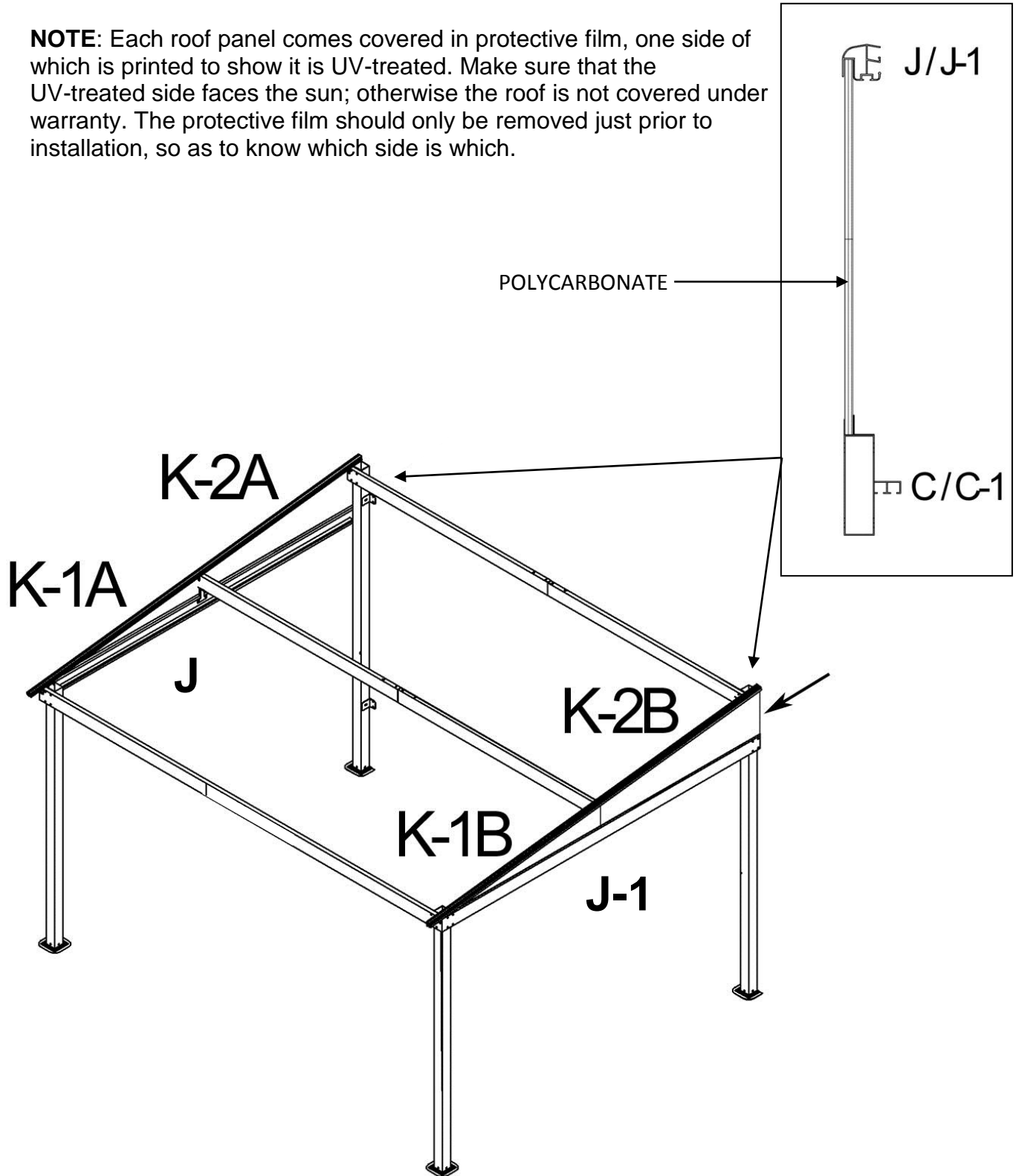


STEP 09:

(Pieces: **K-1A** x1, **K-2A** x1, **K-1B** x1, **K-2B** x1)

- 9. a) Insert the front gable panels (**K-1A**, **K-1B**) between the rafters (**J**, **J-1**) and side beams (**C**, **C-1**) on each side, sliding them from the back to the front.
- b) Insert the rear gable panels (**K-2A**, **K-2B**) after the front panels, ensuring they leave no gaps between the front and rear panels and fit fully in the tracks.

NOTE: Each roof panel comes covered in protective film, one side of which is printed to show it is UV-treated. Make sure that the UV-treated side faces the sun; otherwise the roof is not covered under warranty. The protective film should only be removed just prior to installation, so as to know which side is which.

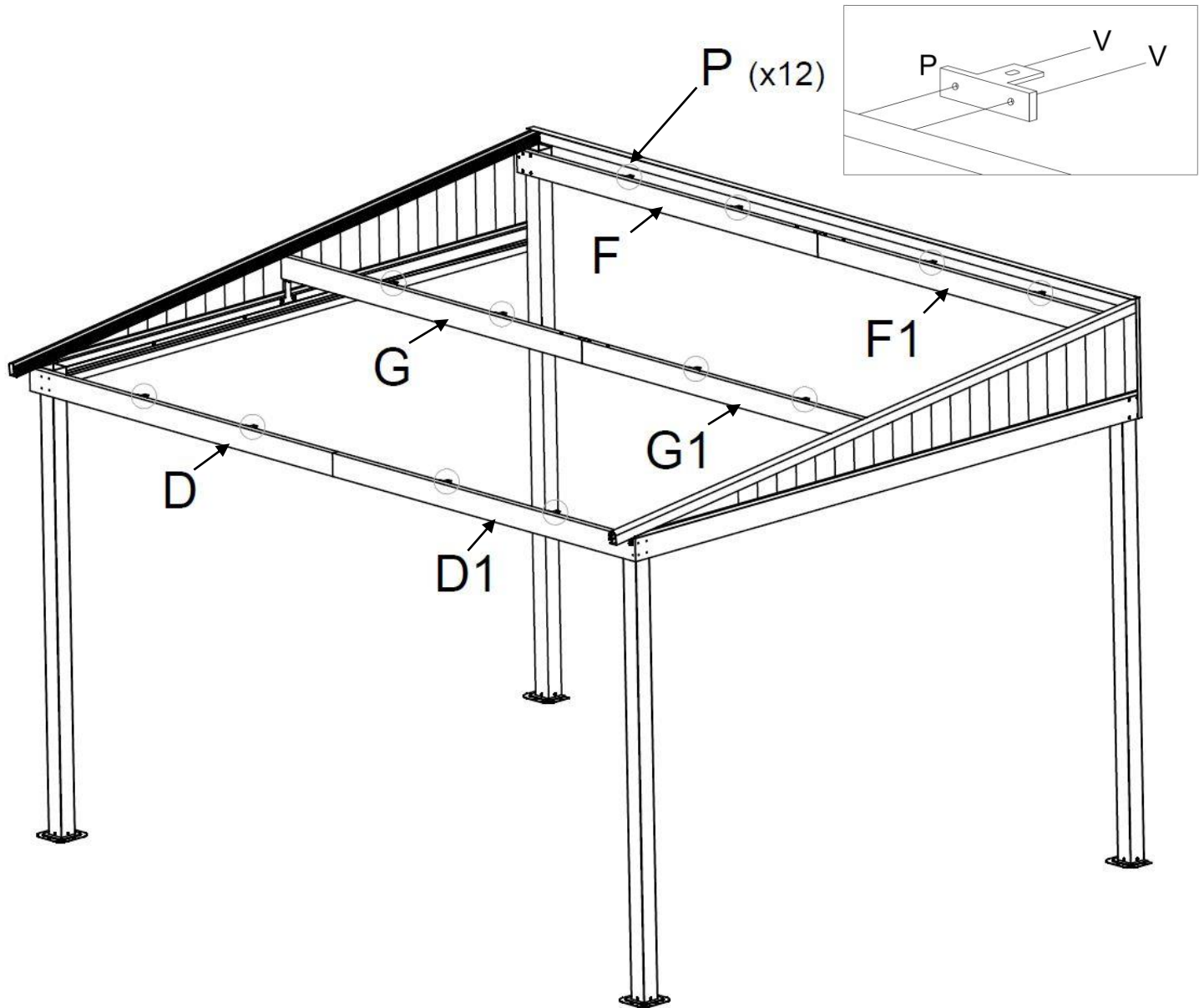


STEP 10:

(Pieces: **P** x12)

(Hardware: **V** x24)

10. Install the angle irons (**P**) on the front beams (**D**, **D-1**), crossbeams (**G**, **G-1**), and rear beams (**F**, **F-1**), using 2 bolts (**V**) for each, as shown in the diagram.

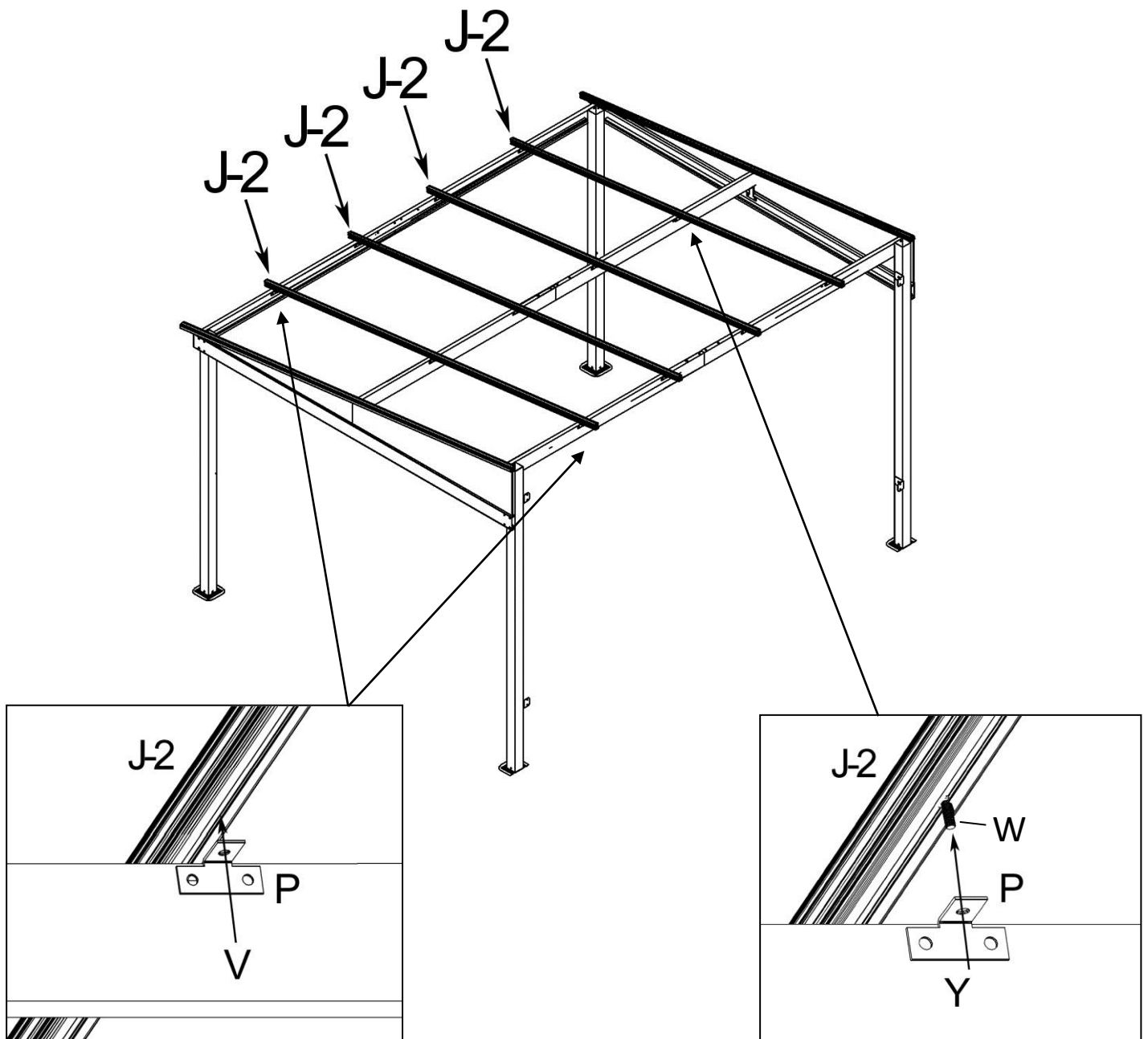


STEP 11:

(Pieces: J-2 x4)

(Hardware: V x8, Y x4)

11. a) Install regular rafters (J-2) at each of the previously installed angle irons (P). Using bolt (W) already inserted into the rafters, secure to angle iron (P) on the crossbeams (G, G-1) using acorn nut (Y).
- b) Secure the front and back ends of each rafter using bolt (V) through angle iron (P) and into the rafter's threaded insert.



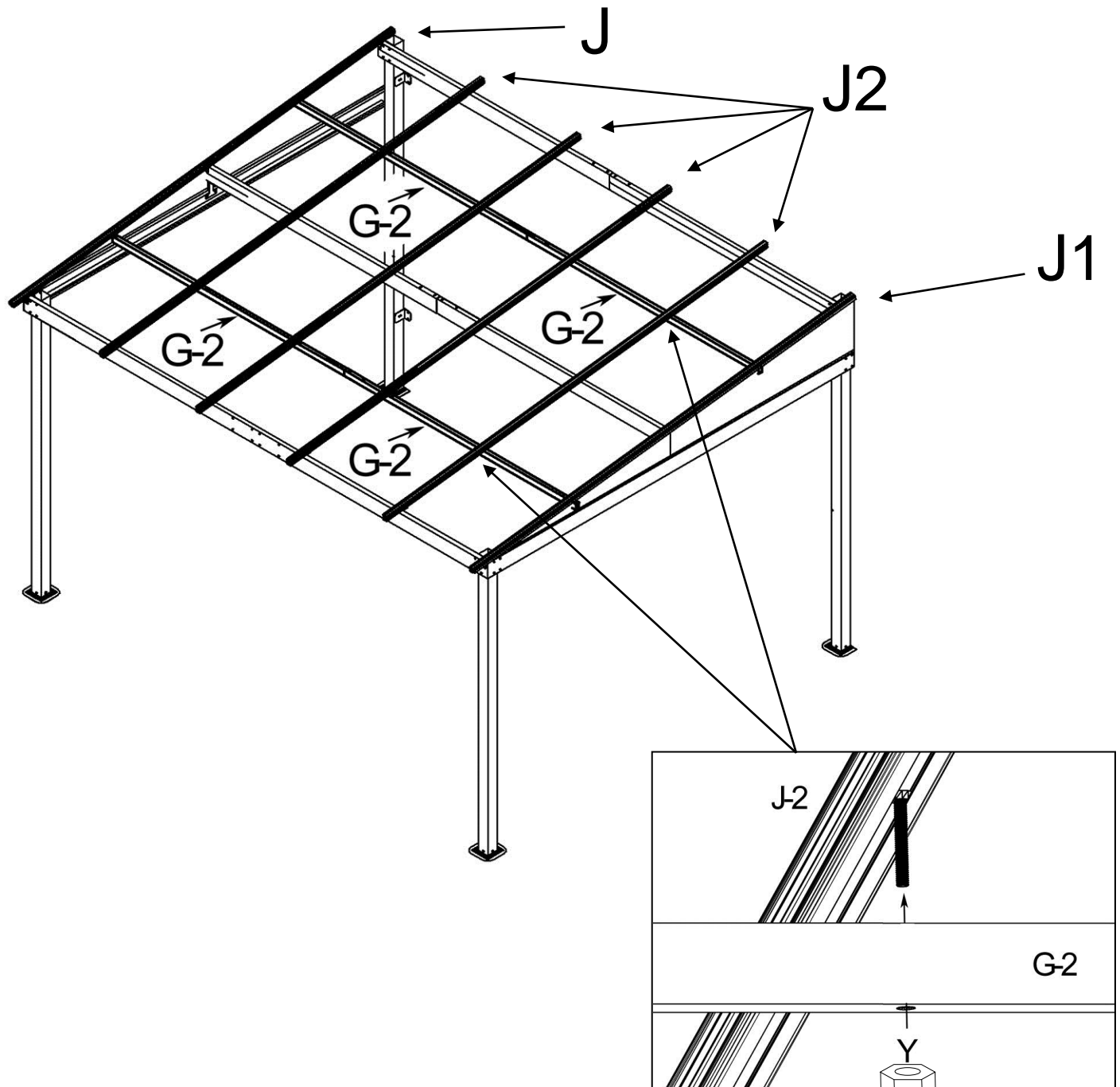
STEP 12:

(Pieces: **G-2** x4)

(Hardware: **Y** x12)

12. Install the assembled crossbars (**G-2**, **G-2**) from below, as shown in the diagram. Pass the bolts (**W-1**) previously inserted into the rafters (**J**, **J-1**, **J-2**) through the crossbars, and secure with acorn nut (**Y**).

Note : Set up the crossbar (**G-2**) at even distances from the rafters.

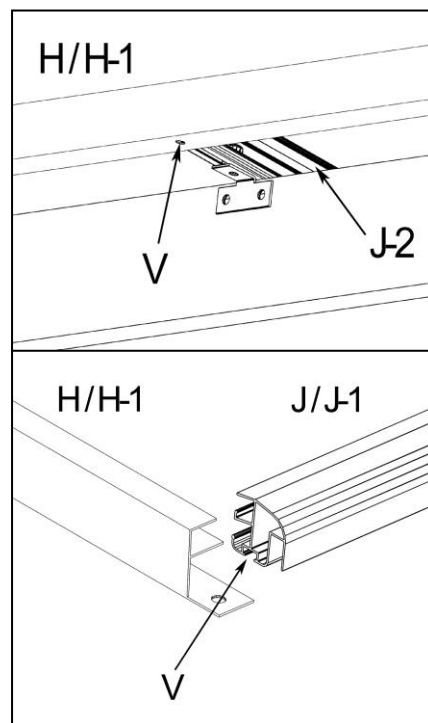
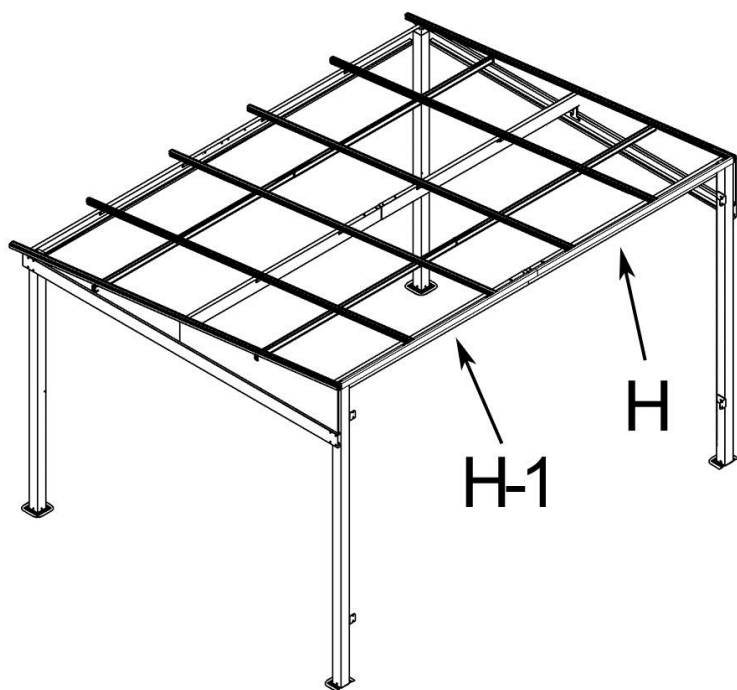


STEP 13:

(Pieces: **H** x1, **H-1** x1)

(Hardware: **V** x6)

13. Install the rear edgings (**H**, **H-1**) using 3 bolts (**V**) for each, as shown in the diagram.

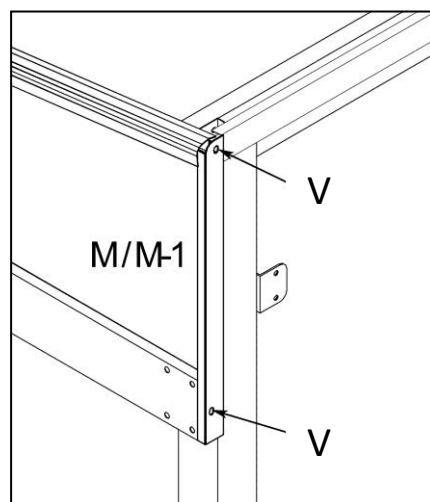
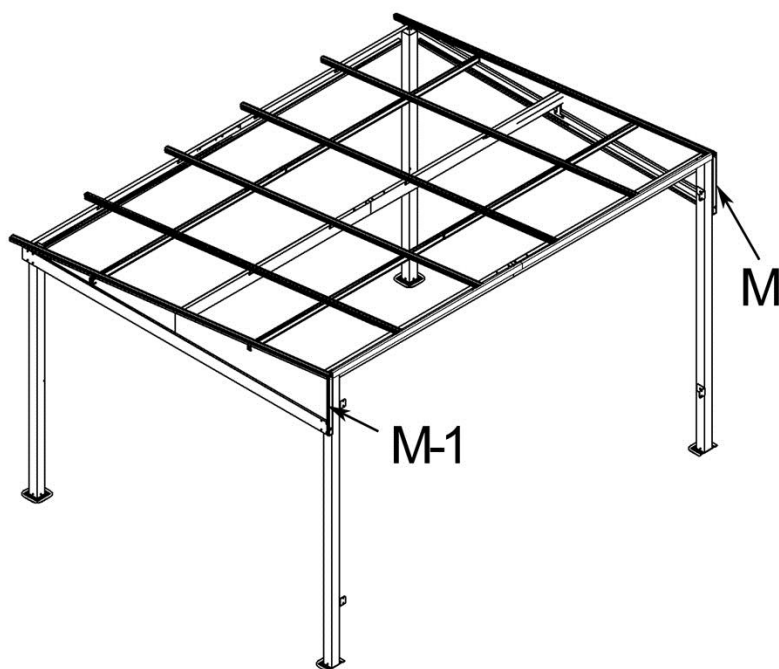


STEP 14:

(Pieces: **M** x1, **M-1** x1)

(Hardware: **V** x4)

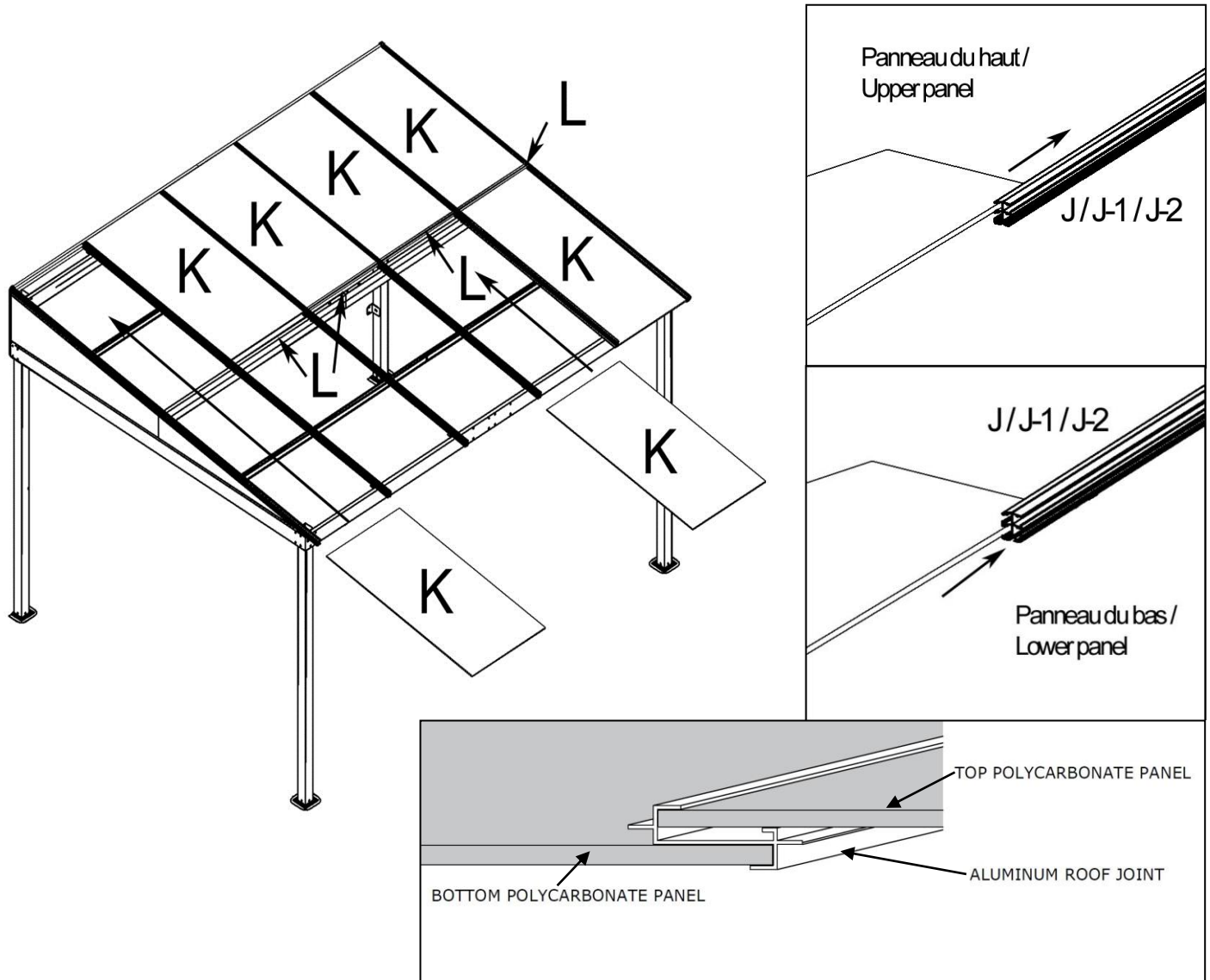
14. Install the gable edgings (**M**, **M-1**) at the rear of the gable panels using 2 bolts (**V**) for each, as shown in the diagram.



STEP 15:

(Pieces: K x10, L x5)

15. a) Insert 5 roof panels (K) into the upper tracks of the rafters, and slide them up flush into the rear edgings.
b) Insert 5 mid roof joints (L) until flush with the upper roof panels (K),
The wholes must be seen from under of the structure and not from the top.
c) Insert the 5 remaining roof panels (K) into the lower tracks of the rafters, until flush with the mid roof joints (L).



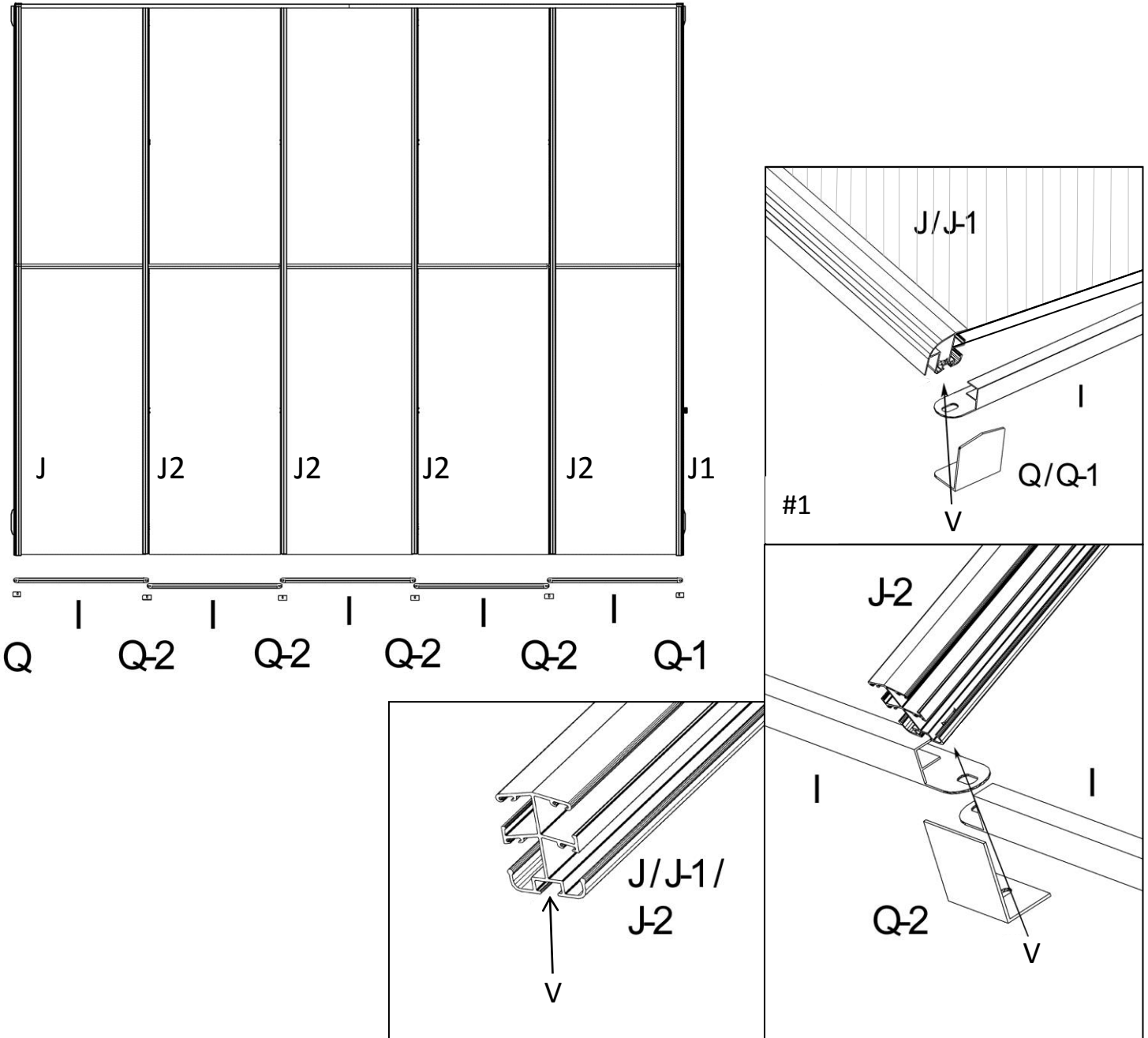
NOTE: Each roof panel comes covered in protective film, one side of which is printed to show it is UV-treated. Make sure that the UV-treated side faces the sun; otherwise the roof is not covered under warranty. The protective film should only be removed just prior to installation, so as to know which side is which.

STEP 16:

(Pieces: I x5, Q x1, Q-1 x1, Q-2 x4)

(Hardware: Y-1 x6)

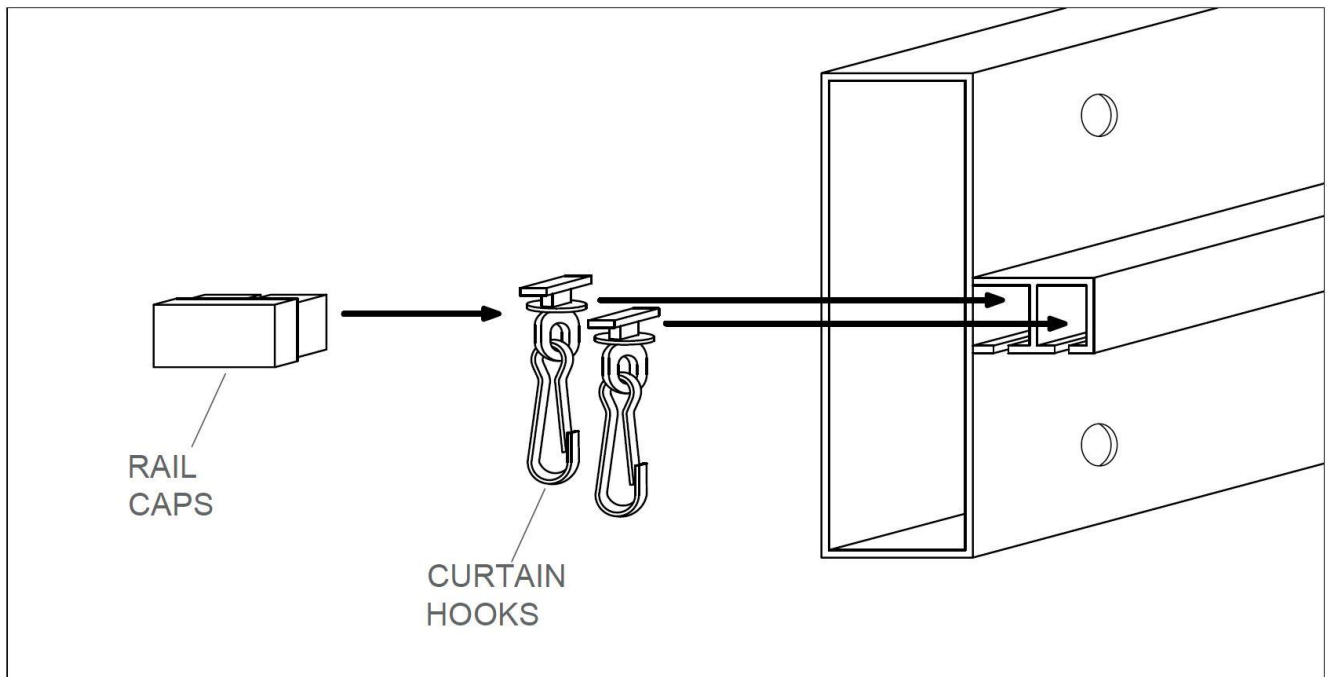
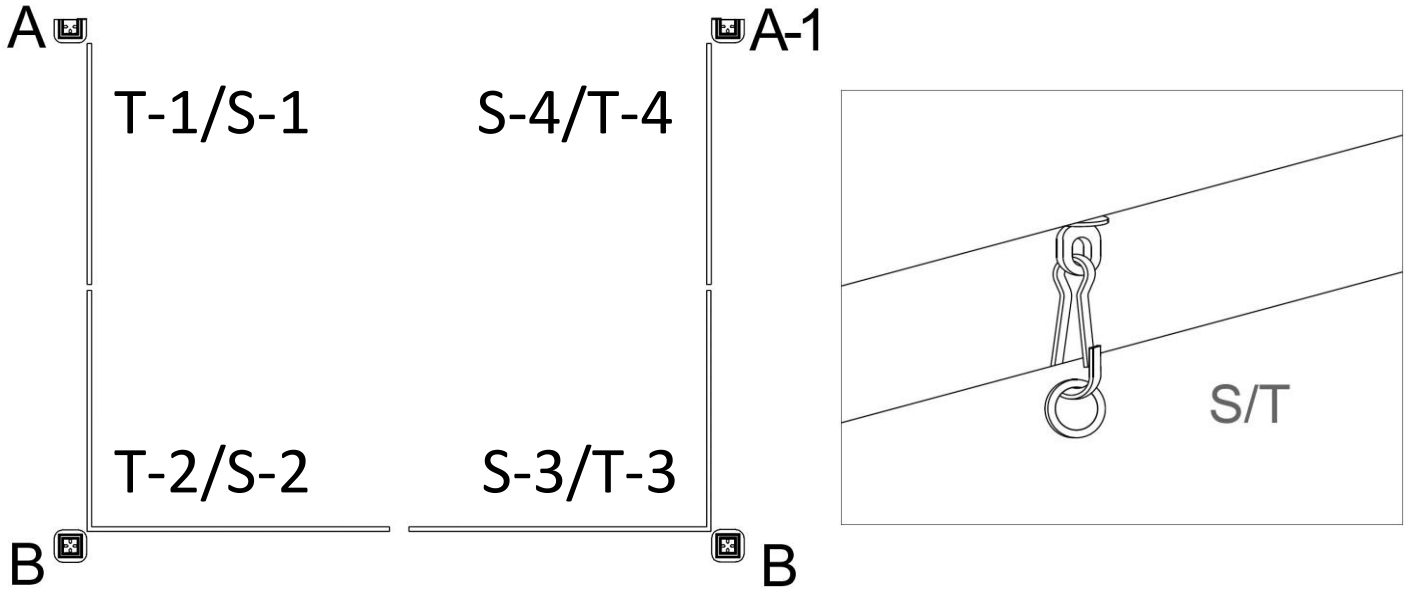
- 16. a) Starting in one corner, install the end of a front edging (I), an edge rafter cap (Q or Q-1), and secure with bolt (V). See Sketch #1.
- b) At the next rafter (J-2), install the end of the previous edging (I) plus one end of the next edging, and secure with a rafter cap (Q-2) and an bolt (V).
- c) Finish at the other edge rafter (J-1 or J), install the end of the final edging and an edge rafter cap (Q-1 or Q), and secure with bolt (V).



STEP 17:

(Pieces: **S-1** x1, **S-2** x1, **S-3** x1, **S-4** x1, **T-1** x1, **T-2** x1, **T-3** x1, **T-4** x1, **R** x76)

- 17. a) Install the privacy curtains (T), on the tracks closest to the outside of the unit.
 - b) Install the mosquito netting (S) on the tracks closest to the inside of the unit (see sketch).
- Be sure to put the two small mosquito nettings (S-1, S-4) starting from the rear legs (A, A-1) and the two large mosquito nettings (S-2, S-3) in the front.
- c) To secure the curtains, attach the Velcro pads to the rear legs (A, A-1) and wrap the Velcro ties around the front legs (B),
 - d) Close ends of tracks with rail caps.



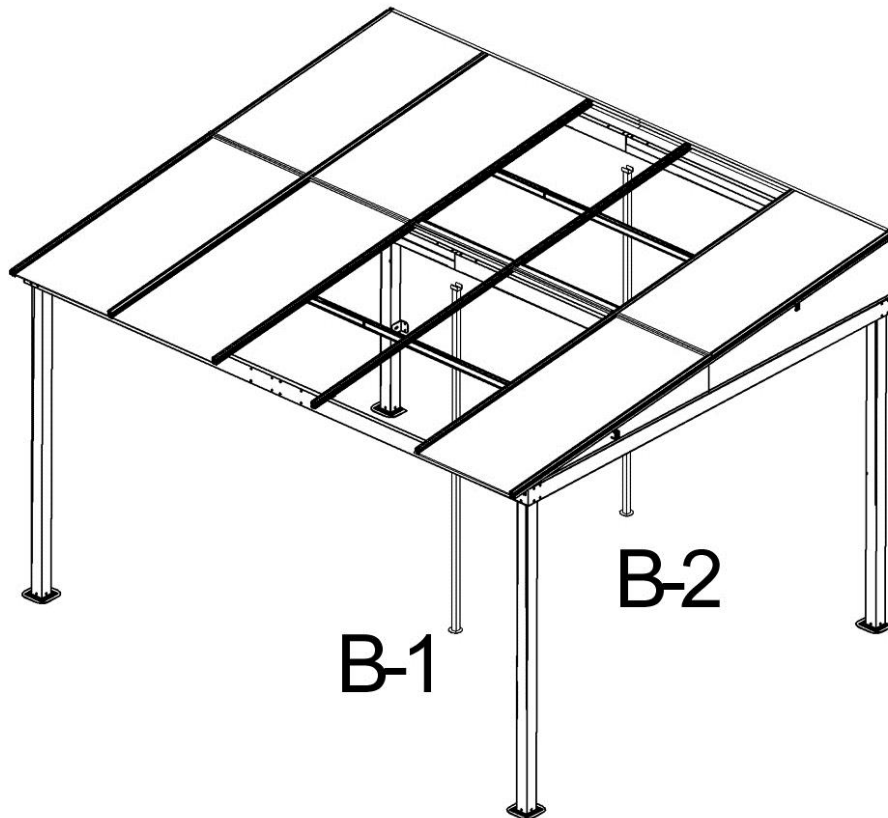
STEP 18:

(Pieces: **B-1** x1, **B-2** x1)

FOR WINTER SEASON ONLY

18. Before the winter season, to protect the roof from heavy snow loads, install the winter support bar (**B-1**) under the crossbeam (**G**, **G-1**) and the winter support bar (**B-2**) under the rear beam (**F**, **F-1**) as shown in the diagram.

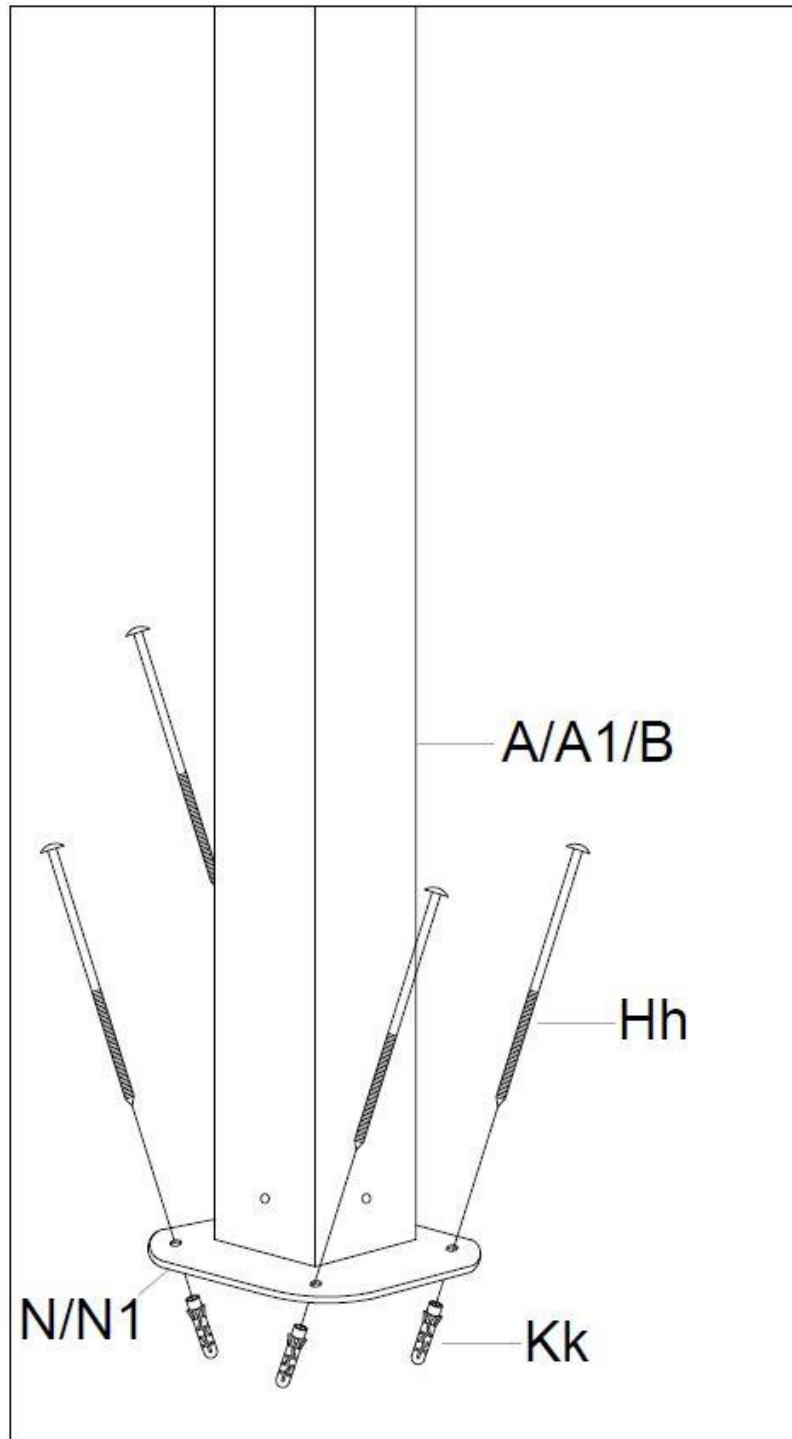
Please note that some panels have been removed in this diagram to demonstrate the correct locations for the support bars.

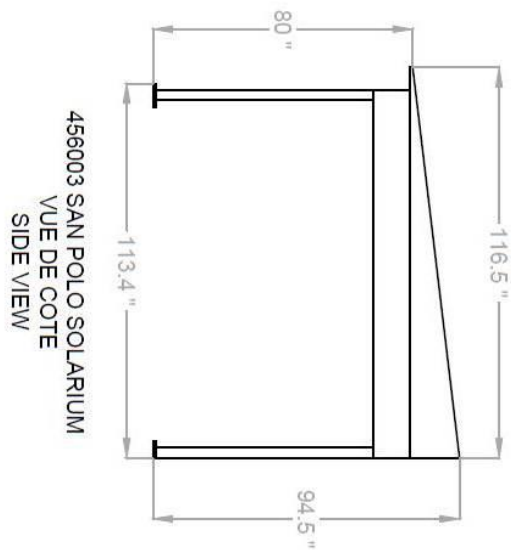
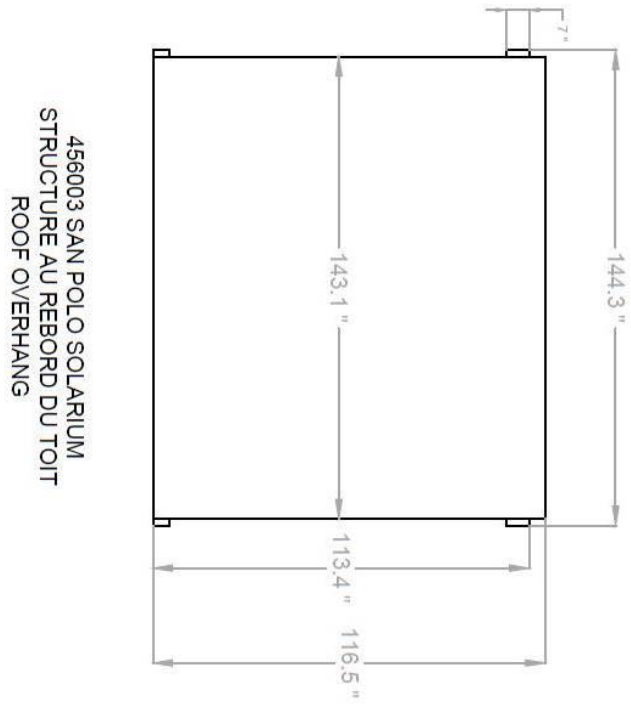
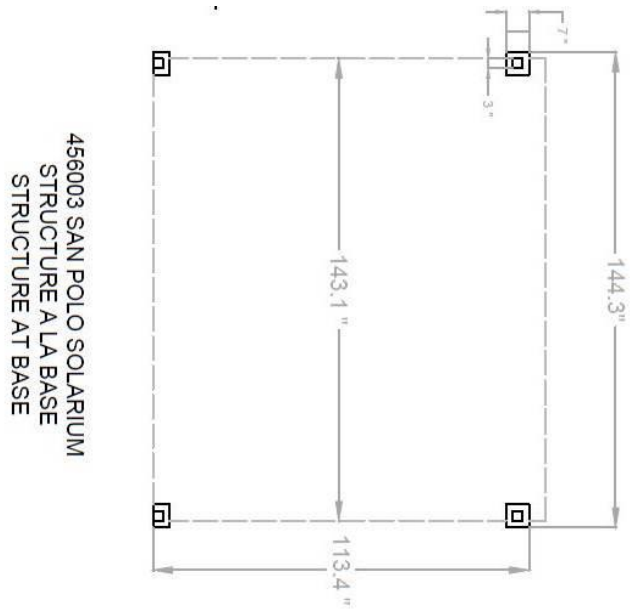


STEP 19:

(Pieces: **Hh** x11, **Kk** x11)

Secure each foot plate into the ground using screws "Hh" and plugs "Kk".





MAINTENANCE NOTES

1. In case of a defective or damaged part, or for any other questions concerning the product, please contact the manufacturer directly.
2. Please have the parts list and part numbers on hand when ordering or requesting replacement parts.
3. The product should not be installed adjacent to trees or a sloped roof. Snow and ice may slide onto the roof and cause it to collapse.
4. While the product is designed for 4 seasons use, the snow must be cleared from the roof on a regular basis.



ONE YEAR LIMITED WARRANTY

This product has been designed and manufactured to meet the highest standards of quality and durability. Subject to the Conditions for Exercising the Warranty and the Limitations on the Warranty set forth below, it is warranted to be free of material and manufacturing defects for a period of **one year** from the date of purchase. Should the product become damaged, or the warranty period has expired, please contact Gazebo Penguin Customer Service Department for a complete schedule of replacement parts and prices.

CONDITIONS FOR EXERCISING THE WARRANTY

The warranty only applies to the original purchaser with the bill.

In order to properly exercise your warranty, please comply with the following:

Retain your **proof of purchase** and the **original boxes**, as these may be required for any warranty claim. Carefully inspect the contents of the carton for missing or damaged components. Should you discover damaged or missing parts, **do not return the product to the place of purchase**, but contact Gazebo Penguin Customer Service Department at the numbers listed below (English, French & Spanish, Mon-Fri 8:00AM to 4:00PM EST):

Montreal: (514) 276-3485

Elsewhere in Canada and the US: 1-800-737-7174

You can also find a claim form to fill out online :

<http://www.abrispenguin.com/forms.html>

NOTE: Damages/missing parts must be reported within 30 days of delivery.

LIMITATIONS ON THE WARRANTY

1. The product is not warranted against damages due to vandalism, abuse, or falling or thrown objects.
2. The product is not warranted against damages due to extreme weather conditions, such as thunderstorms, hail, strong wind or snow storms, or any other acts of God.
3. The product is only warranted in the event it is installed in accordance with the Gazebo Penguin's written instructions enclosed with the product.
4. The product is not warranted in the event it has been improperly anchored.
5. We reserve the right to replace or repair any defective product or parts at our discretion.