

# Vinyl Gazebo Instructions



10' Vinyl Gazebo Shown

Thank you for the purchase of your New Gazebo. Depending on the size of your Gazebo, installation can usually be completed in 1 to 2 days.

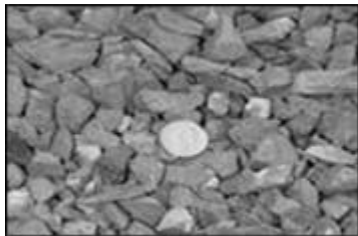
These instructions are meant to serve as a guide for people with a basic knowledge of general handyman skills. ***This assembly requires a minimum of two people to complete. (Extra help with installing the roof sections is suggested)***

**Please always check with your local building codes, they will vary from state to state.**

## Site Preparation

It is very important that the site be properly prepared before beginning assembly. It is imperative that the site be level.

We strongly recommend a hard, compact base for your Gazebo. The base both supports the Gazebo and allows for proper drainage below. The hard, compact material can be anything from a concrete pad, compacted gravel, or patio-blocks.



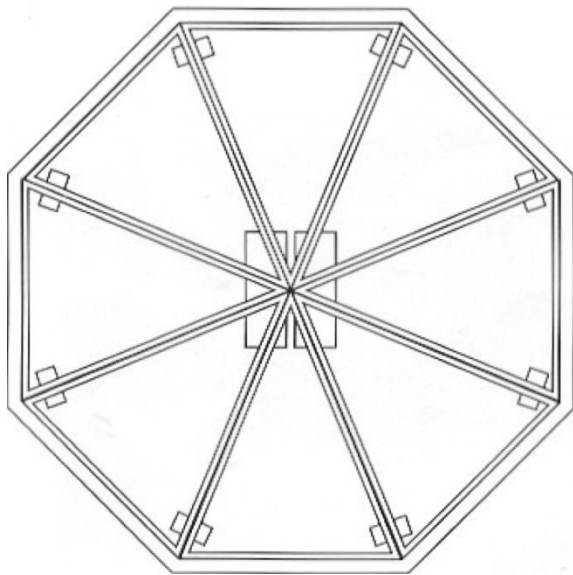
2B Crushed Limestone Gravel



Patio Stones or Blocks



Concrete Pad



If the area is level, the easiest method would be to use patio stones or blocks. These are available from your local landscape supply company or lumber yard in different sizes such as 8"x 16", 12"x 12", or larger, and come in different thicknesses as well. Be sure to rest the floor of your garden structure on the blocks so that it is supported at each post, and in the middle. Additional supports should be added as needed so that there is no span greater than 4-5 feet.

Once you have selected the foundation material, it must be leveled within 1-2 inches from side to side. Loose gravel is easier to level, and provides ample support, but must be contained. Patio Stones should be leveled when set. Additional shimming using treated wood or other material may be needed.

If you choose a concrete pad, it must be square, level and plumb. A sloping pad means a leaning Gazebo, which will put extra stress on joints. A benefit of concrete, flagstone or brick pavers is the additional functionality, as they can be expanded for other uses and support larger weight.

**No cutting is required; making cuts to our kits or materials without calling first will make installation difficult or impossible and may void our warranties. Please stop and call us with any issues/questions before you proceed.**

#### Tools Needed for Assembly:

-Screw Gun/Drill      -Hammer      -Level      -Tape Measure  
-C Clamps      -Socket Set      -Ladder      -Circular Saw

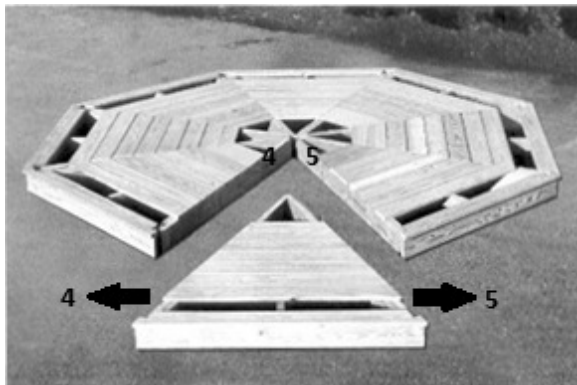
**Note: An air-nailer or stapler can be used for rubber or asphalt shingles. (Air nails and staples not included in the kit.)**

**Note: You will also be sent a parts list with your Gazebo.**



**All hardware is included in each Gazebo kit. The specific hardware will vary depending on the Gazebo. Please see your parts list for details.**

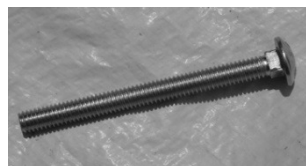
## Installation:



1. The first thing you will need to assemble is the floor of the structure; the floor is shipped to you in sections. You will need to arrange the sections in order by matching the numbers listed on them.



2. Next you will need to take the  $\frac{3}{4}$ " x 4" bolts and insert them through the pre-drilled holes in each adjoining floor sections joist (as shown). At this time you will only finger tighten the nut.

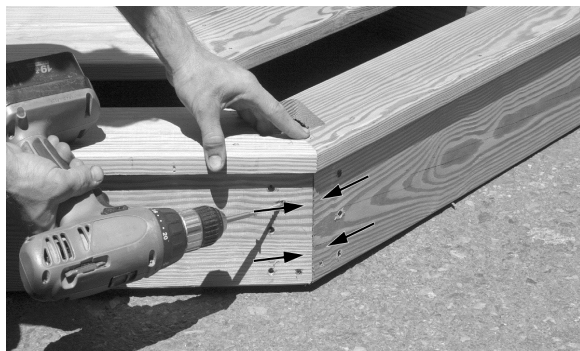




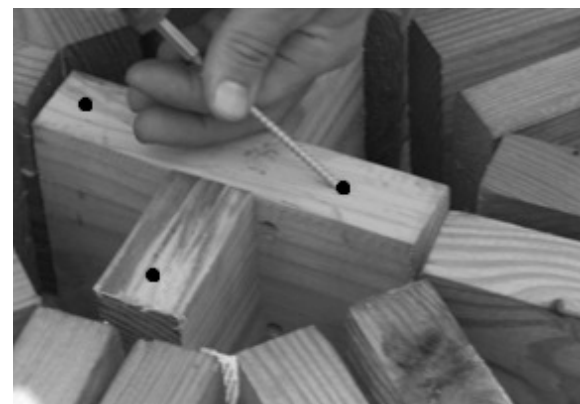
**Note:** Make sure that the tops of the joists are level. If needed you can insert a screw into the top of the joist and pry up with a hammer to level the floor while tightening the 4" bolts.



3. You will do the same process as in Step #2, this time where the joists connect near the center of the floor.

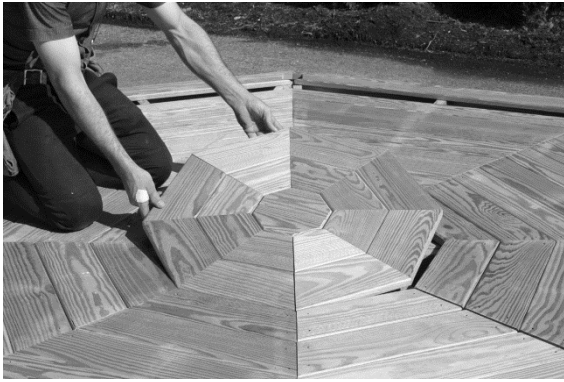


4. Ensure that the floor sections are aligned at the corners as shown, then insert two 2 ½" screws from each side at the outside corners of the base panels into each adjoining panel. Continue this process around the base until all panels are joined together. Now you can go back and fully tighten the nuts on the bolts that you inserted in step #2.



5. Set the X shaped piece inside the center of the floor and attach with four 3 ½" screws on an angle as shown. Be sure that the tops of the X are the same height as the joists.

**Note:** This piece is not a tight fit inside the floor frame.



6. Now set the center decking section into place. Using 2 ½" finish screws you will connect the decking section to the floor joists. Please make sure to screw into the floor joists with two screws per



decking board and into the cross blocks that were installed in step #5.



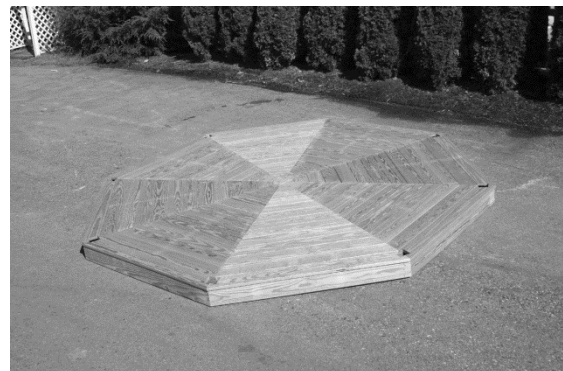
7. You will now find the decking boards that are missing from the outside boarder of the floor and will set them into place as shown.



8. You will drive two 2 ½" finish screws into each joist, just like you did in step #6 with the center decking section. Do this all the way around the deck until all decking boards are secured in place.



**Note:** If you have ordered a Composite Floor, the method to attach the boards are the same, but you will use a specialized screw (has two different threads and is the same color as the decking)



9. The deck should now look like the picture to the left. Before you proceed make sure that the floor is level. You can shim as needed.



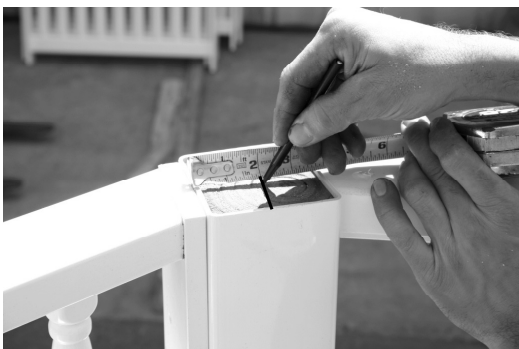
10. Lay the posts on the ground with the screw that is securing the vinyl sleeve facing up. Center the top rails on the posts and flush with the top of the posts. Attach the top rail with three 2 ½" white head screws.



11. Set the posts with the top rails attached into the base. Keep in mind where you want to position the doorway opening.



12. Line the top rail up with the nearest post so that it is centered on the post and flush with the top of the post. Attach the top rails to the posts using three 2 ½" white head screws as shown. Do this until all rail sections are attached to the posts.



13. Prepare for the installation of the roof by installing the top plate boards. Find and mark the center of the top of each post. (The top plate boards will range in size from 2x6 to 2x10 depending on the size of the gazebo. You will have a total of 8 top plate boards.



14. Position the first plate on top of two posts, lined up with the center lines that you just made.

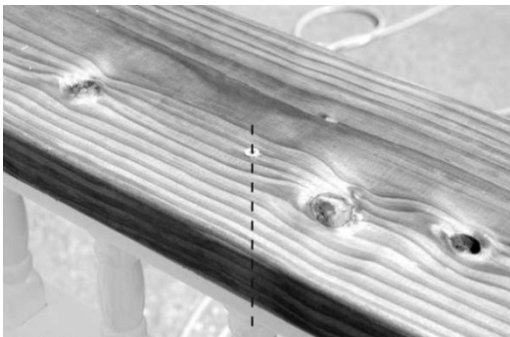
**Note:** One face of the top plate boards tends to look better than the other. Place the best side facing down. Also if the gazebo has a finished ceiling, the top plates have a vinyl piece attached to the inside edge and bottom.



15. Screw in a single 3 ½" screw on one end of the top plate to hold it in place while you are positioning it. Now once it is in place on the other side put a screw in that side as well to keep it in place. Screw only the first board down at this time.



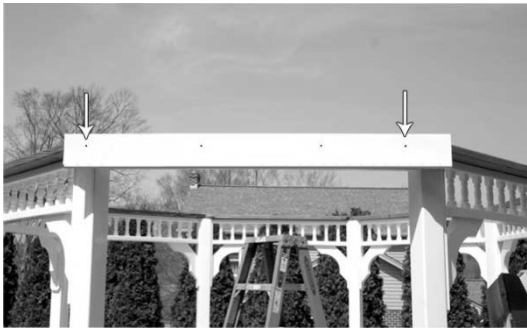
16. Once you make sure that the top plate boards line up correctly, secure the next board by driving a 2 ½" screw through the second board into the first as shown. Do "NOT" secure to the top of the posts until all of the top plate pieces are joined together. Make sure all top plates are in place and evenly centered above the top rails.



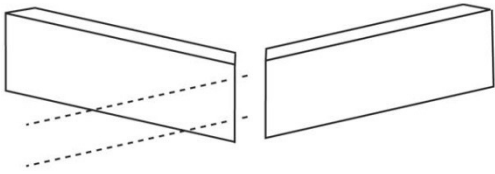
17. Fully secure the top plates by driving four 3 ½" screw through the end of each plate into the post. Do not countersink the screw. Do this every for every top plate board. Once you have all top plates secured you are ready to install the fascia boards.



18. Using a 2 ½" white head screw, attach the first fascia board to the top plate. Allow it to rise 1" above the top of the top plate when installed.



19. Drive two 2 ½" white head screws through the fascia into the edge of the plate. They should be 4" in from each end and 1 ¾" from the top edge. (On sizes 12' and up, also put 2 screws 1/3 of the way in on each side of the fascia section.)



20. Prepare to fasten to the fascia to the adjoining fascia board by first pre-drilling 1/8" or 5/32" holes through the right edge at an angle so that they can be fastened to the adjoining board. Pre-mark each board 1" from the top on the edge.



21. Following the same process, install the fascia completely around the gazebo. Repeat this step until all boards are secured.



22. Place individual bottom railing sections between the posts, with the 1x3 side boards resting on the deck and centered on the posts.

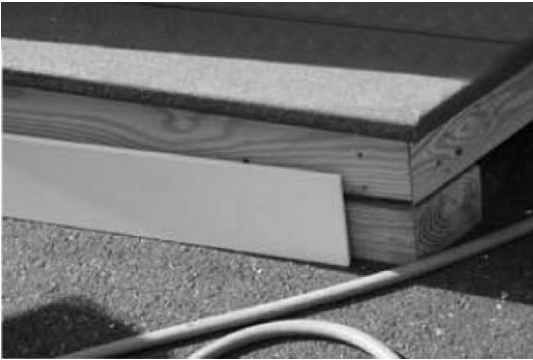


23. Insert four 2 ½" white head screws into each section, (One at the top, two in the middle, and bottom) securing the railing to the post.

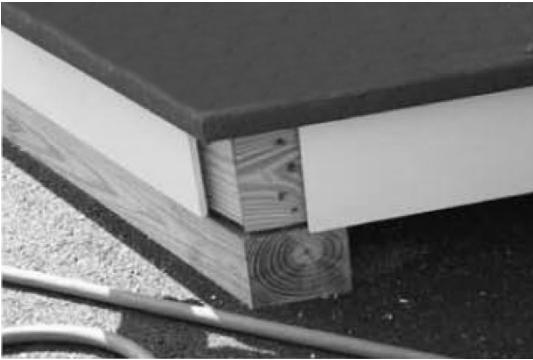




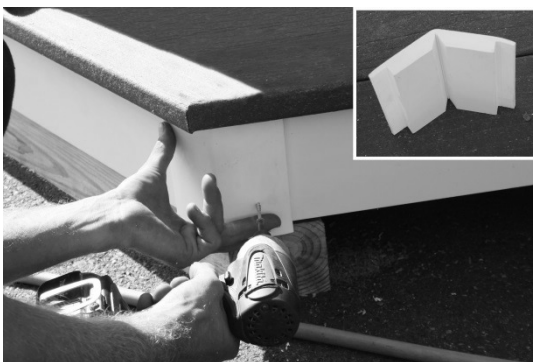
24. Insert six 3 ½" screws into the base rim board, (3 on each side into the posts.) this will secure the posts to the base.



25. Find all of the floors vinyl trim boards and set them where they belong. Mark the center of each board and the center of the corresponding floor trim board.



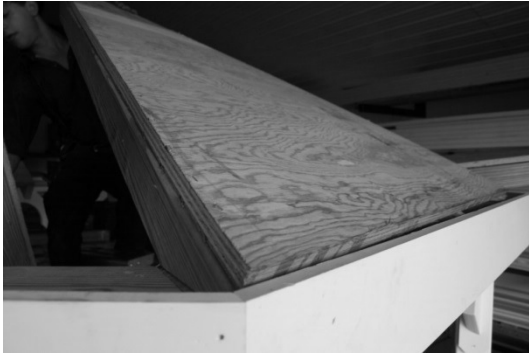
28. Line up the center marks and fasten the trim board to the outside rim board with six 2 ½" white head screws. Use two screws on each end and two in the middle. Do this all the way around the gazebo. For larger gazebos, fasten with two screws every 3 feet.



29. Locate all of the corner trim pieces, then fasten to the trim board with four 2 ½" white head screws (two on each side). The overhang on the trim will hide most variances in the trim boards. If a corner doesn't fit, check to make sure that the trim board is centered properly.



30. You are now ready to assemble the roof. Position the roofing sections around the gazebo as



shown. You will need at least three people to help with this.

31. Slide the first roof section up over the top and rest the end of the rafter against the fascia (inside the kick plate). Hold the center up so that the bottom of the rafter is flat on the top plate board.



32. Align the rafters with the edge of the plate.



33. Prop the roof section as shown with a scrap 2x4 (prop not included). Also be sure that the prop is supporting the roof section near the top.



34. Secure the first roofing section by driving two 3 ½" screws through the bottom of the top plate up into each rafter. At this time you will only want to secure the first roof section to the top plate. The others will get connected to the top plate after all the roofing sections are set into place.



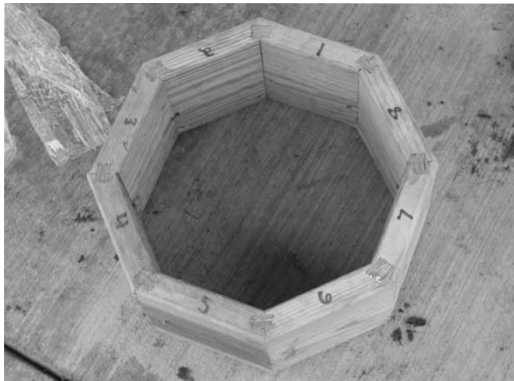
35. Put up the next roofing sections and align the top of the rafters from the first section forming a V. Holding them in place (if needed you can use a C clamp) secure the rafters together. The bottoms

must be flush with the top plate. You can remove the prop once all of the roofing sections are in place.



36. Join these sections together using 2 ½" screws at the top, then the bottom, then the middle every 16". Repeat this process until all the sections are up and screwed together.

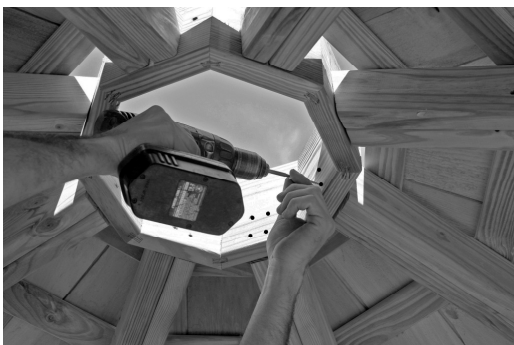
Note: On the last roof section screw in the top end first. The roof may need to be adjusted to fit the last panel. Push up on the already assembled rafters if the panel appears to be too large to fit. Once the last section is in place, connect it to the other roofing sections as instructed previously.



37. Fit the ring into the center of the rafters by pushing up from the inside. Install with the numbers up, and so the numbers match with the numbers on the roof sections. If needed you can temporarily loosen some of the top rafter screws, this will allow for an easier fit. Re-tighten the rafter screws once the center ring is in place.



38. Place a piece of scrap wood below the ring and hammer up to align the bottom of the ring with the bottom of the rafters.



39. Attach the ring to the rafter ends by inserting two 3 ½" screws into each 2x4 rafter.



40. Secure all of the roofing sections to the top plate from the outside of the gazebo. You will do this by screwing two 3 ½" screws from the underside of the top plate up into each rafter. Also try to stay in about 1" from the edge of the top plate.



41. If you do not have a cupola you will be sent a plywood peak cap, which you will set on top of the cupola ring. You will now want to set this piece in place and then attach it using 2 ½" screws. Make sure that the screws are straight down and not angled inward or they may come through the inside of the rafter collar.

**Please see the attached insert for the proper installation of shingles, capping, or any other options selected.**

**Note: The cupola should not be installed until all of the shingles are on the roof.**

53. Position the cupola on its ring.



54. Then secure the cupola by driving four 2 ½" screws into the pre-drilled holes.



**Your Gazebo is Complete... Great Job!**