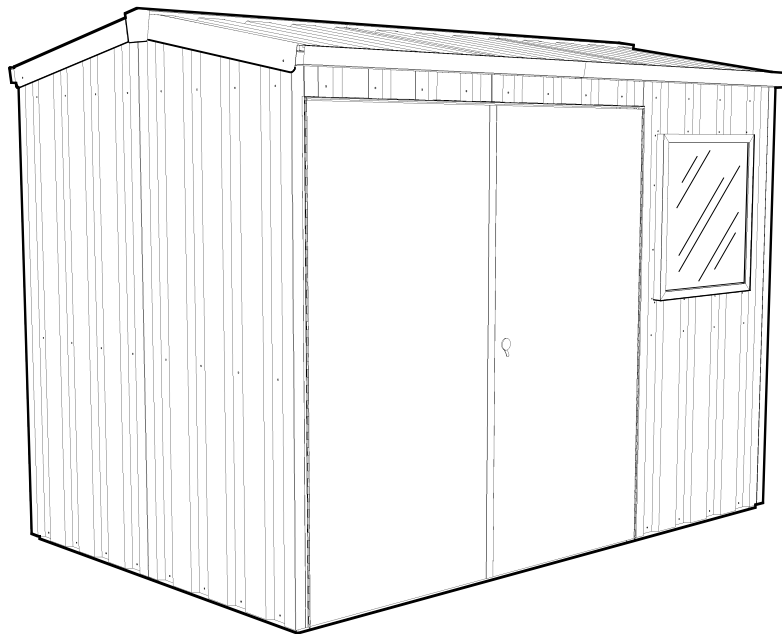




HERMIT SHELTERS



ASSEMBLY INSTRUCTIONS

MAY 2006



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Introduction

By the time you are reading these instructions you will have opened a timber packing case/s containing all parts from which to assemble one model from the sixty available Hermit options. Also included are the basic tools required and only larger items or alternatives will need to be provided by yourselves. We hope you will find the assembly exercise fully straightforward and enjoyable.

If you have any problems please do not hesitate to contact us whereupon we will endeavour to resolve them.

Thank you for your custom. We look forward to being of service to you in the future by supplying you with other products from our ranges.

Helpful Tips

1. Before unpacking the case/s read the assembly instructions carefully. We recommend a minimum of two people to undertake the assembly work with three people preferable for larger Shelters.
2. When unpacking the case/s identify and check the items against the packing list for any loss or damage in transit.

This list was checked against items as it was packed under our Quality Assurance Scheme ISO 9001, thus endeavouring to ensure all parts required are present.
3. All panel bolt heads should be on the outside faces of the Shelter.
4. Washers are not required since two or more material thicknesses are being fixed.
5. A small surplus of nuts may be present but only a few, if any, bolts/screws, etc depending on which model is being constructed.
6. The Podger will aid hole alignment as necessary.
7. Do not tighten any panel fixings prior to checking panel flange or face alignment.
8. If a fixing hole does not align then something is wrong. **DO NOT DRILL OUT ANY HOLES.**
9. When installing the roof sheets **it is not necessary to climb on to the roof** assuming a large set of stepladders are available.
10. **All item references to LH or RH panels etc are as viewed from the outside.**
11. M8 bolts are used to construct the portal frames only.
M6 fixings are used in all other areas.

Tools/Equipment Requirements

You will need:

- 1 no. 1/2" Capacity Electric Hammer Drill
- 1 no. Hammer
- 2 pairs Stepladders ideally 5ft and 8ft high

Provided in a separate box in the packing case will be:

- 1 no. Skeleton Gun (for mastic application)
- 1 no. Tool kit comprising of:
 - 1 no. 10mm Long Socket on Handle
 - 1 no. 10mm Combination Spanner
 - 2 no. 13mm Combination Spanners
 - 1 no. 17mm Combination Spanner
 - 1 no. Flat Blade Screwdriver
 - 1 no. Podger
 - 1 no. 10mm Masonry Drill Bit

Base Requirements

Base Construction

Assuming that no suitable surface exists, the base should be smooth, flat and level concrete to a minimum depth of 125mm on to well consolidated hardcore.

Preferably the base should be raised slightly above Ground Level.

Base Size

To calculate the minimum base size required:

Add 195mm to the nominal shelter length

Add 80mm to the nominal shelter width

e.g.

Shelter nominal size 3m long x 2m wide

Base size 3195mm x 2080mm

See also Base Fixing detail at end of Assembly Instructions.

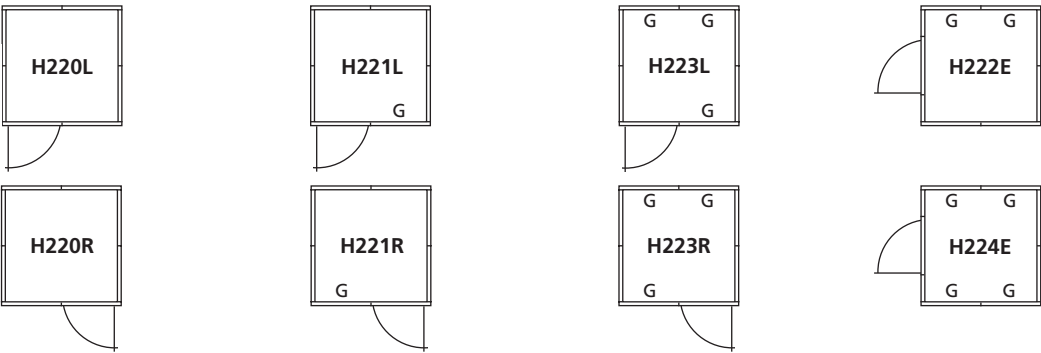
Shelter Assembly

From the packing list identify your Model Number and acquaint yourself with the door and window positions by referral to the shelter layouts overleaf.

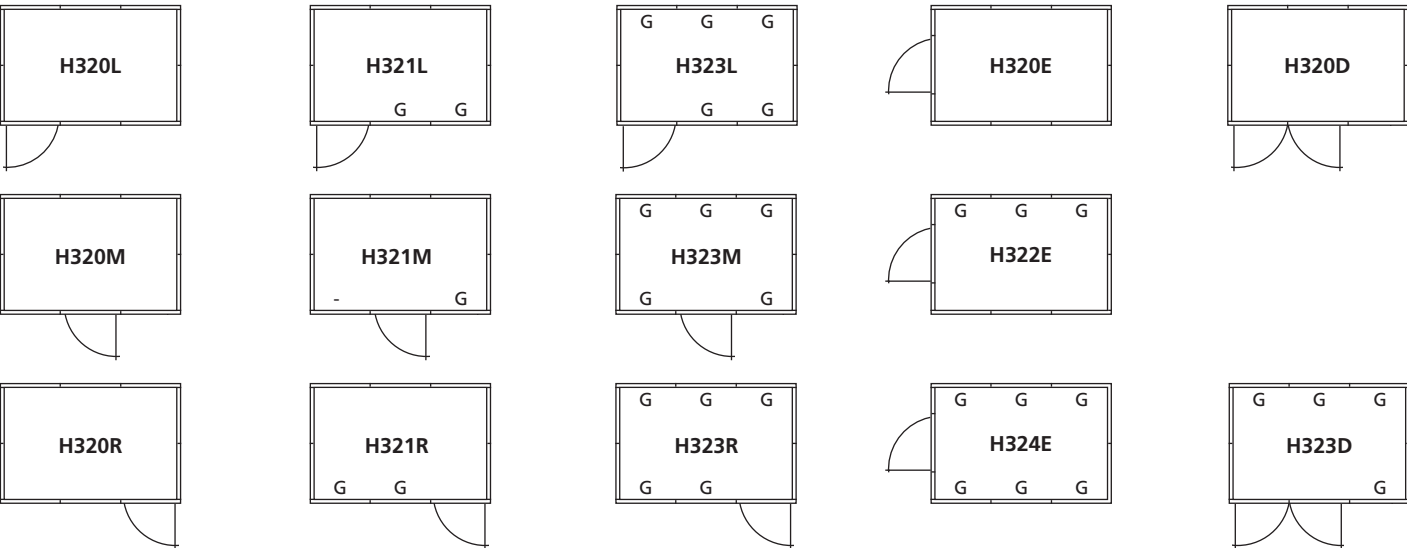
Then proceed logically through the instructions.

Hermit Shelter Layouts

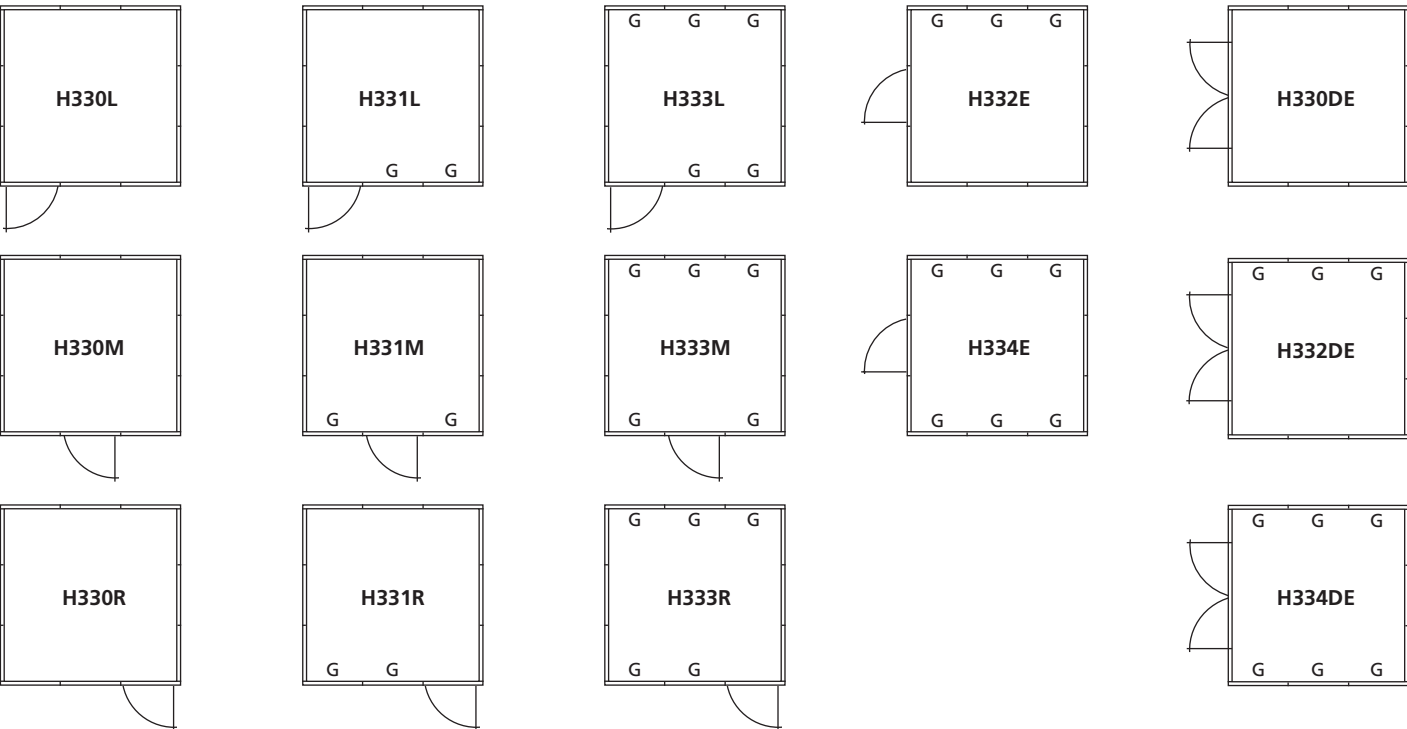
H220 RANGE (SIZE 2 x 2m)



H320 RANGE (SIZE 3 x 2m)

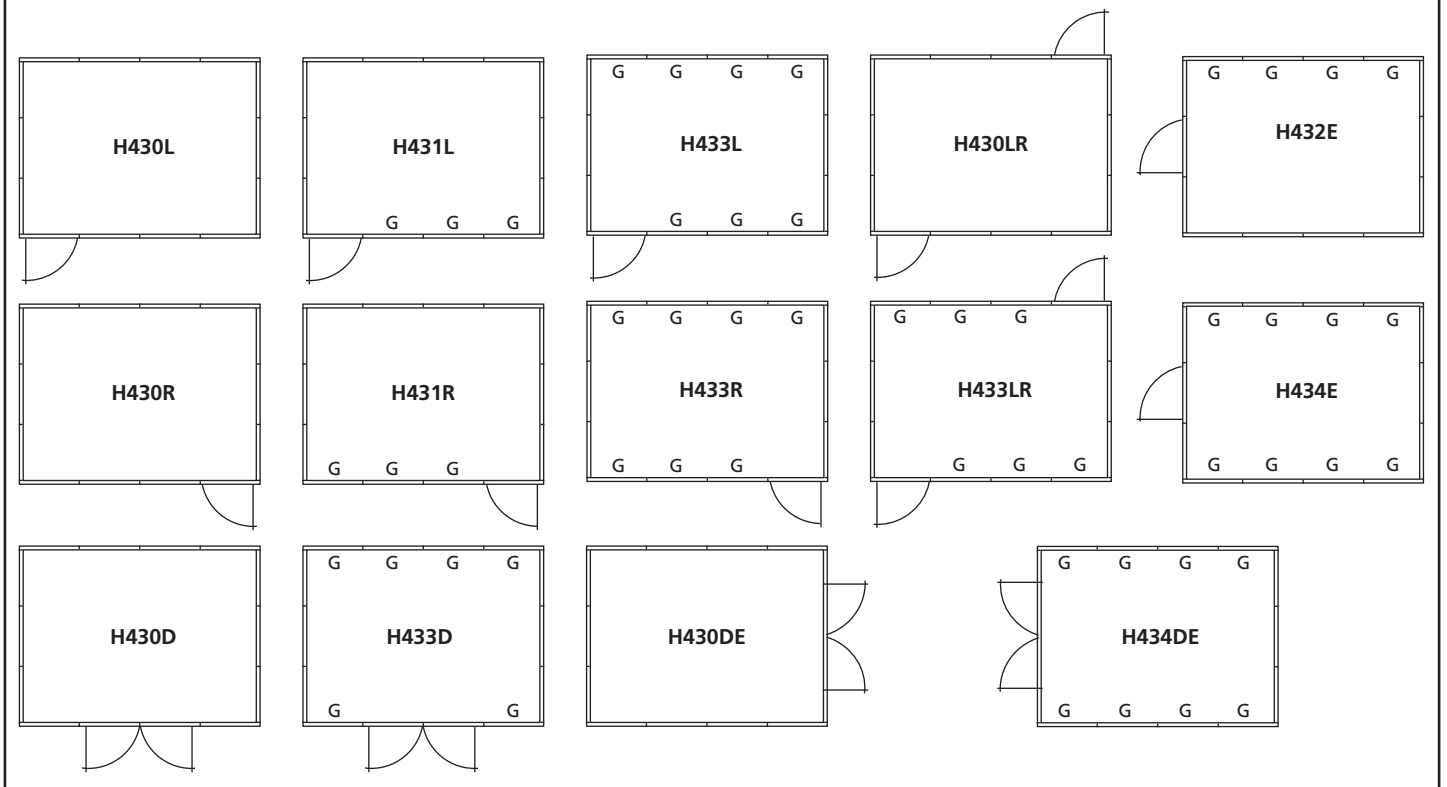


H330 RANGE (SIZE 3 x 3m)

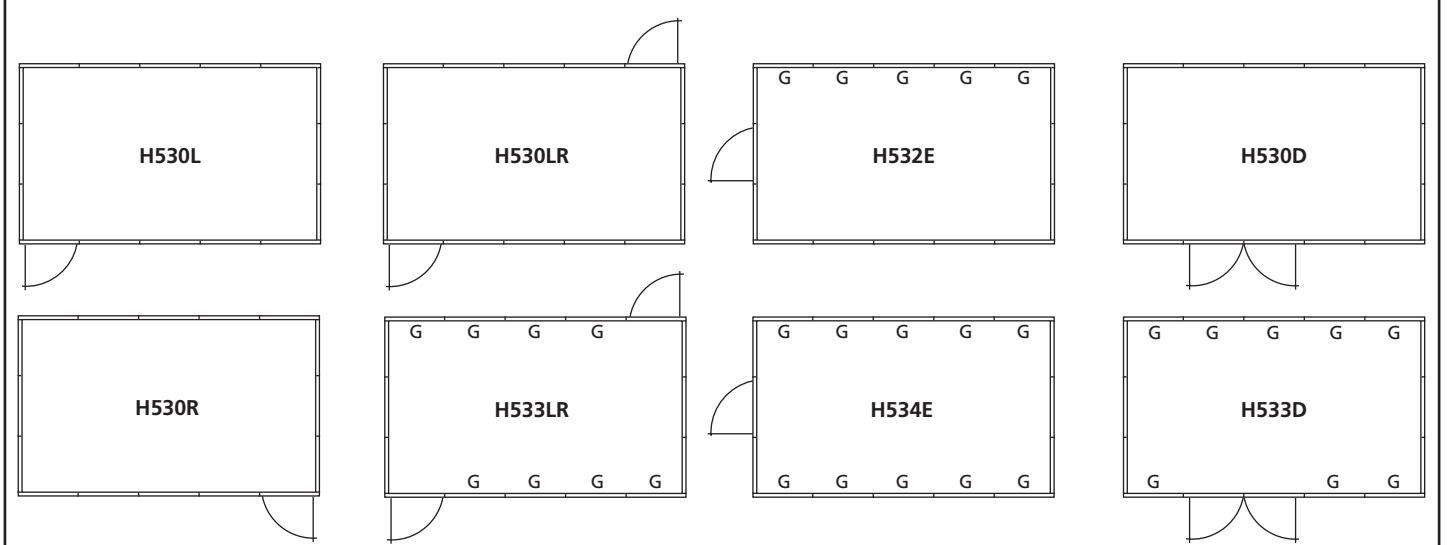


All panels including doors are blank except where 'G' denotes a fixed glazed panel.

H430 RANGE (SIZE 4 x 3m)



H530 RANGE (SIZE 5 x 3m)

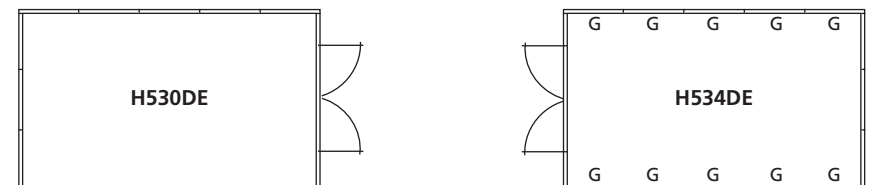


MODEL REFERENCE KEY

First Digits	Third Digit
22 - 2 x 2m	0 - Blank all round.
32 - 3 x 2m	1 - Glazed alongside the door.
33 - 3 x 3m	2 - Glazed along one side.
43 - 4 x 3m	3 - Glazed alongside and opposite the door.
53 - 5 x 3m	4 - Glazed along both sides.

Suffix

- L - Door positioned left side.
- M - Door positioned centrally.
- R - Door positioned right side.
- LR - Two single doors diagonally opposite.
- D - One double door.
- DE - One double door in gable end.
- E - One single door in gable end.



ON SITE ASSEMBLY SERVICE

The Hermit range is designed as a kit-form shelter for self assembly by our customers.

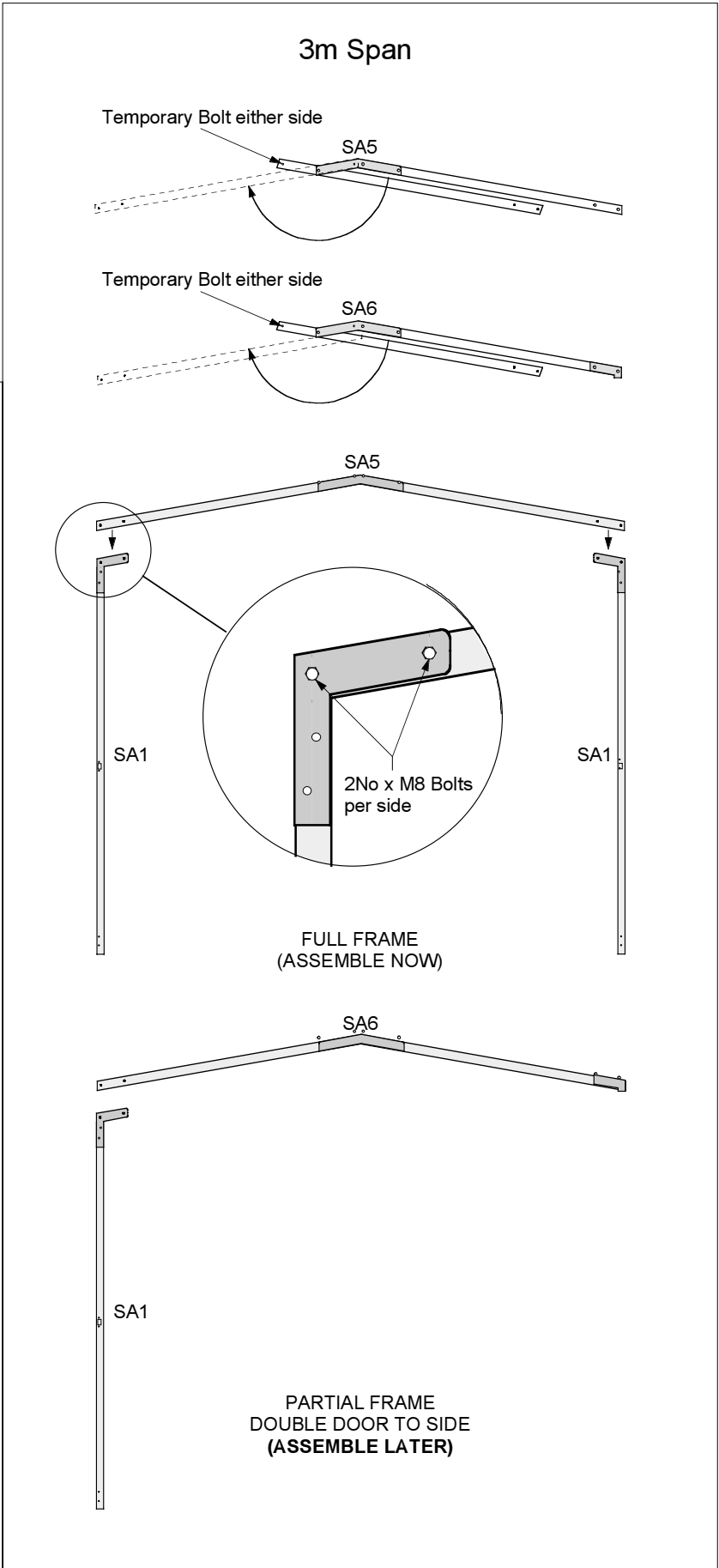
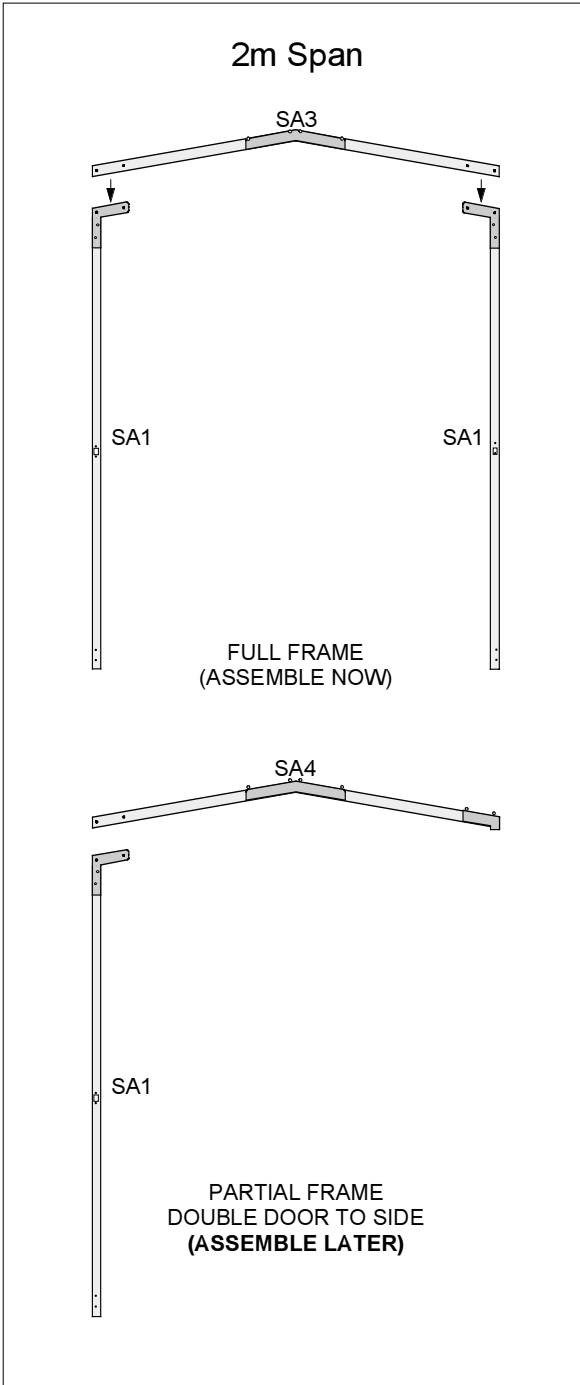
It is appreciated that some of our customers may not have facilities for site assembly and we will be pleased to quote for our site team to provide this service if required.

Please contact our Sales Office on 01253 891131 for details and prices.

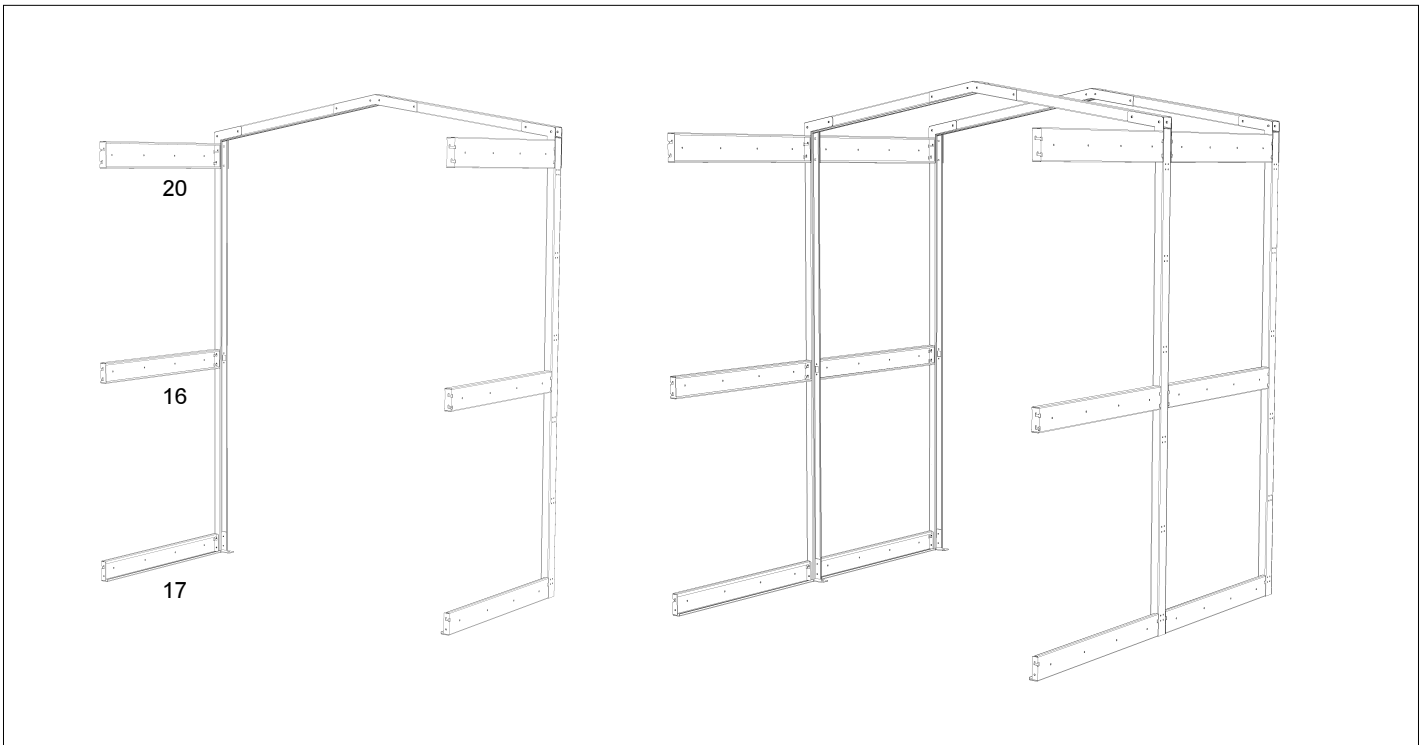
Frame Assembly - Portal Frames

- Using M8 bolts pre-assemble all Full Frames.
Lay aside components for Partial Frames.

NOTE: For the 3m span only, remove the temporary bolts from the Apex Jointed Plate, rotate the Roof Truss and secure using the same bolts.



Frame Assembly - Sides



- 2 Loosely insert 5No x M6 Bolts onto each side of an Upright, where required, **BEFORE** assembling (Do not insert the lower 3No x M6 Bolts at any of the Door sides)

Stand up a Portal Frame then slot on and secure a Plinth (17), Crossmember (16) and Header Panel (20) to one side of each Upright (SA1).

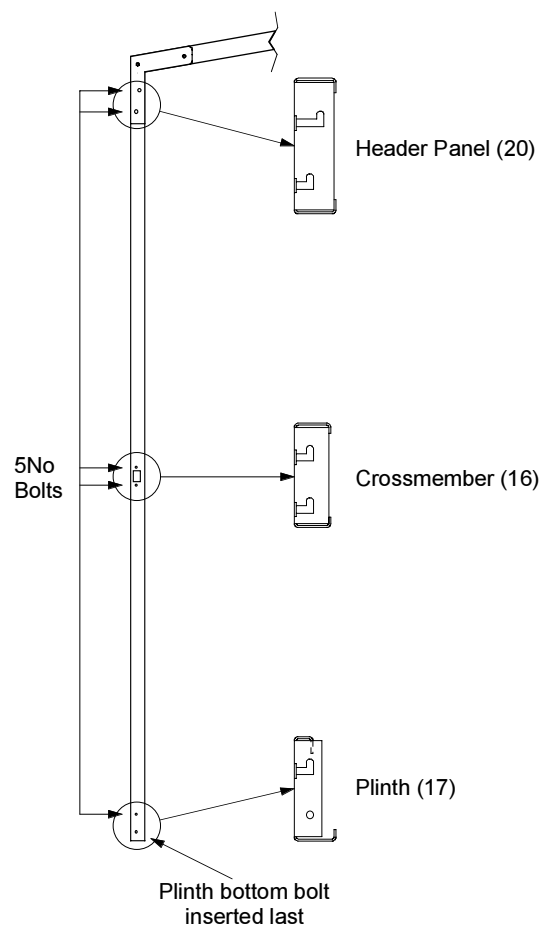
From the inside of the shelter these sections slot on, then drop onto loosely inserted M6 Bolts.

The Plinth once located requires a bottom bolt to be inserted either side.

Attach the next Portal Frame.

Repeat this procedure to the end taking into account any Door positions in the side/s (Refer to 2a and 2b on the following page)

NOTE: When door is located in sides refer to following page for variations

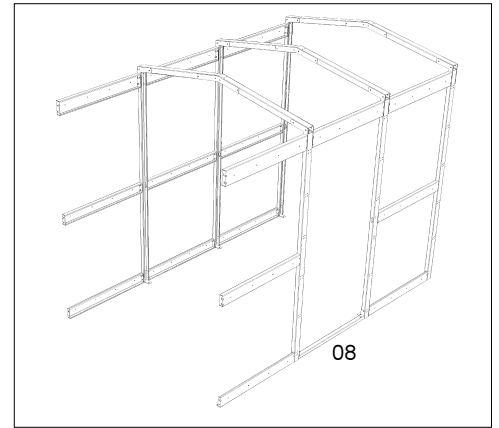


Frame Assembly - Sides

2a SINGLE DOOR

A threshold (08) replaces the Plinth (17).
Leave out the Crossmember (16).

Insert the bottom bolt to either side of each upright and slot on the Door Threshold (22) then secure the upper bolt.



2b DOUBLE DOOR

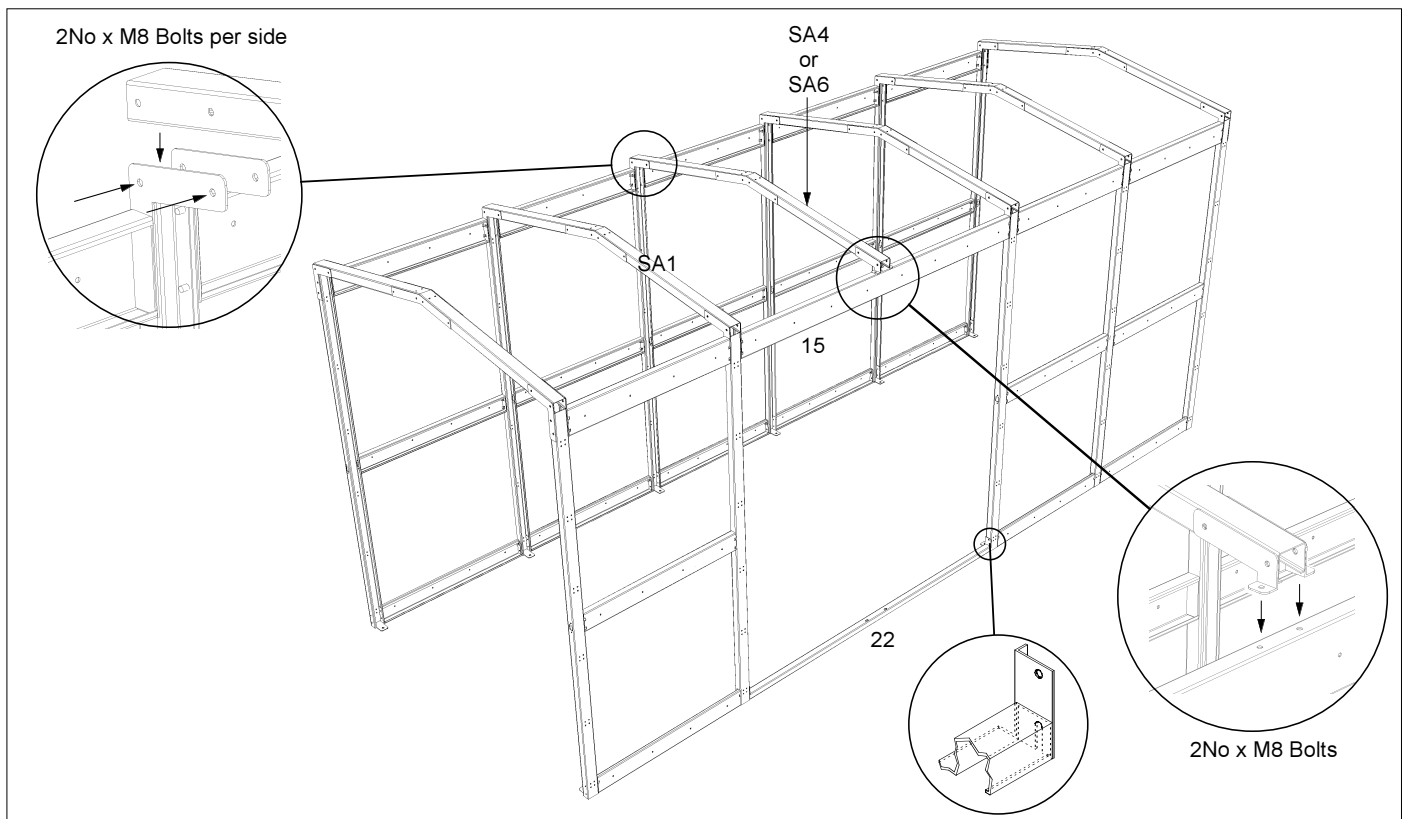
Construct rear wall with Upright (SA1) **ONLY** at this stage.

Continue to construct the frame as before, to the end.

NOW slot on and secure the Door Header (15) insert the bottom bolt to either side of each upright and slot on the Door Threshold (22) then secure the upper bolt.

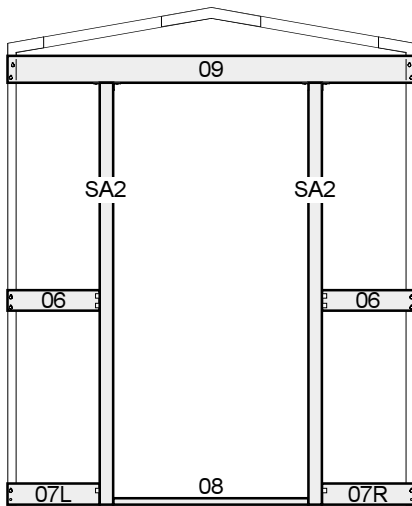
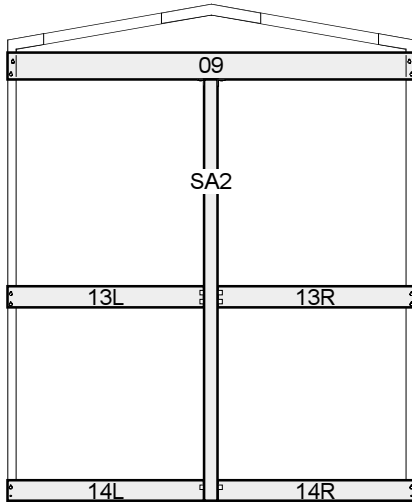
Slot on and secure the Roof Truss (SA4) or (SA6) to the Door Header (15) and Upright (SA1).

NOTE: Threshold - Make the bottom bolt as tight as possible to still allow the Threshold to be slotted over it.



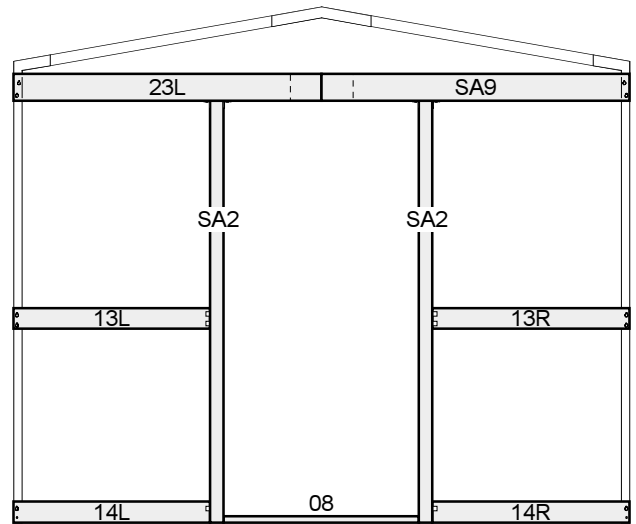
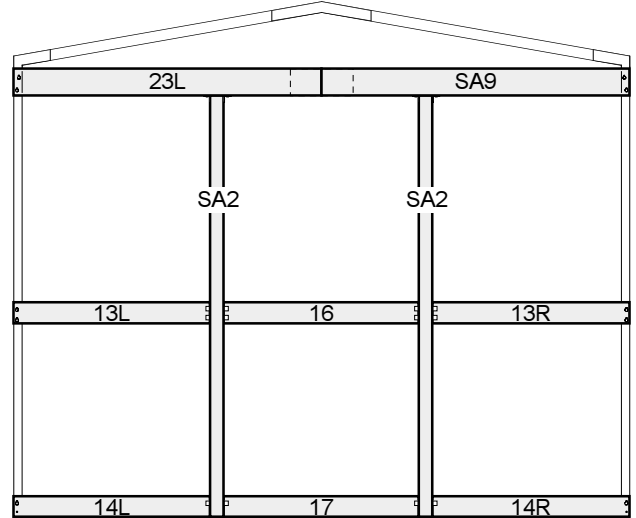
Frame Assembly - Gable Ends

2m Span



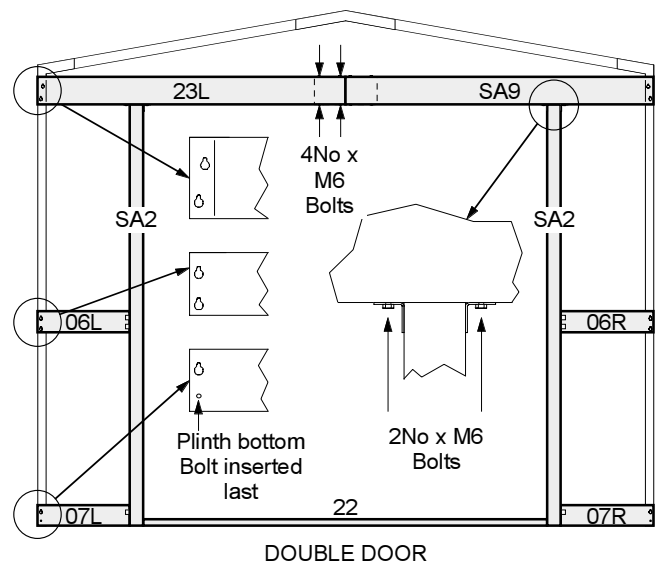
SINGLE DOOR

3m Span



SINGLE DOOR

- 3 Slot on and secure the Gable End Header (09) or (23L + SA9 bolted together).
 Slot on and secure Upright (SA2) where required.
 Slot on and secure Plinths (07L), (07R), (14L) or (04R) and Crossmember (06L), (06R), (13L) or (13R).
 The Plinth once located requires a bottom bolt to be inserted either side to secure it.
 For a Door insert the bottom bolt to either side of each upright and slot on the Door Threshold (08) or (22) then insert the upper bolt to secure the Threshold.

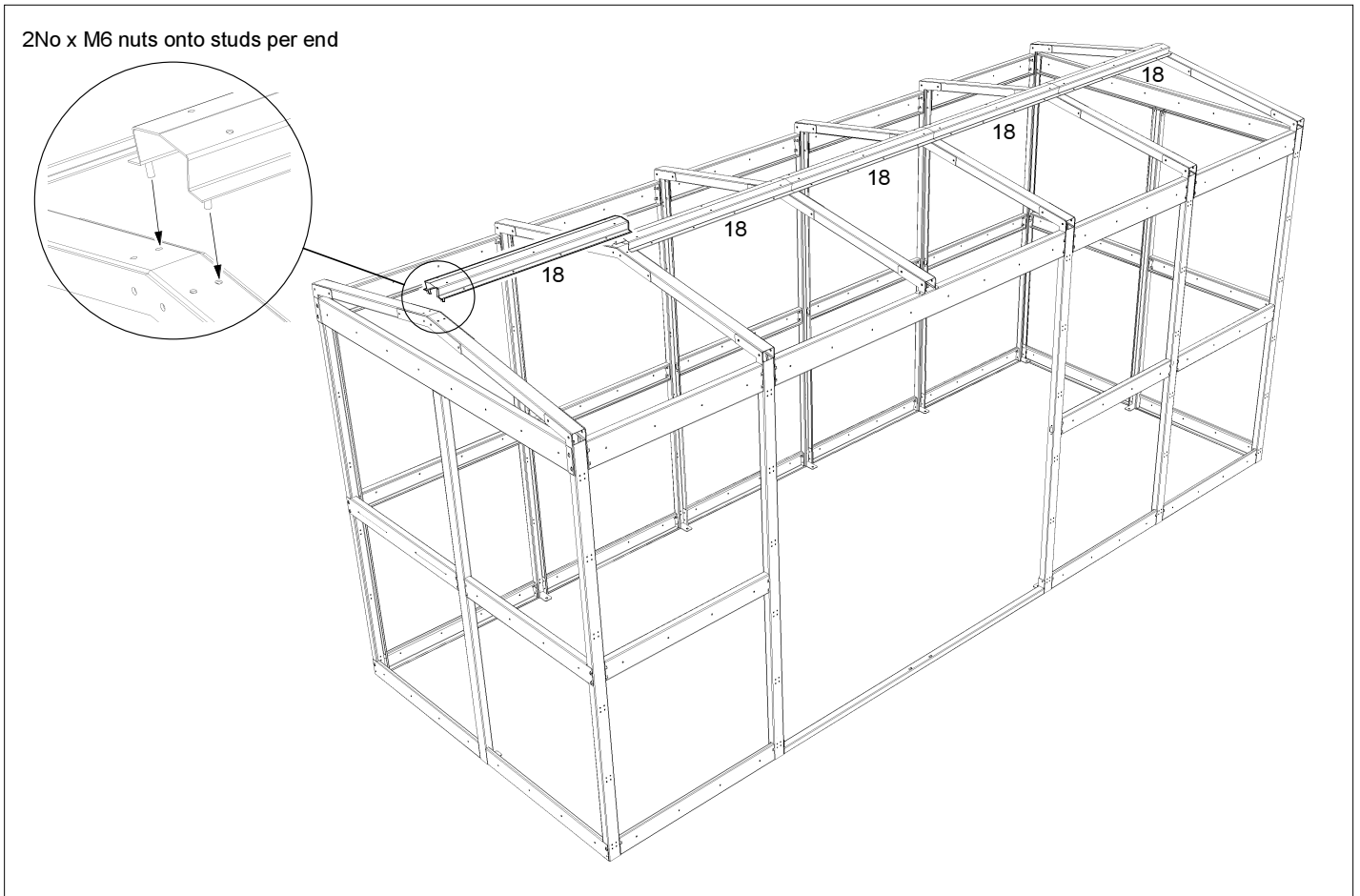


DOUBLE DOOR

NOTE: Threshold - Make the bottom bolt as tight as possible to still allow the Threshold to be slotted over it.

Frame Assembly - Ridge Supports

4 Slot on and secure Ridge Supports (18)



5 ENSURE ALL FRAME BOLTS ARE TIGHT.

The Frame is now complete.
Now install the Panels

Panels and Cleats

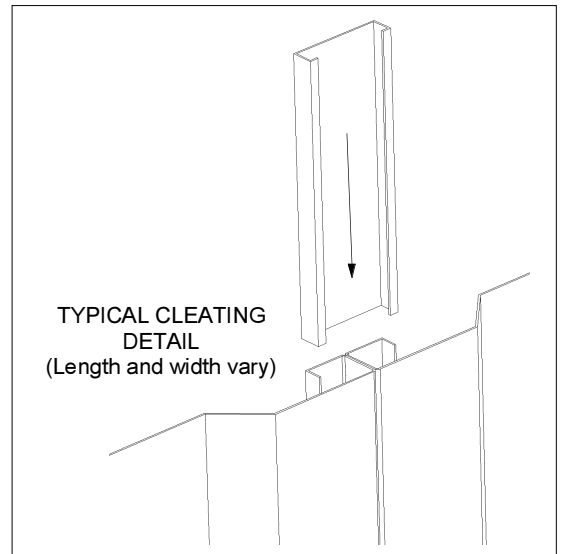
6 Loosely attach all wall panels using M6 bolts from the outside and nuts from the inside.

Insert the appropriate Cleat (60), (61), (62), (63), (65), (66), (67) or 68.

Install all windows as appropriate (refer to page 14)

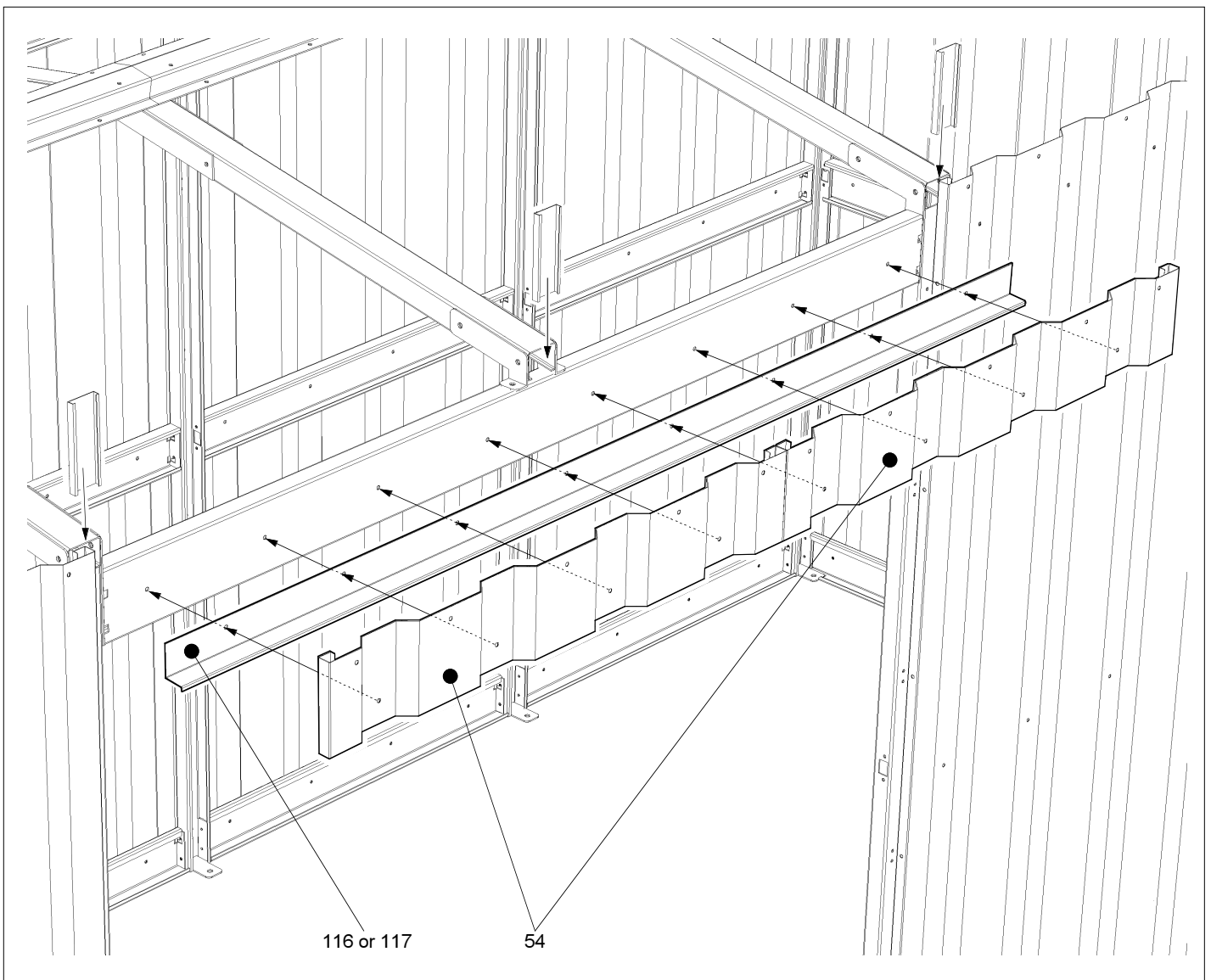
Tighten all Panel fixings.

NOTE: Panels adjacent to Door apertures have additional fixings and must be positioned accordingly. Refer to this page and the following 2 pages.



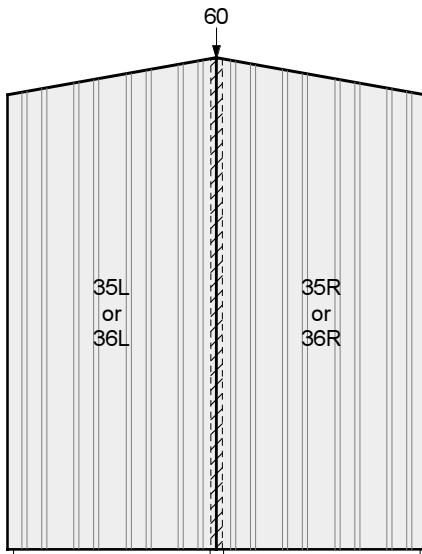
Detail of Double Door in 2m side.

Other Doors and positions typical with relevant Header Panels and Drip Trims

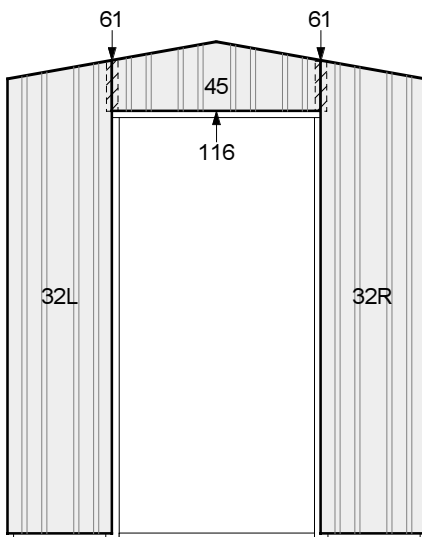
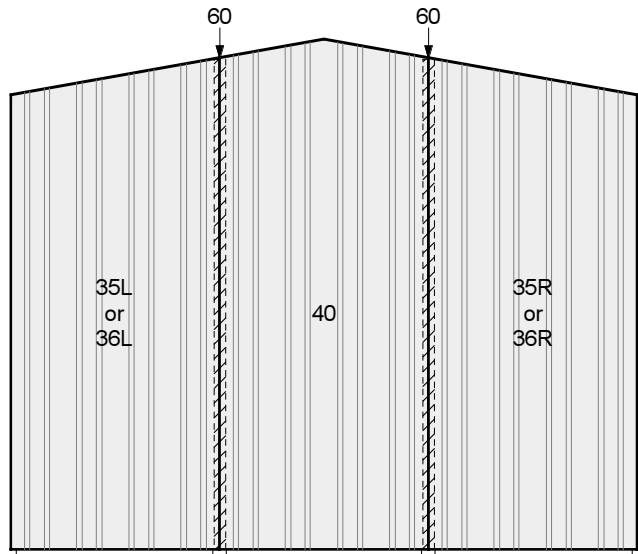


Panels and Cleats - Gable End

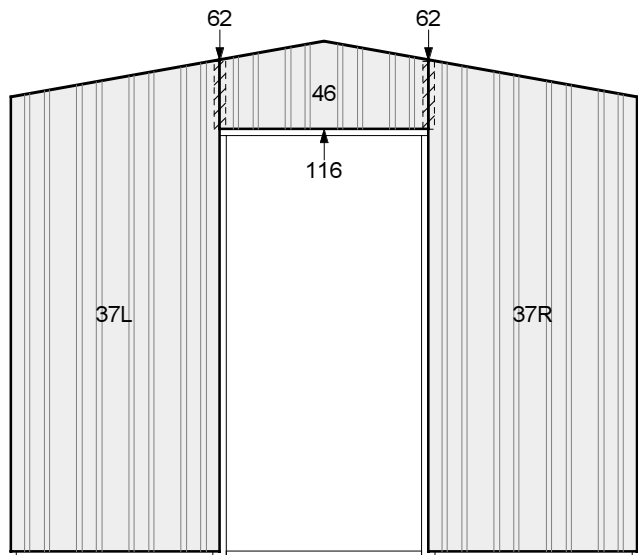
2m Span



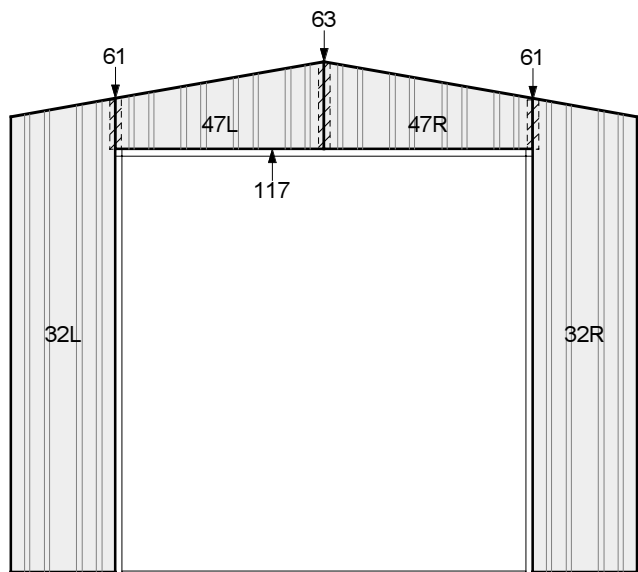
3m Span



SINGLE DOOR

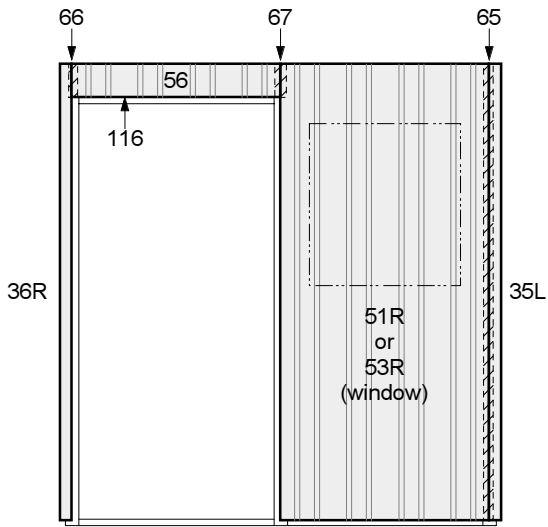


SINGLE DOOR

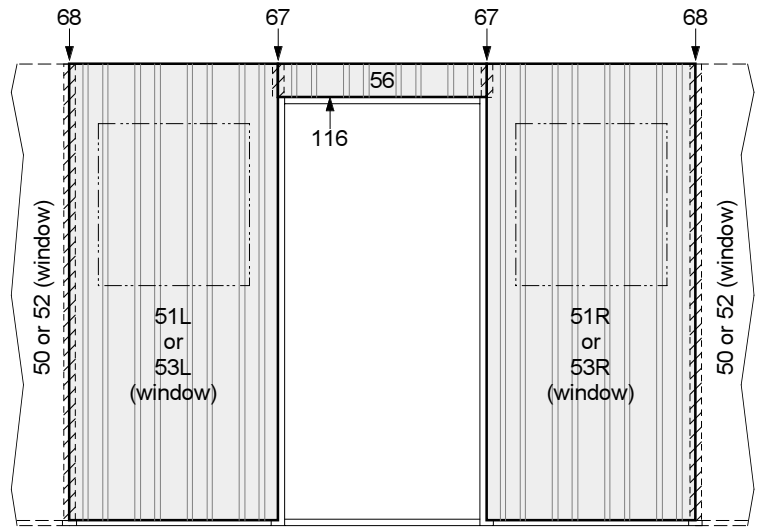


DOUBLE DOOR

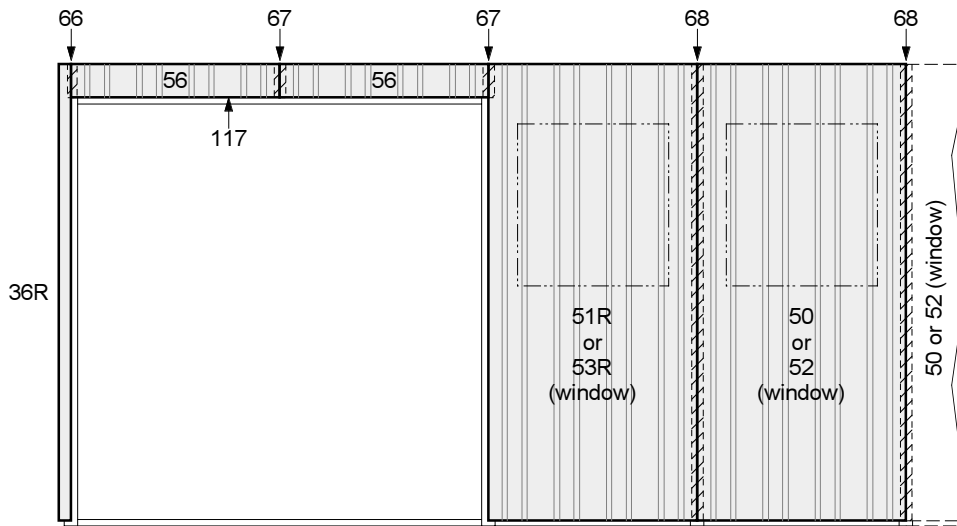
Panels and Cleats - Sides



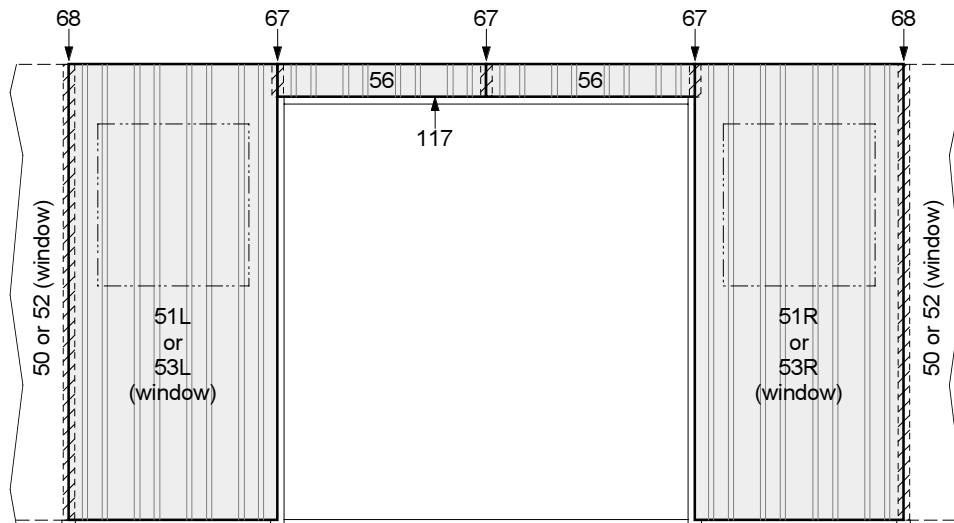
2m SIDE
WITH SINGLE DOOR



SIDE
WITH SINGLE DOOR
BETWEEN SIDE PANELS



SIDE WITH DOUBLE DOOR
ADJACENT TO GABLE END

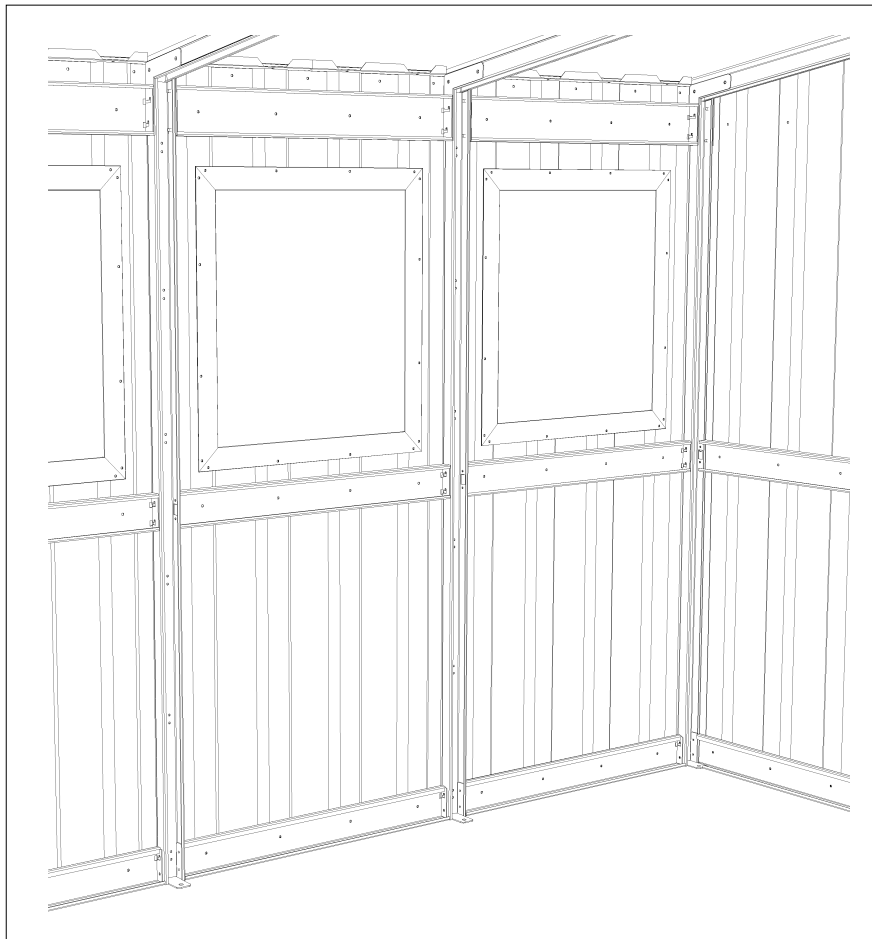
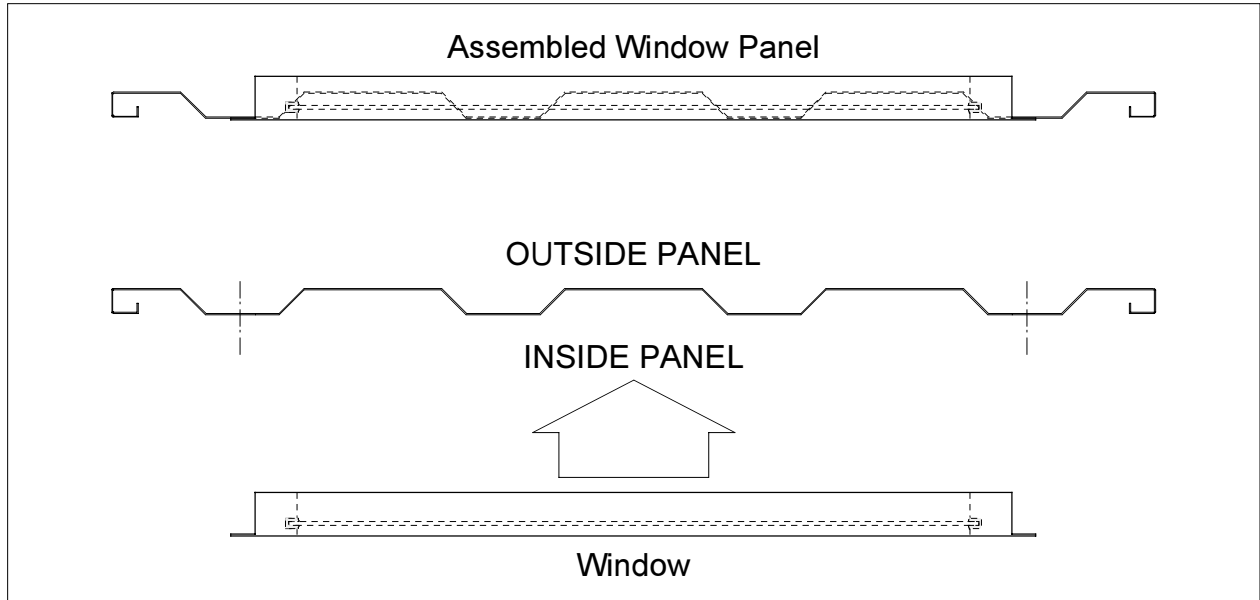


SIDE WITH DOUBLE DOOR
BETWEEN SIDE PANELS

Panels and Cleats - Windows

Install any window into the aperture from the internal side of the panel and fix using 16No x M6 bolts and nuts, flexing the panel horizontally as necessary.

NOTE: The window is not square thus can only be positioned in one of two ways.



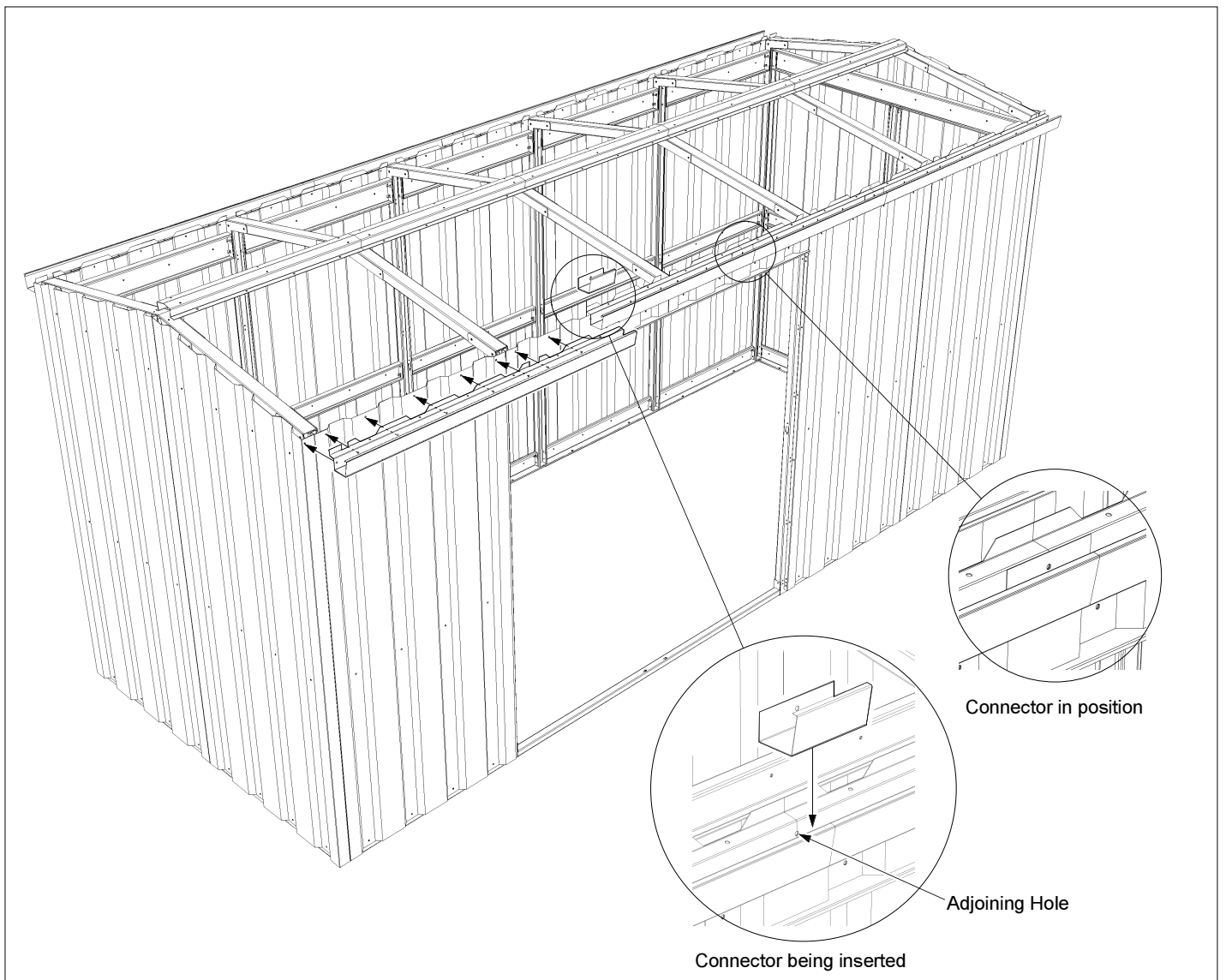
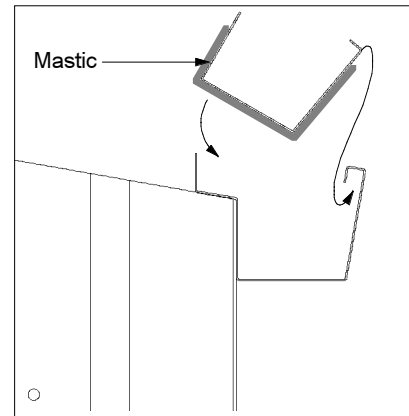
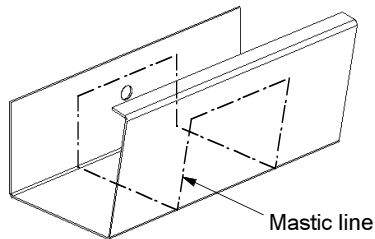
Gutter Assembly

- 7 Using M6 bolts and nuts secure Gutter Sections (70), (71L), (71R) or (73) leaving out any adjoining bolts.

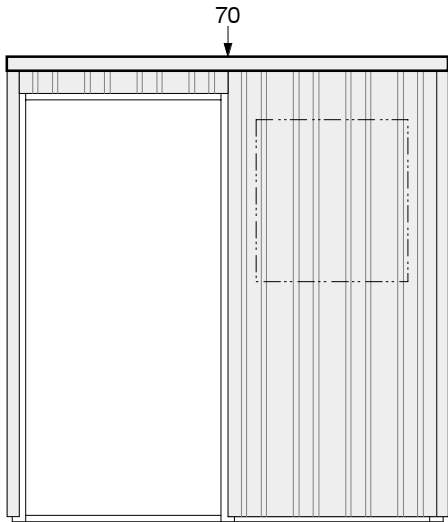
Apply mastic sealant, min. 6mm bead, to the outside surface of the Gutter Connector (74).

Hook it under the Gutter front edge, rotate it into position and push it down against the gutter. Secure with a bolt and nut.

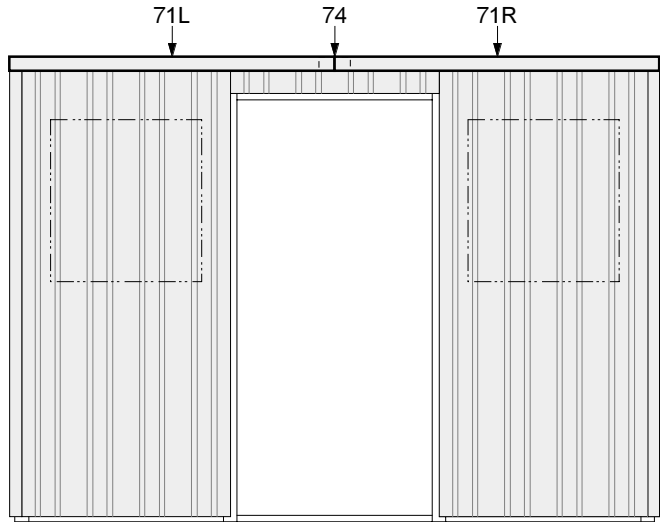
NOTE: To ensure a watertight seal apply the mastic bead following the path shown below



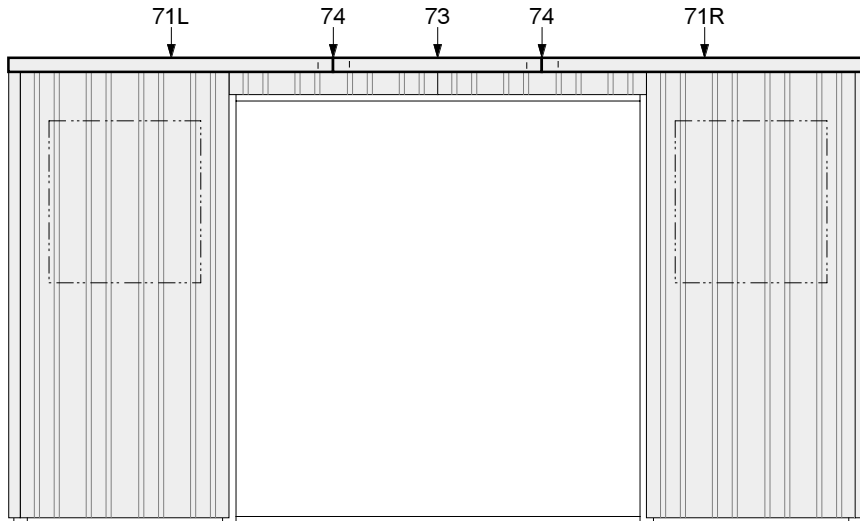
Gutter Assembly



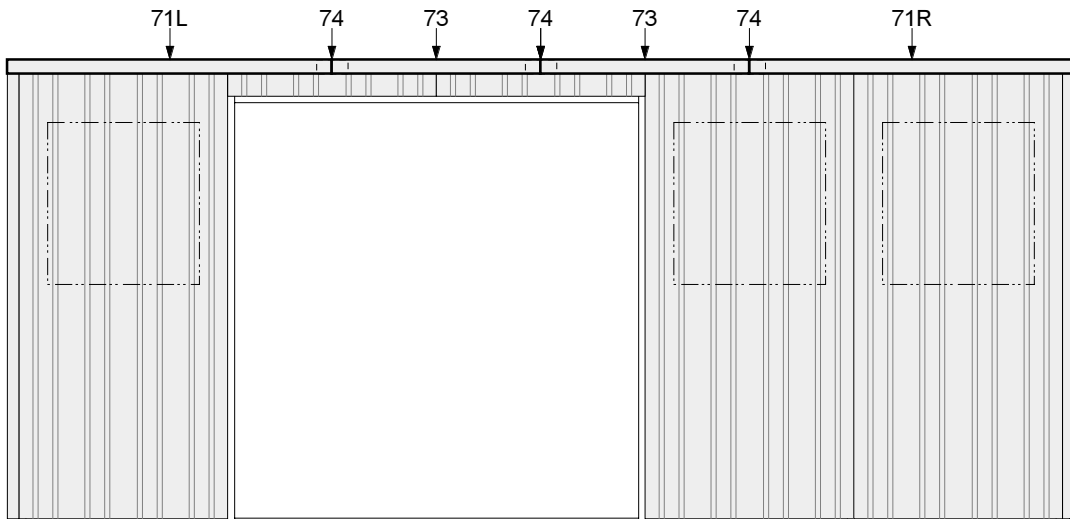
2m SIDE



3m SIDE



4m SIDE



5m SIDE

Roof Assembly

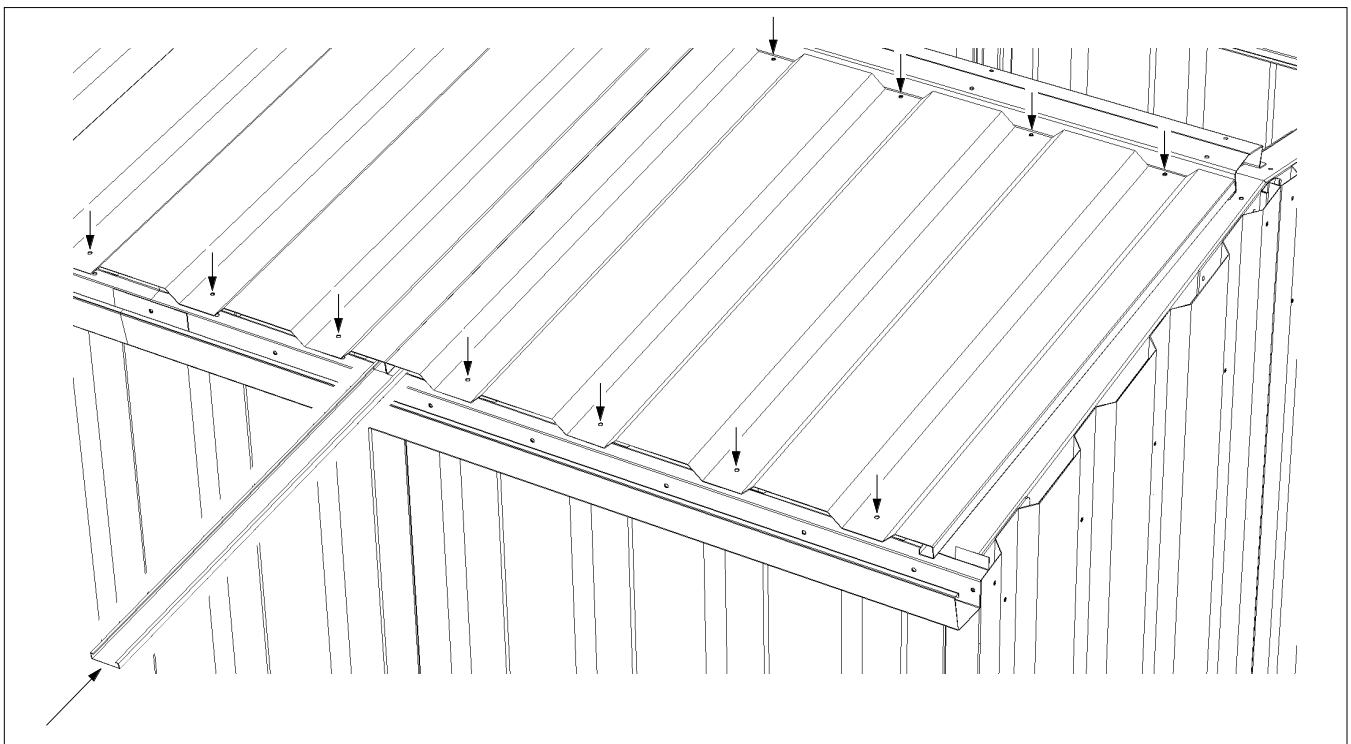
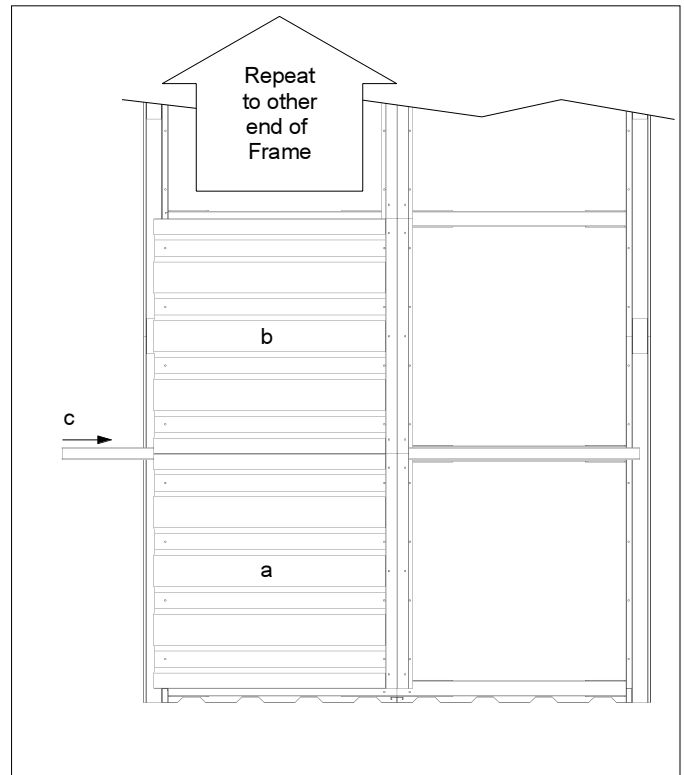
8 THE SEQUENCE OF BUILD IS VERY IMPORTANT

Follow build sequence (a) to (c).

- a) Using M6 Bolts secure a Roof Panel (80) or (82) to the Roof Ridge Section.
- b) Secure next Roof Panel (80) or (82) to the Roof Ridge Section adjusting frame squareness as required.
- c) Slide a Roof Panel Cleat (81) or (83) onto the joints ensuring it is flush to the front edge.

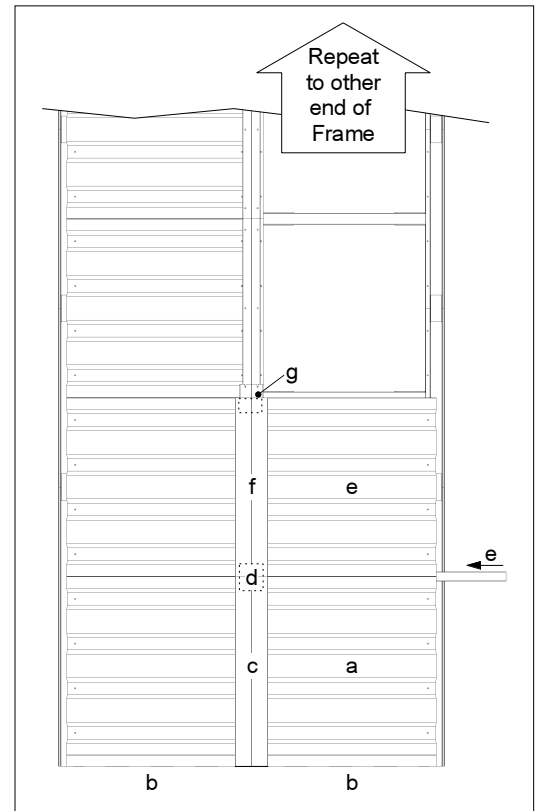
Repeat build sequence (b) and (c) to the end of the frame.

Using M6 Bolts secure Roof Panel to Gutter fixings



Roof Assembly

- 9 Follow the build sequence (a) to (g).
- a) Using M6 Bolts secure a Roof Panel (80) or (82) to the Roof Ridge Section.
 - b) Slide in both Gable Trims (90L) and (90R), or (91L) and (91R).
 - c) Using M6 Nuts loosely attach Roof Ridge End Capping (SA11) to the Roof Ridge Section.
 - d) Slide in a Roof Ridge Capping Connector (96).
 - e) Using M6 Bolts secure next roof panel and connect using a Roof panel Cleat (81) or (83).
 - f) Using M6 Nuts loosely attach Roof Ridge Capping (95) over the connector and into the Roof Ridge Section.
 - g) Slide in a Roof Ridge Capping Connector.



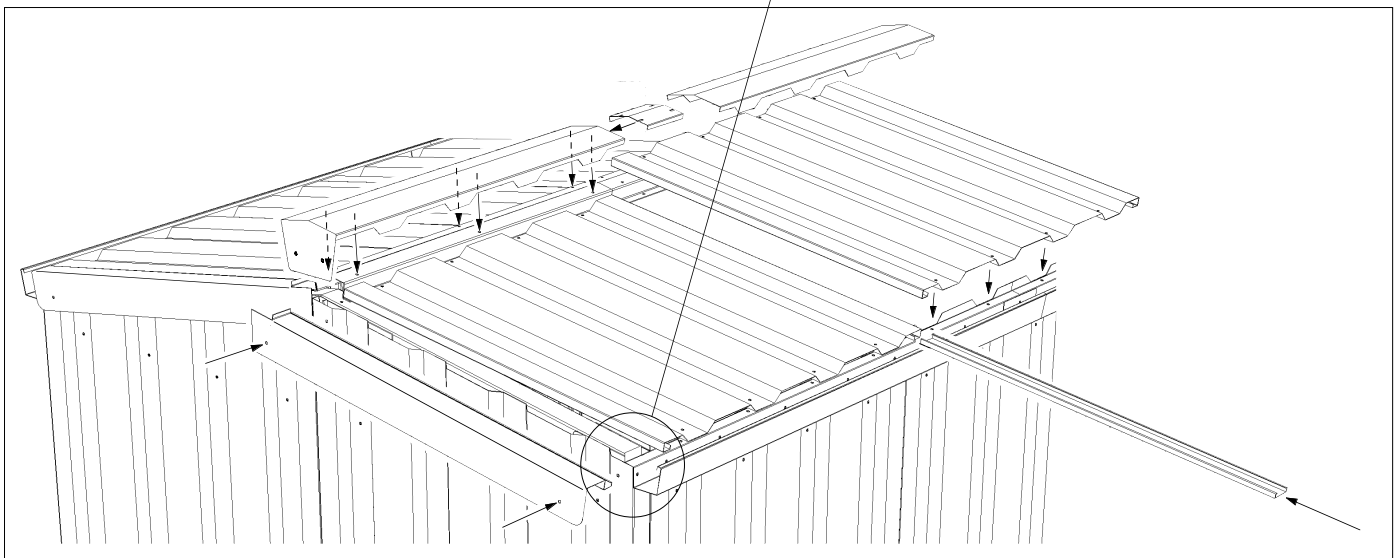
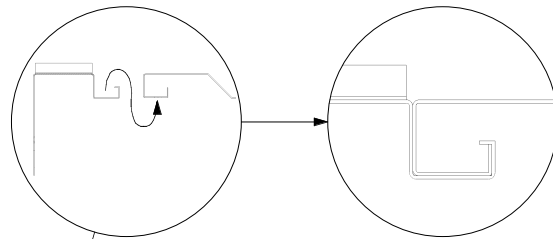
Repeat sequence to the end of the frame and finish with (b) and (c) as before.

Using M6 Bolts secure Roof Panel to Gutter fixings.

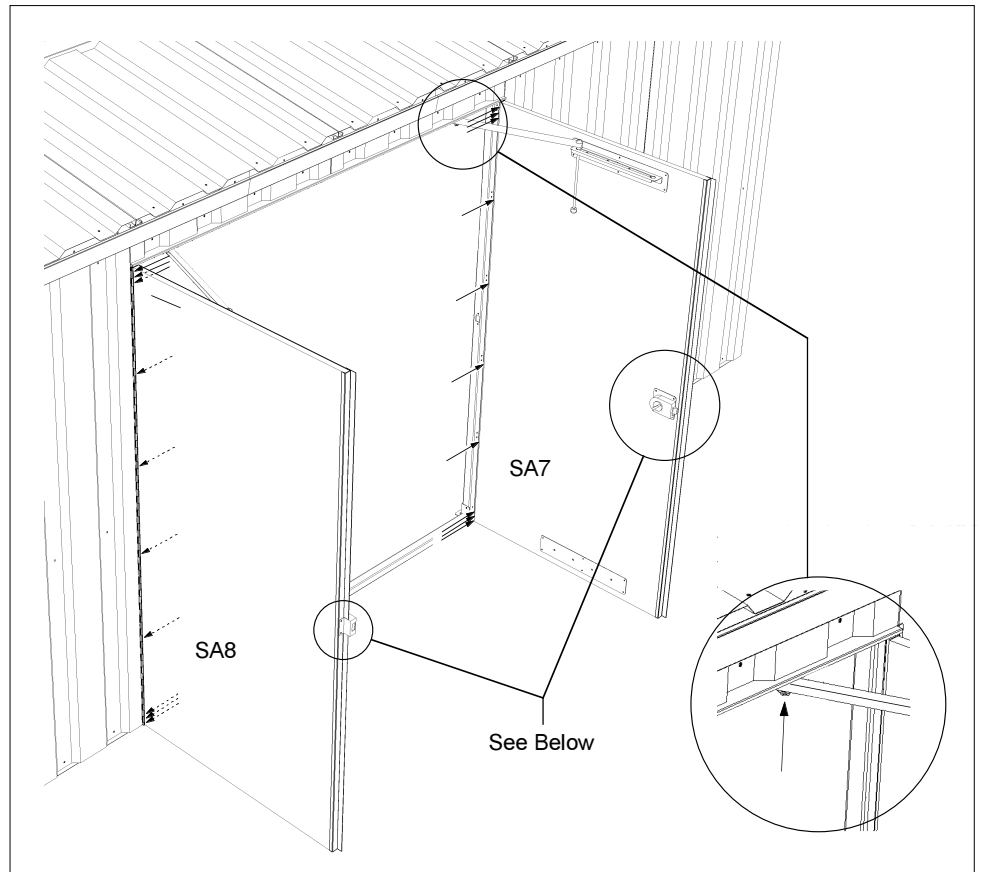
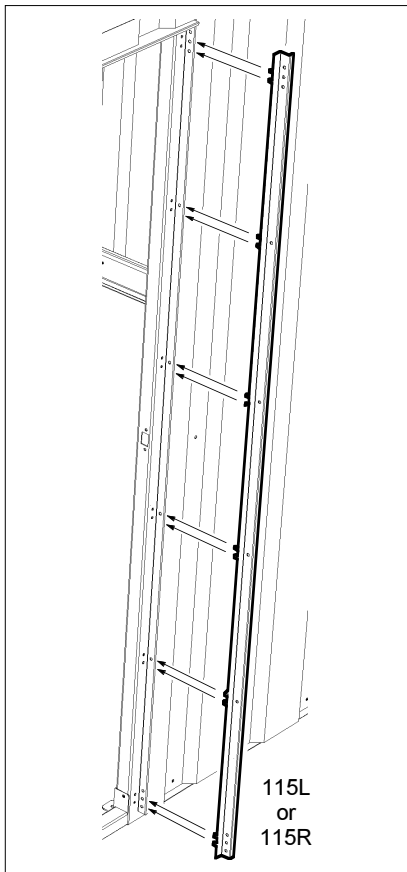
Using M6 Bolts secure the previously assembled Gable Trims and Roof Ridge End Capping to the Gable End Panels.

Tighten all Roof Ridge Capping Nuts.

All fixings should now be tight.



Door Assembly



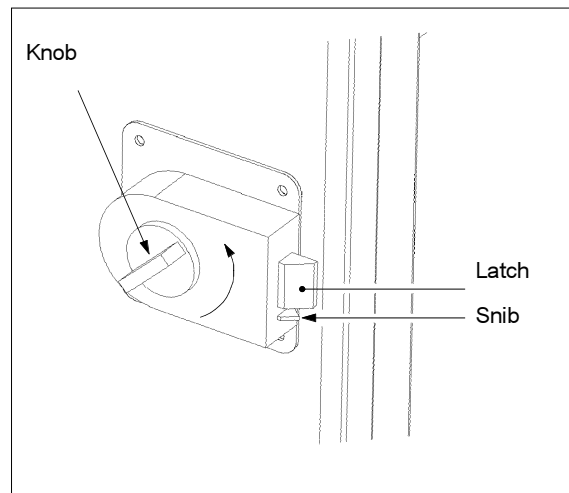
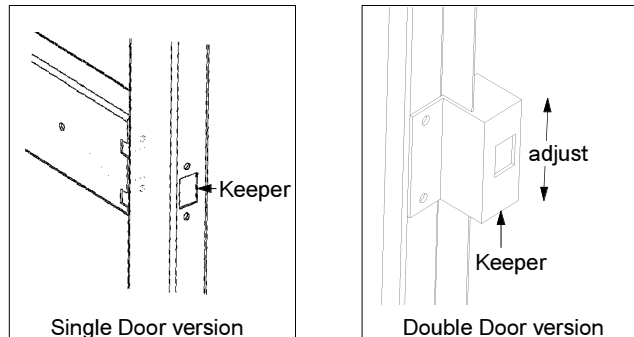
- 10 Using 12No x M6 Nuts secure the Rebate Sections (115L) and (115R) to the Portal Upright
- 11 Using 10No x M6 Pan Head Screws secure the door through the Rebate Section into the adjacent Panel.
Repeat this procedure for a Double Door.
Secure the Rebate Section to the adjacent Panel for the opening side of a single Door.
- 12 Secure the Stay(s) to the header (09), (15) or (20) leaving it slightly loose so that so that the arm will drop into the door guide.

NOTE: Single Door Handling can be changed, but ideally the cylinder requires 180° rotation and the Door Stays position changed.

Doors cannot be positioned other than as specified in the model purchased unless the correct Wall Panels to either side of the Door are available.

Door Assembly - Lock Operation

- 13 Close the Door/s. The Latch should enter the Keeper, if not, then the frame will require levelling (see Base Fixing section).



- 14 Please familiarise yourself with the Door Lock.

The Door Lock is a **High Security Deadlock**.

2No keys are supplied and the **Key Control Certificate should be kept in a safe place** since this is stamped with the key number.

When the Door is closed, the Snib deadlocks the latch.

If the latch engagement is not required e.g. frequent entry, then press in the latch and turn the knob anti-clockwise into the 'not required' position.

To disengage, press the latch and turn the knob.

REMEMBER YOUR KEYS!

You cannot gain entry into the shelter once the Door has closed and the Lock deadlocked.

Base Fixing

15 Base Fixing and Sealing

Check that the Shelter is square by measuring the diagonal dimensions and that the wall panels are straight and in line. Use a string to aid wall alignment as necessary.

Drill through the Base Plate hole into the concrete to a minimum depth of 75mm.

Insert the Base Fixing Bolt, tapping down if necessary.

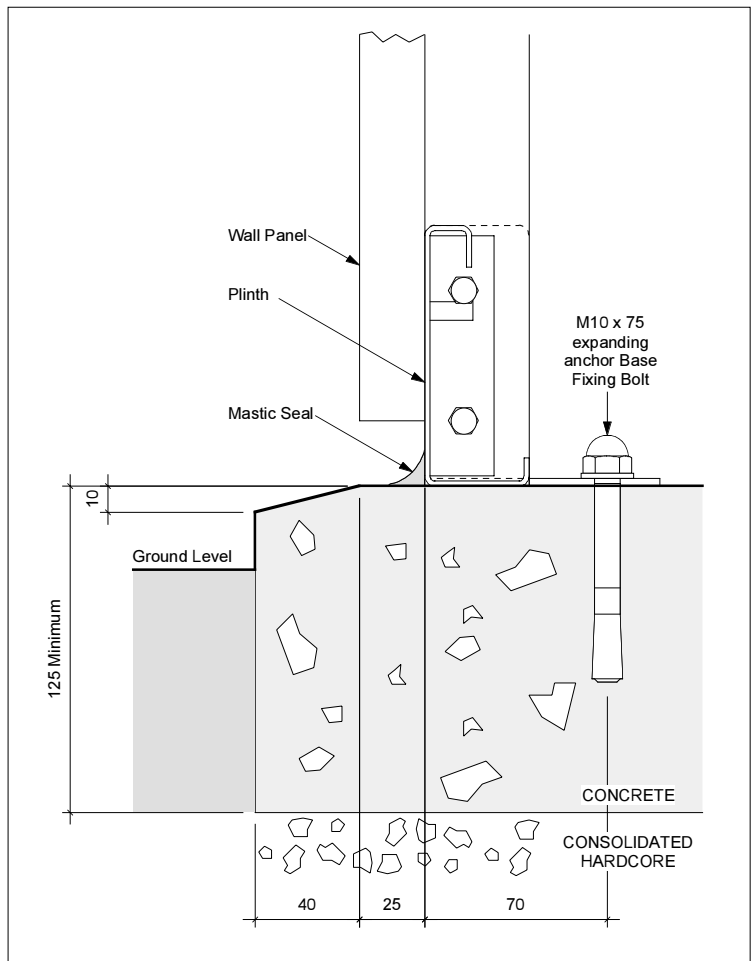
Ensure that the Shelter has not moved and continue installing the other Base Fixing Bolts.

When all Base Fixing Bolts have been inserted tighten them down ensuring that no shelter distortion occurs. Use solid packing pieces to help level the Shelter and accommodate any undulations in the base.

NOTE: The Door fit and operation are dependant on the Shelter being level and solidly base fixed. Adjust the Keeper on the Double Door versions only as necessary.

Assuming that the Base is dry and primed, if necessary, a bead of Mastic Seal should be applied around the Shelter perimeter between the Plinth and the Concrete Base to create a waterproof joint.

Take care to seal into each vertical plinth joint.
Tool the Mastic Seal into position immediately after application.



The Shelter is now complete.

We trust you have enjoyed assembling this product and that you are pleased with the result.
We hope that your Hermit Shelter will now provide you with years of satisfactory service.

Should you require any further assistance please contact us on
tel: 01253 600410, fax: 01253 792558 or email: sales@glasdon-uk.co.uk



In accordance with our policy of continuous development and improvement, we reserve the right to make changes in design and specification without notice.

Glasdon UK Limited products are manufactured under license worldwide and various components of the models are patented and design registered.



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