

## How to Install a Retreat Shelter

Thank you for choosing Jacksons Fencing. Our high quality fencing products will last for years and give you trouble-free service if you follow the installation instructions below, which are offered as a general guide.

Read and understand the full instructions before starting the installation to avoid any confusion. All timber post installations require proper drainage at the base of the post to avoid rot. For details: please refer to the installation instructions "Timber Fence Posts" on our website [www.jacksons-fencing.co.uk/installation-instructions](http://www.jacksons-fencing.co.uk/installation-instructions)

It is important to note that each post requires approximately 60kg of post fixing mix (to be ordered separately) as posts are required to be dug into the ground.

**Tools required:** Drill / Screwdriver      Level      Tape Measure

Refer to the Bill of Material (BOM) and sketches for positioning of the various components. Ideally none should need cutting so if you encounter a problem, please double check the dimensions before making any adjustments.

### Bill of Material: RETREAT

Item	Stock Code	Description	Qty
A	655700C1 <i>or</i> 655705C1	Panel (Back & Side)      1.52m Wide x 1.83m High  Panel Options: Venetian Panel or Vertical Woven Panel	3
B	655700C2 <i>or</i> 655705C2	Panel (Roof)      1.52m Wide x 1.83m High  Panel Options: Venetian Panel or Vertical Woven Panel	2
C1	655700C4	Corner Slotted Post – Right Hand (RH) 2.7m x 98mm x 95mm	1
C2	655700C3	Corner Slotted Post – Left Hand (LH) 2.7m x 98mm x 95mm	1
D1	655700C5L	End Slotted Post – LH      2.7m x 98mm x 95mm	1
D2	655700C5R	End Slotted Post – RH      2.7m x 98mm x 95mm	1
E	756350	Post Infill      2.0m x 53mm x 24mm	1
F	6557010C7	Inter Slotted Post      2.7m x 98mm x 95mm	1
G1	655700C8L	Left Hand Joist      1.840m x 95mm x 82mm	1
G2	655700C8R	Right Hand Joist      1.840m x 95mm x 82mm	1

<b>G3</b>	<b>655700C9</b>	<b>Centre Joist</b>	<b>1.840m x 95mm x 101mm</b>	<b>1</b>
<b>H1</b>	<b>655700C13</b>	<b>Back Batten</b>	<b>1.474m x 45mm x 28mm</b>	<b>2</b>
<b>H2</b>	<b>655700C14</b>	<b>Front Batten</b>	<b>1.502m x 45mm x 28mm</b>	<b>2</b>
<b>I1</b>	<b>655700C10L</b>	<b>Side Cover Board – Left Hand (LH) 1.865m x 145mm x 34mm</b>		<b>1</b>
<b>I2</b>	<b>655700C10R</b>	<b>Side Cover Board – Right Hand (RH) 1.865m x 145mm x 34mm</b>		<b>1</b>
<b>J</b>	<b>655700C11</b>	<b>Face Cover Board (Front &amp; Rear) 3.325m x 145mm x 34mm</b>		<b>2</b>
<b>K</b>	<b>655700C12</b>	<b>Spacer Blocks</b>	<b>0.2m x 95mm x 20mm</b>	<b>2</b>
<b>L</b>	<b>655710C3</b>	<b>Polycarbonate Roof Sheet 1.605m x 1.950m (Optional)</b>		<b>2</b>
<b>L1</b>	<b>655710C4</b>	<b>Retreat Glazing Bar 1.95m Long – Brown Capex Snap (Optional)</b>		<b>1</b>
<b>L2</b>	<b>655710C5</b>	<b>Retreat End Plate (Optional)</b>		<b>1</b>
<b>M</b>	<b>655710C2</b>	<b>Roof Sheet Fixing Buttons 45mm Long –Bags of 10 (Optional)</b>		<b>3</b>
<b>N</b>	<b>809903</b>	<b>Decking Screws</b>	<b>M5 x 60mm (Optional)</b>	<b>30</b>
<b>N</b>	<b>809903</b>	<b>Decking Screws</b>	<b>M5 x 60mm</b>	<b>47</b>
<b>P</b>	<b>171709</b>	<b>Timber Screws M6.5 x 100mm</b>		<b>23</b>
<b>Q</b>	<b>171720</b>	<b>Hex Driver Bit for 100mm Timber Screws</b>		<b>1</b>
<b>R</b>	<b>809500</b>	<b>T25 Torx Screwdriver Bit</b>		<b>1</b>
<b>S</b>	<b>809904</b>	<b>Self Drilling Timber Screws</b>	<b>M6 x 80mm</b>	<b>12</b>

### Safety Notes:

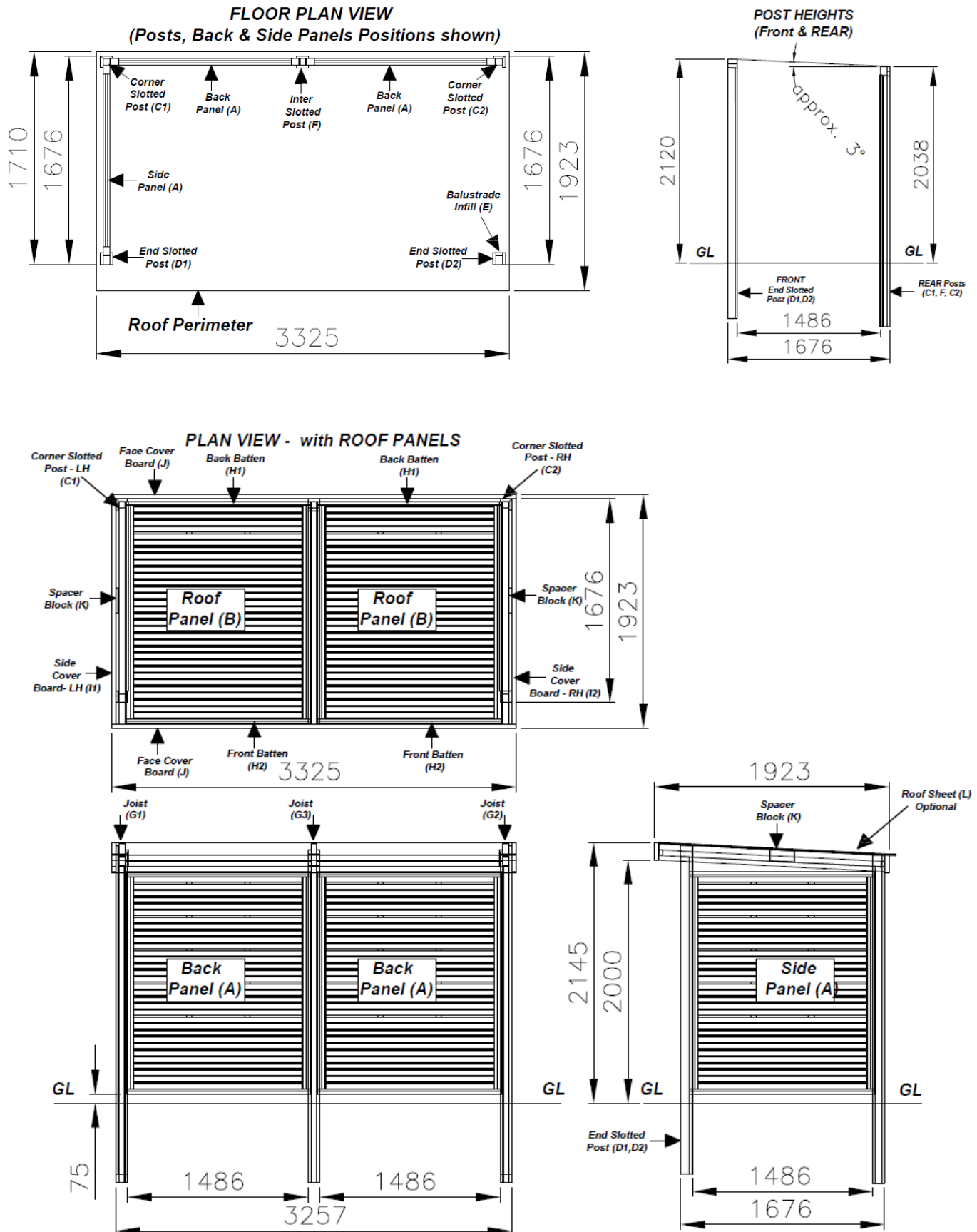
Biocidal Products Regulation (EU528/2012):

Jakured articles incorporate biocidal products to protect against wood destroying organisms.

Active ingredients include: Copper(II)Carbonate / Copper(II)Hydroxide / Propiconazole / Tebuconazole

Wear gloves when handling freshly treated wood. Avoid breathing dust when cutting. Dispose of off-cuts responsibly – do not burn.

### Sketches:

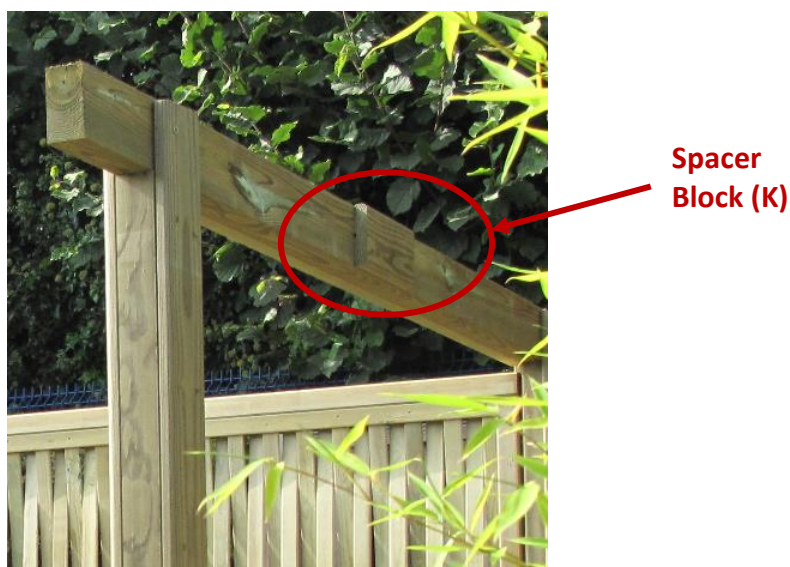


**F & C2)** are installed with slightly lower height above ground than the front posts **(D1 & D2)** to give a slope of approximately 3 degrees towards the rear of the Retreat. The front and rear posts height shown in the POST HEIGHTS sketch are for level ground only. Check the ground level for post height adjustment to give a required slope of approximately 3 degrees towards the rear of the shelter.

2. First install Posts **D1, C1 & F** to form a corner. Install the panels (**A**) into position using M5x60mm screws (**N**) as each post is installed. This will also help to hold the structure rigid. It is important to note that the Retreat is supplied with either Venetian Panels (horizontal slats) or Woven Panels (vertical slats) depending on the option selected.
3. Next install the Right Hand (RH) corner post (**C2**) with the 1.52m wide panel (**A**) as shown in FLOOR PLAN VIEW. Fix the panel between the posts using M5 x 60mm screws (**N**), 6 No's per panel.
4. Next install the last post (**D2**) as shown in FLOOR PLAN VIEW and fill the slot with post infill (**E**) provided using M5 x 60mm screws (**N**), 3 No's.
5. Next install the left-hand joist (**G1**) and right-hand joist (**G2**) using M5 x 60mm screws (**N**), 4 screws per joist.



6. Next install the spacer blocks (**K**) at the centre of each joist **G1 & G2** using M5 x 60mm screws (**N**), 2 screws per block.



7. Next install both the side cover boards (**I1 & I2**) using 100mm timber screws (**P**), 5 screws per board, and front face cover board (**J**) using 100mm timber screws (**P**), 4 screws required. Make sure the side cover boards (**I1 & I2**) and



front face cover board (**J**) are fitted 15mm higher than the top of joists. Next install the rear face board (**J**) using 100mm timber screws (**P**), 4 No's. Make sure the rear face board (**J**) is installed:

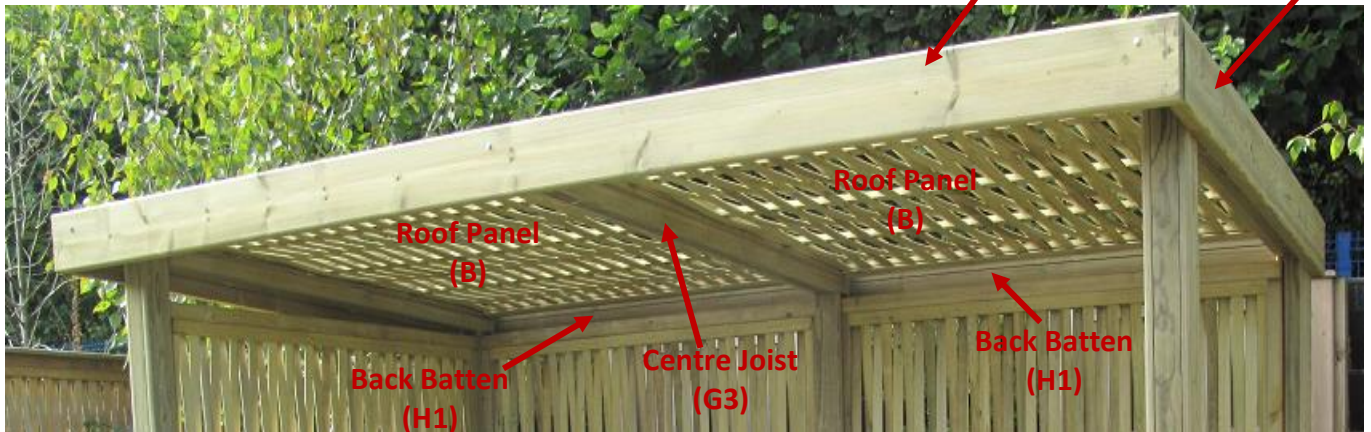
- a) Level with the side cover boards if no roof sheet is required.
- b) Level with the joists if a roof sheet is to be installed.

Side Cover Board (I1)



Front Cover Board (J)

Side Cover Board (I2)



8. Next measure the mid point on the front face cover board and install the centre joist (**G3**) using the 100mm timber screws (**P**), 4 required, across this mid point.

9. Next install the front battens (**H2**) and back battens (**H1**) using M5 x 60mm screws (**N**), 3 screws per batten, flush with the tops of the joists ready to support the roof panels all around their frames.



Front Batten (H2)

10. Next install the timber roof panels (**B**) using M6 x 80mm screws (**S**), 6 screws per panel. The panels will be supported on battens, which are fixed to the joists and front and rear cover boards. For Venetian panels option, the panels should be installed with the back rails facing up. Screw down through the framing into the support battens.

## 11. Laying the polycarbonate sheet

Please note: The roofing panels will need to be joined on site using the Retreat Glazing Bar (**L1**) and Retreat End Plate (**L2**). The process is explained on the next page.

Finally lay down the polycarbonate roof sheets (**L**) (if option is selected). It is important to note that the roof sheets should sit behind the front face cover board and extend beyond the back face cover board for rainwater run off. Mark the positions for the fixing buttons on the roof sheet (**L**) at 500-600mm spacing around the panel frame and drill holes of 15mm diameter at the marked positions. Fix the roof sheet using 45mm fixing buttons (**M**) and M5 x 60mm screws (**N**).

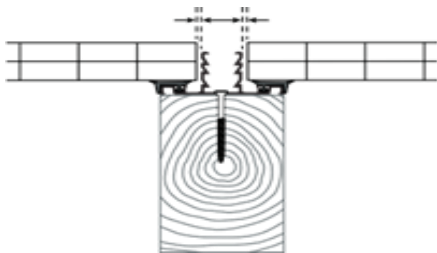
### Fixing Together Retreat Polycarbonate Roof Panels Using Snap Down Glazing Bars



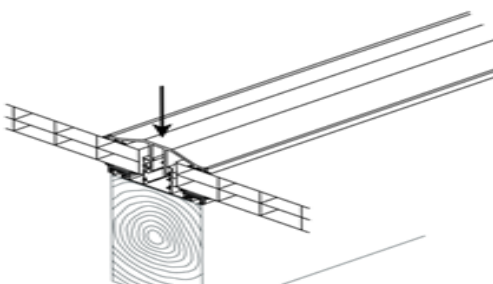
Attach the aluminum onto panel frame with supplied screws (**Part of L1**)



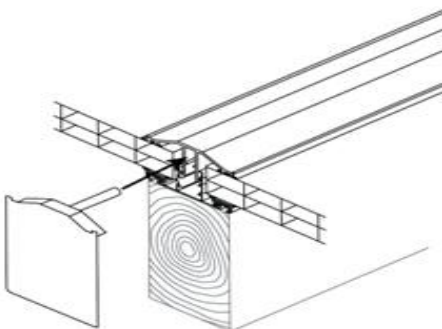
Pull Gaskets apart and fit to the aluminum attached to the timber



Slot the polycarbonate sheets (**L**) into the aluminum base (**L1**) by pushing into the slots. Push firmly home to ensure adequate seal. The polycarbonate glazing sits on the gaskets.



The plastic capping (**Part of L1**) snaps down into the base bar securing the polycarbonate in place.



The end plate (**L2**) is fitted to finish the end of the bar. We suggest a small amount of sealant is used around the top edge of the cap to reduce any water gaining access.

This will complete the installation. If desired a gutter can be installed to collect this run off at the rear.