# **Wood Pavilion Assembly Instructions**



(Shown above is a 11' x 14' pavilion)

Thank you for your purchase of a new pavilion. Depending on the size of your pavilion, 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.* 

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

Consider a few details before beginning assembly:

1. The base for the pavilion must be solid and level. If installing on a concrete slab or on concrete footers, they should be level where the posts will rest. If they are not, it may be necessary to cut the tops of the posts so that the tops are all level. Other than this, no cutting is necessary. If you feel that you will need to make any additional cuts, please contact us before doing so. *Making cuts without calling irst may make installation di icult or impossible and can void our warranties.* 

2. When you are connecting to concrete, you will use wedge bolts (included in the kit). If connecting to an existing deck, a lag bolt and deck screws (not included) will replace the wedge bolt.

3. The pavilion does not give you the ability to alter the location of the posts. It is important that they are laid out correctly. You must double check for accuracy before permanently attaching it to your base.

# **Site Preparation**

It is important that the site is properly prepared before beginning assembly. It is imperative that the site be level. There are a few choices when installing this structure. The two most common are to anchor the posts to a concrete pad/wood decking or attaching to a concrete footer or to 16" wide Sono Tubes. Sinking the posts into the ground is not recommended unless it is called for by local building codes.

Anchoring the posts to concrete/wood decking is the most common and simplest method. For this, you will only need to provide a level concrete or wood decking surface upon which you will layout your template. Mark out the squares where the posts and brackets will go. Line up the markings you made, and this is where you will set the posts. This is the method that we will use in the following instructions.

Please check with your local building codes for the depth required for the footers/concrete slab. If using concrete footers, you will need to make sure that all of the tops of the footers are level with each other before you start your build. Contact your Project Advisor with any questions that you may have.

## **Tools Needed for Assembly:**

-Screw Gun/Drill-Hammer-Level-Tape Measure-C Clamps-Socket Set-Ladder-Circular SawNote: 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 pavilion.

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

# Page | **3**



#### Setting up the template:

1. Your pavilion kit includes a wooden template that you will use to mark your post locations. You will notice that two of the 2x4 boards have a marking near the ends. You will build a box that will reveal the outside corners of the posts when properly placed.

2. Arrange the template pieces so that they are positioned in the exact location of where your pavilion will be placed. The boards with the marking on the end will be across from each other. The marks will show where the other boards will be attached to create this box.

3. Connect the corners of the template pieces by driving two 2½" screws through the side of the template boards.



4. Once the template is in position, you will need to square the template. Do this by measuring diagonally from one corner to its opposite corner. Then measure diagonally between the other two corners. These two dimensions MUST be the same. Adjust the template until the diagonal measurements are identical.

5. Once the template is "square", mark the post locations (using the INSIDE corners of the framed box) on the concrete slab with a pencil. After you have all the post locations marked on the concrete slab, remove and set the wooden template aside.

### Assembling the pavilion:



6. Begin by assembling the frame of the pavilion structure. Please note that our pavilion kit includes some pre-assembled pieces.

7. You will assemble two posts on a beam on the ground. Do the long beams first. There will be two notches on the post. Make sure that those are on the outside.

8. Once you have your beam on post, fasten beam to post with two 3½" screws. There will be predrilled holes on header. Do not use those until later. Continue this step with other beam.

9. When you have the two beams fastened to posts, slide all four post bases on bottom of post.



10. Getting the beam with post attached, set them up putting the post at the marks you made with the template. You might need someone to hold it until you get the other one.



11. When you have both beams standing, get one part of the 2x4 template and fasten it from one side to other to keep it from falling over.



12. Now you are ready to fasten the other two beams. Fasten with three 3½" screws. Use the predrilled holes going into the other beam.



13. Locate all four of the top rails. It does not matter which one you put in first.

14. Push the rail up against the bottom of the header putting it in the center of the post. Fasten to post with four 2½" screws on both sides. Make sure the screws on braces are turned in towards the inside of the building.



15. Fasten the rail to bottom of header with two 2½" screws every 16". Continue this step with all four sides.



16. There should be 24 pieces of 8" GRK screws in hardware box if you have a standard 4 post structure. Putting them at the predrilled holes on header at corners. 6 per corner.



17. Next step is to make sure the posts are all level and everything is square. Getting the L bracket, fasten two per post with five 2½" screws going caddy corner to each other.



18. When all posts have two L brackets on, use a drill with ½" masonry bit to drill down about ½" farther than length of wedge anchor.

19. Before you insert the bolt, make sure that you have the nut and washer on. Otherwise, you may hit the bolt too deep into the hole. Now, insert the wedge anchor bolts into the holes, leaving approximately <sup>1</sup>/<sub>8</sub>" of bolt exposed above the nut. (You may need to use a hammer to tap the wedge anchor bolts into the holes — this is normal.)



20. Once the wedge anchor is down against the bracket, use a wrench and tighten it. Do that with all brackets.

21. Now that you have tightened all of the nuts down and the posts are securely mounted to the concrete slab, slide the post trim down into place. If you want to secure the post trim, you can do so by using a single 3½" screw attaching from the trim into the post.



22. The next step is to install the (2x12) top plate boards. These boards function as the plate that supports the roof structure, and they also form the soffit overhang around the structure. Place the first top plate board so that its inside corner aligns with the inside corner of the post.



23. Make sure the overhangs are all the same. Fasten plate to post with two 3½" screws to post four per corner.



24. Put one 3½ screw at the corners of plate.



25. When you have all four 2x12 plates in place, fasten plates to header with two 2½" screws every 16".



26. Now you are ready to put the fascia on. Put the long side fascia on first. For asphalt shingles, take the fascia up past the plate about 1<sup>1</sup>/<sub>8</sub>". For metal roof, go 1<sup>1</sup>/<sub>8</sub>". Fasten with 2<sup>1</sup>/<sub>2</sub>" screw every 16". You might have to cut these if they are too long.

27. Once you have the two long sides up, start with the shorter ones. These overlap the other ones. Fasten these the same way except at corners put two 2½" screws into the long fascia.

Note: If you purchased a pavilion with either a rubber or a cedar shake roof, please read the instructions in this box.

I you ordered the above roofing, the shngles wll come on the roo. All you wll need to nstall s the cappng. Also, you wll NOT need to take off the roof decking boards as described below. You will also NOT be able to connect the roof to the top plate from the top as described below. You will need to screw from the underside of the top plate overhang up into each rafter. Moreover, you have ths type o roofing, you wll be sent an nsert that wll explan how to properly nstall the cappng.





28. You are now ready to install the roof panels. Match your numbers on roof panels starting with the long side first.



29. This is how we usually do it. Push them up past the plate. They will just hang there.



30. Push one of them up and put a prop in.



31. Getting the second panel take it up. You might have to lower the prop until they meet at the ridge pole. Make sure the ridge pole is flush on both ends. Fasten them together with 2½" screws every 16".



32. Make sure the panels are at the corners of plate.



33. Getting the other panels. Make sure the numbers match. Push it up from the outside.

**Note:** For even-sided square ramadas (10x10), all of the roof sections will have a flat-sided top. They will also come with a boxed in frame that will go between the top of the roofing sections to connect them together. In addition, they will come with a pre-made roof peak section to give the roof a point on the top.



34. You might have to push up on the ridge pole to make it fit properly. Screw the ridge beams together with 2½" screws every 16". Repeat this process with other side.



35. When you have attached all roof panels together, go up on roof and take the bottom t&g board off.



36. Use 2½" screws to attach the rafters to the top plate. You will want to screw one screw into the top of each rafter and then another screw into the side of each rafter.



37. Once all of the rafters are attached to the top plate, you can now re-attach the roofing boards that were previously removed. It is now time to install shingles on the roof.



38. Next step is installing the corner trim fasten with four 2½" screws.



39. You are now ready to install roof shingles.

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

Note: If you have a cupola, the cupola should not be installed until all of the shingles are on the roof.