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1-800-700-1777

# **Vinyl Gazebo-in-a-Box Assembly Instructions**

©2017



# **Amish Country Gazebos**

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340 Hostetter Rd  
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## **Customer Service Department Hours:**

Monday – Friday 8:00 am – 4:00 pm and  
some Saturdays 10:00 am – 3:00 pm  
(Eastern Standard Time)

**1-800-700-1777 Ext. 4**

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# Amish Crafted Gazebos

## VINYL Gazebo Assembly Manual

**Please make sure the area where your gazebo is being installed is flat and level. If it is not level, the roof rafters and the fascia boards may not fit as nicely as they will when your site is level.**

This manual, detailing 17 straightforward steps for installing your gazebo, should be kept by your side during the assembly process of your gazebo kit.

This manual is designed to give you the necessary guidance throughout each step of your gazebo assembly.

If you have questions regarding the content of your kit or installation of your gazebo, please contact our **Customer Service Department at 1-800-700-1777 Ext 4.**

**Hours of operation are Monday - Friday 8:30 am - 5:00 pm and some Saturdays 10:00 am - 3:00 pm (Eastern Standard Time)**

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### STEP 1. Gather the following tools to use for assembly of your gazebo:

Rubber Mallet



Hammer



Drill



Measuring Tape



Utility Knife



8' Ladder



Clamps

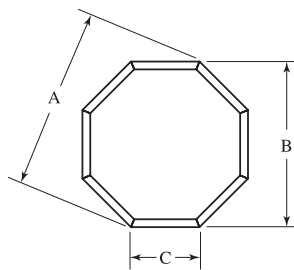


# 2 Step 2. Site Preparation

It is most important to have a solid, flat and level foundation for your gazebo.

Indicate the location of your gazebo foundation by doing the following:

1. Cut 8 boards at a 22.5° angle. Each should be the length of dimension 'C' at their longest point.
2. Place the boards around the perimeter of the site to be prepared for your gazebo. Verify that the boards are positioned in an octagonal shape by using dimensions 'A' and 'B'.
3. Spray paint along the outside of the boards to indicate the precise perimeter of your gazebo floor and then remove the boards.



## FLOOR DIMENSIONS TABLE

These dimensions are ideal to use for your foundation, whether you have a gazebo floor or not.

Size	A	B	*C
8 ft.	97 <sup>3</sup> / <sub>16</sub> "	89 <sup>13</sup> / <sub>16</sub> "	37 <sup>3</sup> / <sub>16</sub> "
10 ft.	125 <sup>15</sup> / <sub>16</sub> "	116 <sup>5</sup> / <sub>16</sub> "	48 <sup>3</sup> / <sub>16</sub> "
12 ft.	144 <sup>1</sup> / <sub>8</sub> "	133 <sup>1</sup> / <sub>4</sub> "	55 <sup>3</sup> / <sub>16</sub> "

**\*Note:** If you choose the concrete pad option, refer to the instructions in the bottom right corner of this page.

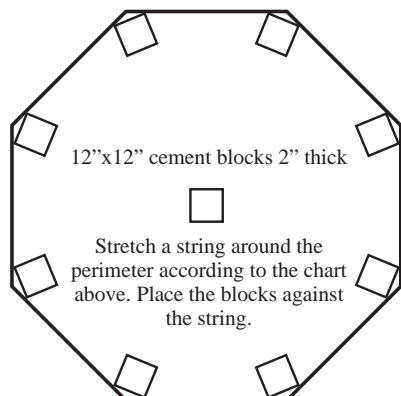
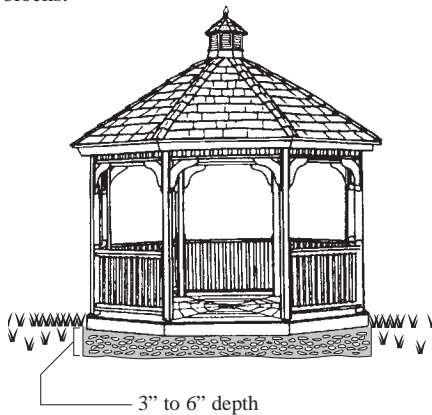
Carefully consider the recommendations listed below prior to choosing the ideal foundation for your gazebo.

Our kits with floors are designed to have all the floor joists in contact with crushed stone or concrete.

If you are installing on a deck or elevated surface please contact your designer, as each situation is site specific.

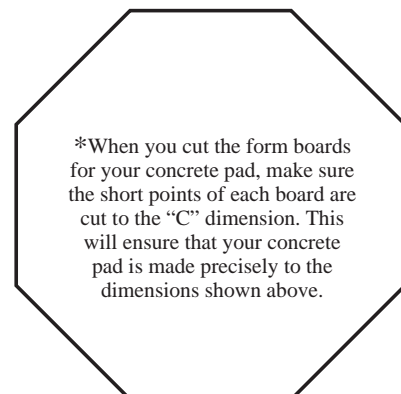
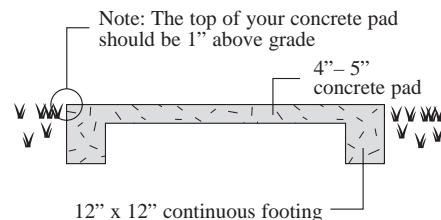
### CRUSHED STONE (to be used with a floor)

1. Dig out 3"– 6" of ground.
2. Plant concrete blocks at each octagonal point and in the center (9 blocks total).
3. The top of the blocks will be the highest point of your foundation. All blocks must be level with each other.
4. Place 3"– 4" of crushed stone around the blocks and throughout the foundation. Make sure none of the crushed stone are higher than the blocks.



### CONCRETE PAD (to be used with or without a floor)

1. Dig out 4"– 5" of ground so it is level all through out its lowest point.
2. Temporarily plant wood forms around the perimeter of your gazebo foundation area.
3. Dig a 12" x 12" continuous footing around the perimeter of the pad.
4. Use rebar as needed.
5. Pour concrete throughout the base, making sure all points of the top are level.



### 3 Step 3. Install your deck (optional)

If you ordered a floor with your gazebo, you will have received 8 triangular shaped deck panels.



1. Place each of the eight triangular shaped floor panels, next to each other, on your foundation.

**Note:** Each floor panel has two boards that are temporarily fastened with small nails.



2. Place each floor panel on its side and tap the underside of these floorboards to remove them from the floor panel.

3. Then remove and discard the small nails from each floor board.



4. Now you can connect the floor panels together using 2½" tan screws. Place one screw on each side of the floor joist at each opening.



5. After the entire floor is fastened together, put down the sixteen floorboards that were removed earlier and the octagonal shaped floor center piece then fasten them in place using 2½" tan screws.

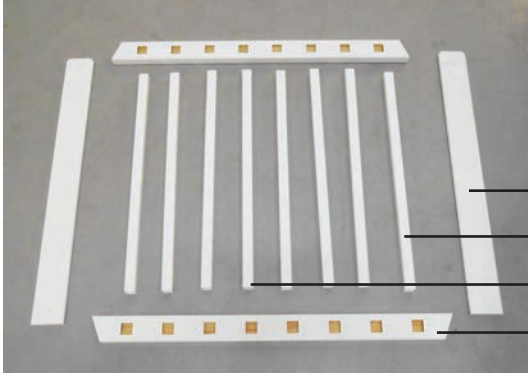
**Note:** If you have a composite deck we have provided vinyl skirt boards that get attached to the outside perimeter of your floor joist. Fasten with 2½" white screws.



## 4 Step 4. Assemble the 7 handrail sections

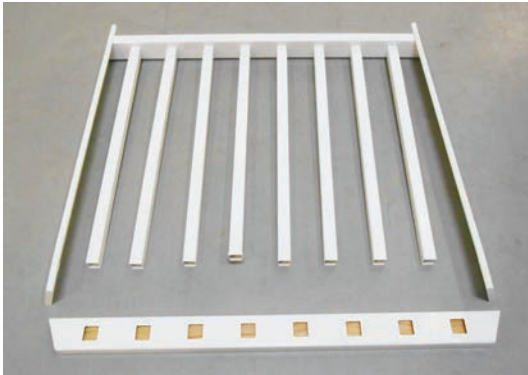
First locate the seven balusters that are 'crimped' at each end. While assembling the handrails, use one per section, inserting it into the center hole in the handrail plate, making sure each end is properly 'snapped' into place.

**NOTE:** Depending on the size of your gazebo, the crimped baluster will not quite be centered.



1. Organize each handrail component as shown in this photo.

- Handrail end cap
- Handrail baluster
- Handrail crimped baluster
- Handrail plate



2. Next, fasten one end of each end cap to one of the handrail plates with two 2 1/2" white screws in each end. Then insert all of the balusters into the pin routed holes of this plate.



3. As you assemble the other end of your handrail section, you need to simultaneously insert each baluster into place.

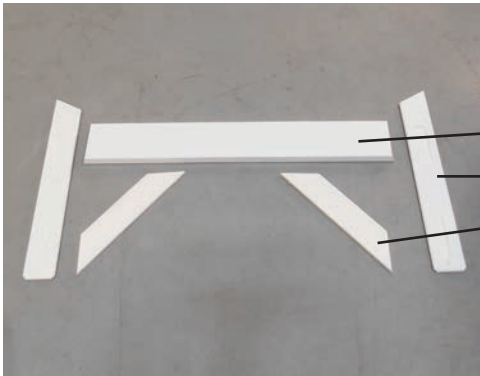


4. Use a total of 8 – 2 1/2" white screws to assemble each of your 7 handrail sections.



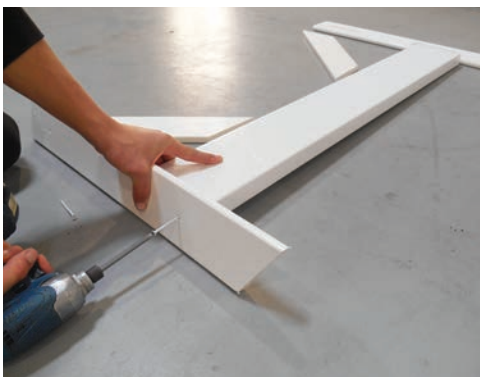
# 5

## Step 5. Assemble the 8 Upper Rail Sections



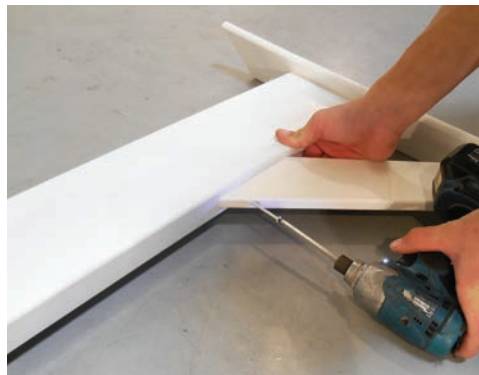
1. Organize each upper rail component as shown in this photo.

- Upper rail plate
- Upper rail end cap
- Standard brace



2. Attach the upper rail end caps to the upper rail plate with 2½" white screws

\*use 2" white screws for the assembly steps shown below.



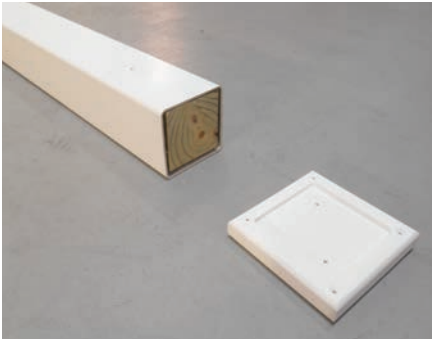
3. Insert the standard brace into the designated cut outs and attach the lower end of the standard brace to the upper rail end cap with 2" white screws.



4. To finalize the assembly of your upper rail, center and attach the upper end of the standard brace to the upper rail plate with a 2" white screw.

**Note:** If you have the optional screen package do not install the angled braces in the upper rail for the doorway only. You will also need to cut the endcaps for this section. Cut them flush with the bottom of the upper rail plate as shown on page 20.

## 6 Step 6. Post preparation



Attach each of the post base caps to the bottom of each post using 2 1/2" white screws.

## 7 Step 7. Install all handrails



**Note:** Make certain that the high point of each post is facing in toward the center of your gazebo.



1. Center and attach each of your handrails to the posts using 2 1/2" white screws.

### Install all Upper Rails



2. Begin by installing the upper rail by the doorway. Make certain that the high point of the upper rail end cap is kept approximately 1/8" below that of the high point of the post.



3. Center and install all of the upper rails using 2 1/2" white screws. When you are finished you will need to back out the top screws a little bit so you can insert the rafters.

# 8 Step 8. Install the 8 roof rafters



1. Flush the top of the rafter with the top of the ceiling center block and attach the two together by driving one 2½" white screw through the rafter top and into the ceiling center block.



2. Repeat this process with a second rafter that is placed directly across from the first rafter.



3. Now lift these 2 rafters and ceiling center block into place. Secure the position of the rafters by placing the notched portion of the rafter over the post top.



4. Install the third and fourth rafters at a 90° angle from the first two rafters.



5. Now install the remaining four rafters.



6. Next, using a step ladder, reach to the roof peak and drive a 2½" white screw through the remaining rafter top and into the ceiling center block.



7. Lastly, drive a 2½" white screw through each upper rail end cap and into the post. Do this on both sides of each post.

## 9 Step 9. Install the 8 fascia boards

Gather the 8 fascia boards.

Each board has two pre-drilled holes on both ends and a tapered cut along the top edge.



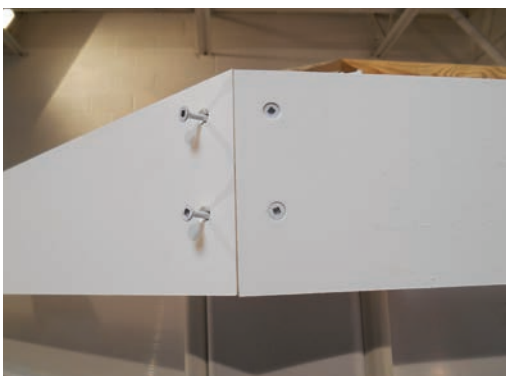
1. Manually place 2" white screws in each of the four pre-drilled holes of one fascia board.



2. Then position the highest point of the tapered cut evenly with the highest point of two rafters.



3. Next, center the fascia board on the two rafters then drive the screws into the rafters.



4. Neatly align the vertical joints of each fascia board and repeat this assembly process for all eight boards.

**Note:** Sometimes you will need to back out the screws a little bit before you attach the next board. You can then retighten them when all the boards are on. Only in extreme cases will you need to cut the boards if they are still too long.



# 10

## Step 10. Install the plywood roof panels

Now your plywood roof panels can be attached to the roof rafters using the 2" tan screws. Be sure to place the best side of the plywood down since this will be the ceiling of your gazebo.



1. Install the largest plywood panel first. Align the bottom edge of the plywood with the outside edge of the fascia board.

The bottom corner points of the plywood should line up with the ends of your fascia board.

2. Attach each bottom corner of the plywood to a rafter with 2" tan screws (1 screw into the left rafter and 1 screw into the right rafter).



3. Next, go to the center of the plywood panel where it meets the fascia board.

Pull the fascia board out slightly in order to properly align it, then drive one 2" tan screw through the plywood and into the fascia board.

**Note:** Only one screw is required per section to connect the plywood to the fascia board.



4. Continue by installing each of the eight large plywood panels around the lower roof perimeter.



5. Fasten each of these large plywood panels to the rafters with 2" screws spaced at 12"-16" on center.



6. Then climb up onto the roof and fasten the remaining plywood panels into place.

## Step 11. "Square" the gazebo and attach the posts to your deck

You need to make certain that your gazebo is 'square' or truly octagonal in shape.



1. To confirm this, measure diagonally from inside of one post to the inside of the opposite post.

This needs to be done at four points to include all eight posts.

Make sure the distance between each post is the same to within  $\frac{1}{4}$ ".

Also, make sure the bottoms of the door opening posts are the same distance apart as the other posts.



2. Now secure each post into place using 4 screws per post.

**Note:** If you are attaching your posts to a wood deck, you can use 2½" screws (provided) for this step. If you are attaching your posts to concrete, you will need to purchase concrete screws to secure your post bottoms to your foundation.

# 12

## Step 12. Installing the Optional Electrical Package

**Note:** If you ordered the optional screen package, install the screens and retainer strips before you install the electrical package.

**Note:** If you ordered the optional benches, install them before the electrical package.

The electrical package trim strip has approximately 2' of wiring on the bottom end and approximately 9' of wiring on the top end.



1. Choose the post on which to install the electrical package.
2. Measure 7 1/2" up from the bottom of the post (on the inside of the gazebo) and make a mark.
3. Then drill a 7/16" hole, straight out, completely through the center of the post.



**Note:** If you ordered the optional screen package, make this mark on the screen retainer, and drill the 7/16" hole, straight out, completely through the center of the screen retainer and post.

**Note:** If you have the optional benches, and you want the electrical package to be on the same post as a bench support, you will need to cut 17" off the bottom of the electrical package trim strip, making sure you do not cut the wiring. Then drill a 7/16" hole, straight out, completely through the center of the post, approximately 2" above the top side of the bench support.



4. Also, drill a 7/16" hole, straight up, and completely through the center of the rafter, where this post and rafter meet, (on the inside of the gazebo).



5. Then, run the wires of the electrical package trim strip through these holes, (The long wire at the top goes through the rafter and the short wire goes through the lower hole) and attach the trim strip to the inside of the post (centered) with (10) 2" screws, through the pre-drilled holes.

**Note:** (If you installed the optional screen package, attach the electrical package trim strip to the screen retainer).



(electrical package instructions continued)



6. Attach the electrical junction box to the outside of the post, (where the short wire comes out) with (2) 1" pan-head screws. After you have finished all your other electrical connections, you can connect your source of electricity, inside this box.



7. Attach the other electrical boxes to the trim strip on the inside, with 1" pan-head screws. Install the switch above the duplex receptacle. (Make sure you do not hit the wiring when you are fastening the electrical boxes).



8. After you have run the wire up through the center of the rafter, lay the wire on top of the rafter, on the plywood roof panel joint, following the top of the rafter, all the way to the peak of the roof.



9. Measure down from the peak of the plywood roof, approximately 2 1/2", and drill a 7/16" hole in the plywood roof panel, where the rafters meet the ceiling center block. The hole should be right beside the ceiling center block and between two rafters. Run the wire down through this hole, into the gazebo. (The ridge caps will cover the wiring on the plywood.)

**Note:** Make sure you do not puncture the wire when you attach the ridge caps.

**Note:** When securing the cupola, make sure the screws do not puncture this wire.

10. Now you can attach the fan or light to the ceiling center block, and finish the electrical connections.

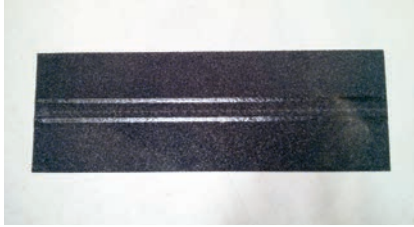


# 13

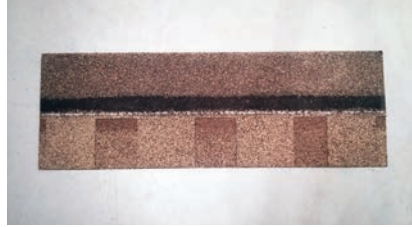
## Step 13. Architectural Shingle Installation

Nail the shingles to the plywood roof panels using the roofing nails that we have provided, or if you use your own power nailer just make sure the nails do not protrude through the underside of the plywood.

### Identifying your shingles



Starter Shingle



Architectural Shingle



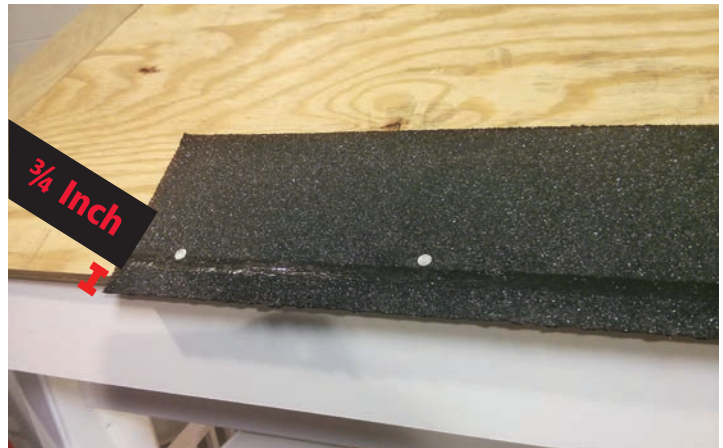
Ridge Cap Shingle

### 1. Using your starter shingles

Break the starter shingles in half (horizontally) along the perforated line thru the middle, to make 2 long strips.

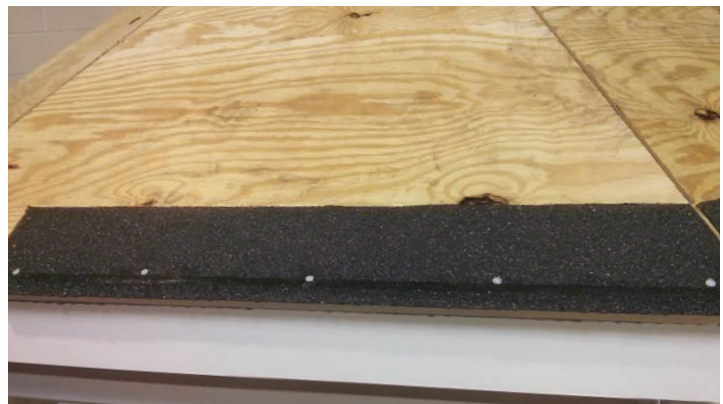
### 2. Installing your starter shingles

With the tar strip facing up, and toward the edge of your roof, **you must extend your shingles out  $\frac{3}{4}$ " past the roof edge.**



### 3. Attaching the starter shingles

Use four or five  $\frac{3}{4}$ " nails and place them along the line parallel to and 2" above the roof edge. Starter shingles should then be installed around the entire perimeter of your gazebo roof.





### Shingle application

- Place the shingles flush at the bottom with the starter shingle.



- Attach with five 3/4" nails at the center line marked on the shingle. Do not fasten below the white line or your nail will be exposed.



- Cut excess shingle off at the corner.

**Note:** You can also read the instructions on the shingle package.



- Line up the bottom of the next shingle with the architectural line on the shingle below.

**Note:** Keep the end of each shingle at least 4" from the end of the shingle below it.



- Follow the same procedure for the remaining 7 sides to complete your roof shingling.



## Step 14. Apply the ridgecap shingles

'Make' your ridge cap shingles by cutting a 3 tab shingle into three individual pieces.

1. Turn the shingle over to expose the reverse side. Then use a utility knife to cut each ridge cap piece. Begin your cut at the manufactured cutout and cut at a slight angle toward the top of the shingle.



2. Place the first ridge cap shingle at the bottom edge of your roof ridge so that the black tar area of the shingle is very near the roof edge. Ridge caps need to be centered over the roof seam.



3. Secure this shingle with one roofing nail on each side approximately 2" up from the roof edge.

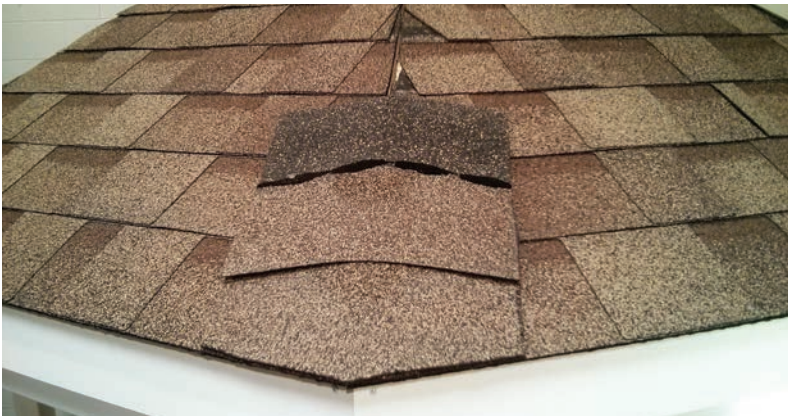


4. With a sharp knife or shingle shears, cut the bottom of this first shingle along a line parallel to the roof edge.



5. Now place the second shingle directly on top of the first shingle that you installed and secure this shingle with one roofing nail on each side.

**Note:** These nails should be placed directly over the black tar portion of the shingle.



6. Apply the remaining ridge cap shingles with a 5 5/8" exposure and secure each shingle with two roofing nails.

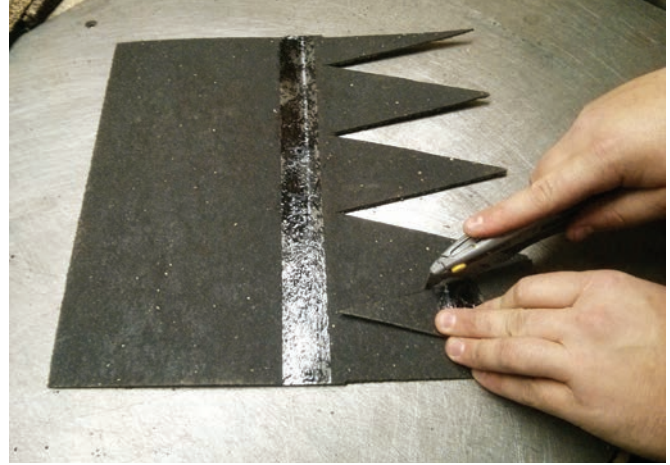
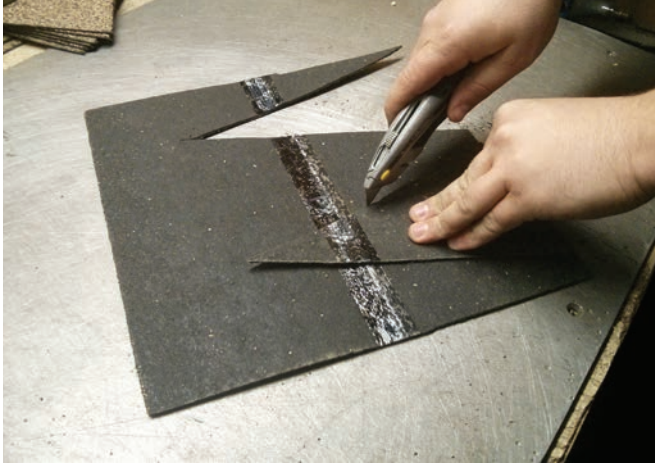




## Step 15. Shingle and Install the cupola

Use ridge cap shingles to roof your cupola.

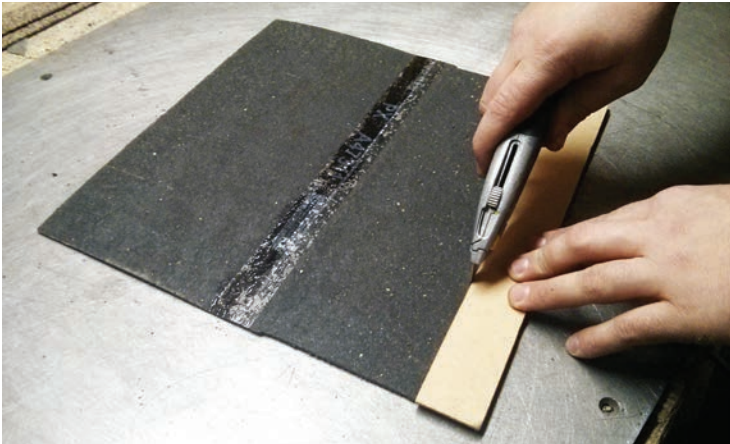
1. Cut triangular pieces out of ridge cap shingles to create your 8 large and 8 small shingles.



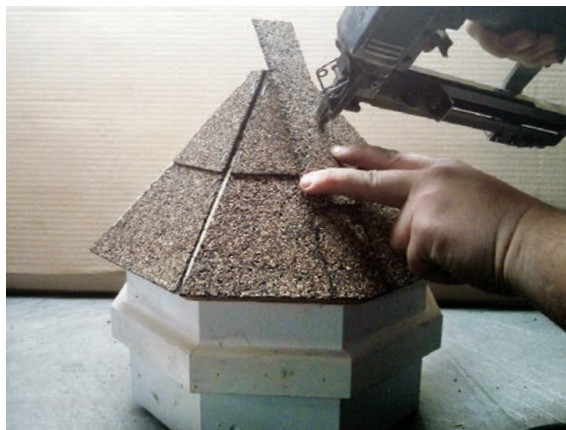
2. Nail the 8 large shingle pieces to the cupola first. Then apply the 8 small pieces as shown below. Keep the nails close to the edge of the shingle so they get covered by the ridge cap piece.



3. To create ridge cap shingles for your cupola, cut three 1½" wide strips out of one ridge cap shingle.



4. Use roofing nails to apply one of these strips over each ridge seam of your cupola roof.



**Note:** If you have a staple gun, you can use it for the cupola shingles. We suggest a ¼" wide and ¾" long stainless steel staple.

5. After you apply shingles to the cupola, you can secure it to your gazebo roof using four 2½" screws. Finally, insert the designer finial into the top of the cupola. This finial does not need to be fastened with nails or screws if the base of the finial is securely inserted into place.





# 16

## Step 16. Installing the Screen Package (optional)

**Note:** Before proceeding with this step please see note on next page.



1. Install the 7 – 1" x 1" strips on the floor. Center them in the opening and attach to the post base through the pre-drilled holes with 2" white screws.



2. Install the 7 large screen panels. You will need to tilt the screen slightly and slide the top in first, between the rafters and against the posts. Then slide the bottom out against the posts, setting the screen directly on the 1" x 1" strips.



3. Install the 8 retainer strips on the inside center of each post. On each side of the door, use the single dado retainers. Use the 6 double dado retainers on the remaining posts. Attach with 5 – 2" white screws through the pre-drilled holes.



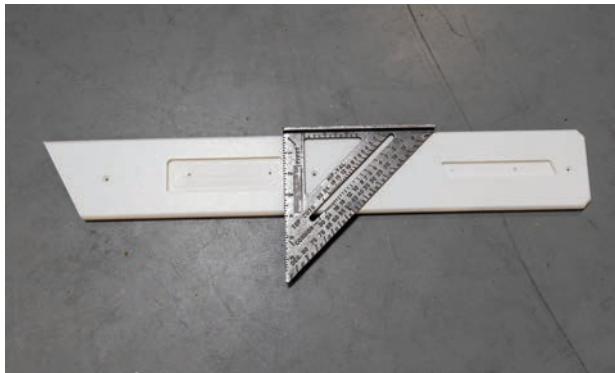
4. Install the door frame. Attach the upright angled pieces first, fastened through the pre-drilled holes with 2 1/2" white screws. Likewise attach the 1 1/2" x 3 1/2" horizontal piece to the bottom of the header board, making sure these 3 pieces are lined up with each other on the outside.



5. Attach the 5/8" x 5 1/2" board above the doorway. Fasten it to the header board on the outside. Simply push it up against the plywood and attach with 3 – 2" white screws.

6. Now you are ready to install the door. Instructions for door assembly are included in the door hardware package.

**Note:** Do not install the braces in the doorway. You will need to cut the endcaps on this section directly below the header board. If you have already installed the gazebo with these braces, simply remove the upper rail and cut the endcaps just below the header board, then re-attach the rail section.



# 17

## Step 17. Installing the Benches (optional)



1. Center the back of each bench support against your gazebo post and rest the bottom of the support firmly into your gazebo floor.

Then, with two **2½" white screws**, attach the vertical back portion of the support to the gazebo post (1 screw on upper left and 1 screw on lower right).

**Note:** If you have the optional screen package, simply attach it to the screen retainers.



2. Place a long seat board and a short seat board onto two bench support boards.

The front of the front seat will cover and conceal the top of the bench support board and extend in past a little bit. Just move it in towards the center of the gazebo until they reach from center of support to center of support.



3. Take a bench end cap and attach it to the ends of these two seat boards with **2½" white screws**.

Vinyl bench end cap is 13<sup>3</sup>/<sub>8</sub>"



4. Now take the remainder of your seat boards and center them in position over the bench support boards.

**Note:** Keep corners of the bench seat boards approx. 2" from posts.



5. Confirm that the seat boards remain in their proper position, attach each seat board to the bench support board by driving **screws** up through the bench support board and into the bottom of each seat. Use **2½" white screws**.







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