

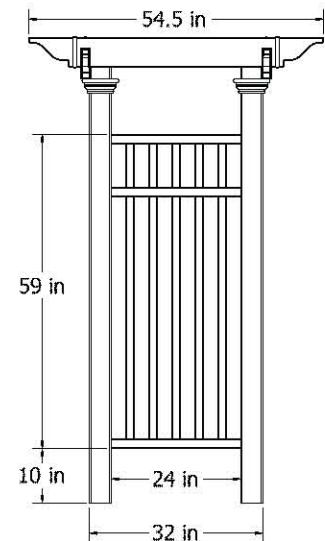
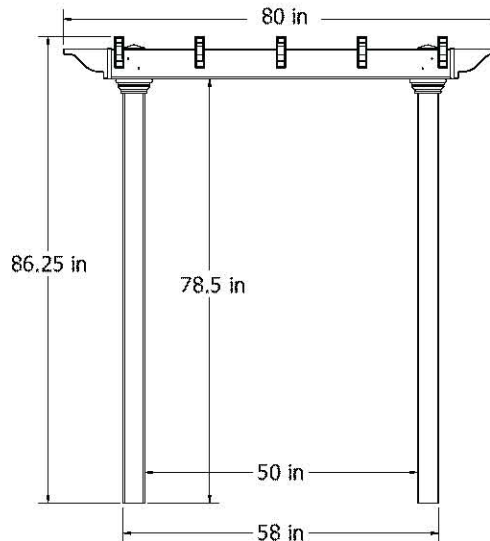
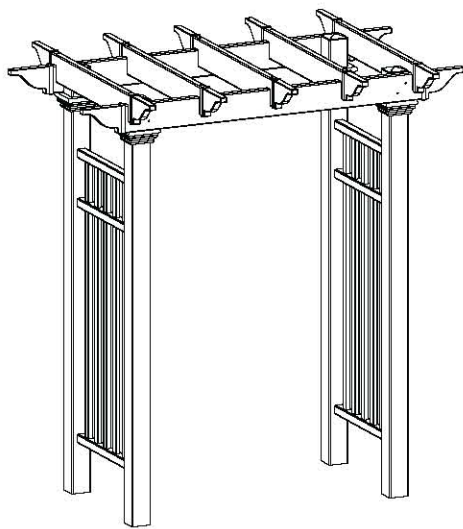
# ASSEMBLY INSTRUCTIONS

**New England**  
Arbors

Leadership by Design

www.newenglandarbors.com

## The Richmond Arbor



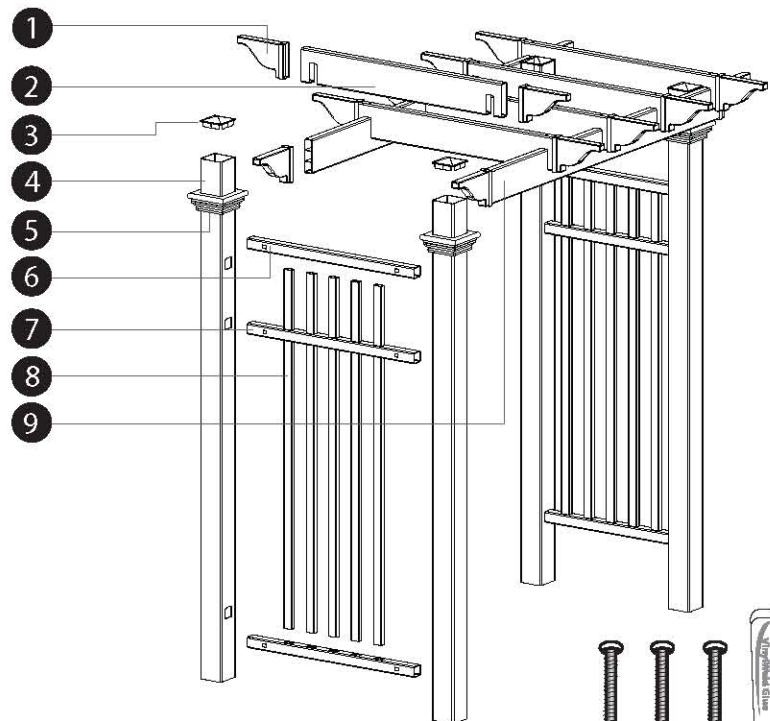
*Please read through before starting assembly.*

**IMPORTANT: CHECK THE INSIDE OF YOUR POSTS FOR ALL MATERIALS.**

### Check Box for These Contents

In the event of missing or defective parts please call our customer service dept. at **1 800 282 9346, ext #20** (Mon. to Fri. 8:00 AM to 4:00 PM EST).

1. Beam and Rafter End Caps (14)
2. Rafters (5)
3. Post Caps (4)
4. Posts (4)
5. Post Trim Caps (4)
6. Side Panel Top and Bottom Rails (4)
7. Side Panel Middle Rails (2)
8. Side Panel Spindles (10)
9. Beams (2)
10. Hardware (in plastic bag)
  - a) 3" Self-Auguring Stainless Steel Screws (8)  
(For fastening Beams to the Posts)
  - b) 3" Self-Auguring Stainless Steel Screws (8)  
(For fastening Rafters to the Posts)
  - c) 3" Self-Auguring Stainless Steel Screws (10)  
(For fastening Rafters to the Beams)
  - c) Tube of Vinyl Glue (1)

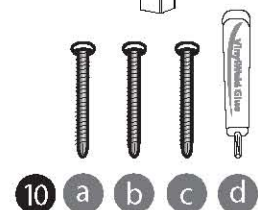


### Tools You Will Need

- Cordless Drill
- Hammer
- Tape Measure
- Level
- Stool or Short Ladder
- Shovel

### General Information

- **Read Instructions through carefully before beginning assembly.**
- When assembling components, place on a non-abrasive surface (i.e. shipping box) to avoid scratching.
- We recommend an area approx 10'x 8' for unobstructed assembling.
- You should not need to use excessive force when assembling components.



Not to Scale

## STEP ONE

### Assemble the Side Panels

1

Without inserting them completely, set one end rail and one middle rail into the holes in one of the posts. Slide the spindles through the middle rail and into the bottom rail as shown.

2

Lift up the panel and slip a second end rail onto the ends of the spindles. Push down on the end of each rail until the tabs are 'locked' into the holes in the post.

3

Lay out a second post. Flip the panel over and line up the rail ends with the corresponding holes in the post.

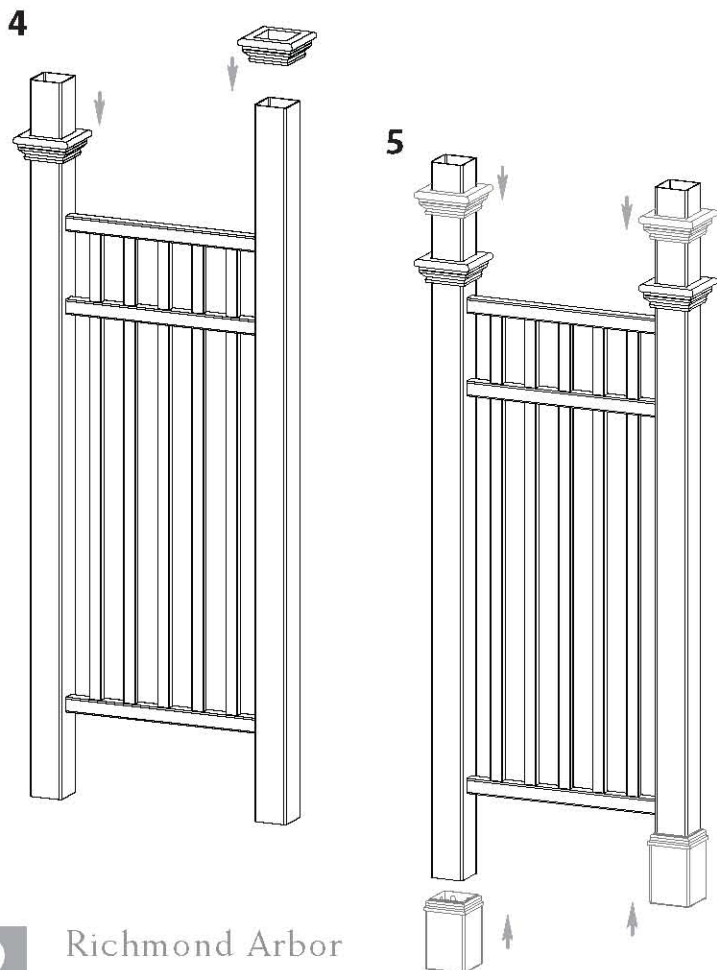
4

Slide one post trim cap over the top of each post. There is no need to fasten the post trim cap in place at this point.

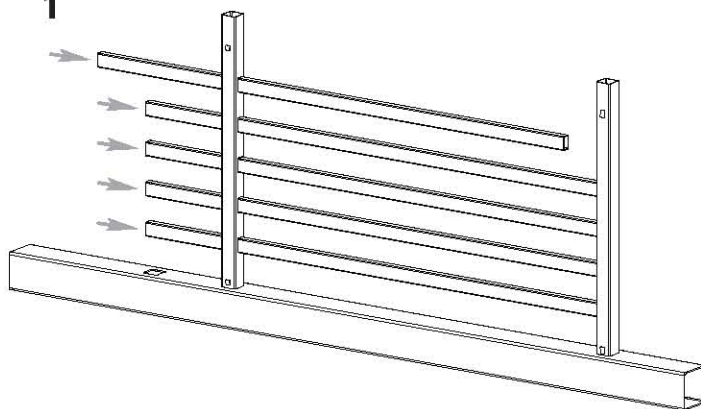
5

If you purchased the extra Trim Kit, slide the second set of post trim cap over the top of each post as well as the base trim to the bottom of each post as shown.

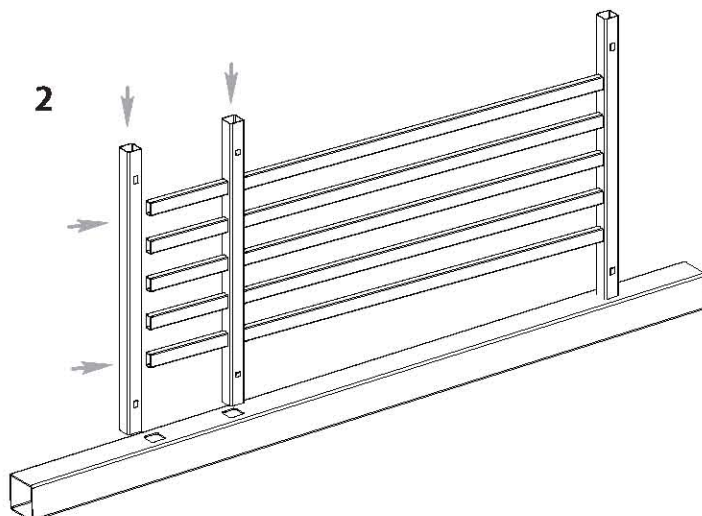
Repeat steps 1 through 5 for the second side panel.



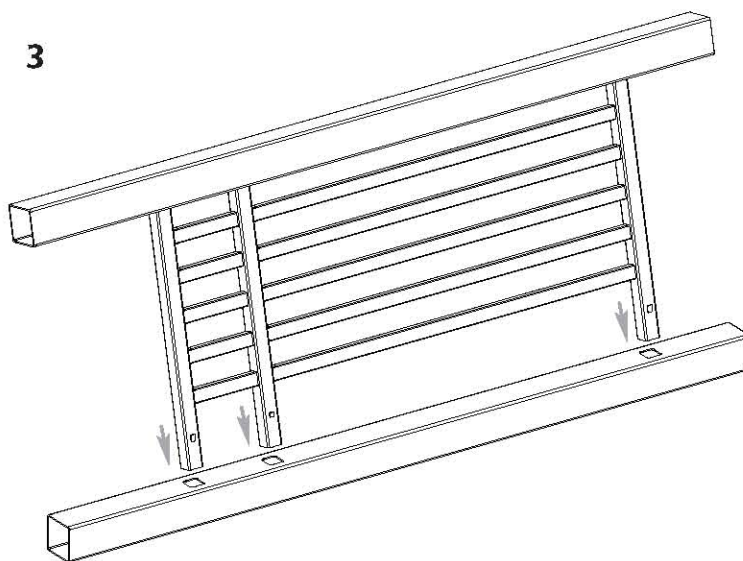
1



2



3



## STEP TWO

### Connect Beams to Side Panels

1

Layout the two beams parallel to one another. Measure 1 1/2" and 3" in from each end of both beams and put a mark. Place two of the rafters onto each end of the beams and position them between the marks. This creates a basic "frame" of the top assembly.

2

Making sure the frame is square, fasten the rafters to the beams as illustrated using one 3" screw for each end.

Note: do not over tighten the screws when fastening the beams or rafters. This may cause the vinyl to crack. Screws are self-tapping and require no pre-drilling.

3

Place the remaining rafters onto the beams, making sure they are evenly spaced. The distance between the rafters should be  $\pm 13 \frac{3}{8}$ ".

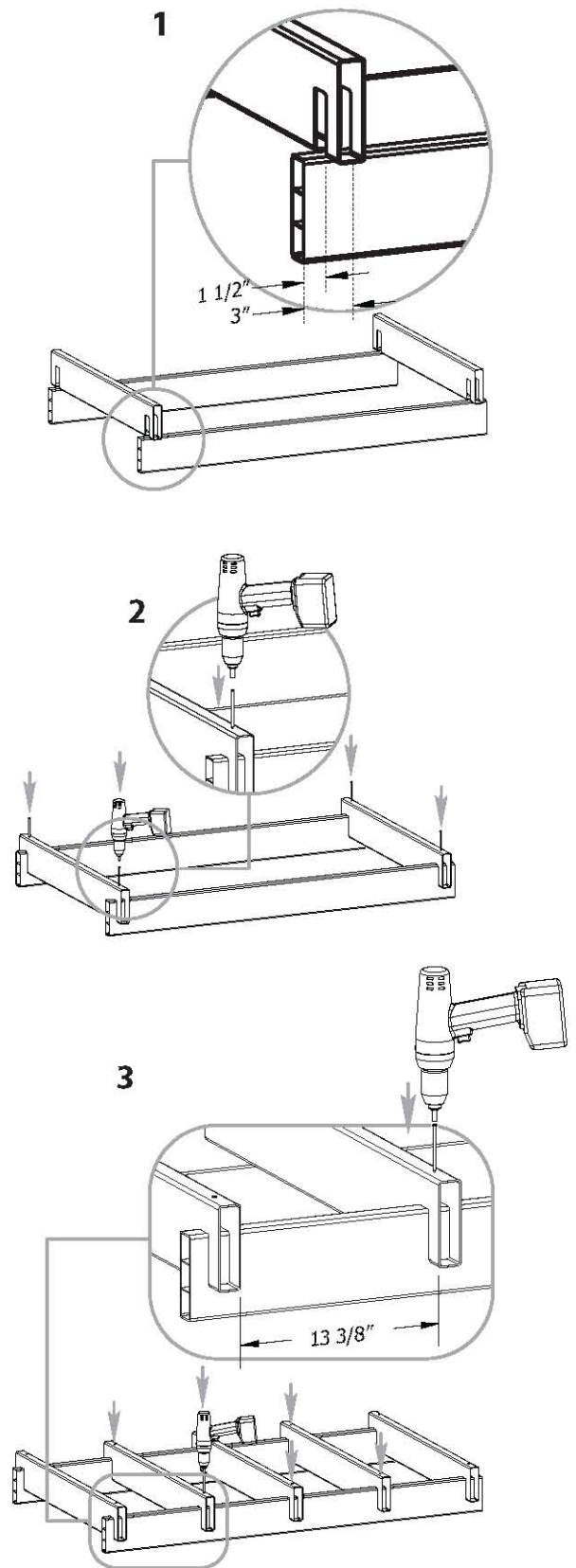
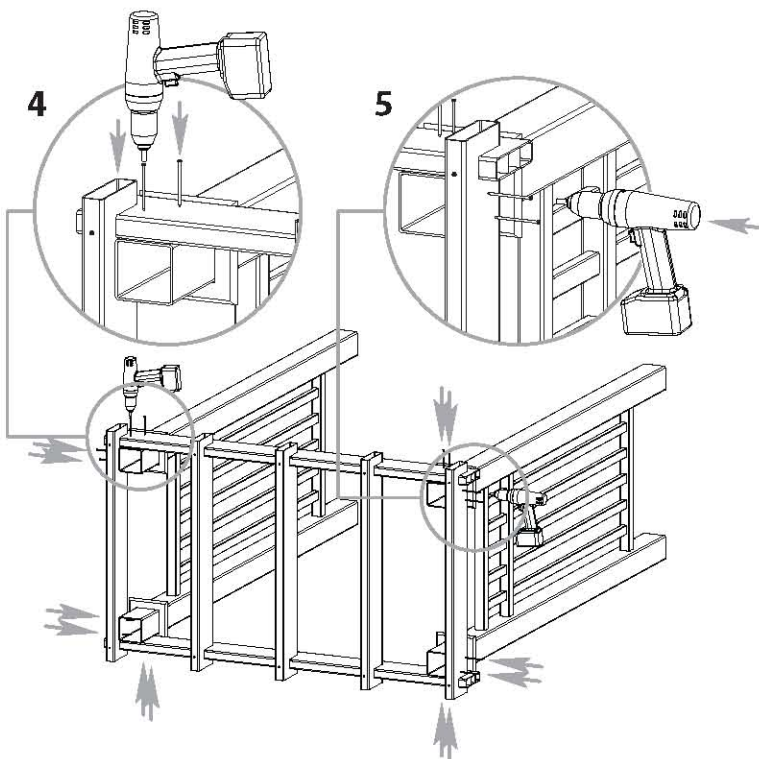
Fasten each on in place shown in the previous step.

4

Position the top of each panel between the beams and against the outside rafters of the top assembly as shown. Keep the top of the posts flush with the top edge of the beam (Note: for added head clearance, shift the beam up). Using two 3" screws, secure the beam to the posts as illustrated.

5

Using two 3" screws, fasten the end filter onto the posts as shown.



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Richmond Arbor



## STEP THREE

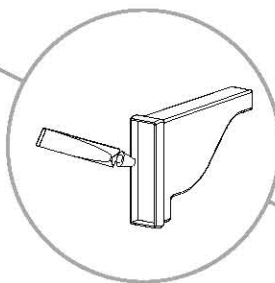
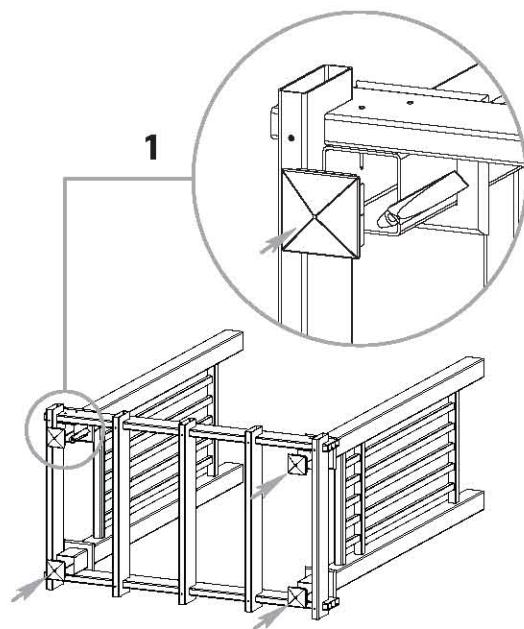
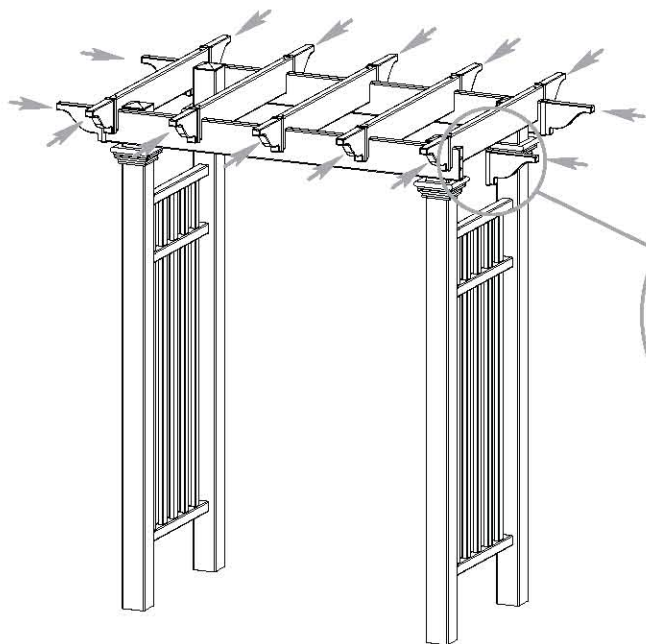
### Attach Post Caps and End Caps

**1**

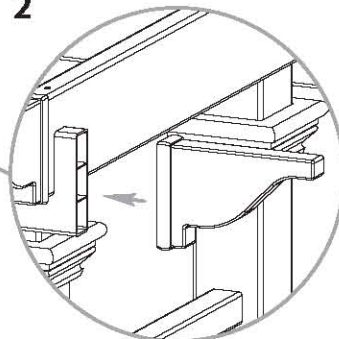
Apply a bead of vinyl cement to the inside lip of each post. Slip the caps onto the top end of each post as illustrated. Allow a few minutes for the cement to cure.

**2**

Stand up the arbor (you will need an assistant). Apply a bead of vinyl cement to the inside lip of each end cap. Push each end cap firmly onto the ends of each beam and rafter. Again, allow a few minutes for the cement to cure.



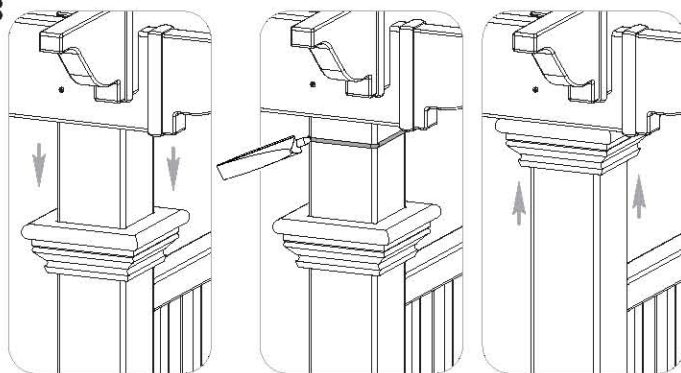
**2**



**3**

Position post trim in place by sliding the post trim cap down, apply a generous amount of vinyl glue around the post, and sliding the post trim cap back up to the desired location (directly underneath the beams).

**3**



#### *To position post trim in place:*

1. Slide the post trim down.
2. Apply a generous amount of vinyl glue around the post
3. Slide the post trim back up to the desired location and allow a few minutes for glue to cure.

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## STEP FOUR

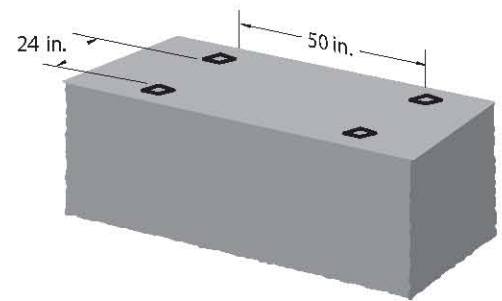
### Install The Arbor

#### Into Earth with Concrete Footing

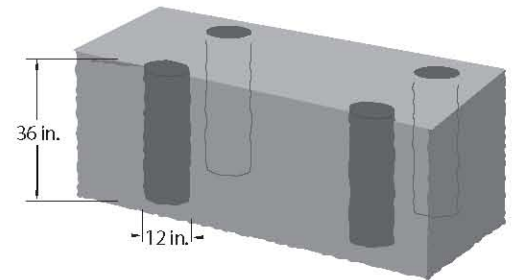
**Arbors must be well secured to prevent tipping over from wind load, etc.**

- 1** Carry the side panels to the final location of the arbor and Excavate four holes approximately 36" deep, 12" in diameter. The spacing of the holes should be as per image aside.
- 2** Place 4x4 pressure treated posts (sold separately) into the holes as shown.
- 3** Backfill the holes with cement (sold separately) and allow the cement to dry. Using a level, ensure that the posts are straight. The center-to-center distance should be 54" and 28" for the opening and depth, respectively.
- 4** Once the cement has dried, place the arbor over the wood posts and fasten posts in place with screws (not included).

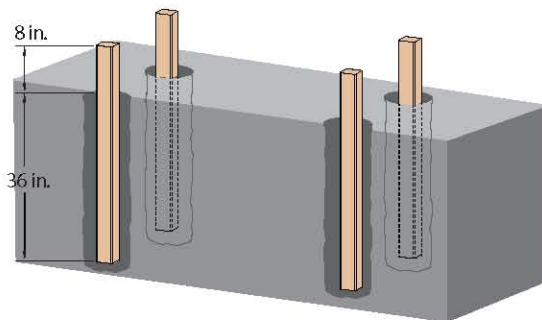
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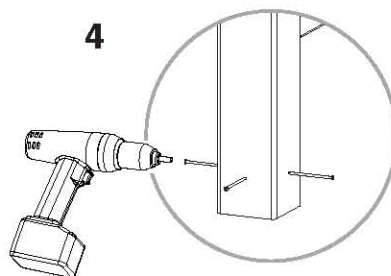
(Measurements shown are inside to inside of posts)



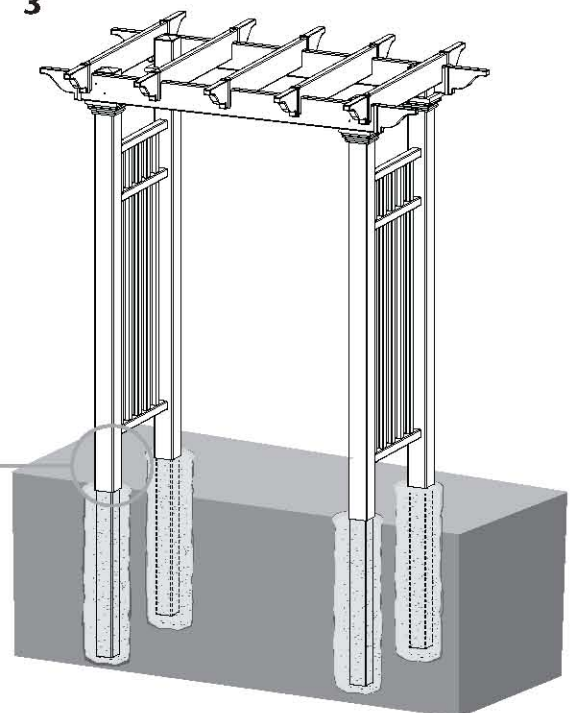
2



4



3



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