



## FLAT PACK CONTAINERS

# Flat Pack Office

## ASSEMBLY INSTRUCTIONS

Suitable for assembling 2m, 3m, 4m and 6m cabins.

### Tools and equipment you will need:

- PZ2 screwdriver
- Flat head screwdriver
- 13mm spanner
- 19mm spanner and socket set
- Spirit level
- Five tread stepladder (minimum)
- Work gloves (to protect your hands from sharp edges and to assist grip when lifting the metal panels)

A minimum of three people are required to assemble the office. If parts need to be moved by hand, we recommend using four to six people to allow for at least one person at each corner or more for the larger items.



## FLAT PACK OFFICE ASSEMBLY INSTRUCTIONS

### Components for 2m, 3m, 4m and 6m cabins

#### Cabin 2m 665kg

##### CONTAINER PARTS

Full panel 27kg	7 piece
Half panel 14kg	4 piece
Door panel 65kg	1 piece
Door	1 piece
Window panel 45kg	2 piece
Corner profile 35kg	4 piece
Top rails	4 piece
Cabin roof 51kg	1 piece
Floor chassis 193kg complete or 74kg per section	1 piece

##### HARDWARE PARTS

M8 x 25mm bolt	4 piece
M8 nut	48 piece
M8 washer	8 piece
Door handle (set)	1 piece
M12 x 25 mm bolt	40 piece
M12 washer	40 piece
Dropper	2 piece
4 x 2 x 25 Yhb screw	8 piece
Window arm	2 piece
Cylindrical barrel	1 piece
Barrel screw	1 piece
Hinge	2 piece
M10 x 70 bolt	6 piece
M10 x 25 bolt	8 piece
M12 washer	8 piece
M10 nut	14 piece
M10 washer	20 piece
M5 x 70 screw	8 piece
Window arm vidas	4 piece

#### Cabin 3.3m 865kg

##### CONTAINER PARTS

Full panel 27kg	8 piece
Half panel 14kg	4 piece
Door panel 65kg	1 piece
Door	1 piece
Window panel 45kg	2 piece
Corner profile 35kg	4 piece
Top rail connectors	4 piece
Cabin roof 51kg	1 piece
Floor chassis 193kg complete or 74kg per section	1 piece

##### HARDWARE PARTS

M8 x 25mm bolt	4 piece
M8 nut	70 piece
M8 washer	8 piece
Door handle (set)	1 piece
M12 x 25 mm bolt	40 piece
M12 washer	40 piece
Dropper	2 piece
4 x 2 x 25 Yhb screw	8 piece
Window arm	2 piece
Cylindrical barrel	1 piece
Barrel screw	1 piece
Hinge	2 piece
M10 x 70 bolt	6 piece
M10 x 25 bolt	8 piece
M12 washer	8 piece
M10 nut	14 piece
M10 washer	20 piece

#### Cabin 4.3m 1065kg

##### CONTAINER PARTS

Full panel 27kg	11 piece
Half panel 14kg	4 piece
Door panel 65kg	1 piece
Door	1 piece
Window panel 45kg	1 piece
Corner profile 35kg	4 piece
Top rails	4 piece
Cabin roof 68kg	1 piece
Floor chassis 363kg complete or 74kg per section	1 piece

##### HARDWARE PARTS

M8 x 25mm bolt	4 piece
M8 nut	92 piece
M8 washer	8 piece
Door handle (set)	1 piece
M12 x 25 mm bolt	40 piece
M12 washer	40 piece
Dropper	1 piece
4 x 2 x 25 Yhb screw	8 piece
Window arm	2 piece
Cylindrical barrel	1 piece
Barrel screw	1 piece
Hinge	2 piece
M10 x 70 bolt	6 piece
M10 x 25 bolt	8 piece
M12 washer	8 piece
M10 nut	14 piece
M10 washer	20 piece

#### Cabin 6.5m 1300kg

##### CONTAINER PARTS

Full panel 27kg	17 piece
Half panel 14kg	4 piece
Door panel 65kg	1 piece
Door	1 piece
Window panel 45kg	1 piece
Corner profile 35kg	4 piece
Top rails	4 piece
Cabin roof 75kg	1 piece
Floor chassis 480kg complete or 74kg per section	1 piece

##### HARDWARE PARTS

M8 x 25mm bolt	4 piece
M8 nut	136 piece
M8 washer	8 piece
Door handle (set)	1 piece
M12 x 50 mm bolt	40 piece
M12 washer	40 piece
Dropper	2 piece
Window arm	4 piece
Hinge	2 piece
M10 x 70 bolt	6 piece
M10 x 25 bolt	8 piece
M12 washer	8 piece
M10 nut	14 piece
M10 washer	20 piece

### Assembly hints

1. Try to get the pack delivered as close as possible to the erection area. If the pack arrives on one of our HIAB lorries, please let the driver know and they will help by levelling it up with you. To ensure the chassis is level, it's best to use each of the four corners and once level support the base in the middle to help prevent any sag over time.
2. Concrete bases are best for long-term installations although paving slabs can provide a simple long-term solution. Plywood packing is ideal for small adjustments or short/medium-term installations.
3. The erection process is made much easier when the chassis is level at the start.
4. As you fit nuts and bolts, don't be tempted to over-tighten them as this makes for easier assembly. However when you have finished, it is very important that all nuts and bolts are spanner tight.
5. Don't assemble in windy conditions as this can be dangerous and make sure you have enough people available to move and erect the panels safely.

### Maintenance

1. Check foundations periodically to make sure that the unit remains level. Signs that the unit might have moved usually result in the door becoming difficult to open or close or the unit rocking on the pads.
2. The only moving parts are lock and hinges which need a light oiling on a periodic basis.
3. Check the roof from time to time and remove any debris, especially leaves, to ensure the gutters work correctly.

### Other information

1. If you keep all the packaging material, it can be used to re-pack the unit at a later date. Otherwise, please recycle it.
2. The unit is not designed to be stacked.
3. The unit once correctly assembled, can be lifted and moved using the lifting hooks. Please check the security of all fixings each time before lifting.

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### Delivery and Unpacking

1. Unbolt and remove corner brackets using 19mm socket. Brackets are not needed to build the unit.



2. Remove the roof panel and set down



3. Unpack all other parts. Wooden packaging and polystyrene protection are not needed for assembly so please recycle or dispose of appropriately.

4. If necessary the chassis can now be moved to a new location and can be broken down into 1m sections, if required, which are lighter and easier to carry. To do this, remove the chassis side rail bolts to reveal two bolts for each section. Unbolt these as required to demount the floor. Please note this step is NOT necessary if you do NOT need to move the chassis by hand.



5. Reassemble floor at your planned erection location.
6. Now level up the chassis in all directions.



### Erection of the flat pack office unit

1. Fit the white corner post inner pieces to all four corners.



## FLAT PACK OFFICE ASSEMBLY INSTRUCTIONS

2. Decide where you want to fit the door and window panels.
3. Now build the sides of the cabin starting from the corner that will be to the left of where you intend to have the door. Fit the external corner piece to the left of where the door will be installed.



4. Now fit the first panel (a panel can be a blank panel, door panel or window panel). Slide the panel into the corner and slot the white H section cover strip to the internal face of the wall panel. The base of the H section should sit on the chassis.



5. Now slide in the next panel, interlocking the tongue and groove joint.



6. Using your stepladder, from the top of the panel, slide one of the grey plastic box section joints down from the top between the wallboards.



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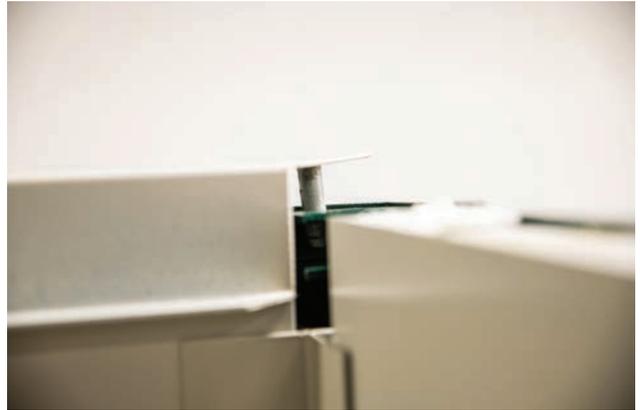
7. Continue fitting the panels until you reach the opposite corner. Now fit the painted outer corner strip using the appropriate bolts.



8. Repeat the fitting of panels and outer corner posts for the three other sides.
9. Before you fit the last panel, it's very important to make sure that you have fitted the door handle and it's unlocked, otherwise you could be locked out!



10. Fit the final panel.
11. Now fix the 4x top rail ceiling retainers to the top of the wall panels on all four sides.



12. Use the stepladder to do this. These sit inside the ceiling. The lip on the top rail needs to be on the inside of the cabin.

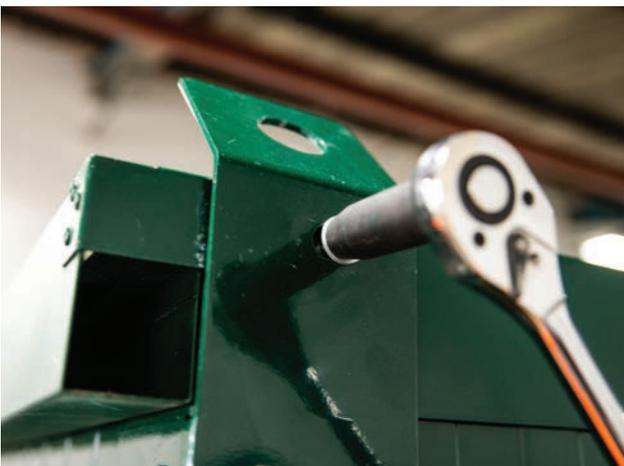


13. The ceiling panels join in a similar way to the wall sections. Fit the H section joints but please note that the grey box joint needs to be laid in place before fitting the next panel (rather than sliding in afterwards). When it comes to fitting the final roof panel you may need to push the panels up in the middle of the cabin by using the stepladder to align the panels correctly between the end panels.

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14. Slide on the roof section by lifting onto the shortest office side and then sliding up. You will need at least four people and two stepladders to carry this out safely. If space is tight, it can also be slid up from the side but you may need some extra help.
15. Now fit the four combined corner pieces and lifting eyes, secured by 4x bolts each.



16. Fit ancillary items to the window, plastic cover to the outside of the window and window latches using the screws provided in the pack.



### Accessories

#### Electric Pack

The unit as delivered does not include an electric pack but if required, we can supply all the necessary items for your electrician to fit.

### Linking

The unit can be linked side by side or end on end. Essentially the technique is the same, although you will need either a side link kit or end link kit.

1. Build the first unit as usual, leaving off the panels on the side that you intend to link and do not fit the main roof section.
2. Remove the bolts below the corner profiles before building the second cabin.
3. Place the chassis of the second cabin on the side you intend to link on to, leaving a 100mm gap between the two chassis.
4. Place the chassis inner connection profile on the floor.
5. Fit the four white corner inner posts.
6. Fit the internal white ceiling top rail which will connect into the four corner posts next to each other, locating the four pins of the top rail into the holes on each of the corner posts.
7. Fit the two outer side panels.
8. Fit the two inner side panels.
9. Build the rest of the cabin as per the assembly instructions.
10. Lift both of the roof panels into place.
11. Now place the outer closure profile to the roof using the M8 long bolts with two PVC washers.