

FITTING GUIDE: 8.3 FITTING UPVC SQUARE BAY SHUTTERS

SUPPLIED IN THE BOX

(end of the frame boxes)

- **Frame screws** - For fixing the frame to the window
- **Hinge screws** - For final fixing of the hinges
- **Hinge packers** - For final adjustment if required
- **Hinge pins** - To connect the shutters together
- **Interlocking keys** - To connect the frame together
- **Touch up paint** - Just in case! (*Not supplied with Standard MDF shutters.*)

TOOLS REQUIRED

(*Not supplied*)

- **Hammer** - Tapping the insert strips into place
- **Suitable drill** – Screwing the frame into position
- **PH2 screw bit** - The best size bit to use
- **3mm Pilot drill** – For final hinge screws (optional)
- **5mm Pilot drill** - Making pilot holes for corner posts

Step 1: Corner batten



The corner post is supplied the same height as the shutter frames.

If you have ordered a corner post/infill, fix these to the sides of the front frame first.

Drill some 4-5mm pilot holes through the back light stop of the frame. Screw the corner post to the side of the frame, use 60mm long screws. (Not supplied.)

Step 2: Fitting the frame

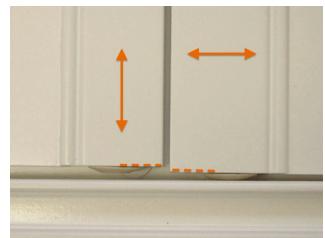


Lift the centre frame up onto the window sill, ensure it will not fall forwards and lift the left side frame up and butt them together. Fix the two frames at the corner ensuring they are in line with each other. Lift the right side frame up and fix this one to the centre frame.

Fit some wedges between the frame and sill so it's spaced up about 5-6mm. Start at the highest side and level the frames around the bay. Reference the level details you took when you measured the bay.

Secure the frames by adding some wedges between the top of the recess and ceiling if possible. The frames can not fall forward now they are connected together.

Step 3: Lift the shutters into place



Check the panel feet have been fitted, starting from the left, lift the shutters into the frames and connect up the hinges by dropping the hinge pins into place.

Check the shutters in each individual frame open and close correctly. The panel feet should just rub on the bottom of the frames. Make any adjustments by moving the wedges in or out to raise and lower the height or moving the frames sideways.

Stand back from the bay and check you have an even looking shadow gap all round the bay.

When you are happy with how the shutters fit, and the frames look evenly spaced within the recess you can start to fix the frames back to the window or battens.

Out of level - If the side bays are out of level, adjust the corner post or the way the shutters meet at the corners. The frames can pivot slightly to adapt to the window shape.

Step 4: Fixing the shutters



Fix the centre frame first, working out towards the side frames. It's advisable to check once a few screws have been screwed into place that the shutters still operate correctly as the frames can move as they get pulled back to the window frame or battens.

Fixing - if there is only a small section of window frame to fix onto, you may need to re-drill the pilot holes in the frames at an angle to ensure the screws are being screwed into the actual window frame.

Corners - Some bays do not have much window frame at the corners so you may not be able to get a fixing. This is not a problem, as the front frame will be supported by the side frame using the corner post. Once the top and bottom fixing screws have been fitted, the corner will be secure.

Hinge screw - check the shutters still operate correctly, before screwing the last small hinge screw into place. These are self tapping screws. Some materials can be harder than others so to avoid the drill slipping a 3mm pilot hole can be drilled first.

Step 5: Finishing touches



Replace the insert strips into the frame to cover the screw heads.

With Standard MDF shutters they snap into place, push hard or tap in with a hammer using some card board to protect the finish.

With wooden shutters they have sticky pads to keep them in place, remove the backing and push into place, tap with a hammer if tight using some cardboard as protection again.

The final and most important step!

'Take some photos of your finished shutters and email them to me along with a some comments about my service, website and shutters you received, I would love to hear from you'

Regards Sam

Please share



Examples: Finished photos

