



# Flat Pack Office

## instructions and accessories

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# 1. 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.

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

#### Cabin 2m QF143

Approx total weight 665kg

##### CONTAINER PARTS

Full Panel 27kg	7 piece
Half Panel for 2.3m End 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 pieces
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 QF145

Approx total weight 865kg

##### CONTAINER PARTS

Full Panel 27kg	8 piece
Half Panel for 2.3m End 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	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 4.3m QF 147

Approx total weight 1065kg

##### CONTAINER PARTS

Full Panel 27kg	11 piece
Half Panel for 2.3m End 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 nNut	92 piece
M8 Washer	8 piece
Door Handle (Set)	1 piece
M12 x 25 mm Bolt	40 piece
M12 wWasher	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 Nnut	14 piece
M10 Washer	20 piece

#### Cabin 6.5m QF 602

Approx total weight 1300kg

##### CONTAINER PARTS

Full Panel 27kg	17 piece
Half Panel for 2.3m End 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

- 1.1 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 chassis in the middle with an additional two supports (a total of six supports) to help prevent any sag over time.
- 1.2 Concrete bases are best for long-term installations although paving slabs can provide a simple short or medium term solution. Plywood packing is ideal for small adjustments or short term installations.
  - 2.3m – 4 pads
  - 3.3m – 4 pads
  - 4.3m – 6 pads
  - 6.5m – 6-8 pads
  - Linked units 8 pads
- 1.3 The erection process is made much easier when the chassis is level at the start.
- 1.4 As you fit nuts and bolts, don't be tempted to overtighten, as this makes for easier assembly enable parts to move slightly. However when you have finished, it is very important that all nuts and bolts are spanner tight.

- 1.5 We strongly recommend that you do not attempt 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

- 1.6 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.
- 1.7 The only moving parts are lock and hinges which need a light oiling on a periodic basis.
- 1.8 Check the roof from time to time and remove any debris, especially leaves, to ensure the gutters work correctly.

## Other information

- 1.9 If you keep all the packaging material, it can be used to re-pack the unit at a later date. Otherwise, please recycle it.
- 1.10 The unit is not designed to be stacked.
- 1.11 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, and please note that it is not designed to be lifted with a load.

## Delivery and Unpacking



- 1.12 Unbolt and remove corner brackets using 19mm socket. Brackets are not needed to build the unit, they can be recycled or stored for reuse.



- 1.13 Remove the roof panel and set down
- 1.14 Unpack all other parts. Wooden packaging and polystyrene protection are not needed for assembly so please recycle or dispose of appropriately.

- 1.15 If necessary the chassis can now be moved to a new location and can be broken down into 1m sections, 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.



- 1.16 Reassemble floor at your planned erection location.
- 1.17 Now level up the chassis in all directions.



## Erection of the flat pack office unit



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



**1.19** Decide where you want to fit the door and window panels.

**1.20** 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.



**1.21** 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.



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



**1.23** 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.





- 1.24 Continue fitting the panels until you reach the opposite corner. Now fit the painted outer corner strip using the appropriate bolts.
- 1.25 Repeat the fitting of panels and outer corner posts for the three other sides.



- 1.28 Now fix the 4x top rail ceiling retainers to the top of the wall panels on all four sides.
- 1.29 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.



- 1.26 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!



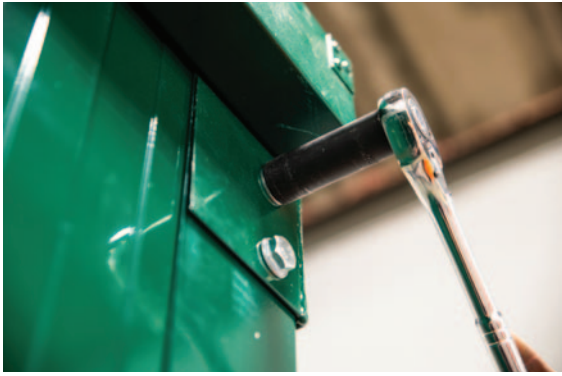
- 1.30 The ceiling panels join in a similar way to the wall sections. Fit the H section joints but please note that the grey box joint needs to be laid in place before fitting the next panel (rather than sliding in afterwards). When it comes to fitting the final roof panel you may need to push the panels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



- 1.27 Fit the final panel.



- 1.31 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.



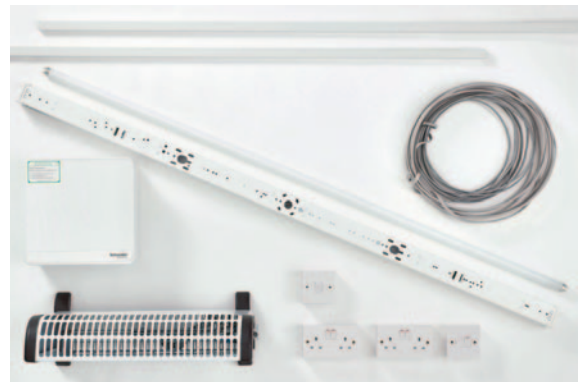
**1.32** Now fit the four combined corner pieces and lifting eyes, secured by 4x bolts each.



**1.33** 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 for flat pack offices:



#### **ELECTRIC PACK** QF 225

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. The kit includes, consumer unit, light switch, ceiling mounted lights, double socket, trunking, cable, wall mounted heater, fused spur, screw fixings (parts only, labour not included).



#### **TOUCH UP SPRAY** GREEN RAL6005 QF587

A small aerosol can of matching paint to touch up any scratches.



## 2. Side Linking Flat Pack Offices

# ASSEMBLY INSTRUCTIONS

For any 2m, 3m, 4m and 6.5m Flat Pack offices

### Overview – linking flat pack cabins

**The flat pack office range can be linked side by side.**

Before starting the build decide where you will position your door and window panels. Each cabin is supplied with two window panels and one door panel, these can be used anywhere you want on the outside walls of the final structure. You can choose to use all the door and window panels or replace these with solid wall panels if you prefer. Whatever combination you opt to use you will have spare door, window or blank panels

When **side linking** you will end up with spare panels:

- 3.3m office – 6 panels
- 4.3m office – 8 panels
- 6.5m office – 12 panels

These spare panels will need to be stored if you plan to use as individual cabins at a later date, or you can return them to Portable Space for recycling.

We recommend that you use more foundations/supports when linking, ideally at least 6 or 8 pads.

### Tools and equipment you will need:

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

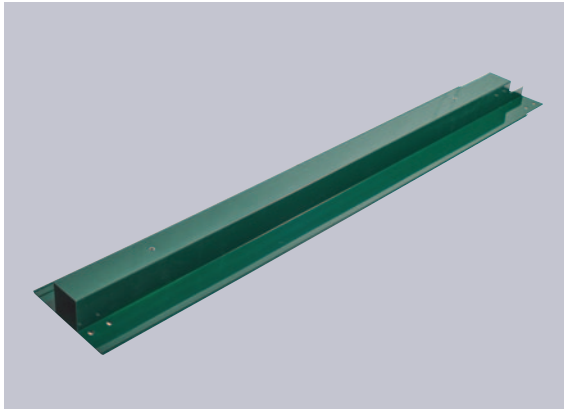
### Side linking SKUs web part numbers:

- 3.3m side linked Green RAL6005 QF981
- 4.3m side linked Green RAL6005 QF983
- 6.5m side linked White QF985
- 6.5m side linked Green RAL6005 QF987

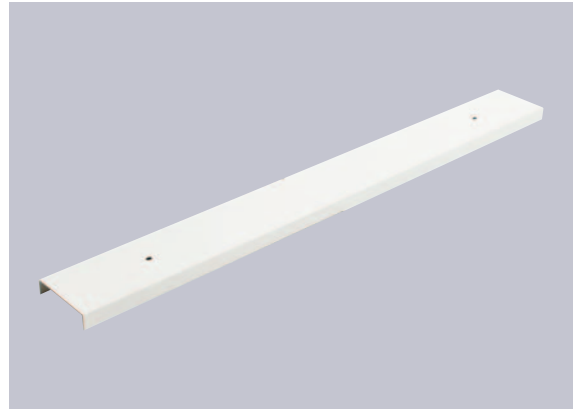
### Side linking kits parts:

- 4 x M8 x 25mm bolt
- 4 x M8 Washers
- 16 x M12 x 25mm bolt
- 16 x M12 x 25mm Washers

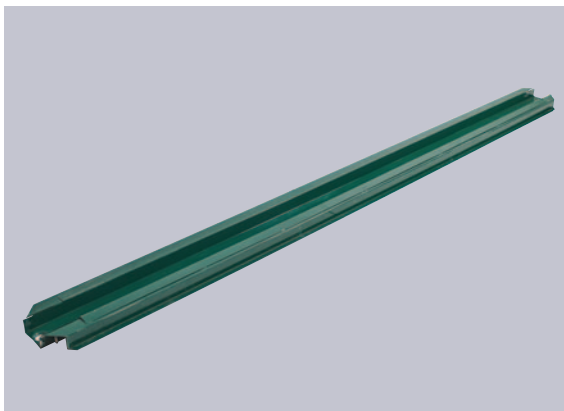
## Side linking kits parts:



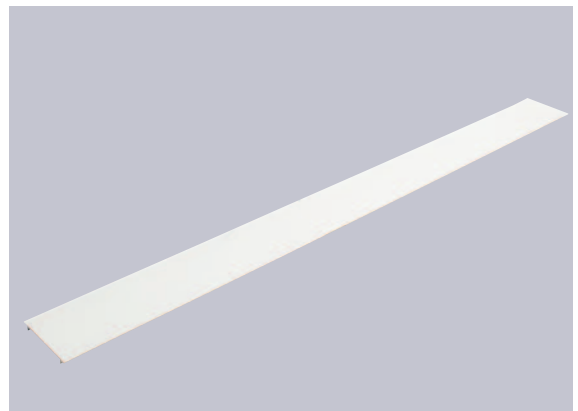
External side cover and joining Strip x 2



Internal wall cover strip x 2



Roof joint gutter



Internal floor cover strip

## Side linking assembly

- 2.1** Assemble the walls of the first cabin, 4 corner posts, 3 sides (leave the side open that you will join to), no roof, in the normal way (see instructions 1.18 – 1.24 on pages 4 – 5).



- 2.2** Position second cabin base 105mm gap from the other base.



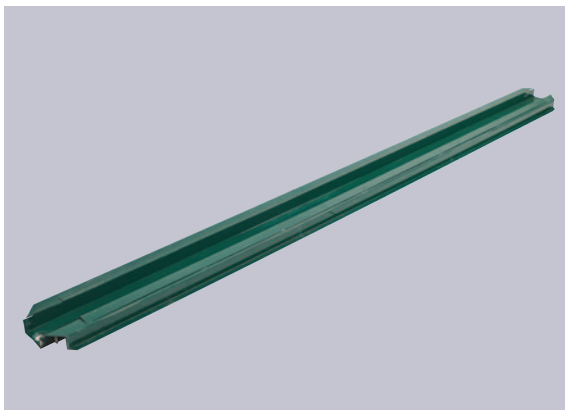
- 2.3** Assemble the second cabin in the usual way, again leaving out the side that you will join to and leaving off the roof panels, once built you will be ready to fit the linking kit.



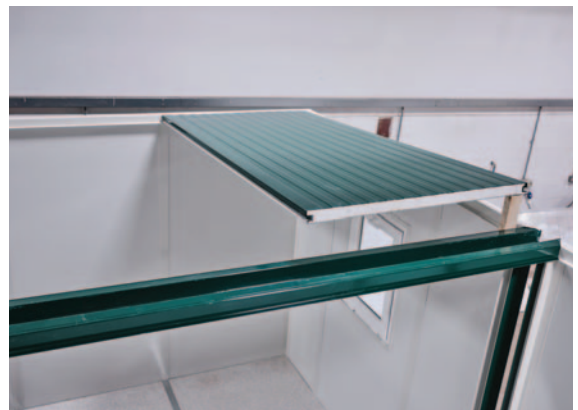
**2.4** Before you can erect the linking kit you will need to remove the 4 x M12 bolts from each side, these are the bolts that hold the external corner pieces nearest to each other where you will link. We recommend fitting these parts as normal and then removing as it helps to ensure that the build is aligned correctly before then removing.



**2.5** Now fit the two painted side linking cover pieces to join the cabin using 4 x M12mm bolts in the holes where you have just removed the bolts, at the bottom rail of the cabin. Also fit the 2 x M12 bolts at the top. Repeat for both sides. It's important that for now you leave these bolts loose so that the panel can still move, this will help you if you need to make adjustments when you put the roof on.



**2.6** Now fit the roof joining kit/gutter from above, this locates onto the pins/dowels that the usual roof supporting sections normally locate. There are no bolts needed for this.



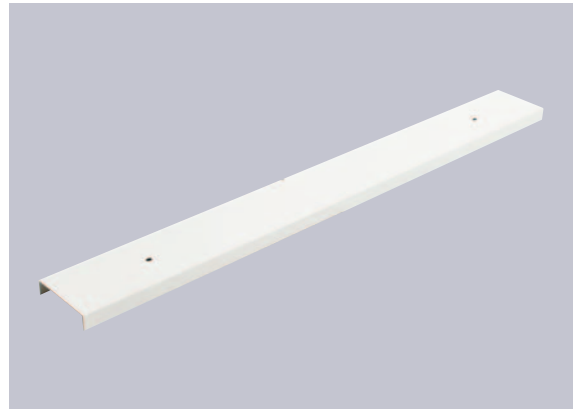
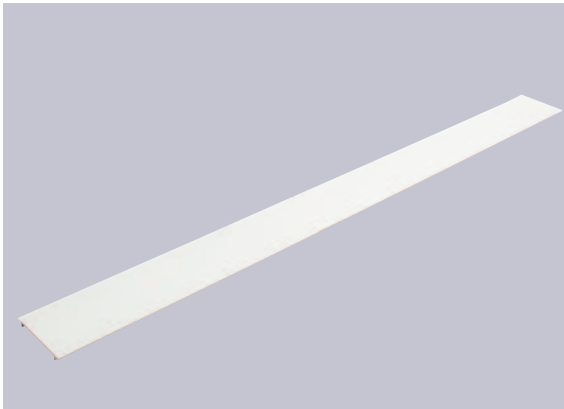
**2.7** Once the roof joining strip is in position lay the roof insulation sections to both cabins.



**2.8** Now fit both roof sections into place, the joining kit and gutters will look like this from the outside for the side link, the end link will be a bit different as the gutter will overhang the side, and you will not see the gutter.



**2.9** Please note that unlike a single flat pack cabin, joined cabins cannot be lifted from above, however for cosmetic and waterproofing reasons you will still fit the lifting eyes to the four corners of the building, these also help to align the roof correctly.



**2.10** Finally fit the interior trims, first fit the floor joining cover strip, then fit the two wall cover strips and secure each one with the two M8 bolts and washers provided.



## 3. End Linking Flat Pack Offices

# ASSEMBLY INSTRUCTIONS

For any 2m, 3m, 4m and 6.5m Flat Pack offices

### Overview – linking flat pack cabins

**The flat pack office range can be linked end on end.**

Before starting the build decide where you will position your door and window panels. Each cabin is supplied with two window panels and one door panel, these can be used anywhere you want on the outside walls of the final structure. You can choose to use all the door and window panels or replace these with solid wall panels if you prefer. Whatever combination you opt to use you will have spare door, window or blank panels

When **end linking** you will have 2 x full panels and 4 x ½ width panels spare.

These spare panels will need to be stored if you plan to use as individual cabins at a later date, or you can return them to Portable Space for recycling.

We recommend that you use more foundations/supports when linking, ideally at least 6 or 8 pads.

### Tools and equipment you will need:

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

### End linking SKUs web part numbers:

2.3m, 3.3m, 4.3m Green RAL 6005 QF585  
6.5m Grey / White RAL 9002 QF TBC

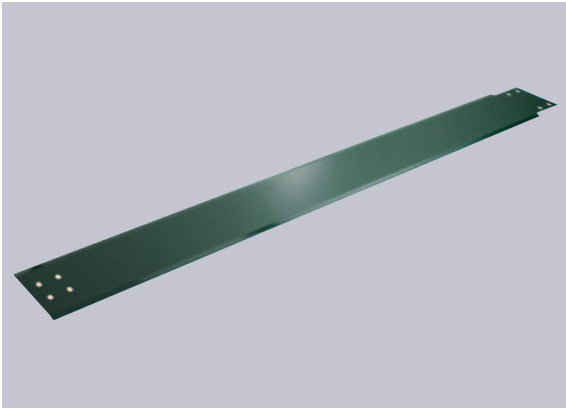
### End linking kits parts:

- 4 x M8 x 25mm bolt
- 4 x M8 Washers
- 4 x M12 x 25mm bolt
- 4 x M12 x 25mm Washers

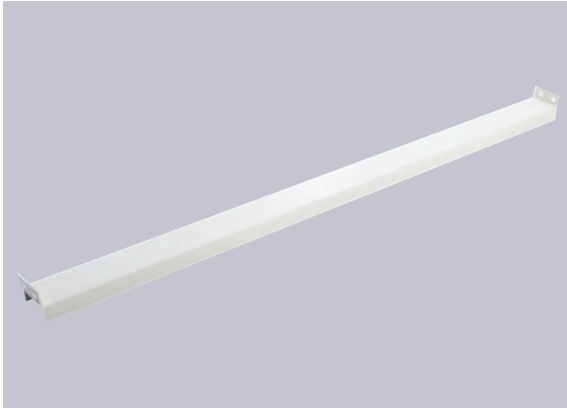
End linking kits parts:



External end cover and joining Strip x 2



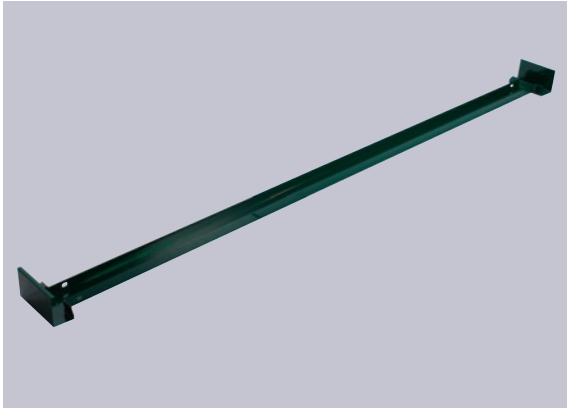
Internal wall linking strip x 2



Internal roof joint



Internal floor cover strip



External roof joint



## End linking assembly



- 3.1** Position second cabin base 40mm gap from the other base on the ends that will be linked.



- 3.4** At the join install the floor cover strip, before installing the two internal wall linking strips and the internal roof joint.



- 3.2** Assemble the walls of the first cabin but only install four of the internal corner profiles on the external four corners, install all eight of the external corner profiles.



- 3.5** Now install the roof joint and the external end wall cover strips.



- 3.3** Assemble the 2.3m end walls and the side walls working towards the join between the two cabins (see instructions 1.20 – 1.23 on page 4).

- 3.6** Continue to build the walls of the second cabin (see instructions 1.27 – 1.33 on pages 5 – 6).