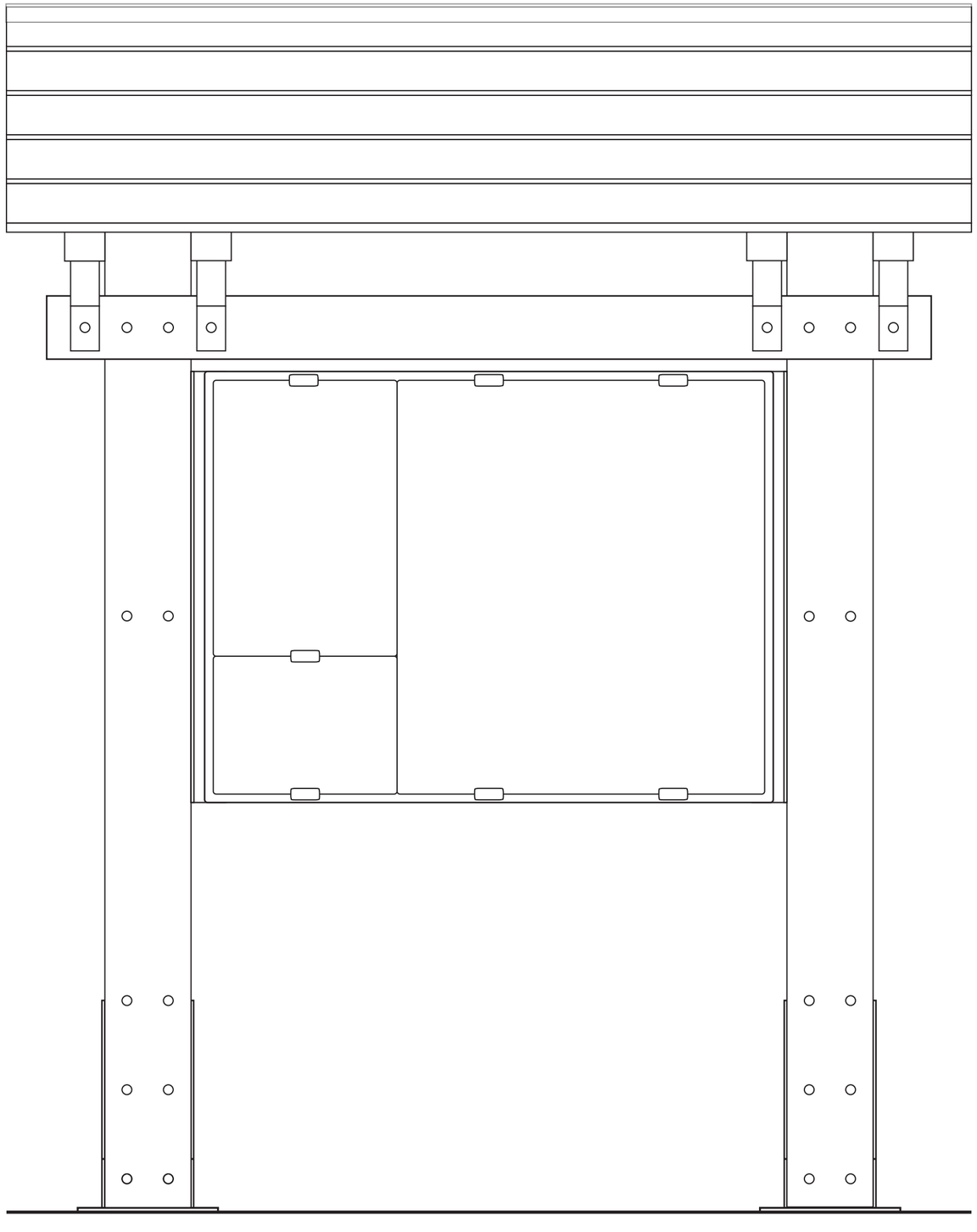
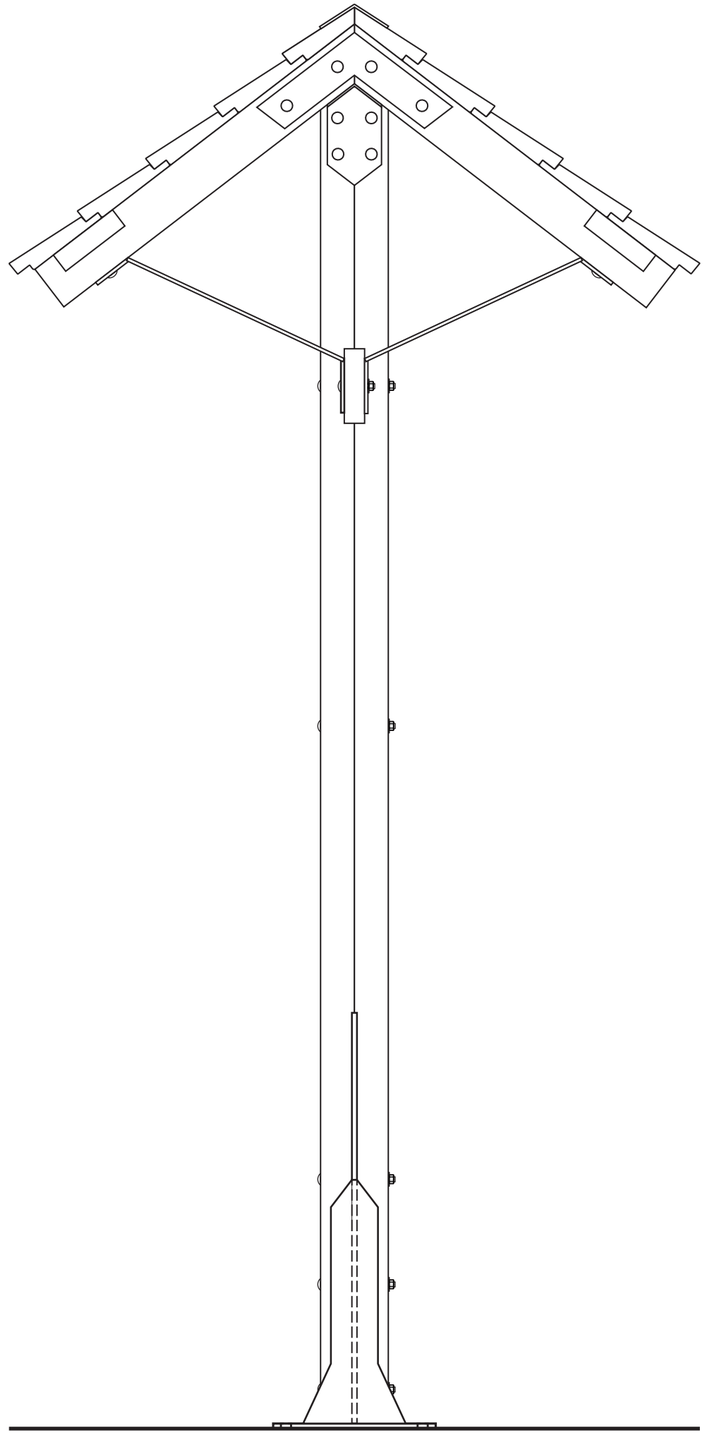
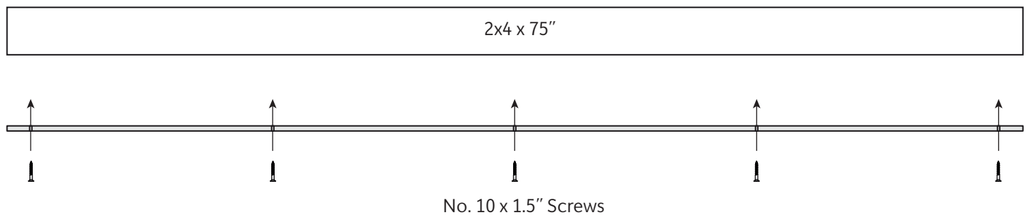
Assembly Instructions for 48″ x 36″ Mini Kiosk
5.11.18



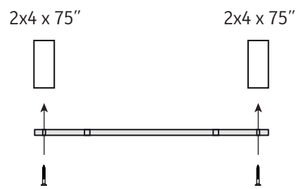


Assembling L-Bolt Template

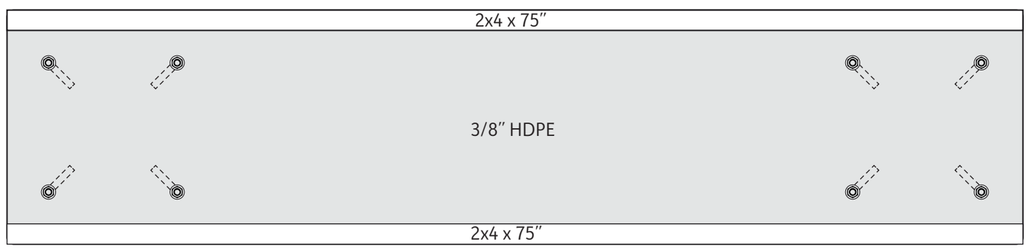
Front View



Side View



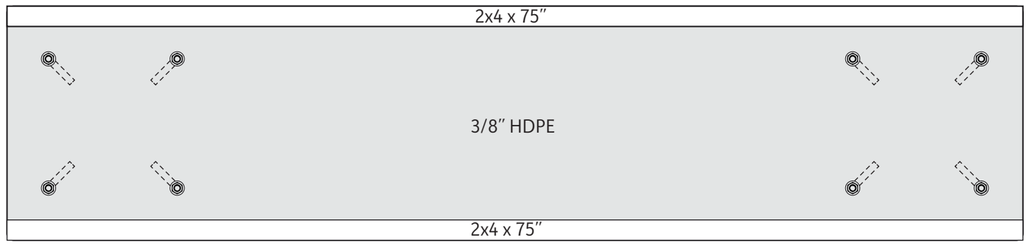
Plan View



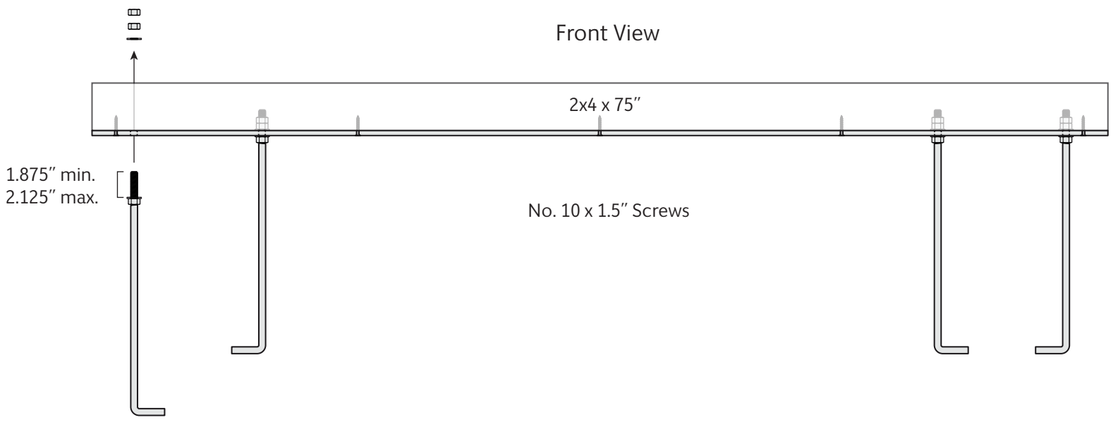
Cut two (2) 2x4s to the length of 75″.
Align each 2x4 (with the 4″ side standing up) to the outside edge of the HDPE template. Secure the 2x4 to the HDPE using 1-1/2″ deck screws.
Pilot holes are provide on the HDPE.
Note: The 2x4s are used to stiffen the flexible HDPE template and aid in the leveling process.

Installing L-Bolts in HDPE Template

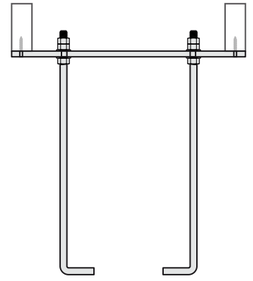
Plan View



Front View



Side View

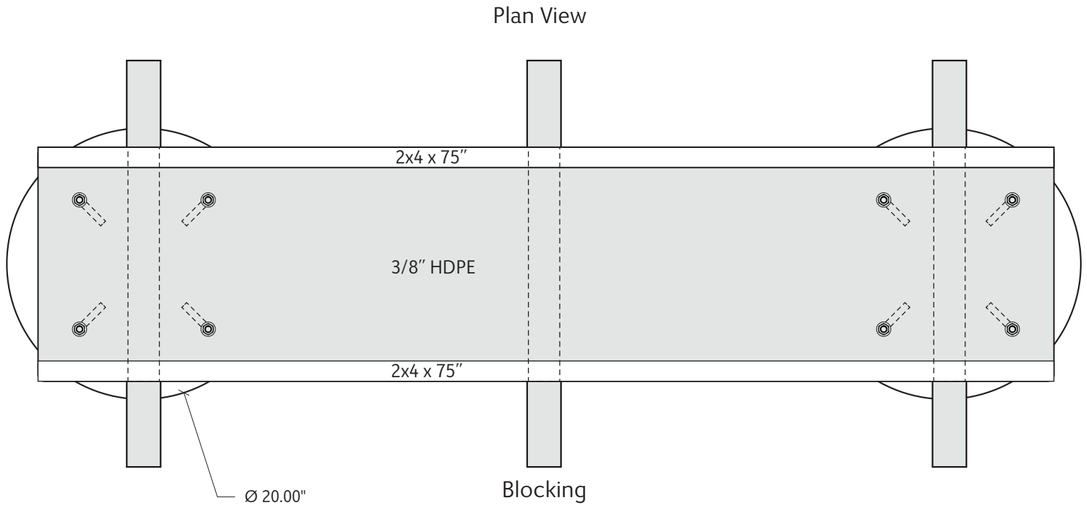


Thread a 1/2″ hex nut onto a 1/2″ x 18″ L-bolt and place a 1/2″ flat washer on top of the hex nut. Then place the L-bolt with nut and washer into the thru holes in the HDPE template making sure to leave at least 1-1/2″ of threads but no more than 1-3/4″, exposed from the top of the HDPE template. If longer, adjust the leveling nut on the L-bolt accordingly. Place a second flat washer onto the exposed threads and follow with second hex nut.

Repeat this procedure for the remaining seven L-bolt assemblies.

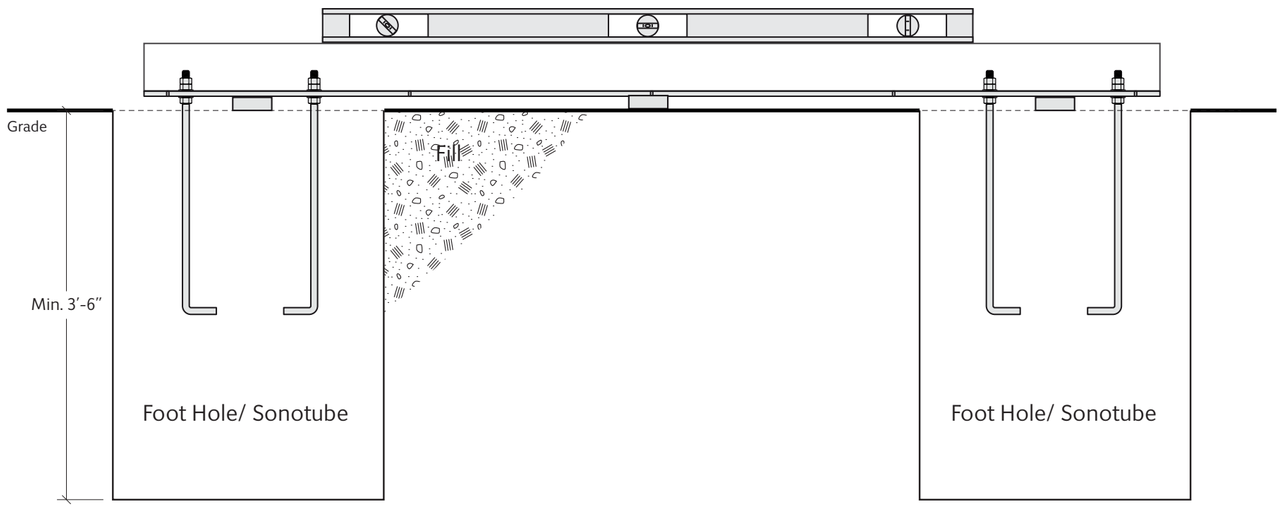
Before lowering the assembly into the footing holes, make sure the L-bolt ends are turned toward the middle as show in the plan view.

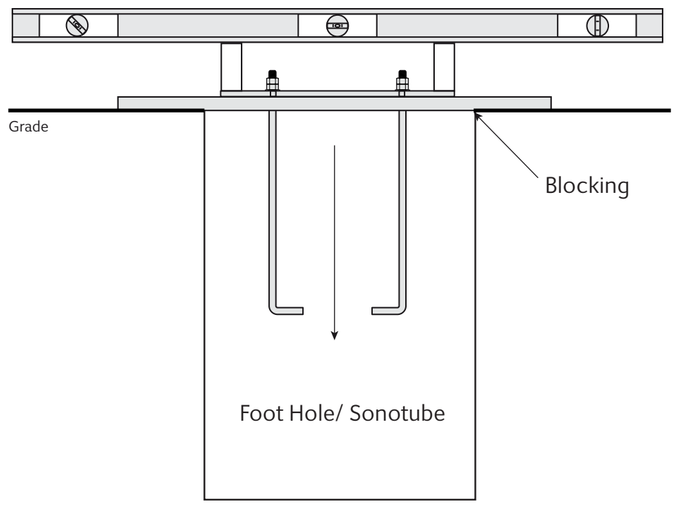
Blocking and Leveling Template



Determine the final grade in order to install the L-bolts at the ideal depth. The bottom of the baseplate (HDPE template) should be no less than 1″ from the final grade. If pavers or a flat slab is planned, adjust to accommodate final grade. Use 5/4″ thick material as blocking across the footing holes and at the midpoint and level as needed from left to right and front to back.

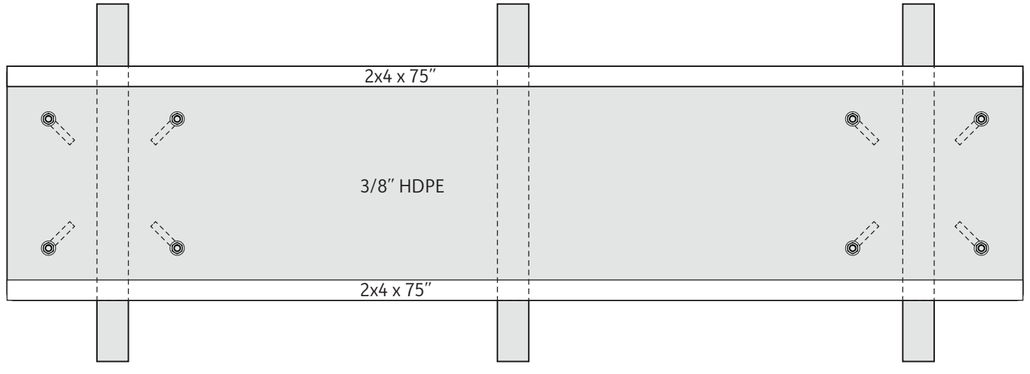
This step is critical to the installation, as adjustment aft the concrete has set is very difficult if not impossible.





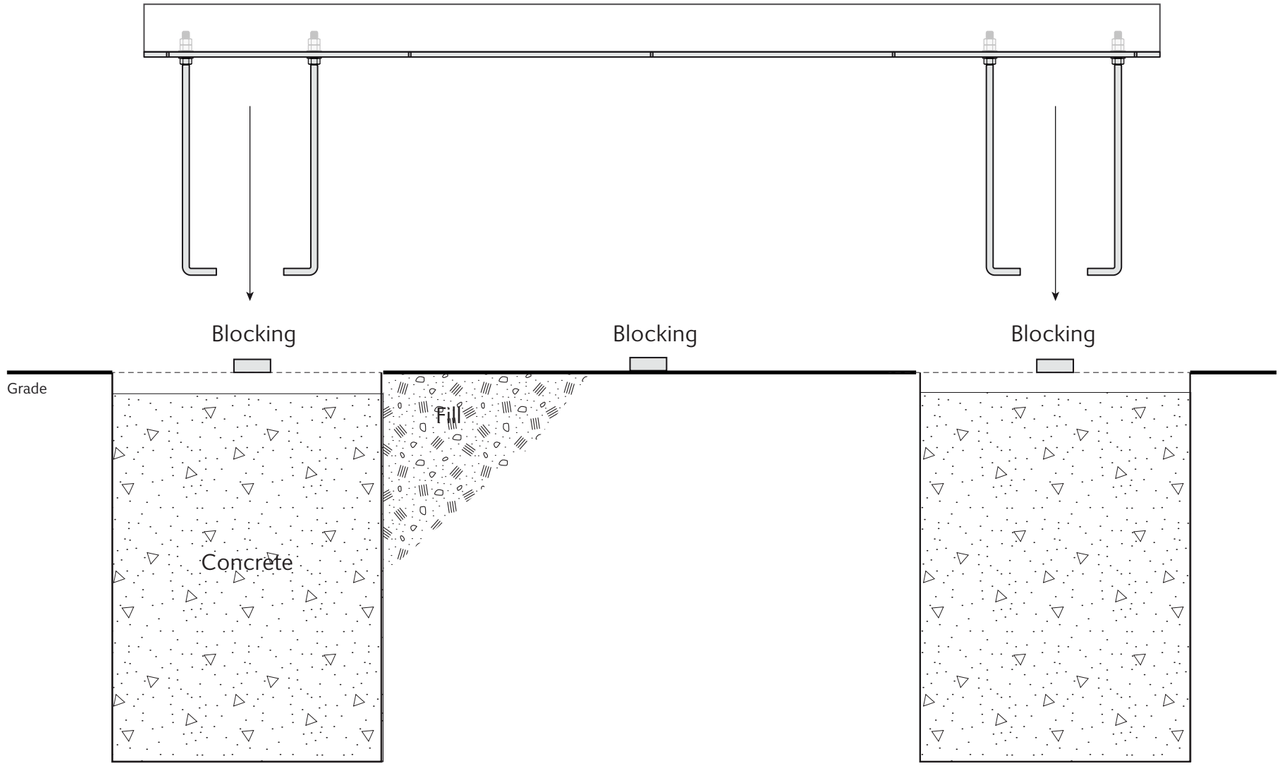
Installing L-Bolts into Concrete Footing

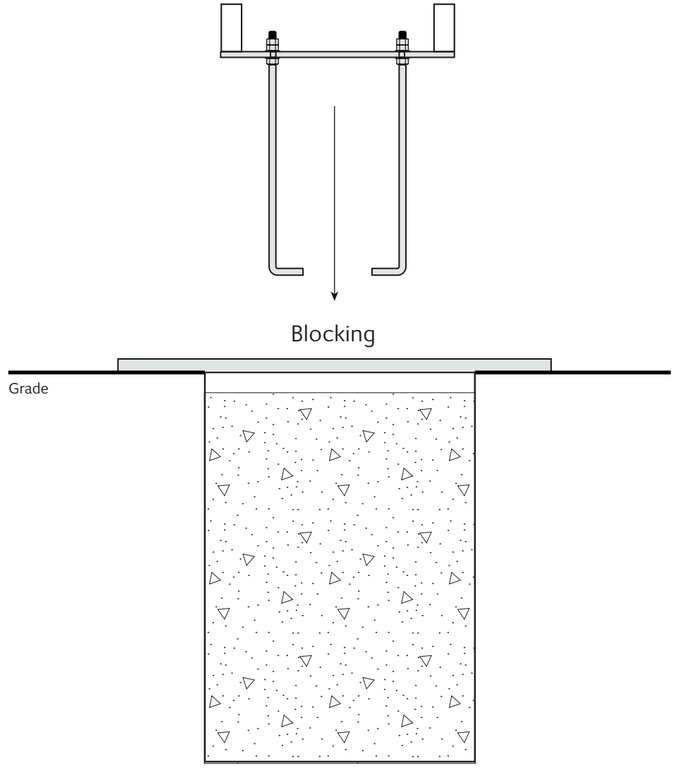
Plan View



Once the template has been blocked and leveled, remove it and place nearby to be installed after the concrete has been poured into the forms for the footing.

Pour desired amount of concrete into the sonotube or footing hole.

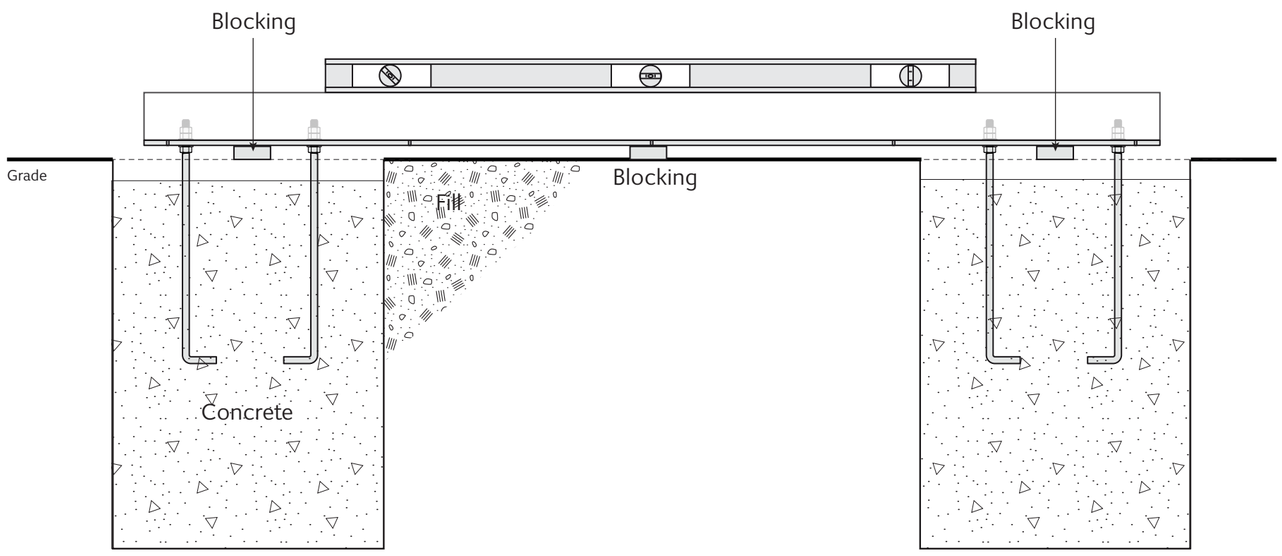


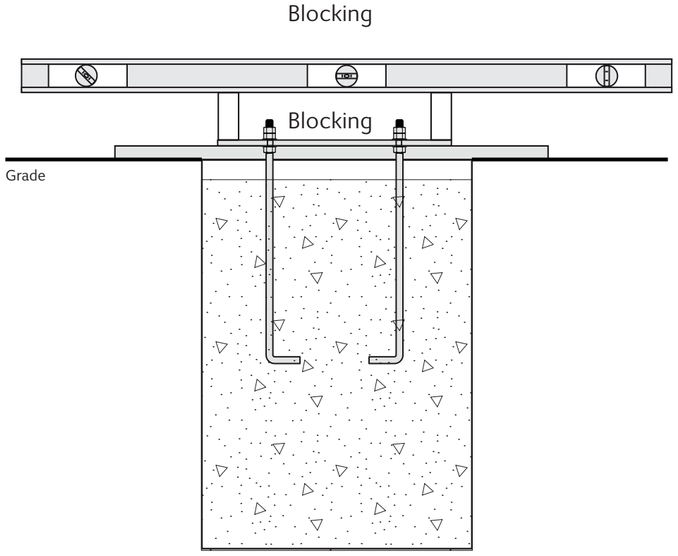


Installing L-Bolts into Concrete Footing

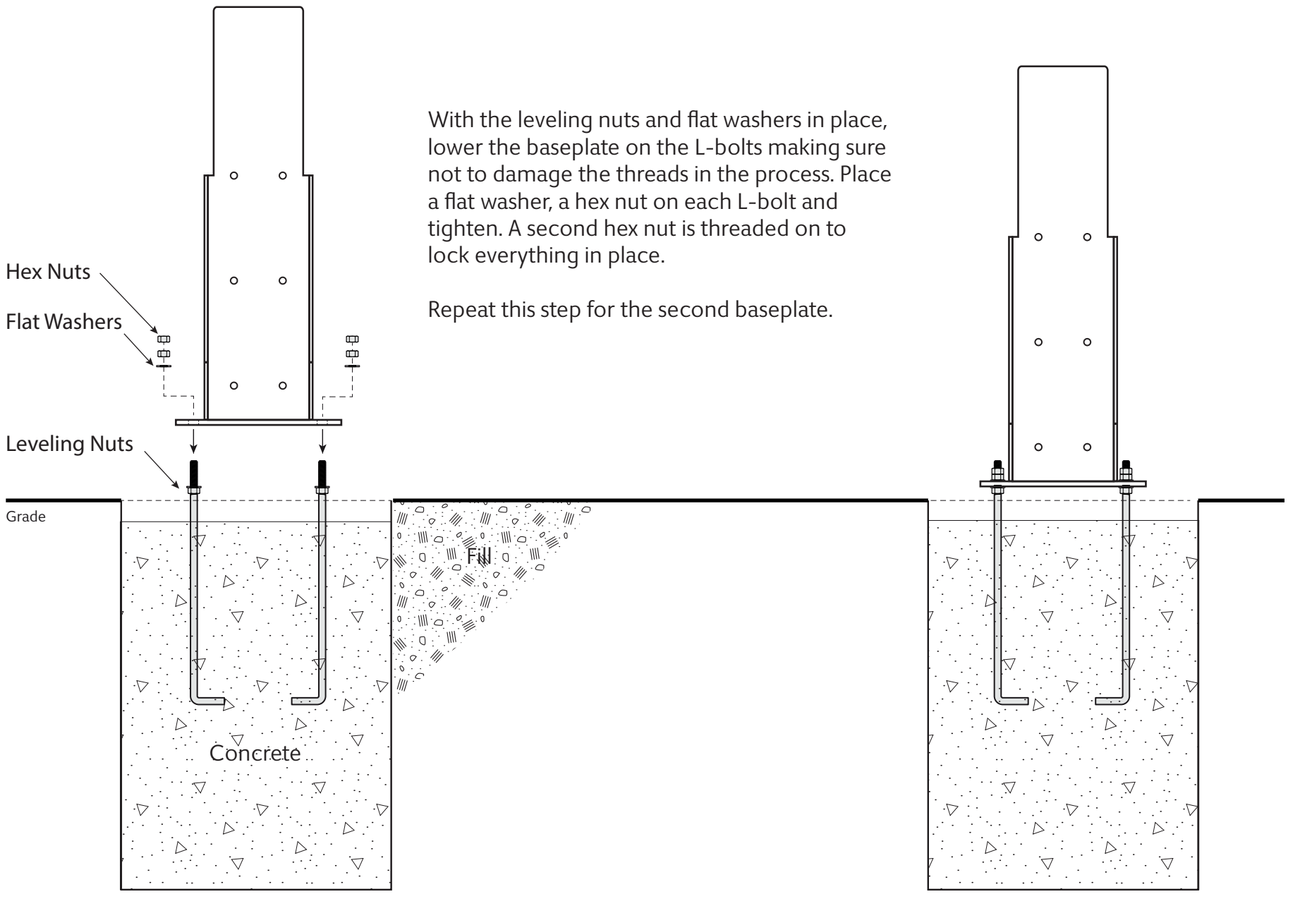
With two people, lift the assembled L-bolt Template and center the L-bolts within each of the footing holes and lower into the wet concrete until the template rests on the preset blocking (prior step).

Double check for level and adjust as needed. Template may be removed 24 hours after the pour (remove the top hex nut(s) and washer and keep in a safe place until it is time to mount the baseplates). Protect the footing as it cures. The footing will be ready for installation when cured for 72 hours (min).



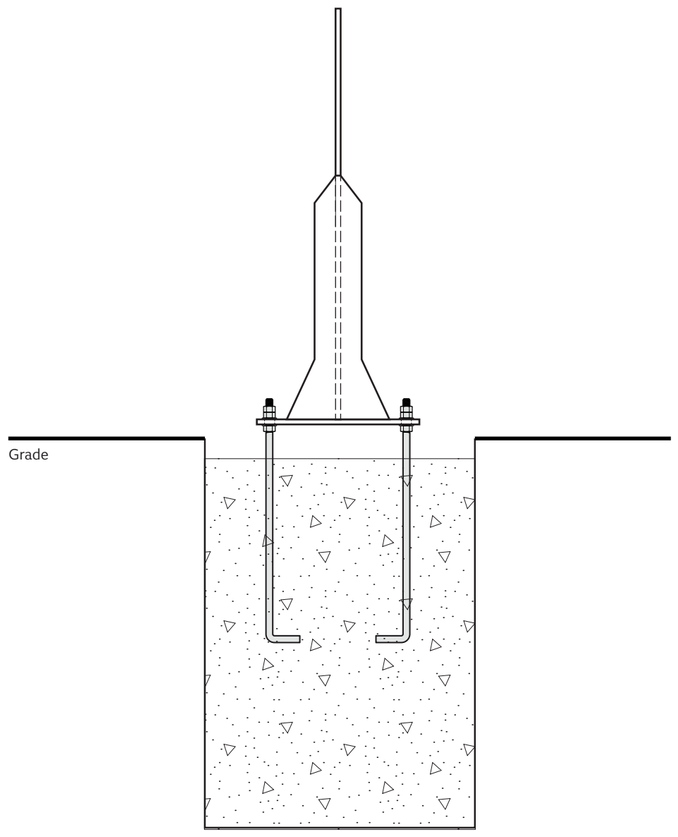


Removing the Template and Attaching the Baseplates

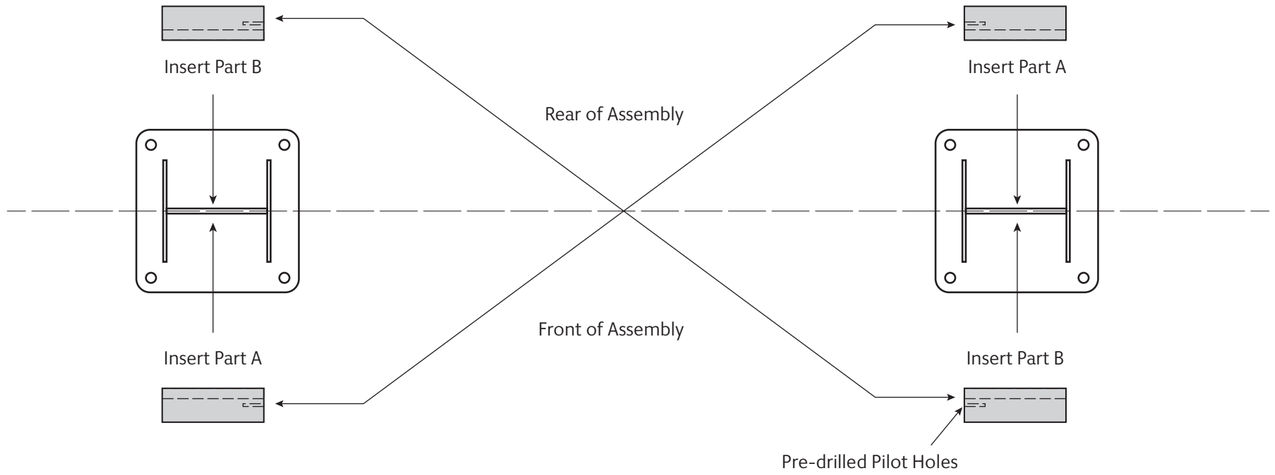


With the leveling nuts and flat washers in place, lower the baseplate on the L-bolts making sure not to damage the threads in the process. Place a flat washer, a hex nut on each L-bolt and tighten. A second hex nut is threaded on to lock everything in place.

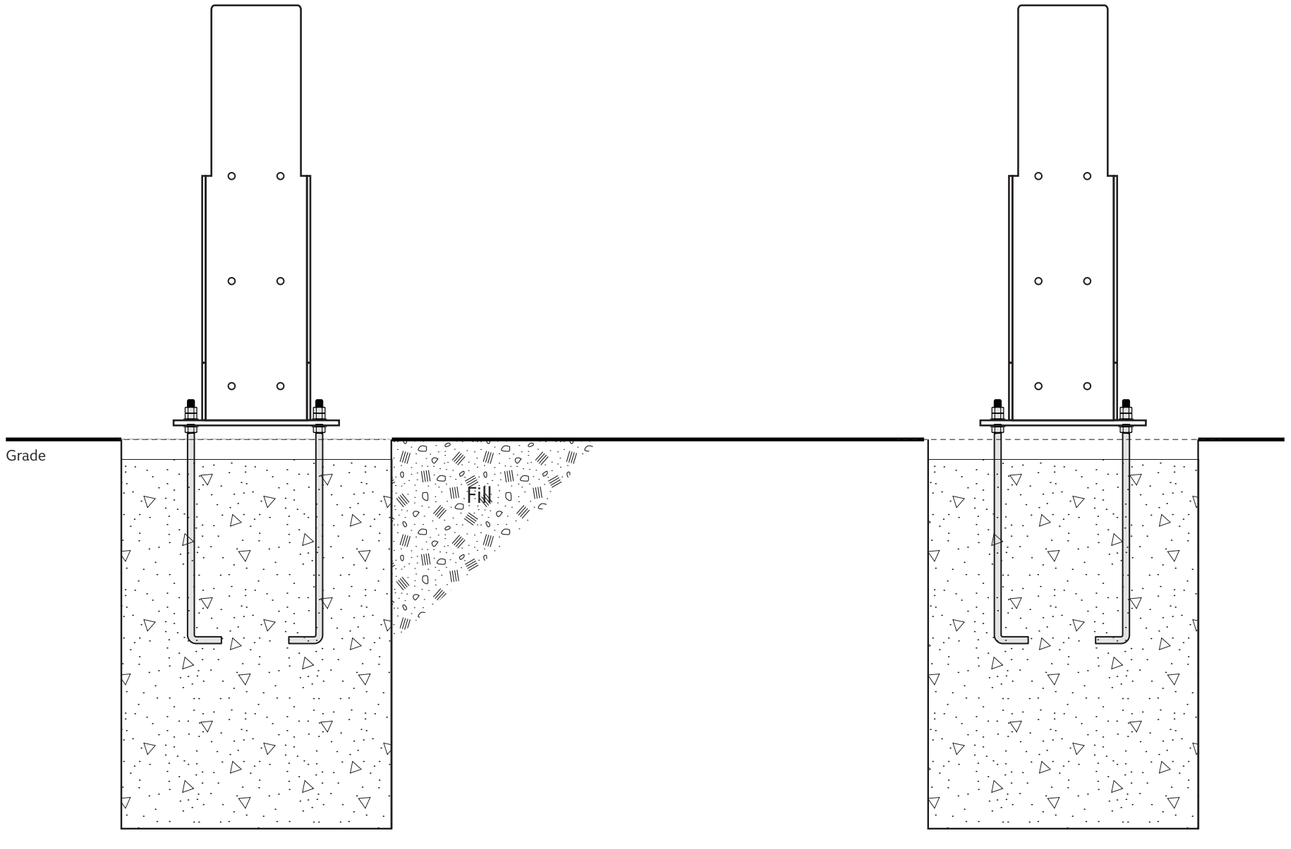
Repeat this step for the second baseplate.

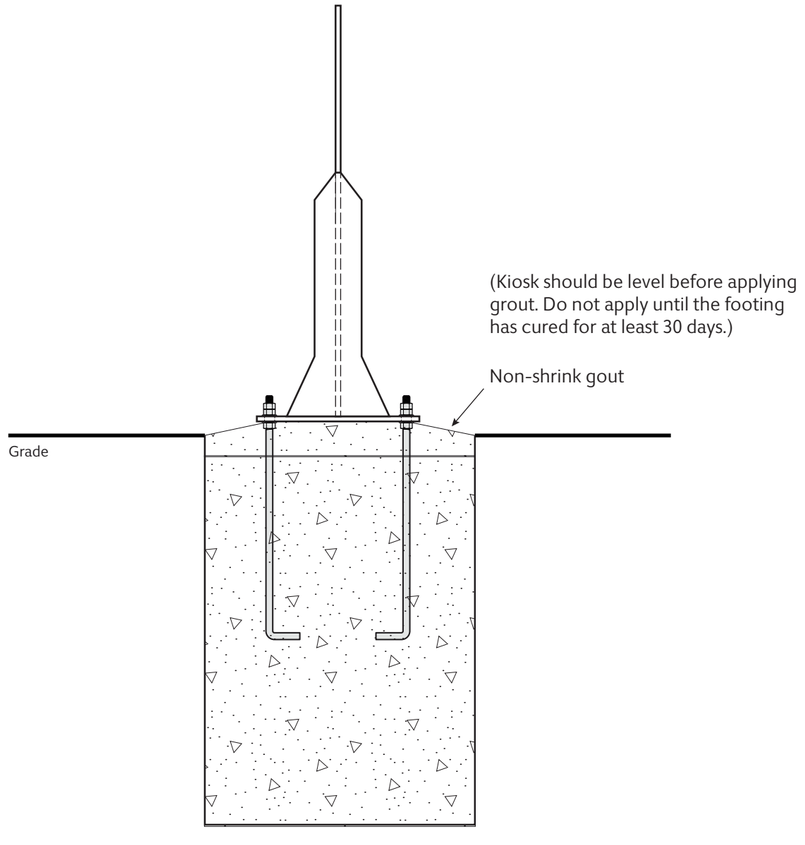


Preparing to Install the Post Assemblies

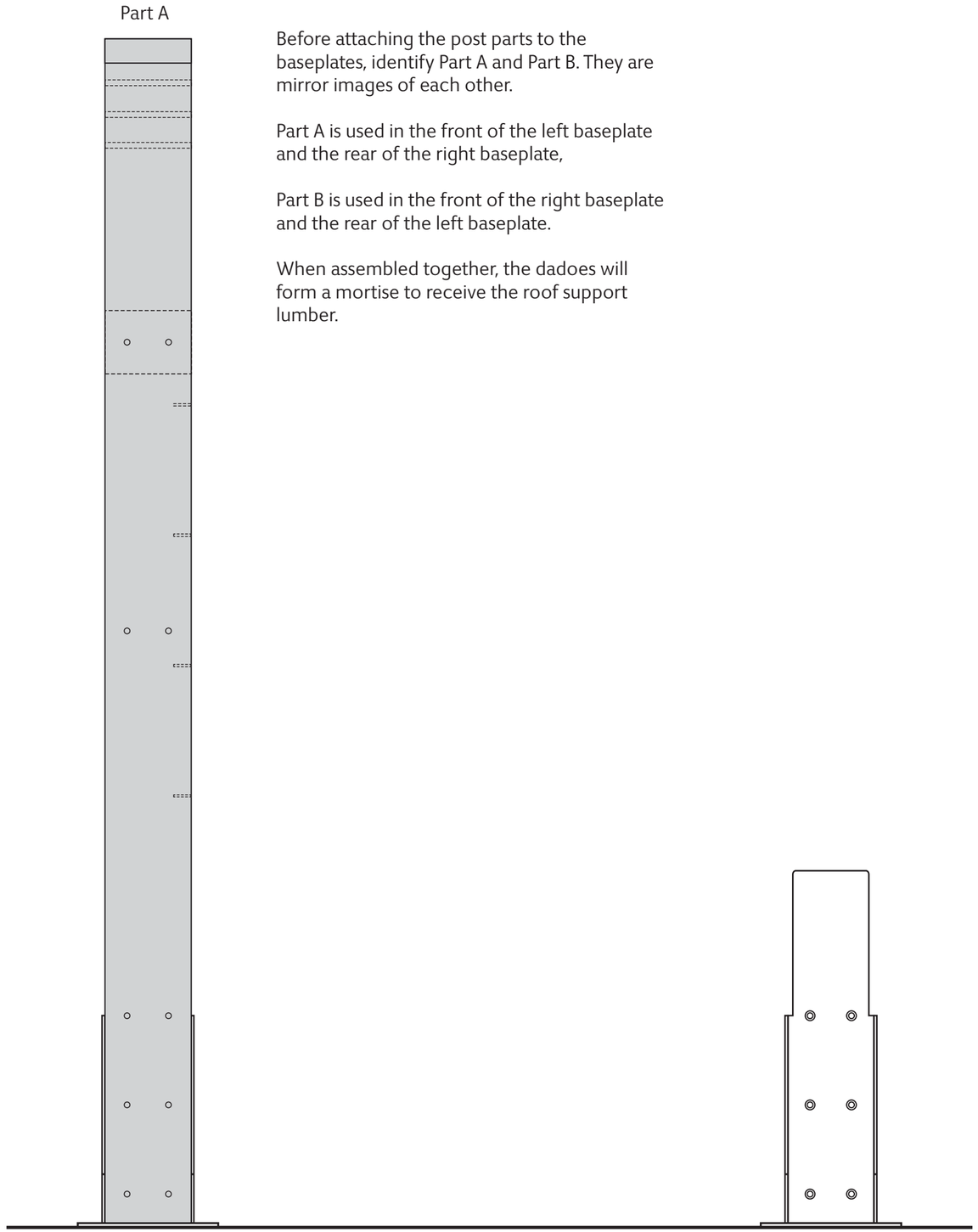


Part "B" is a mirror image of Part "A"
Select one of each and align as shown.





Attaching 2-Part Post Assembly to Baseplate

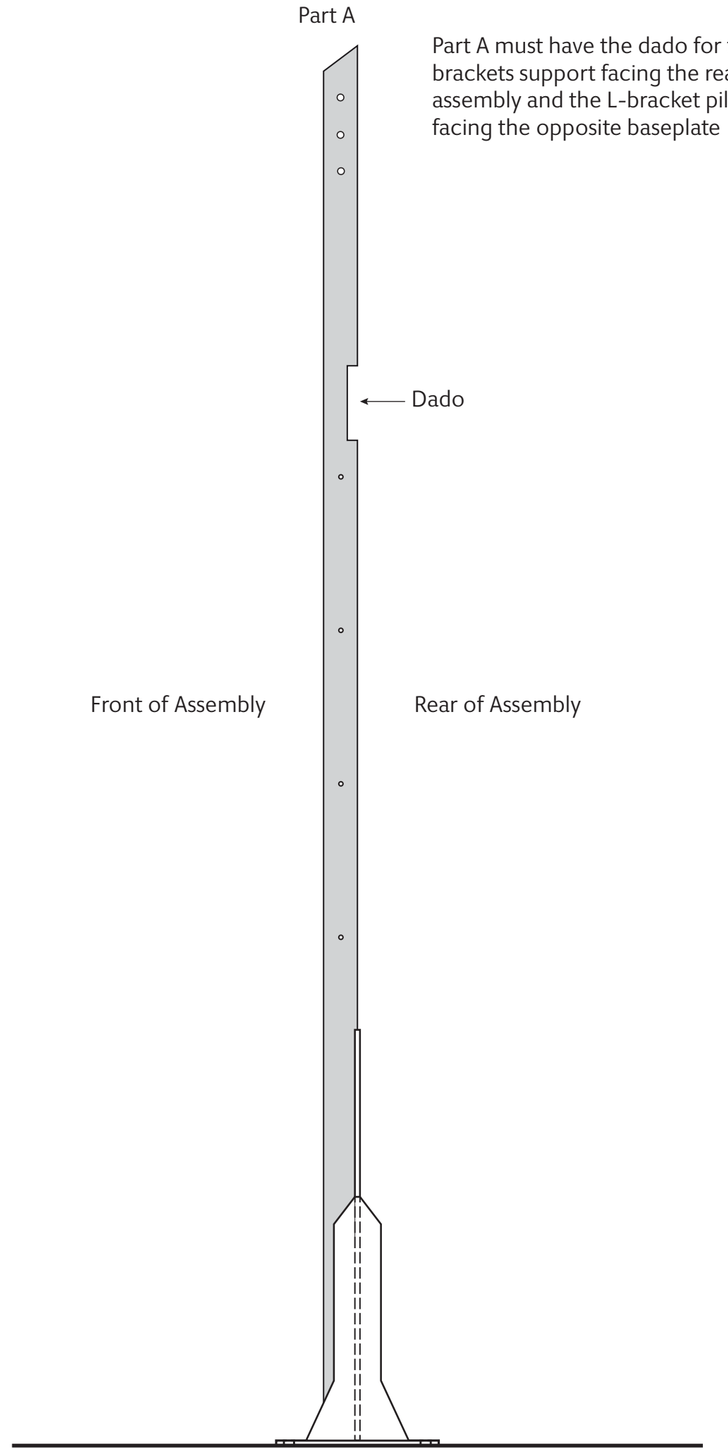


Before attaching the post parts to the baseplates, identify Part A and Part B. They are mirror images of each other.

Part A is used in the front of the left baseplate and the rear of the right baseplate,

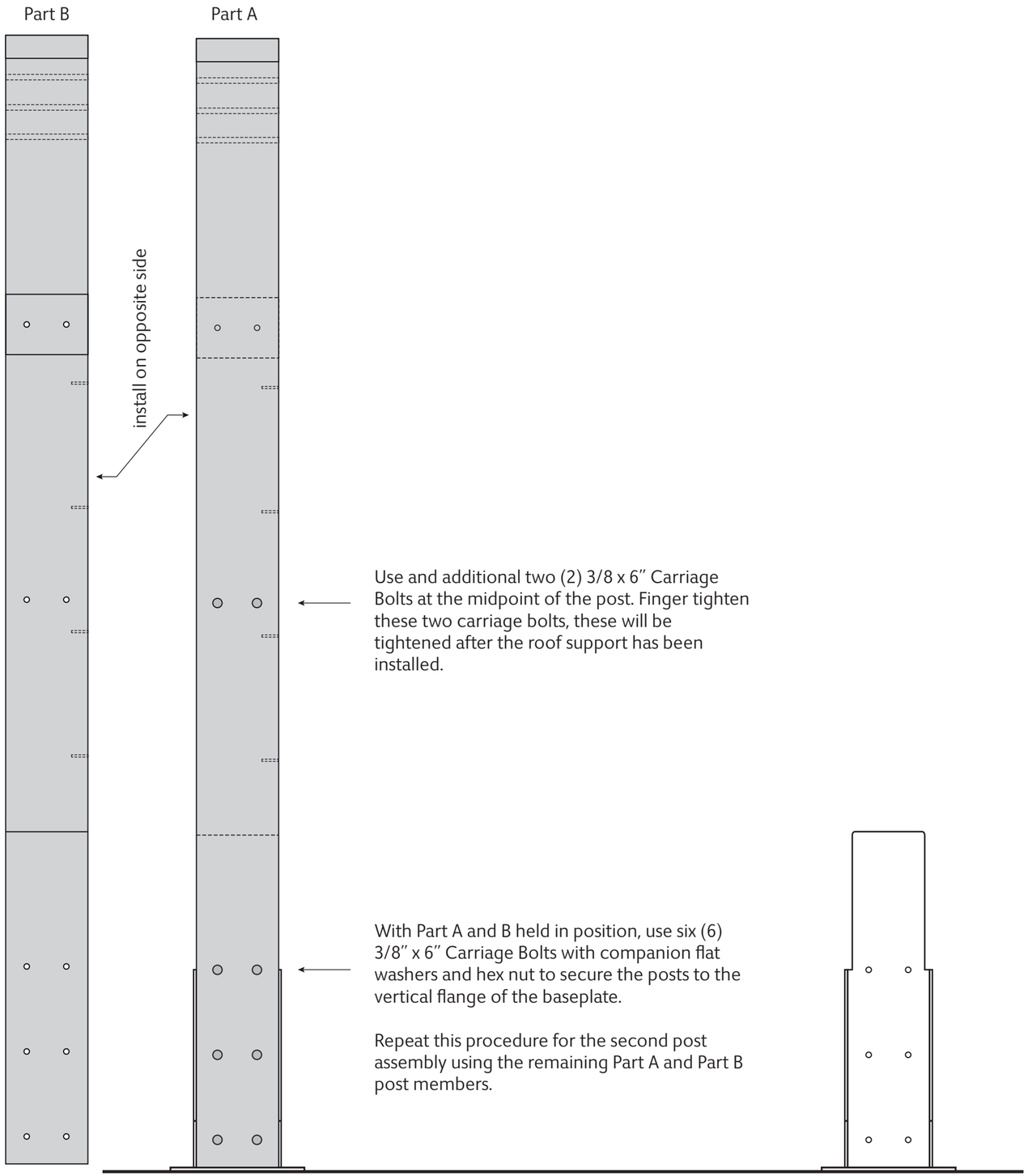
Part B is used in the front of the right baseplate and the rear of the left baseplate.

When assembled together, the dadoes will form a mortise to receive the roof support lumber.



Part A must have the dado for the roof brackets support facing the rear of the assembly and the L-bracket pilot holes facing the opposite baseplate

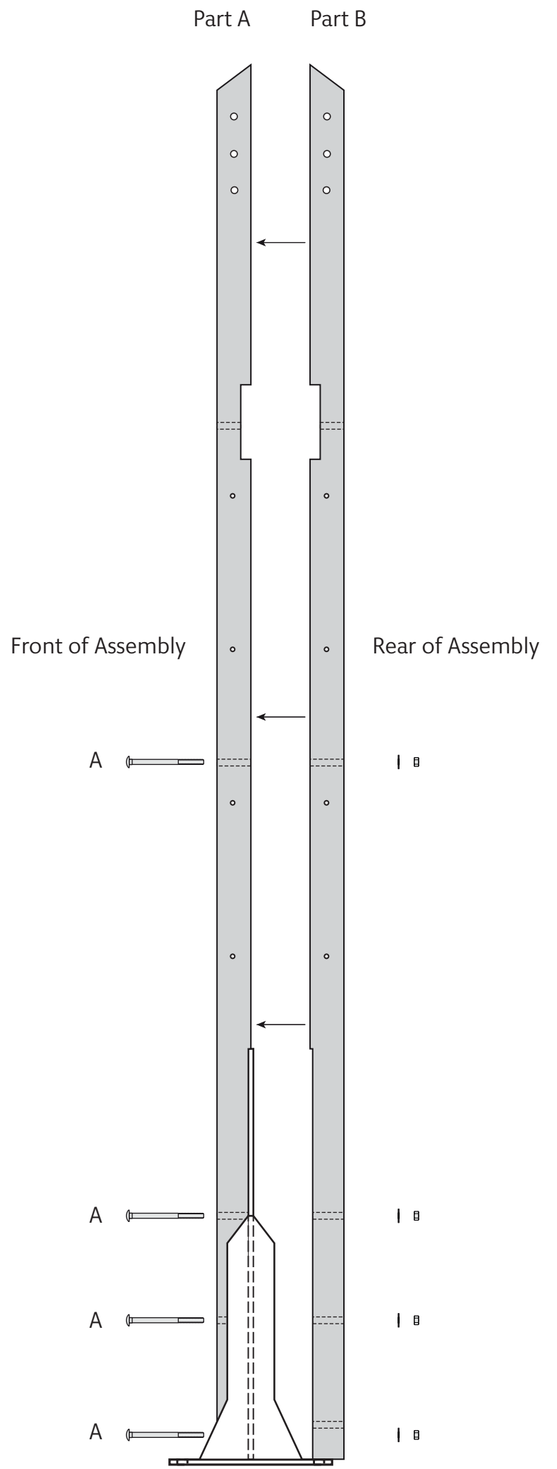
Attaching 2-Part Post Assembly to Baseplate



Use and additional two (2) 3/8 x 6" Carriage Bolts at the midpoint of the post. Finger tighten these two carriage bolts, these will be tightened after the roof support has been installed.

With Part A and B held in position, use six (6) 3/8" x 6" Carriage Bolts with companion flat washers and hex nut to secure the posts to the vertical flange of the baseplate.

Repeat this procedure for the second post assembly using the remaining Part A and Part B post members.



Attaching L-Bracket to Post Assembly

Part A

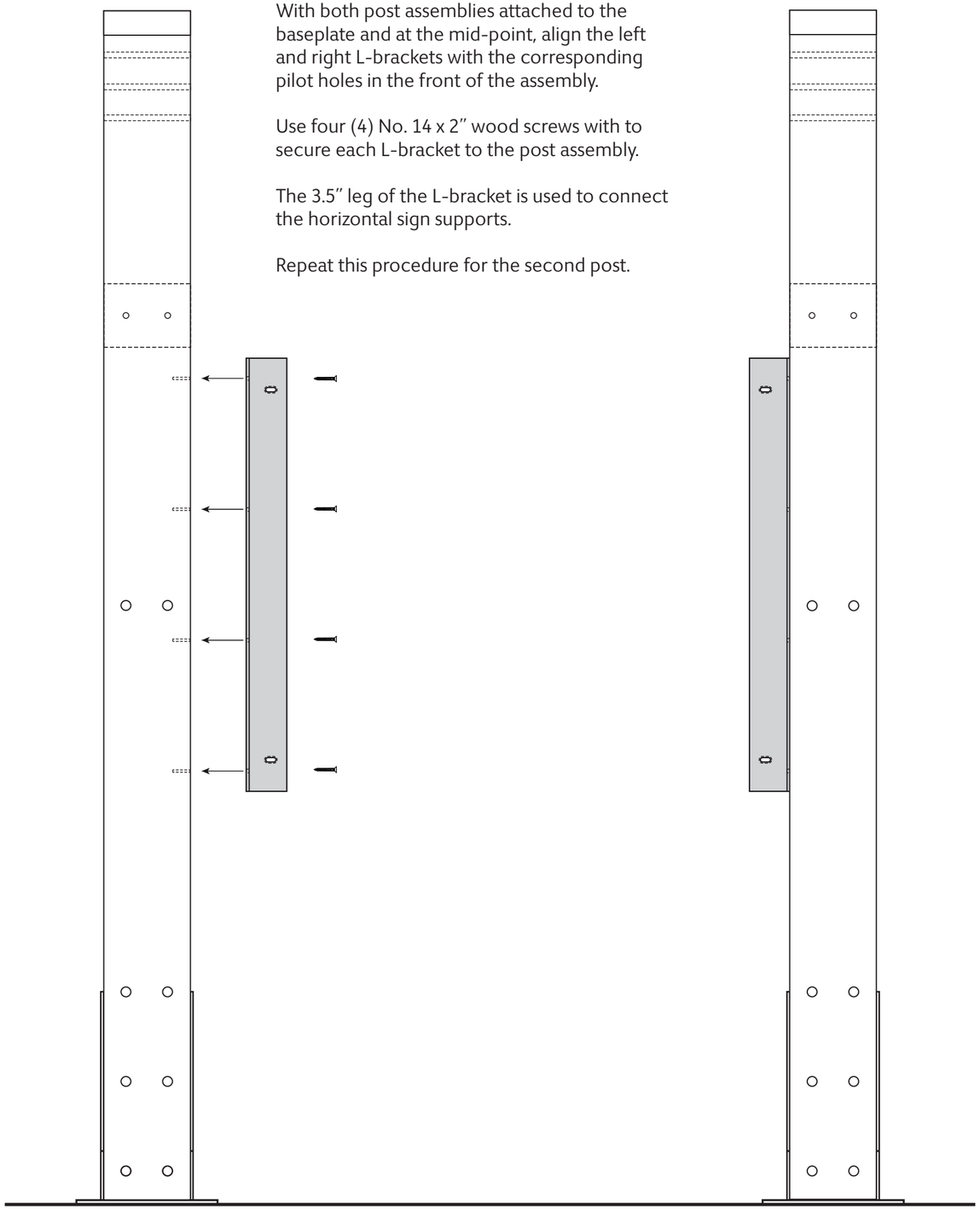
Part B

With both post assemblies attached to the baseplate and at the mid-point, align the left and right L-brackets with the corresponding pilot holes in the front of the assembly.

Use four (4) No. 14 x 2" wood screws with to secure each L-bracket to the post assembly.

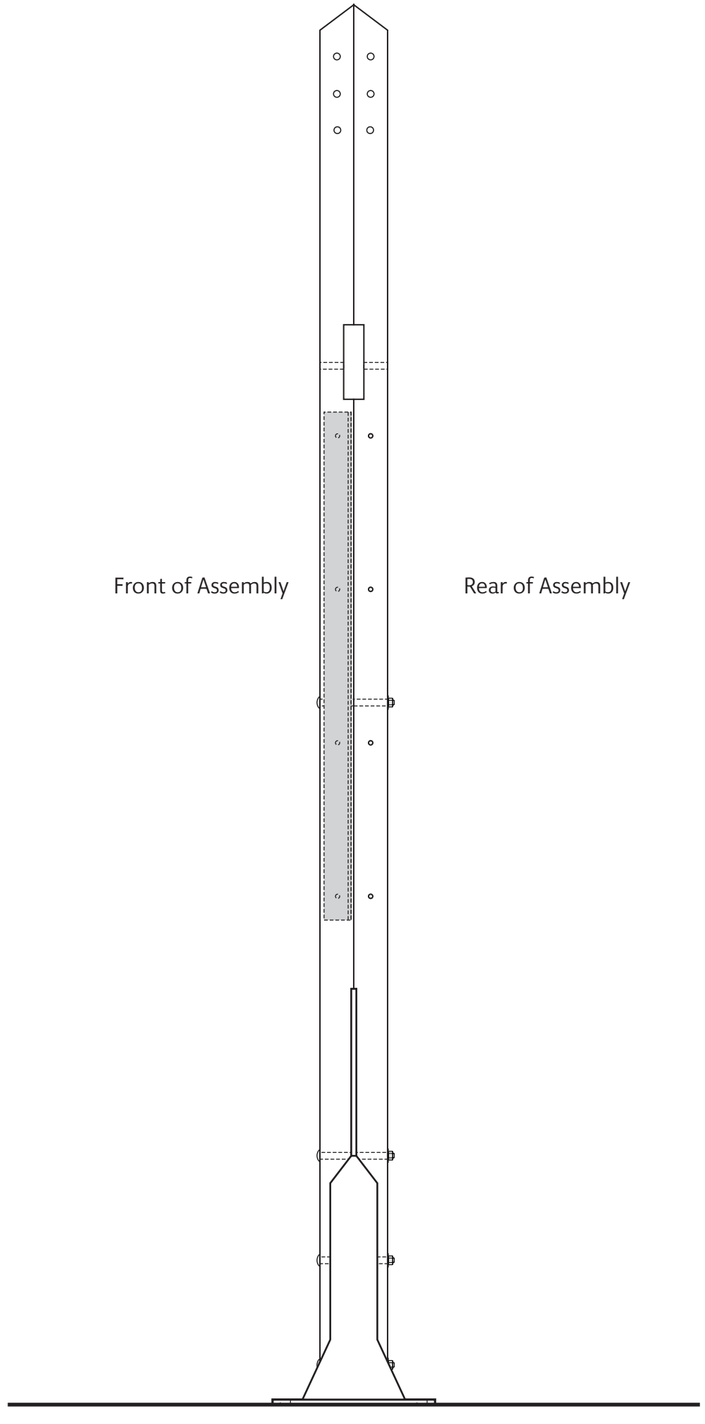
The 3.5" leg of the L-bracket is used to connect the horizontal sign supports.

Repeat this procedure for the second post.



Front of Assembly

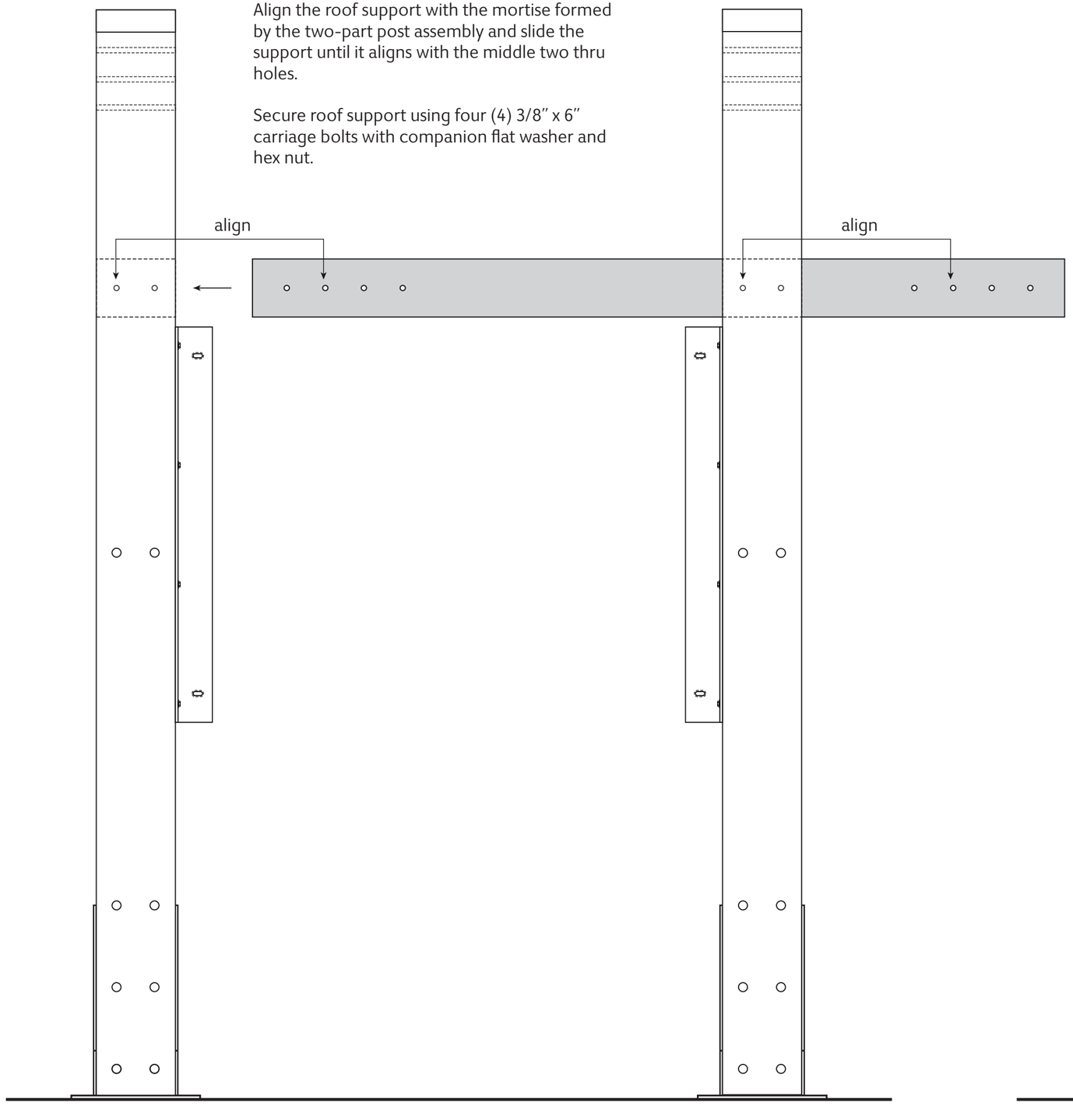
Rear of Assembly

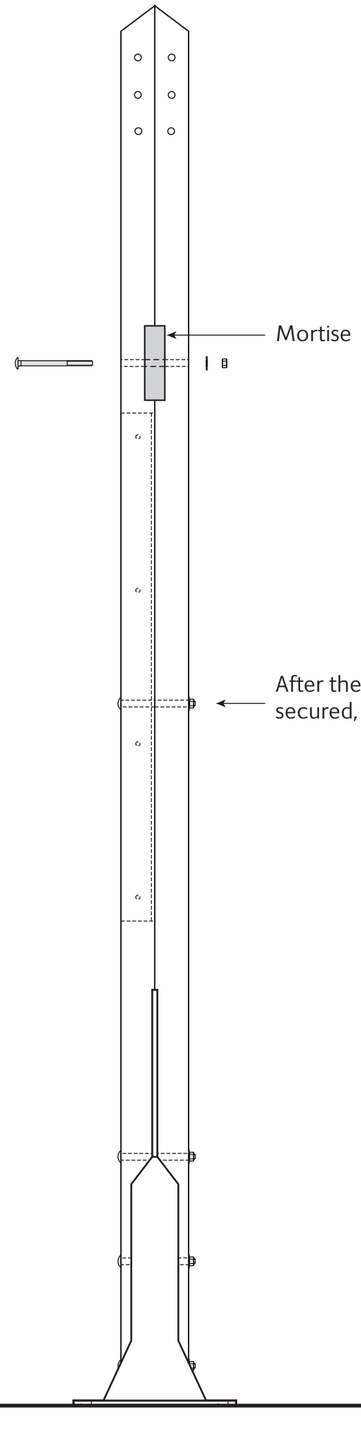


Attaching Roof Support to Post Assembly

Align the roof support with the mortise formed by the two-part post assembly and slide the support until it aligns with the middle two thru holes.

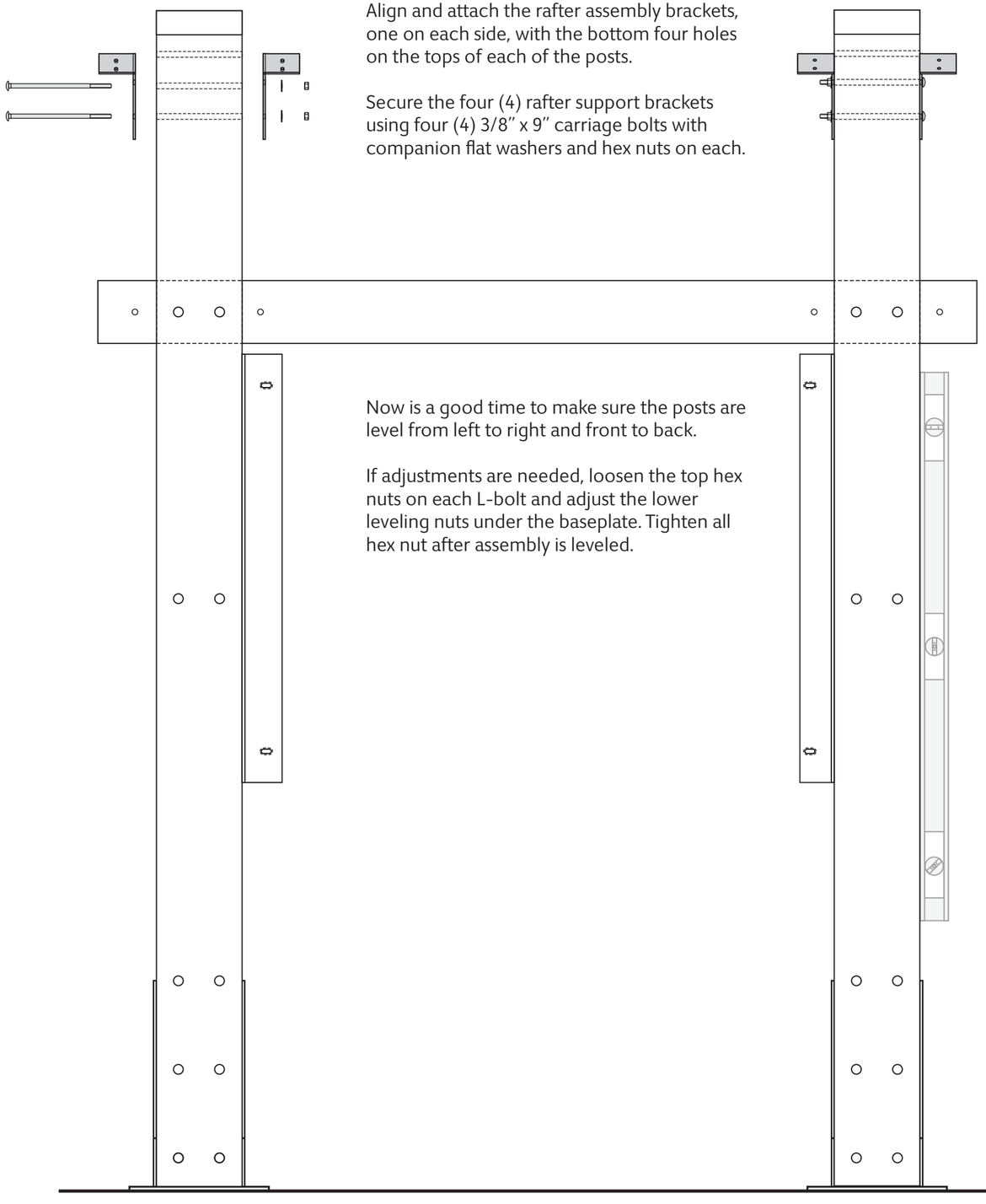
Secure roof support using four (4) 3/8" x 6" carriage bolts with companion flat washer and hex nut.





After the roof support is installed and bolts secured, tighten the mid-point carriage bolts.

Attaching Rafter Assembly Support Brackets to Post Assembly

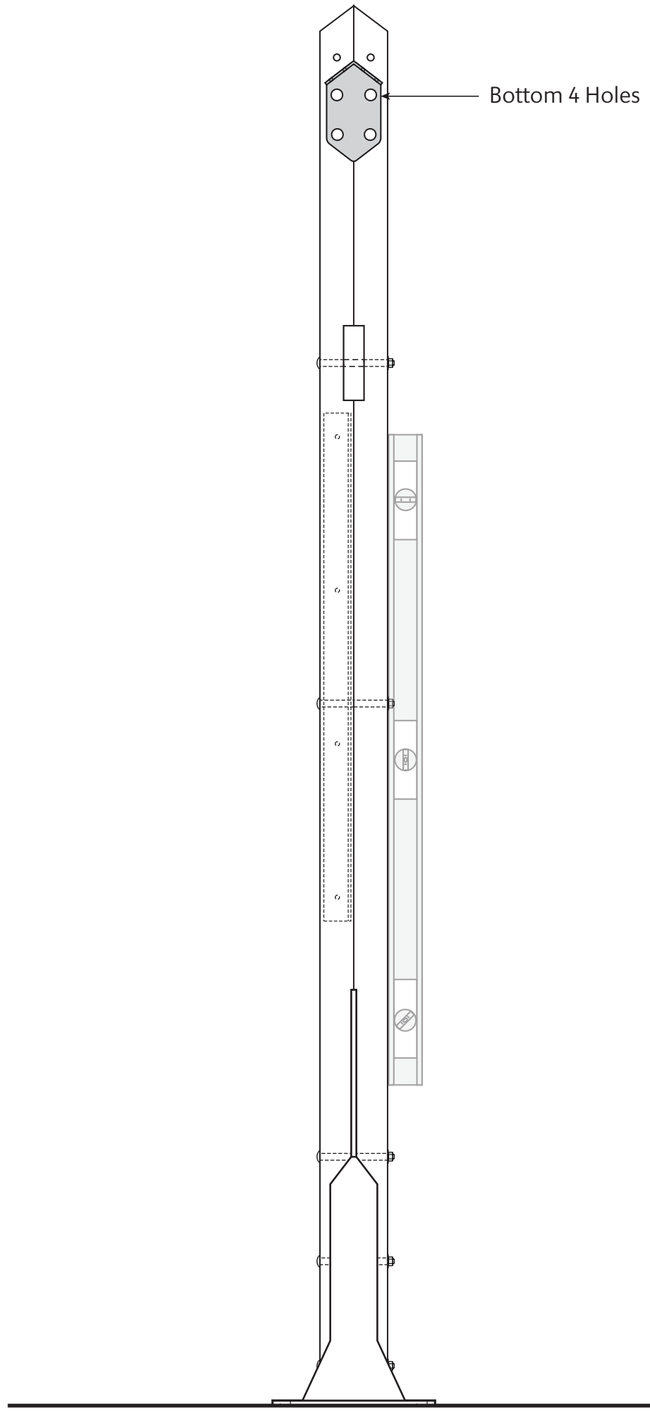


Align and attach the rafter assembly brackets, one on each side, with the bottom four holes on the tops of each of the posts.

Secure the four (4) rafter support brackets using four (4) 3/8" x 9" carriage bolts with companion flat washers and hex nuts on each.

Now is a good time to make sure the posts are level from left to right and front to back.

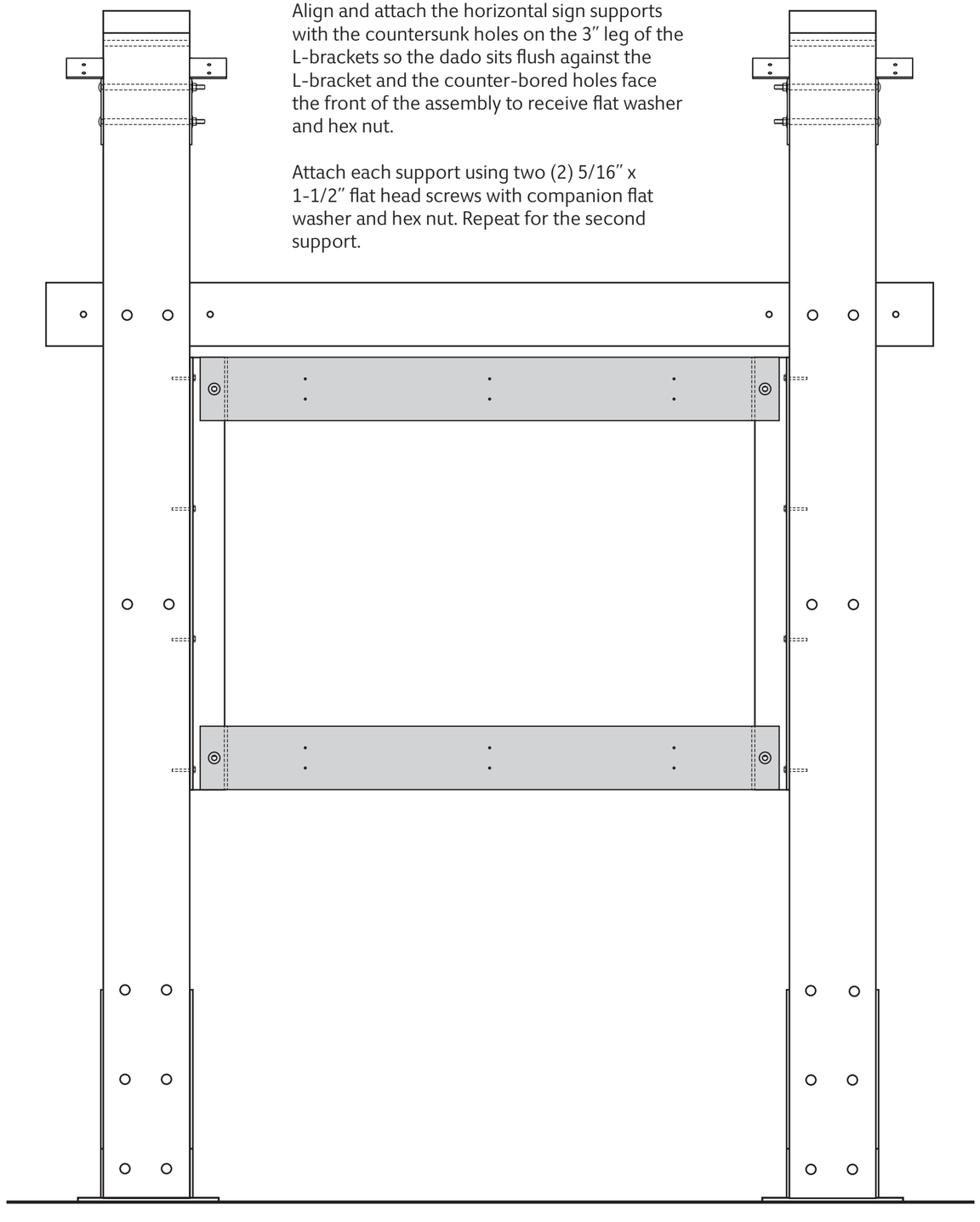
If adjustments are needed, loosen the top hex nuts on each L-bolt and adjust the lower leveling nuts under the baseplate. Tighten all hex nut after assembly is leveled.

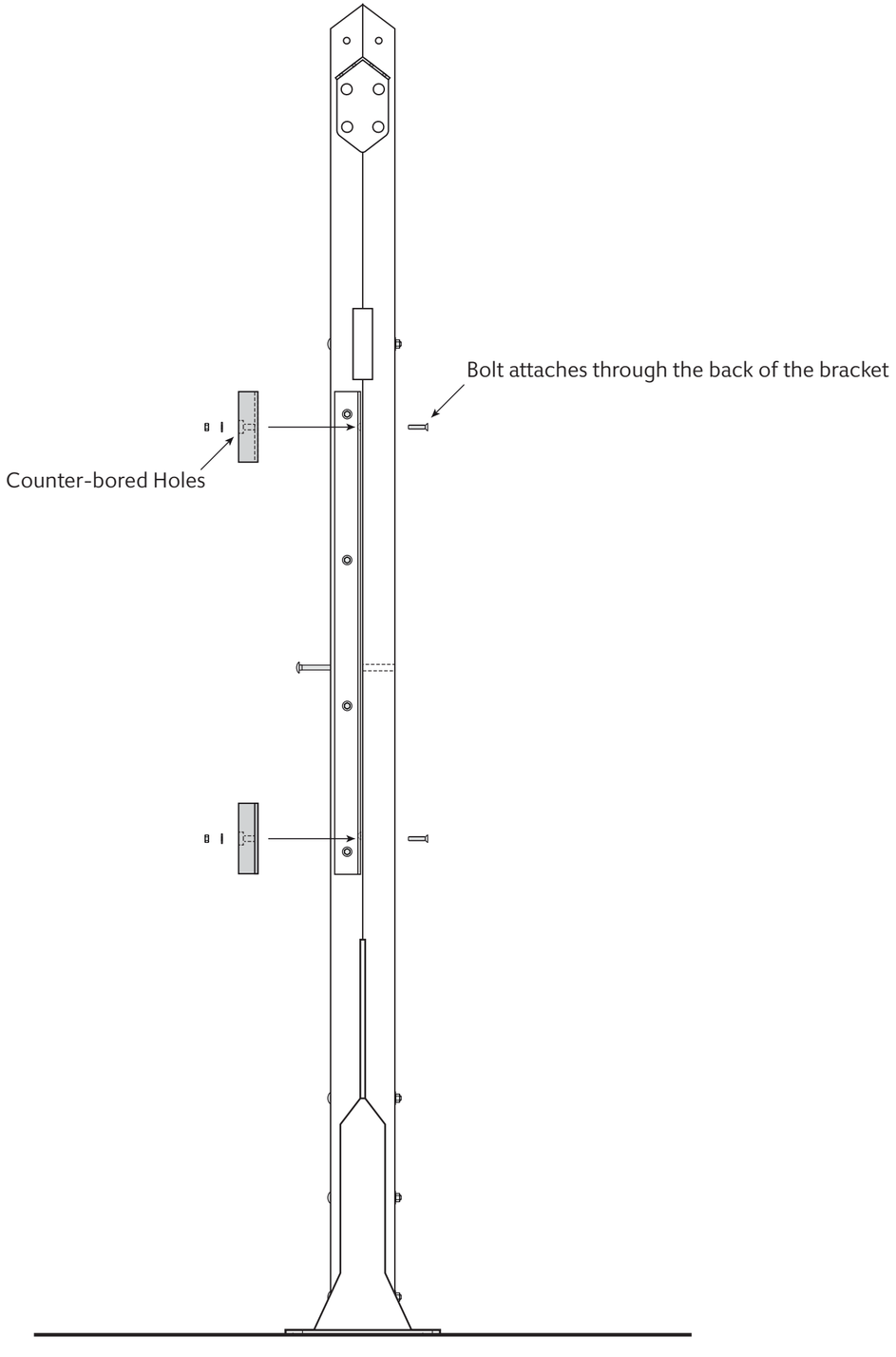


Attaching Horizontal Sign Supports to L-Brackets

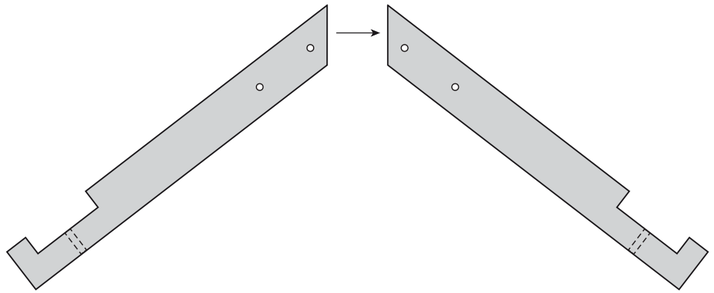
Align and attach the horizontal sign supports with the countersunk holes on the 3" leg of the L-brackets so the dado sits flush against the L-bracket and the counter-bored holes face the front of the assembly to receive flat washer and hex nut.

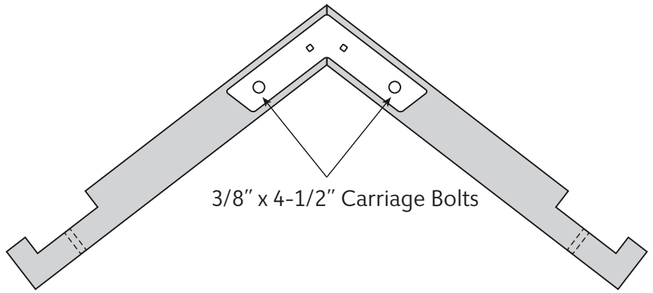
Attach each support using two (2) 5/16" x 1-1/2" flat head screws with companion flat washer and hex nut. Repeat for the second support.

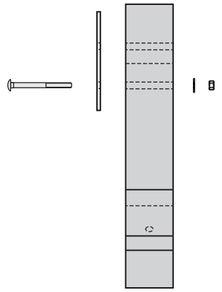




Assembling Rafter Splines to Rafter Assemblies







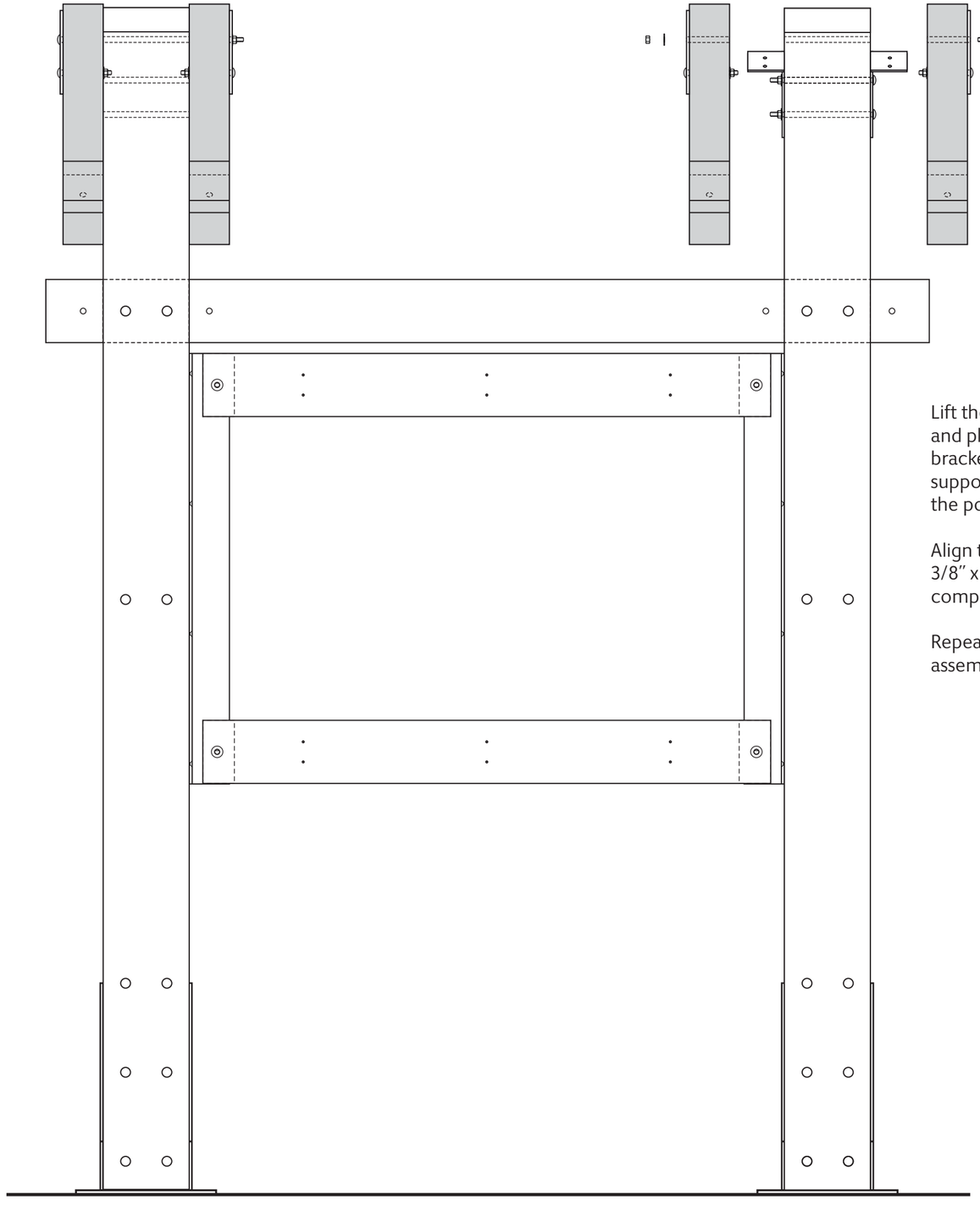
Each roof rafter assembly requires two (2) universal rafter pieces and one (1) rafter spline.

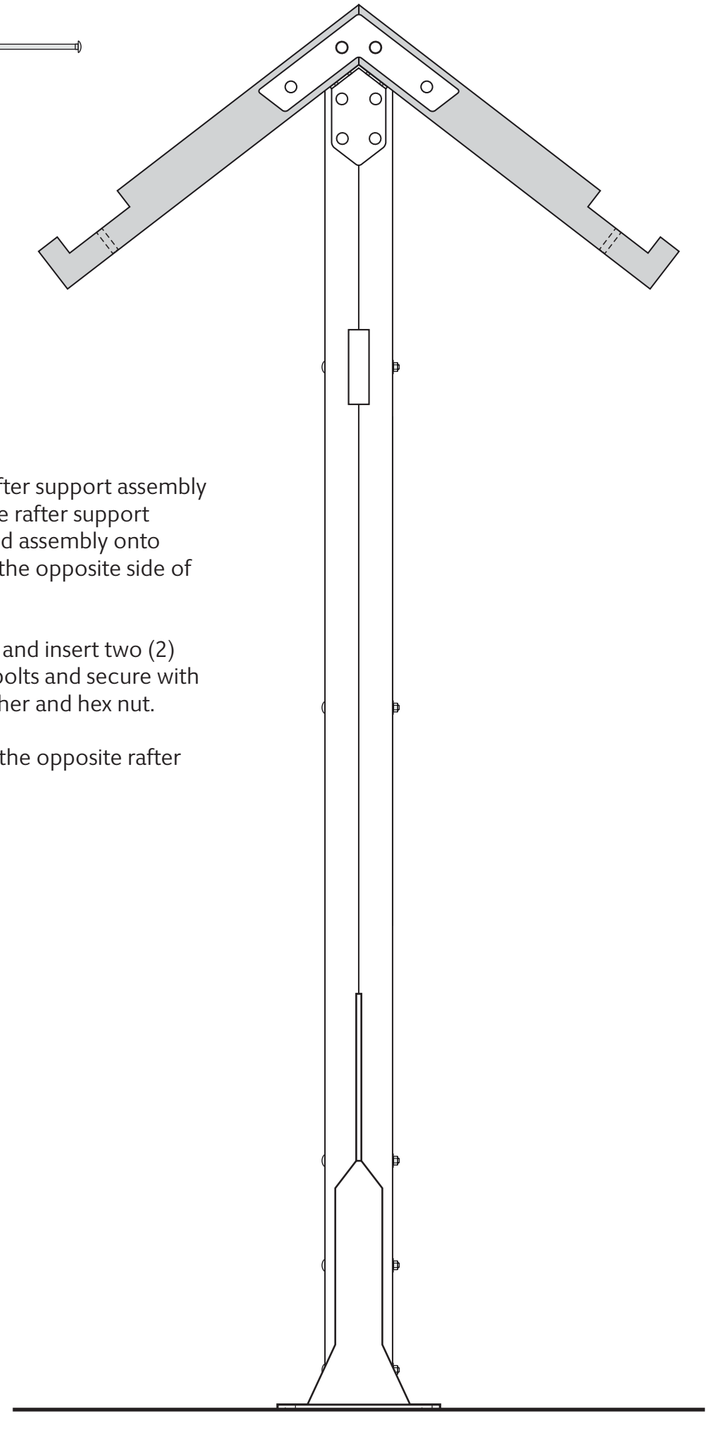
Assembly the roof rafter assembly on a flat surface prior to hanging on the bracket.

Align the two rafter supports with the angled tops in a mirrored position. Align the spline with the four (4) holes and secure by placing two (2) 3/8" x 4-1/2" carriage bolts with companion flat washer and hex nut in the bottom holes as shown.

Repeat this for the additional three (3) assemblies for a total of four (4) rafter supports.

Attaching Rafter Assemblies to Posts



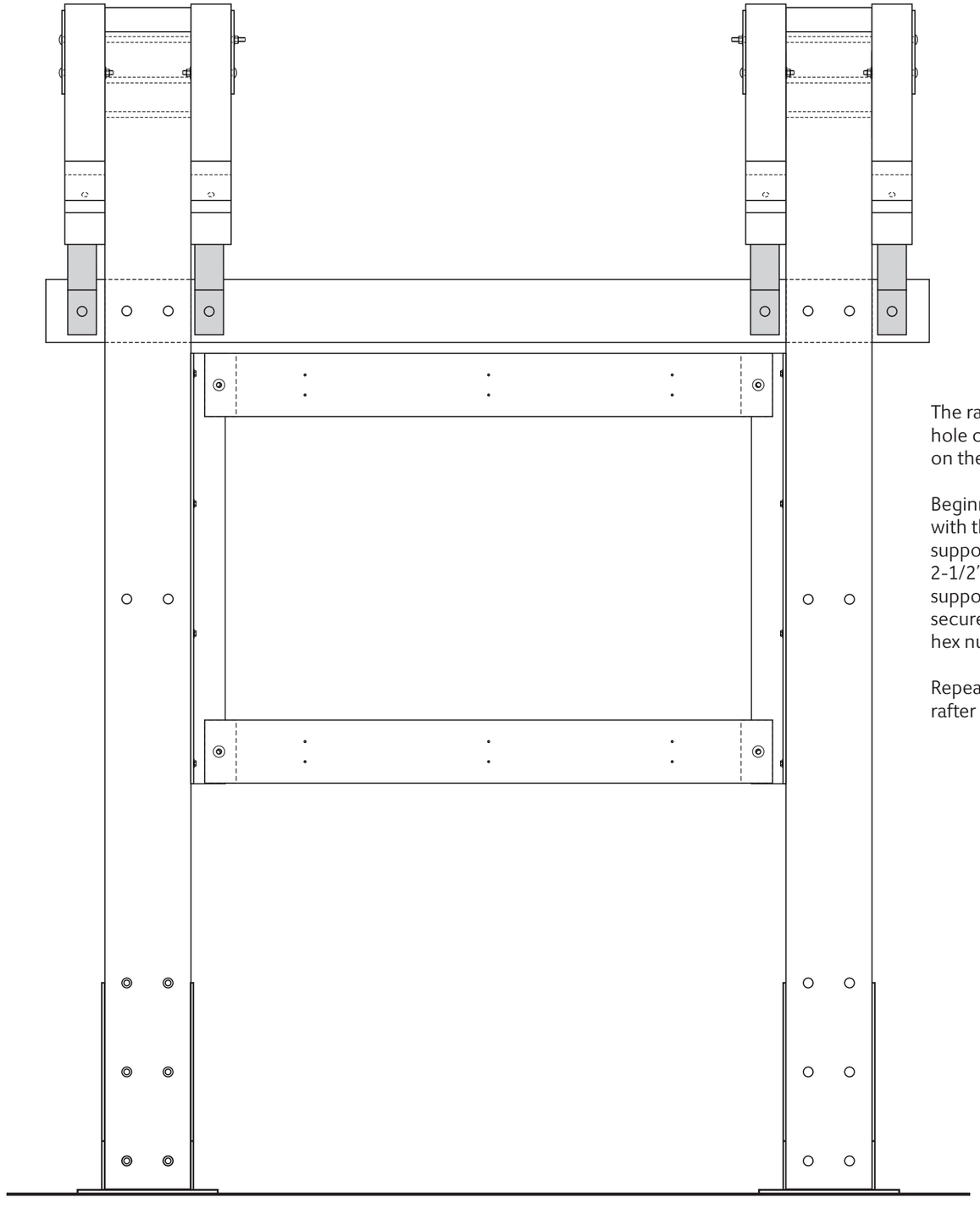


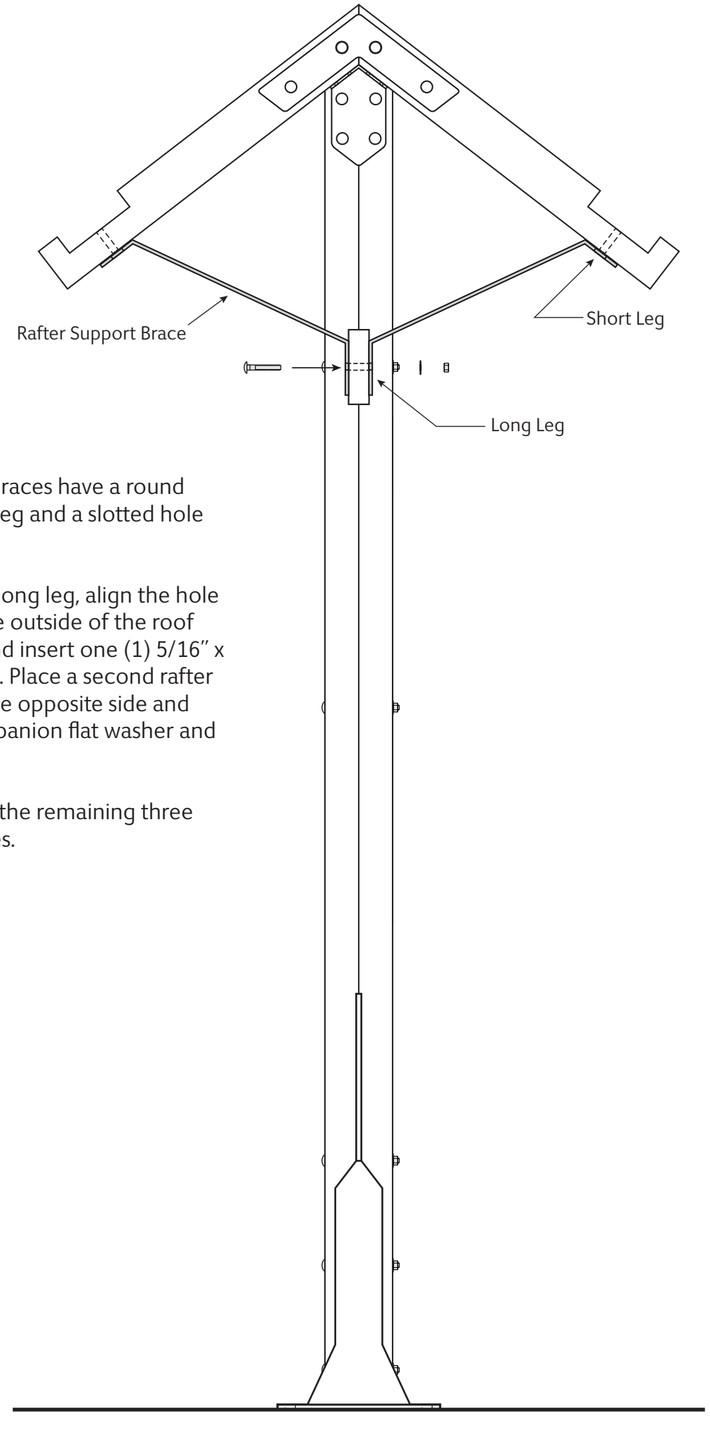
Lift the outboard rafter support assembly and place it onto the rafter support bracket. Lift a second assembly onto support bracket on the opposite side of the post.

Align the thru holes and insert two (2) 3/8" x 16" carriage bolts and secure with companion flat washer and hex nut.

Repeat this step for the opposite rafter assembly.

Attaching Rafter Support Braces to Roof Support



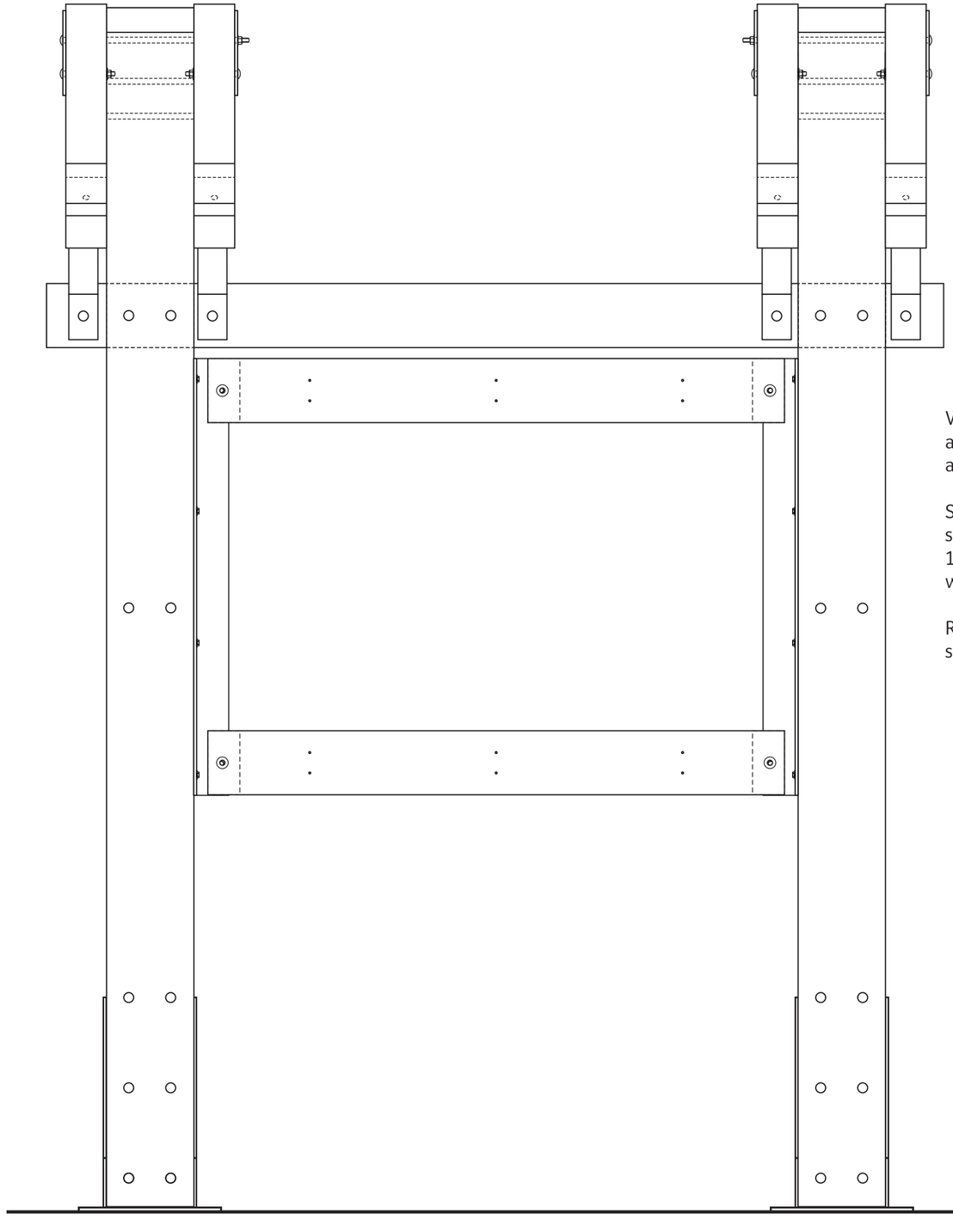


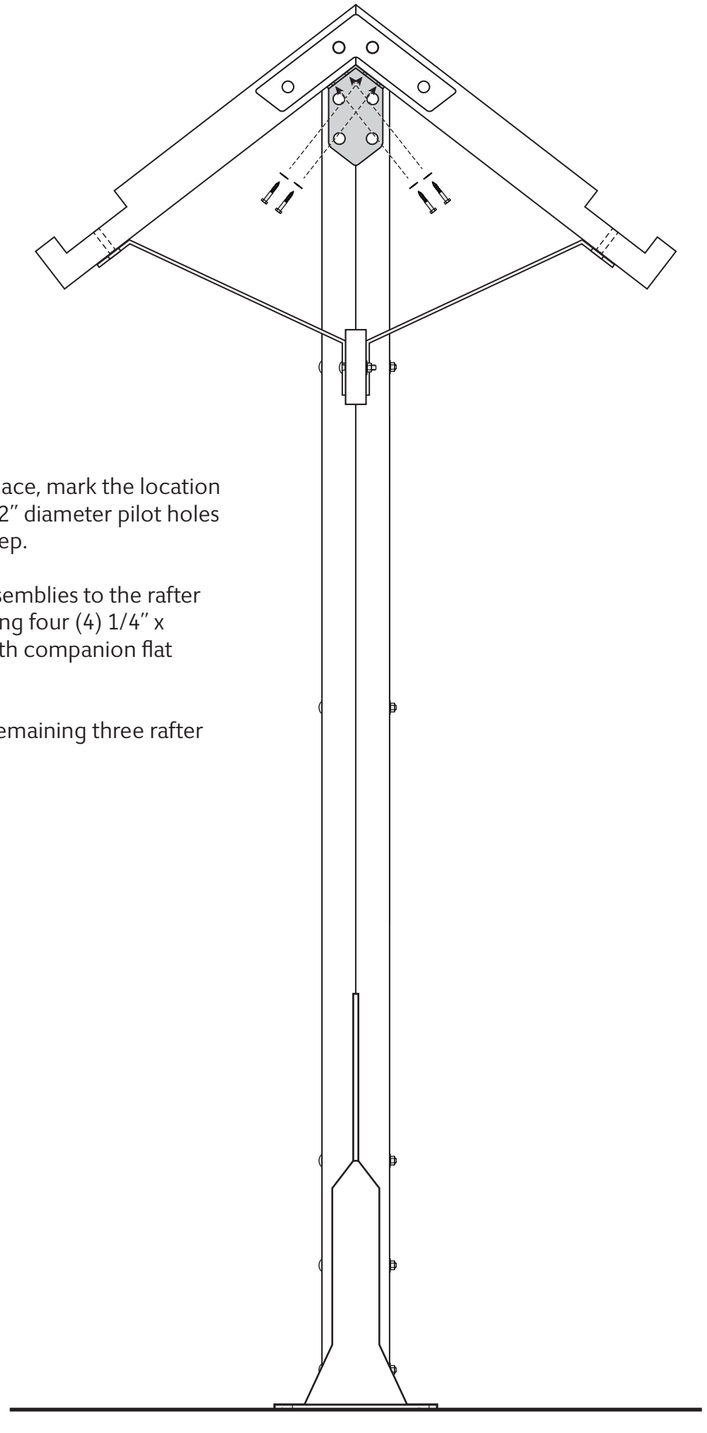
The rafter support braces have a round hole on the longer leg and a slotted hole on the shorter leg.

Beginning with the long leg, align the hole with the hole on the outside of the roof support member and insert one (1) 5/16″ x 2-1/2″ carriage bolt. Place a second rafter support brace on the opposite side and secure using a companion flat washer and hex nut.

Repeat this step for the remaining three rafter support braces.

Securing Rafter Assemblies to Rafter Support Brackets



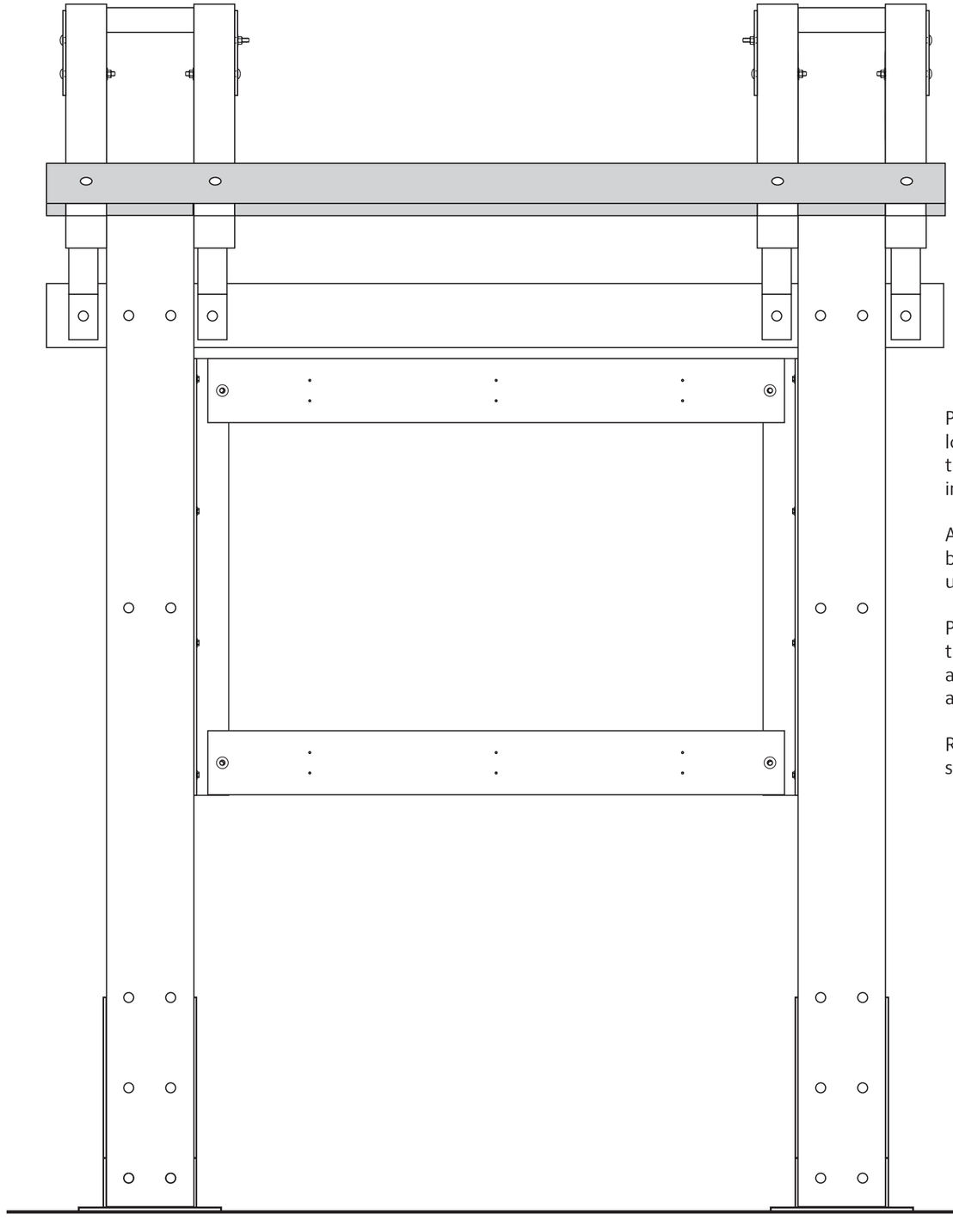


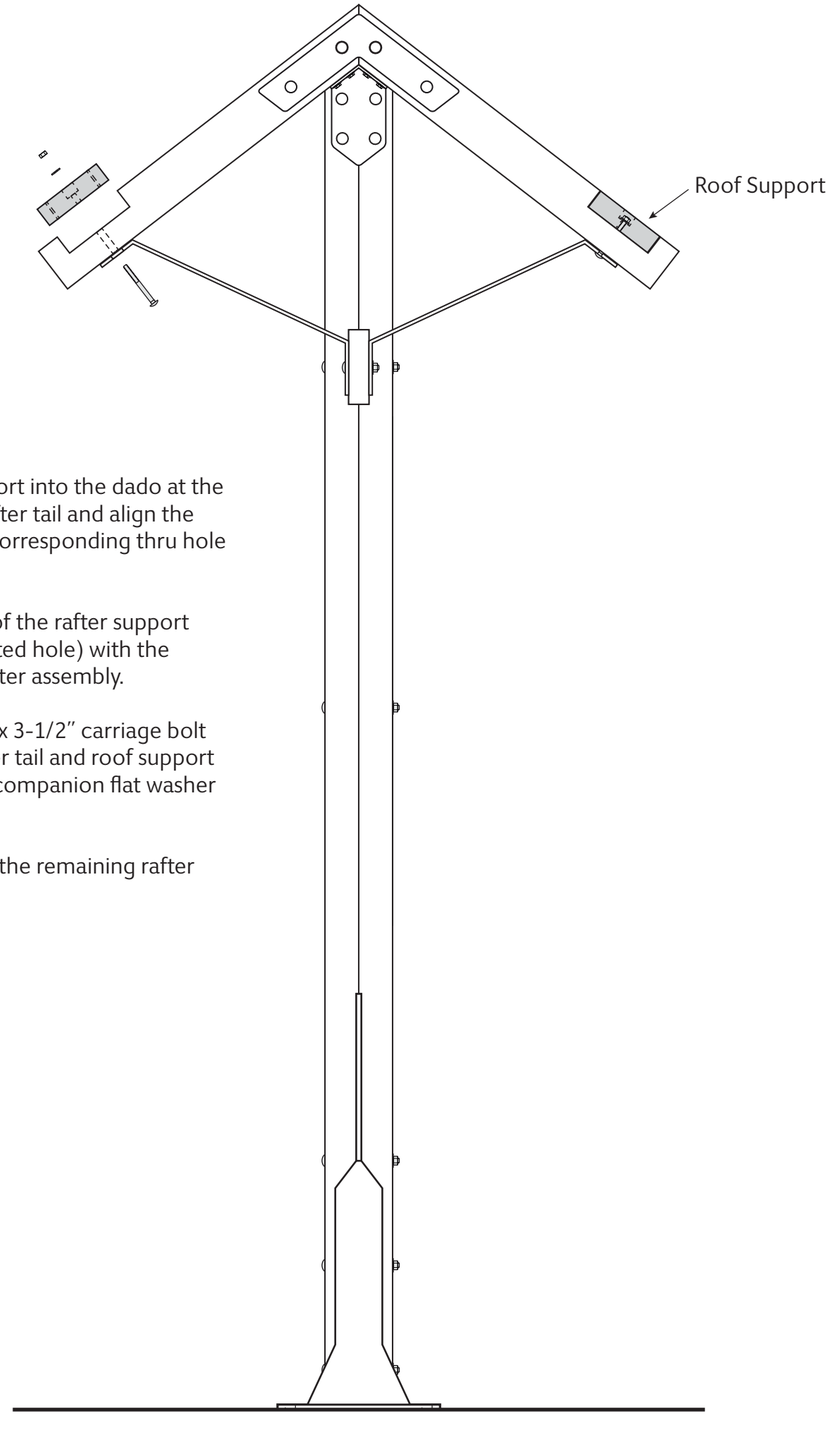
With the rafters in place, mark the location and drill four (4) 7/32" diameter pilot holes approximately 2" deep.

Secure the rafter assemblies to the rafter support brackets using four (4) 1/4" x 1-3/4" lag screws with companion flat washers.

Repeat this for the remaining three rafter supports.

Attaching Roof Supports to Rafter Assemblies





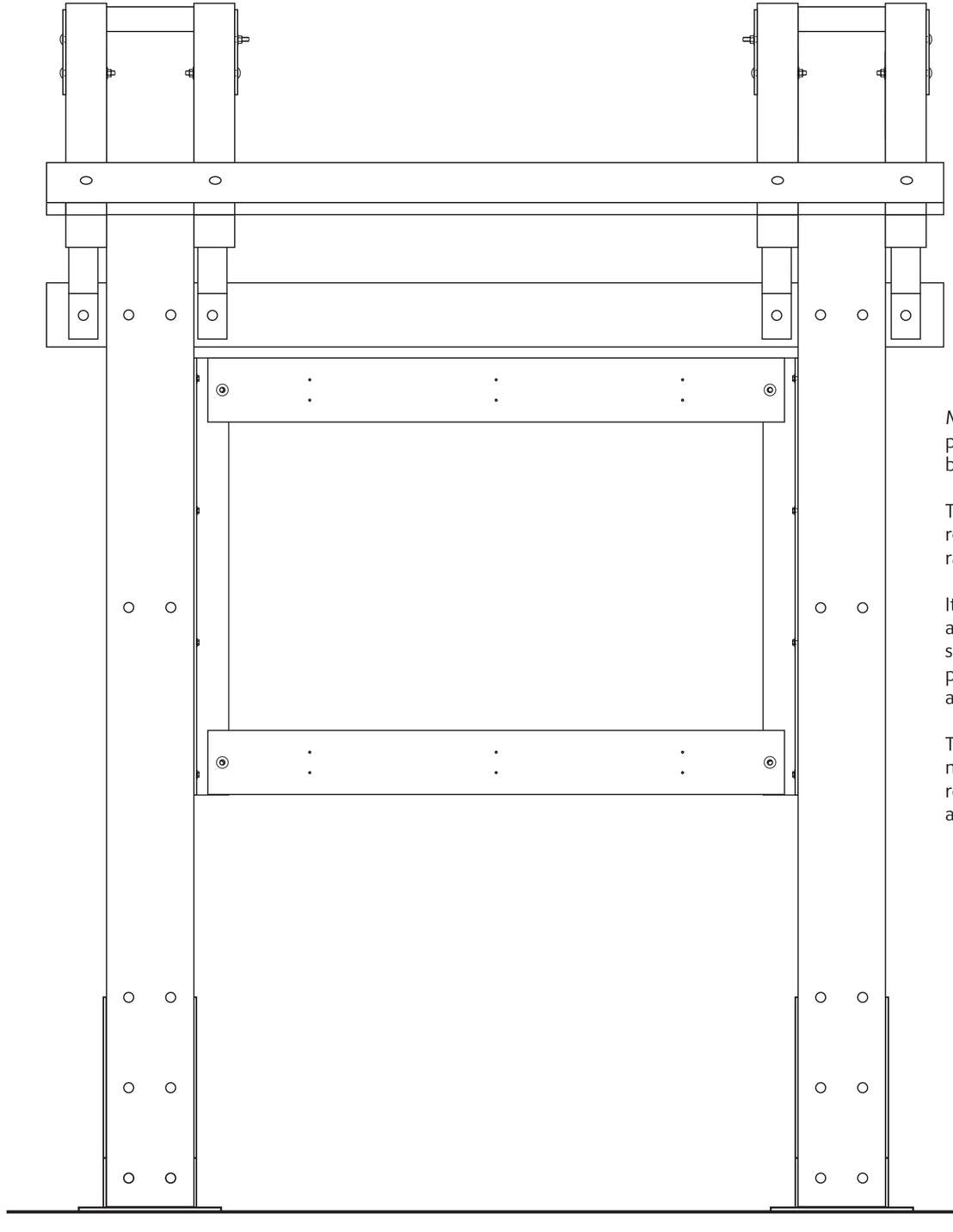
Place the roof support into the dado at the lower end of the rafter tail and align the thru hole with the corresponding thru hole in the rafter tail.

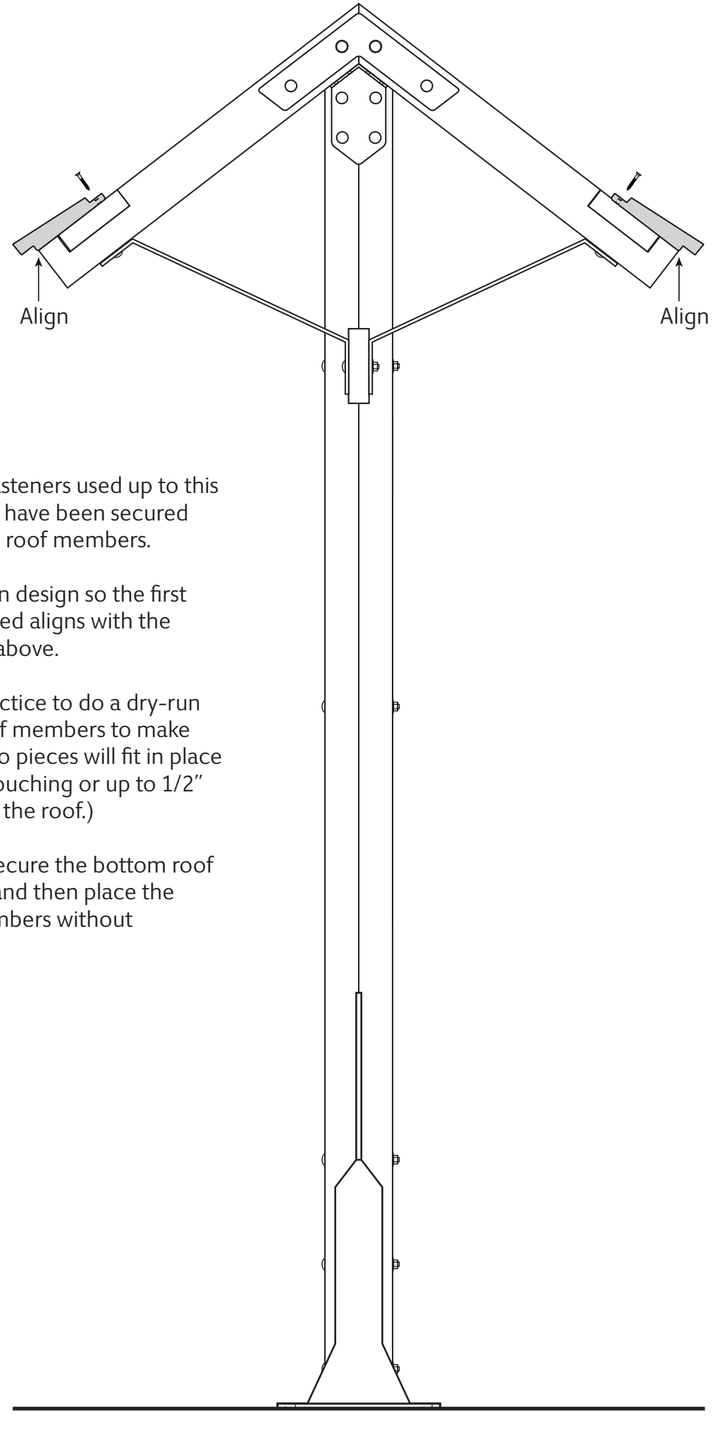
Align the short leg of the rafter support brace (with the slotted hole) with the underside of the rafter assembly.

Place one (1) 5/16" x 3-1/2" carriage bolt thru the brace, rafter tail and roof support and secure using a companion flat washer and hex nut.

Repeat this step for the remaining rafter support braces.

Attaching Roof Members to Rafters





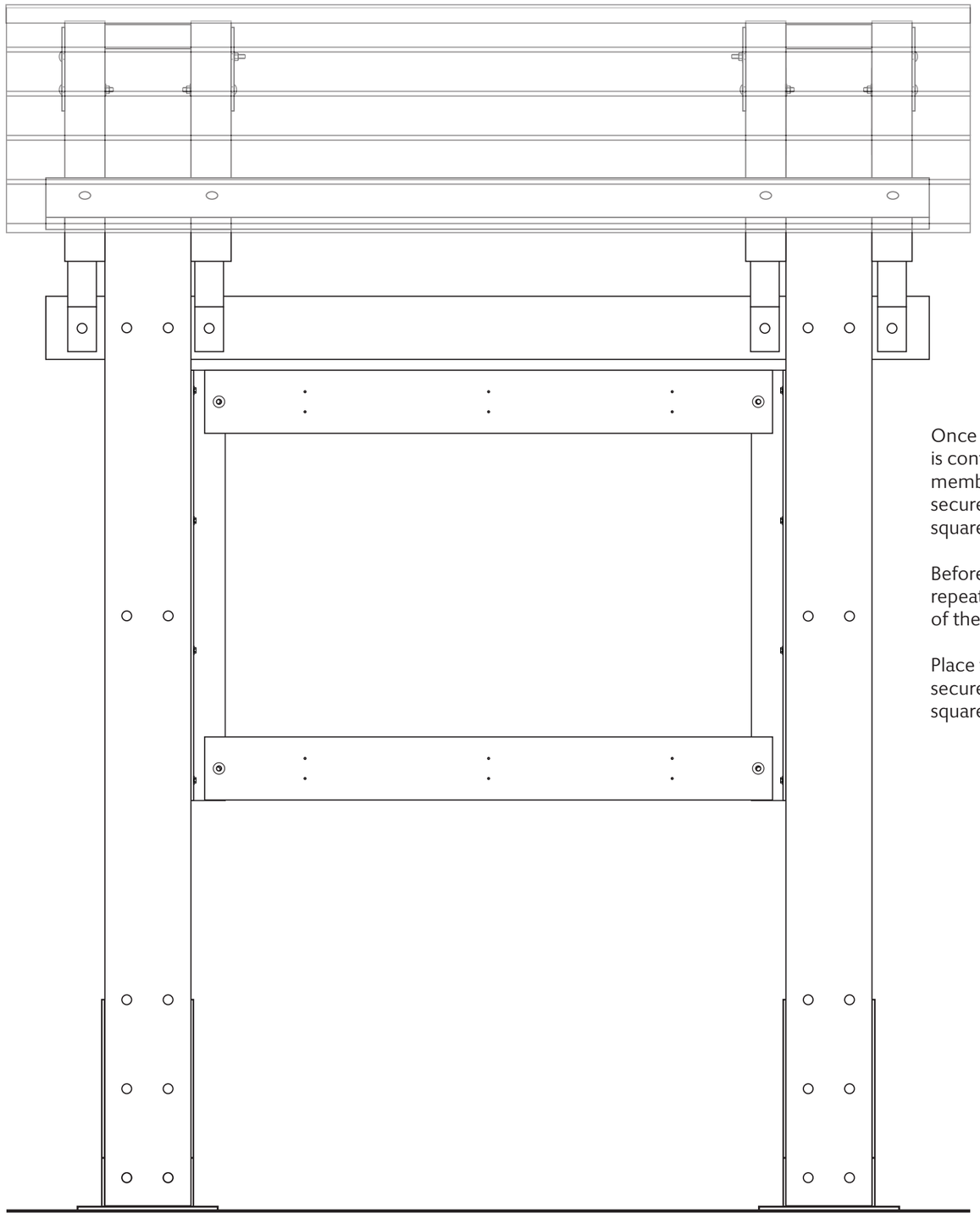
Make sure that all fasteners used up to this point in the process have been secured before installing the roof members.

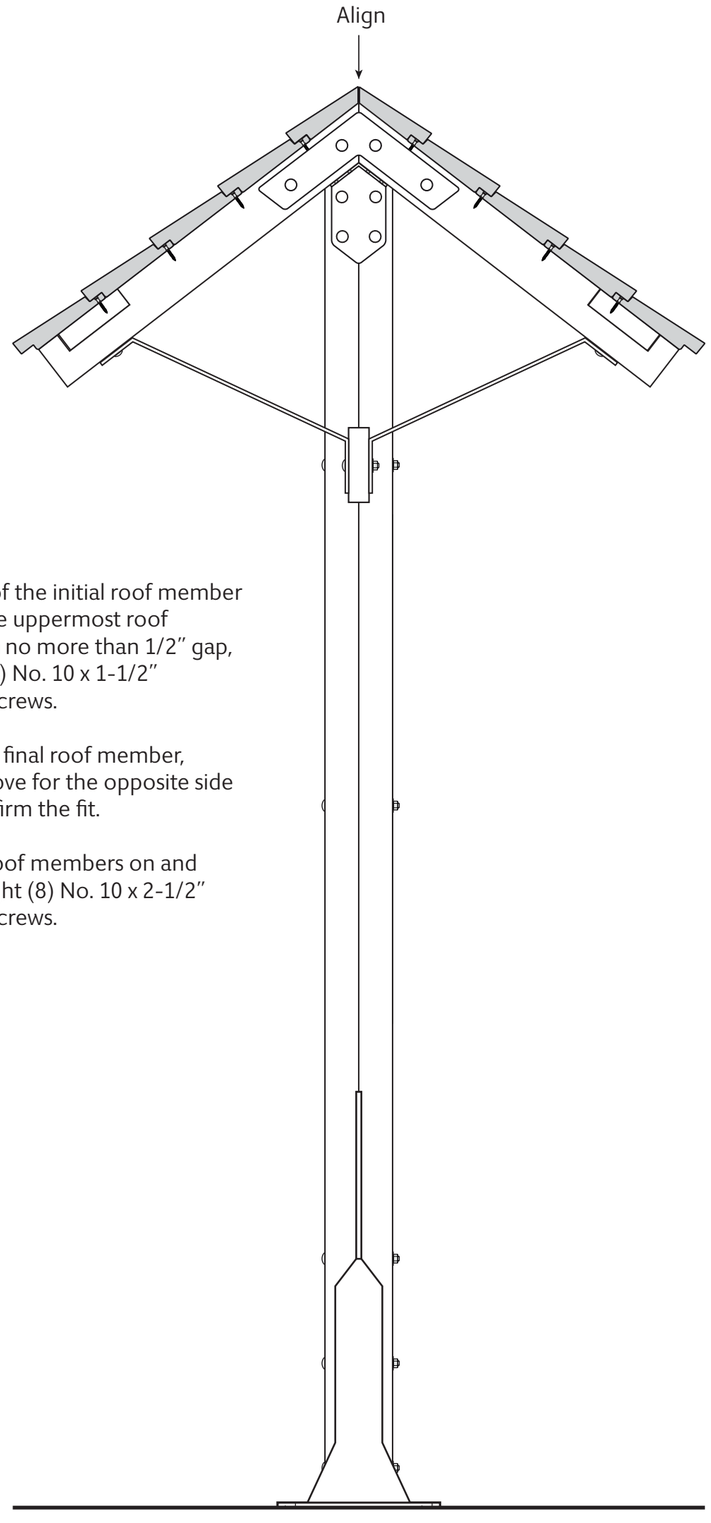
This system has been design so the first roof member installed aligns with the rafter tail as shown above.

It would be best practice to do a dry-run assembly of the roof members to make sure that the last two pieces will fit in place properly (close to touching or up to 1/2" apart at the peak of the roof.)

To test alignment, secure the bottom roof member as shown and then place the remaining roof members without attaching.

Attaching Roof Members to Rafters



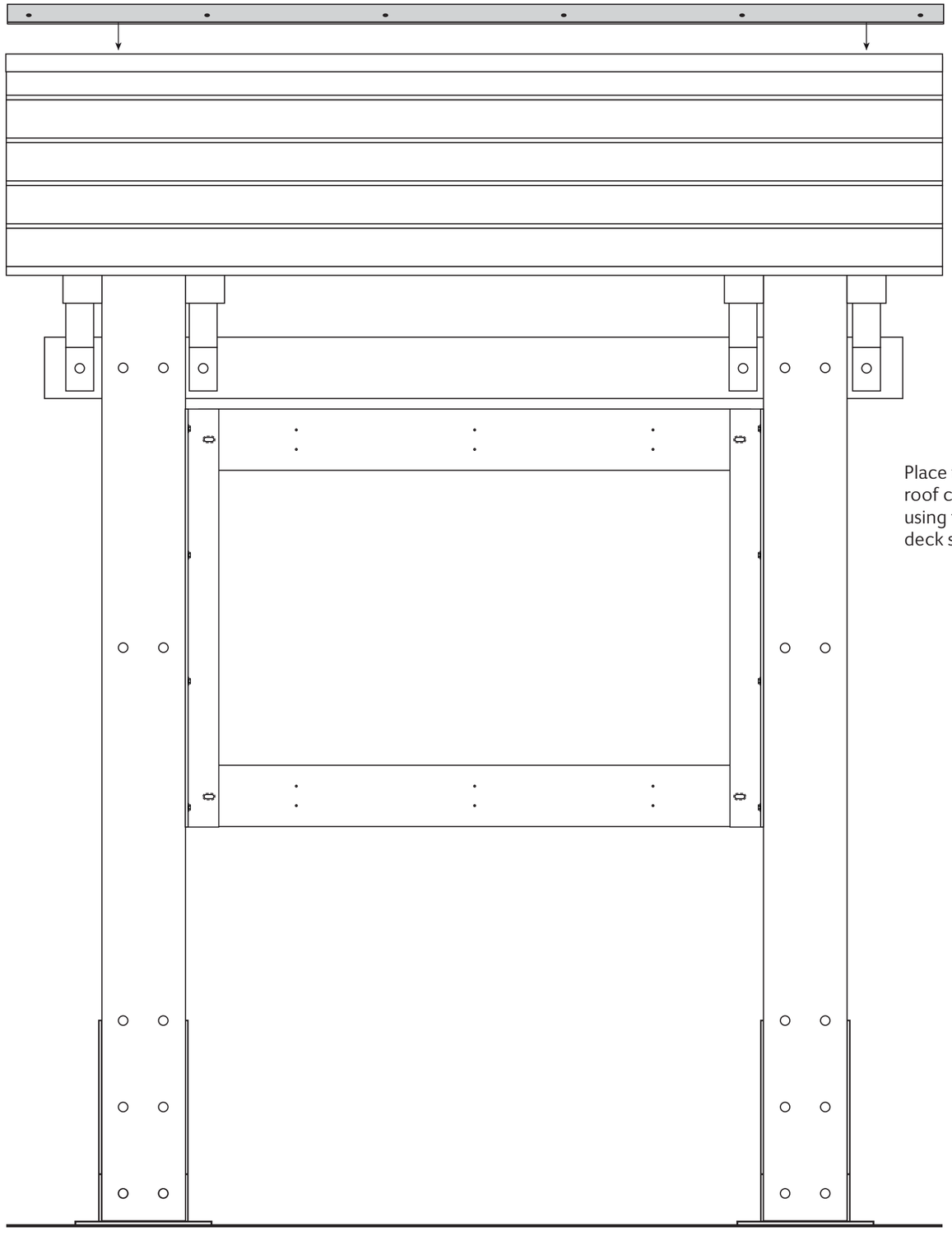


Once the position of the initial roof member is confirmed and the uppermost roof member aligns with no more than 1/2" gap, secure using four (4) No. 10 x 1-1/2" square-drive deck screws.

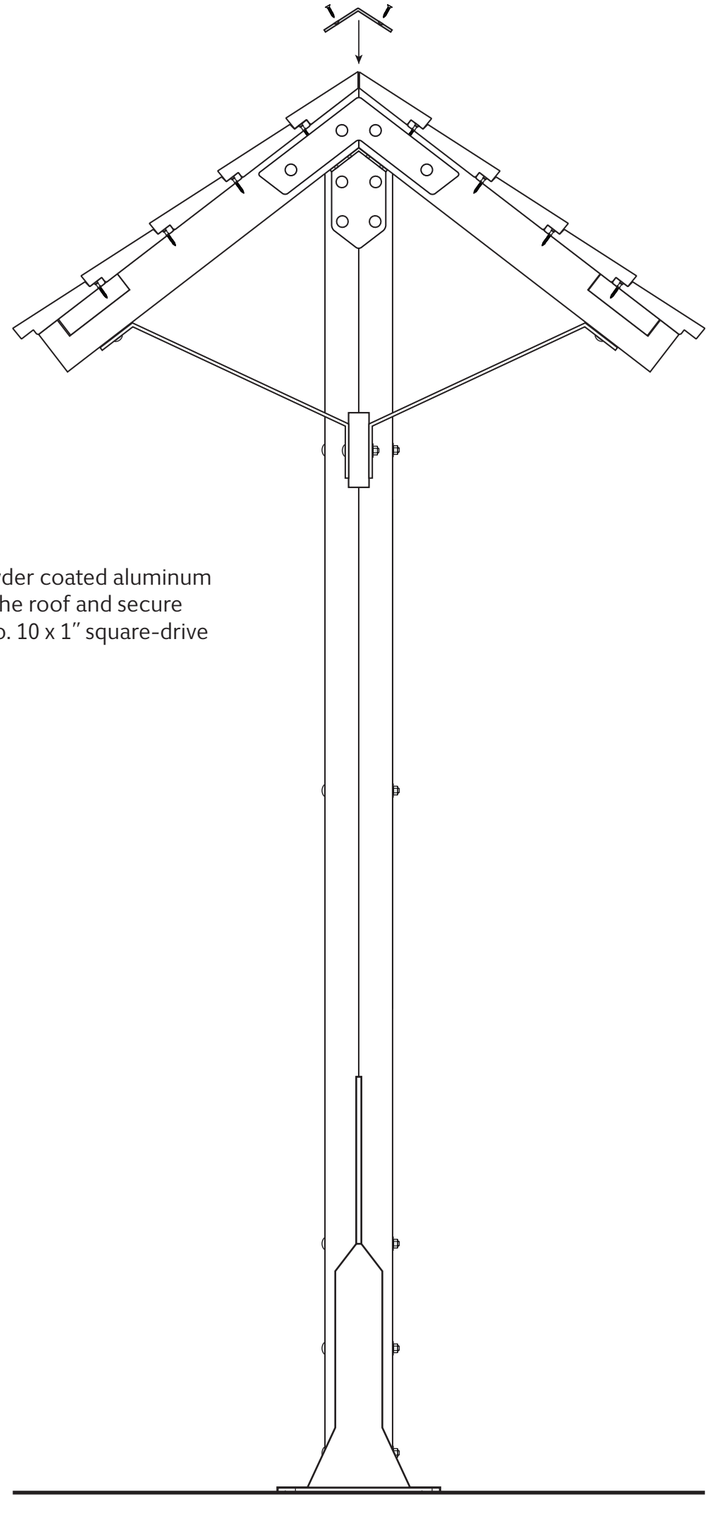
Before securing the final roof member, repeat the steps above for the opposite side of the roof the confirm the fit.

Place the two top roof members on and secure using the eight (8) No. 10 x 2-1/2" square-drive deck screws.

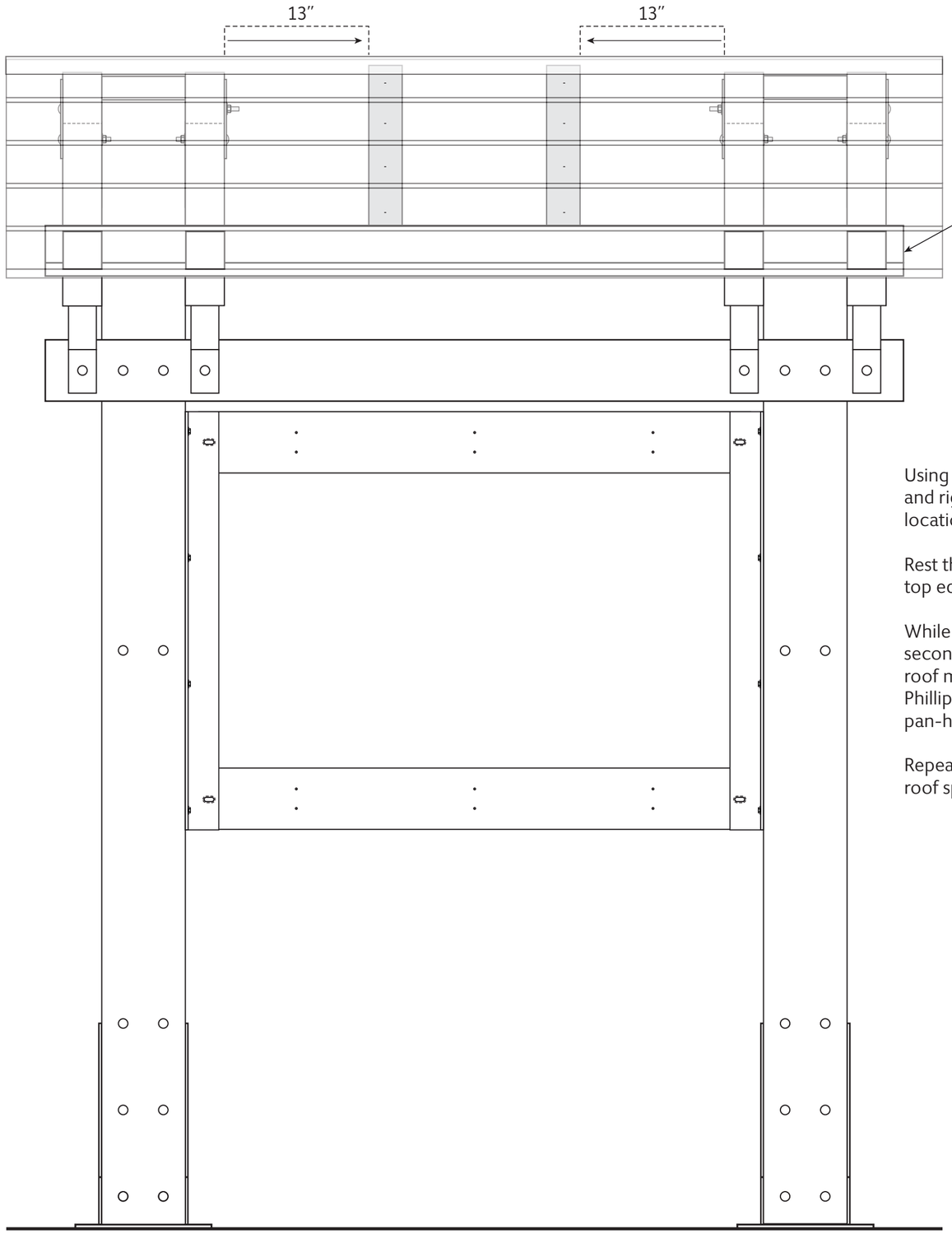
Attaching Roof Cap

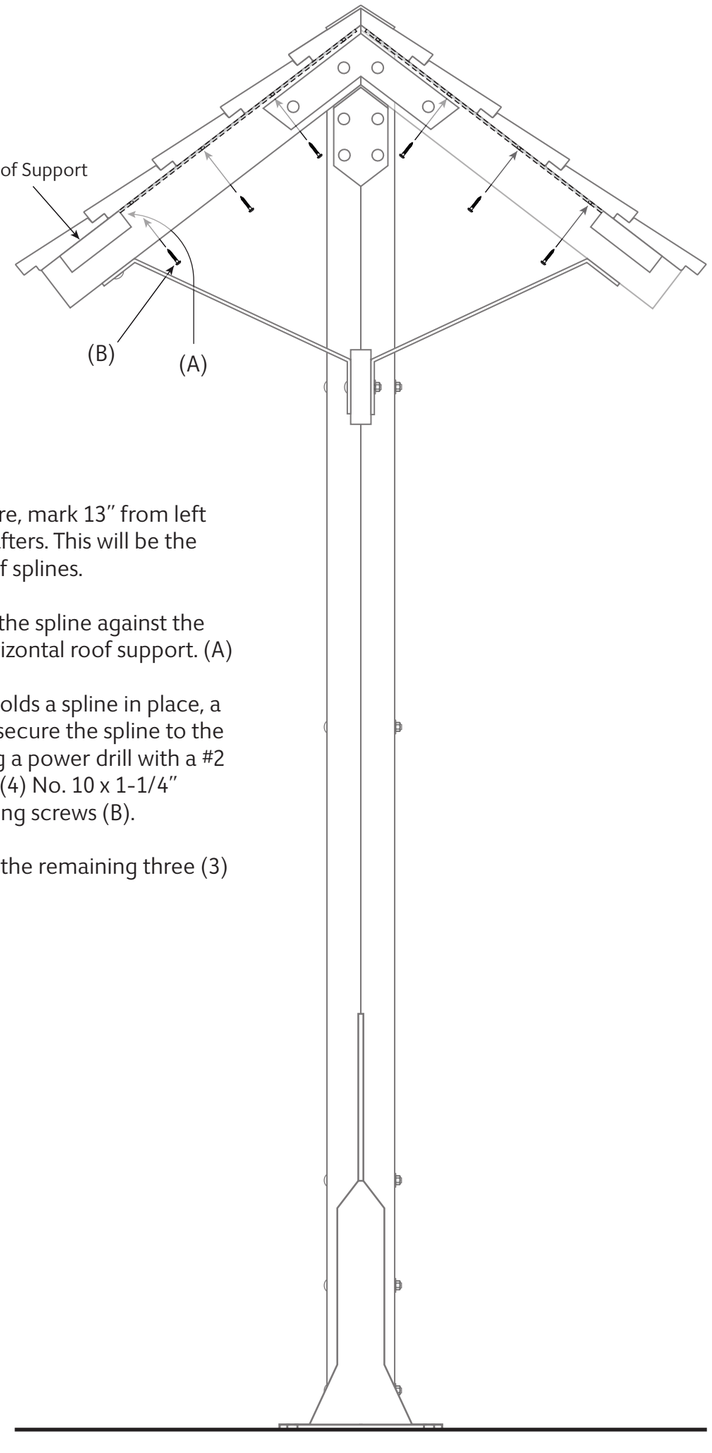


Place the black powder coated aluminum roof cap on top of the roof and secure using twelve (12) No. 10 x 1" square-drive deck screws.



Attaching Roof Spline to Underside of Roof Members





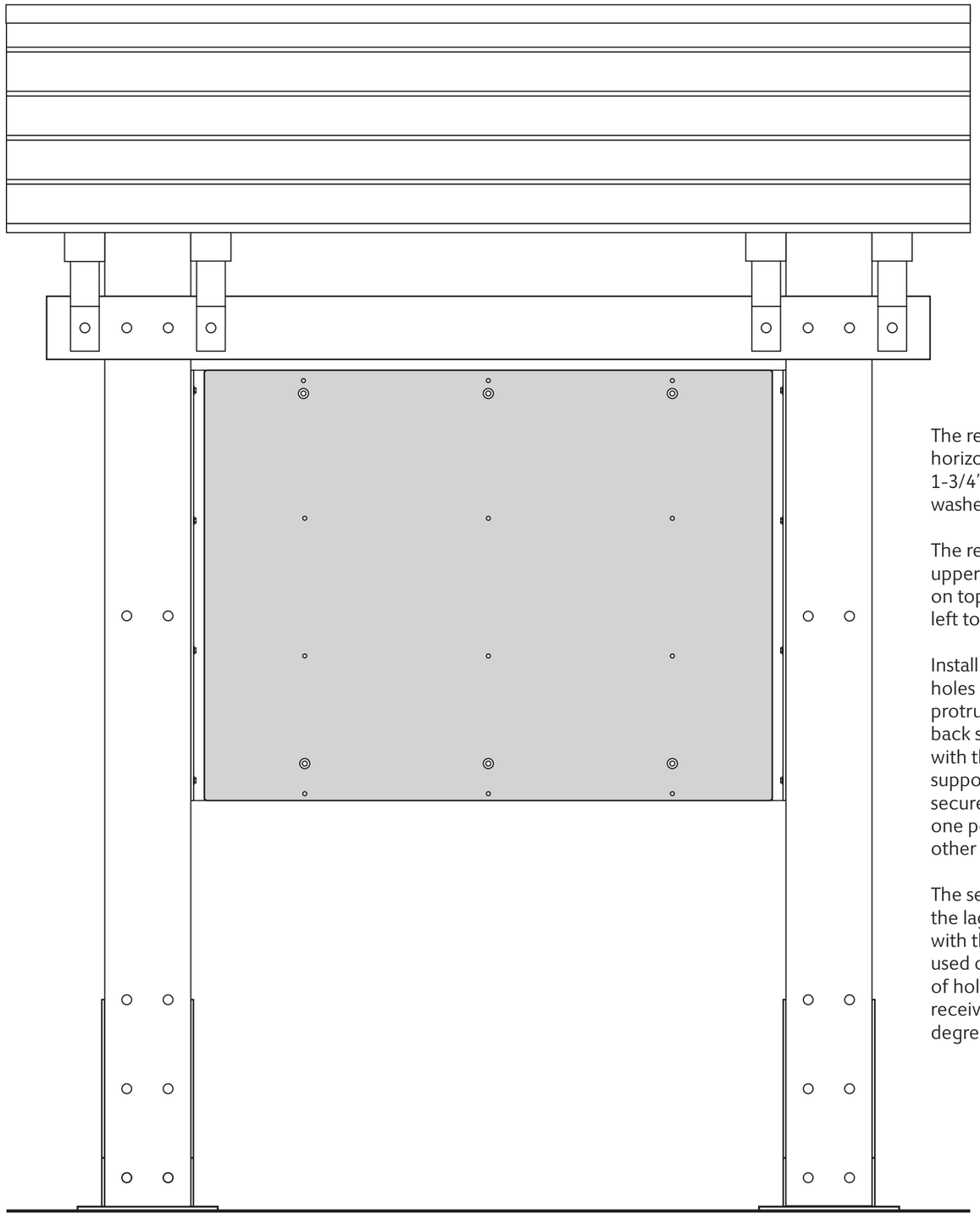
Using a tape measure, mark 13″ from left and right internal rafters. This will be the location for the roof splines.

Rest the bottom of the spline against the top edge of the horizontal roof support. (A)

While one person holds a spline in place, a second person will secure the spline to the roof members using a power drill with a #2 Phillips bit and four (4) No. 10 x 1-1/4″ pan-head self-tapping screws (B).

Repeat this step for the remaining three (3) roof splines.

Attaching Receiver Panels to Horizontal Sign Supports

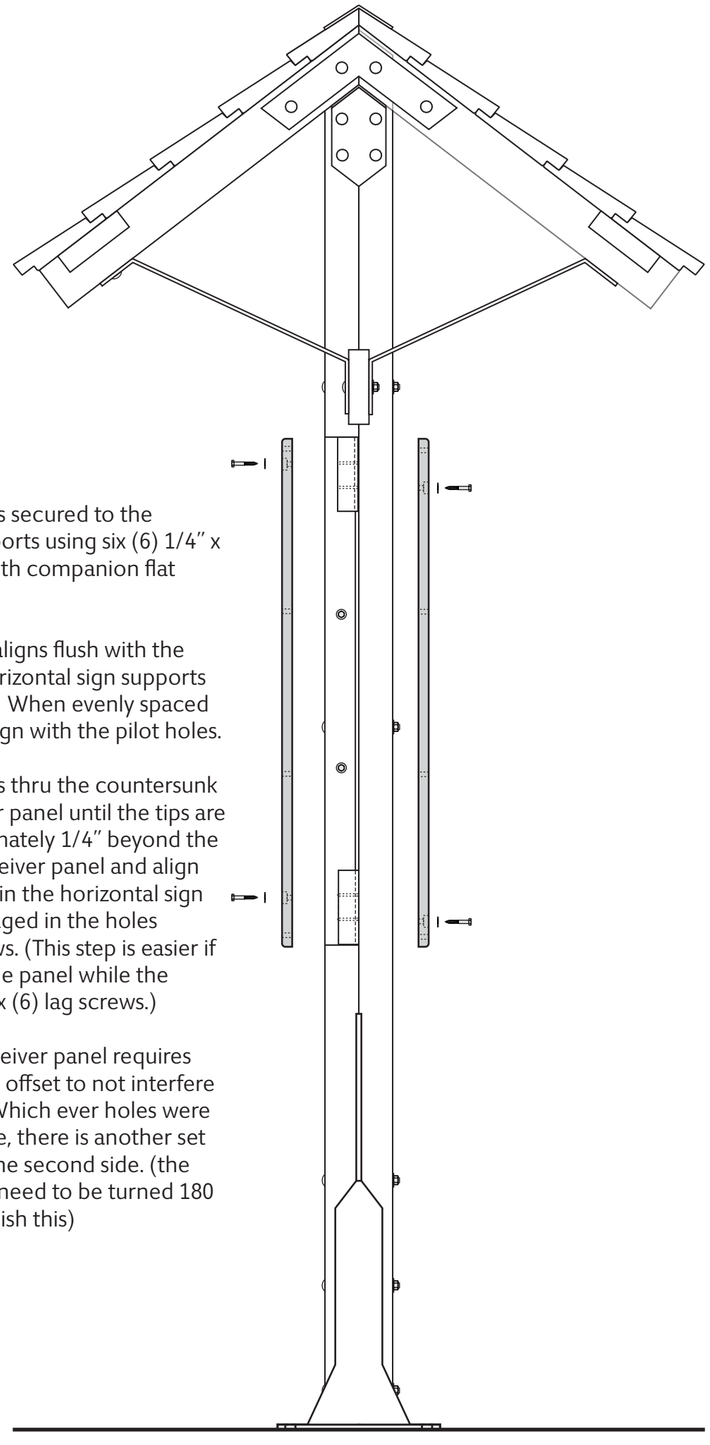


The receiver panel is secured to the horizontal sign supports using six (6) 1/4" x 1-3/4" lag screws with companion flat washers.

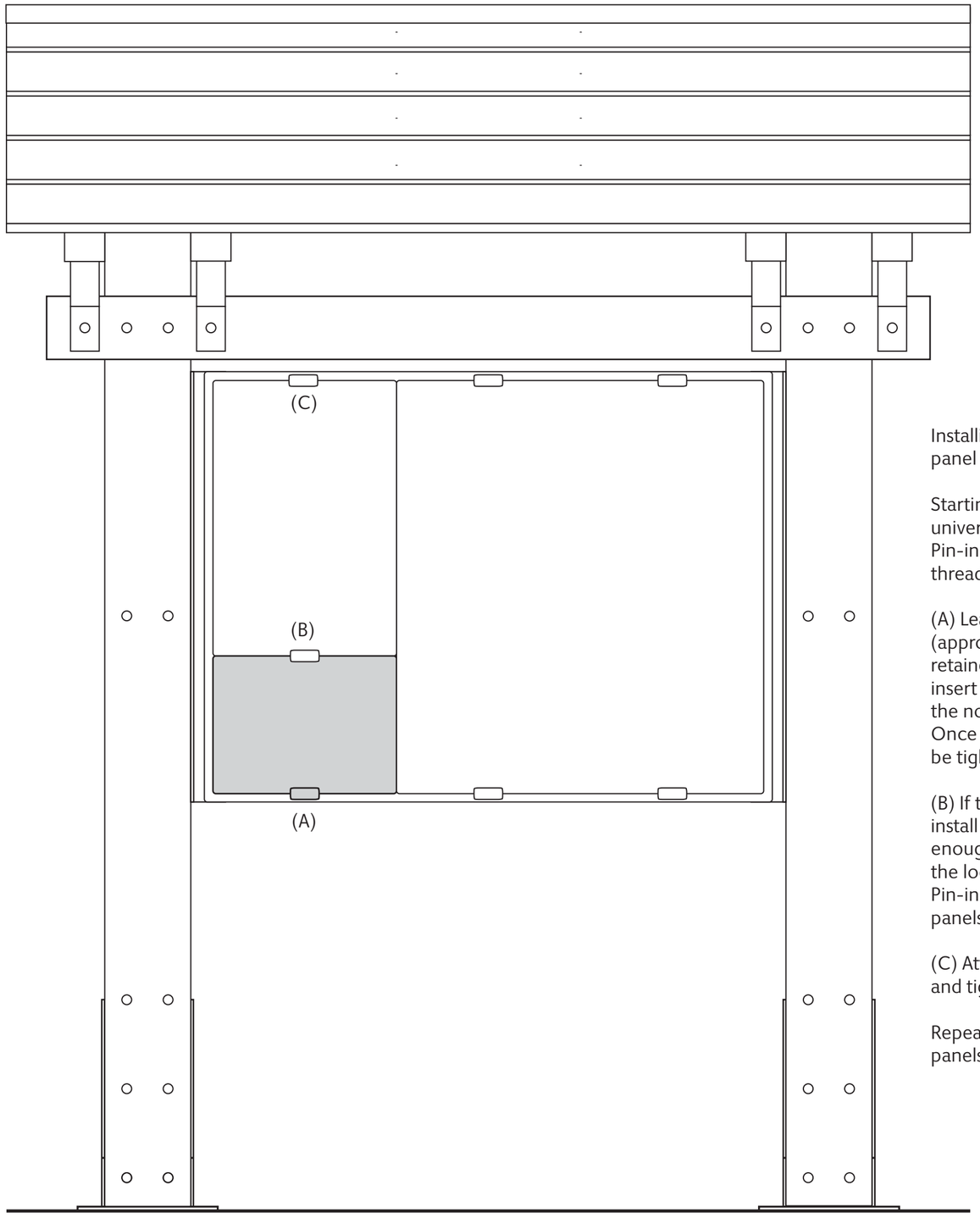
The receiver panel aligns flush with the upper and lower horizontal sign supports on top and bottom. When evenly spaced left to right it will align with the pilot holes.

Install the lag screws thru the countersunk holes in the receiver panel until the tips are protruding approximately 1/4" beyond the back side of the receiver panel and align with the pilot holes in the horizontal sign support. Once engaged in the holes secure the lag screws. (This step is easier if one person holds the panel while the other secures the six (6) lag screws.)

The second side receiver panel requires the lag screws to be offset to not interfere with the first side. Which ever holes were used on the first side, there is another set of holes to secure the second side. (the receiver panel may need to be turned 180 degrees to accomplish this)



Attaching Graphic Panels to Receiver Panels



Installing graphic panels onto the receiver panel is quick simple.

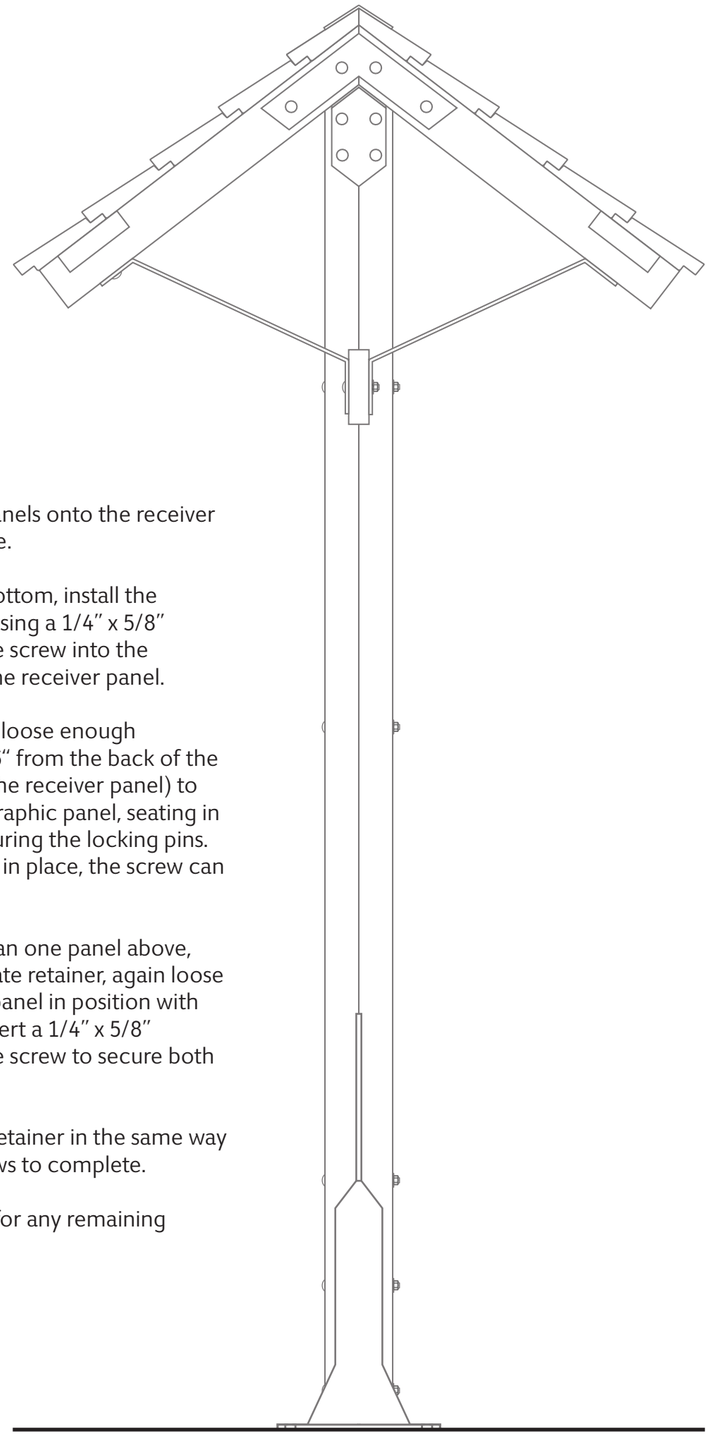
Starting from the bottom, install the universal retainers using a 1/4" x 5/8" Pin-in-Torx machine screw into the threaded insert in the receiver panel.

(A) Leave the screw loose enough (approximately 3/16" from the back of the retainer to face of the receiver panel) to insert a 1/8" thick graphic panel, seating in the notch and capturing the locking pins. Once the graphic is in place, the screw can be tightened.

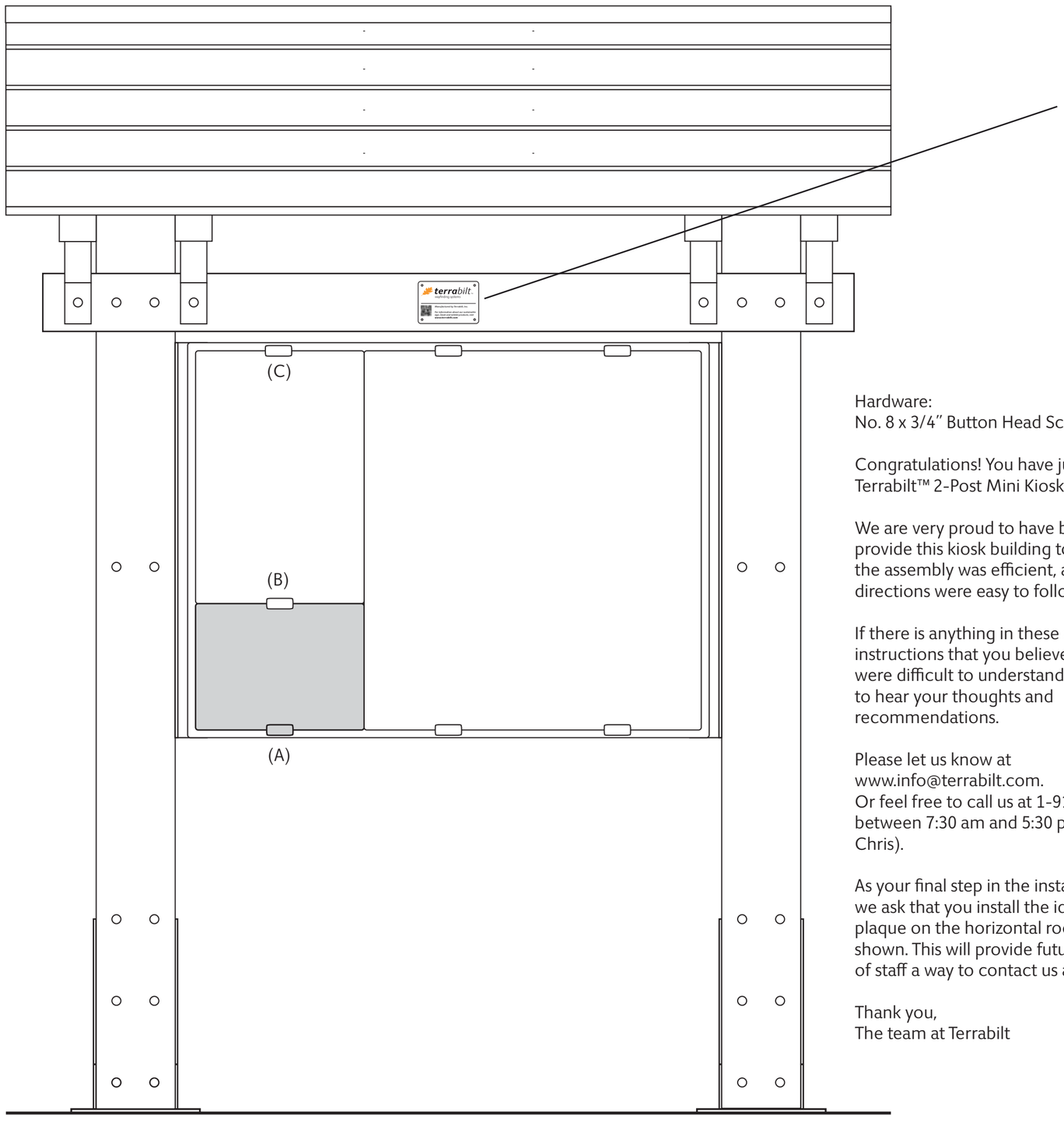
(B) If there more than one panel above, install an intermediate retainer, again loose enough to get the panel in position with the locking pins. Insert a 1/4" x 5/8" Pin-in-Torx machine screw to secure both panels.

(C) Attach the top retainer in the same way and tighten all screws to complete.

Repeat these steps for any remaining panels.



Attaching Graphic Panels to Receiver Panels



Hardware:
No. 8 x 3/4" Button Head Screw (Qty 4)

Congratulations! You have just assembled a Terrabilt™ 2-Post Mini Kiosk.

We are very proud to have been selected to provide this kiosk building to you. We hope the assembly was efficient, and our directions were easy to follow.

If there is anything in these assembly instructions that you believe we missed, or were difficult to understand, we would like to hear your thoughts and recommendations.

Please let us know at
www.info@terrabilt.com.
Or feel free to call us at 1-914-341-1500 between 7:30 am and 5:30 pm EST (ask for Chris).

As your final step in the installation process, we ask that you install the identification plaque on the horizontal roof support as shown. This will provide future generations of staff a way to contact us as needed.

Thank you,
The team at Terrabilt