



Instruction Manual

**for Round "Hut" Style Model
26' Wide x 12' High x 48' Long
with Chain Hoist Door
SKU #PB00010R4N**

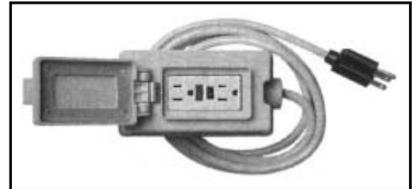
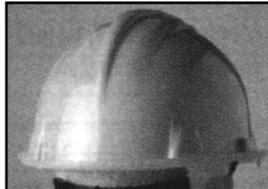
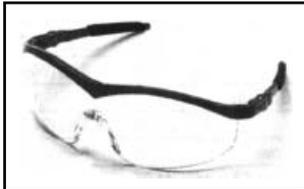
Introduction

Thank you for purchasing the ClearSpan™ Poly Shelter. We appreciate your patronage. We hope you enjoy building and utilizing your shelter. Please read this entire instruction manual before starting to assemble your shelter. If you require assistance during the construction process you may call us at 1-888-603-4445.

A Word About Safety

Just as we want you to be pleased with your assembled shelter, we don't want you to get hurt in the process of building it! Our suggestions include the following:

- Wear eye protection when drilling and power-screwing.
- Wear head protection when working with/under heavy parts including metal tubing.
- Wear gloves when handling metal tubing due to sharp or rough ends.
- Use a portable GFCI when working with corded power tools.
- Never erect a shelter directly under power lines.
- Be careful not to drive anchors into buried power cables.
- Do not climb on the shelter or its frame. It is not designed to support human weight.
- If the shelter is enclosed, provide proper and adequate ventilation.
- Do not store hazardous materials in the shelter without proper ventilation and precautions.
- If both ends are covered, provide proper ingress and egress to prevent entrapment.
- Do not occupy the shelter during very high winds, hurricanes, or tornadoes.
- If shelter is moved after construction, inspect shelter thoroughly before reuse.
- Use common sense at all times.



Required Tools

Before you start to build your shelter you should assemble the following tools:

- Tape Measure at least as long as your shelter
- Fine Point Marker to mark locations on tubing
- Electric Drill/Driver (cordless preferred)
- Adjustable Wrench (or wrench set)
- 1/4" Allen Wrench
- Scissors
- Step ladder tall enough to safely work at the height of your shelter
- Two 30-foot pieces of rope

IMPORTANT - Read Anchoring Instructions

You must read the anchoring instructions packed with your kit prior to shelter assembly!

Selecting a Location

It is important to select a proper location for your poly shelter. While the location may have been predetermined before you even ordered your shelter, you may want to “improve” the location before starting the assembly process.

One of the most important considerations is that the location should be level. If it is not, the shelter’s frame will not assemble or sit properly. If your location is not level, you should consider grading it before building on it. Another alternative is to provide footings which are level to support the shelter. These could be pressure-treated posts, precast concrete blocks, or poured in place footings.

Drainage is another important consideration. Rain flowing off your shelter should have a natural path to flow away from the shelter and not under or into it.

Section A - Unpack & Identify Parts

Step 1: Before you begin to assemble your shelter you should first unpack the contents of your shipment. During this process you will learn what all of the various parts look like.

Tip: We recommend you start by laying out the contents of your shipment in an orderly fashion as shown in the photograph below. Note that your parts may look different from those shown.



The contents of the Bill of Material for your shelter will depend on the size of the shelter ordered. Please refer to the Bill of Material that came with your shelter.

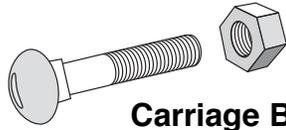
Step 2: Carefully go through the bill of material that came with your shelter and verify that you have all the required parts.

Tip: It is not necessary to open the plastic bags and count all of the fasteners at this time.

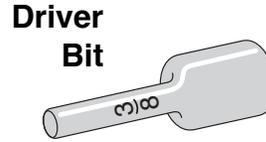
Parts Identification



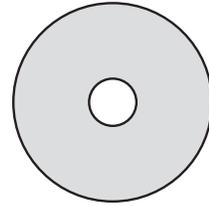
Tek Screw



Carriage Bolt & Hex Nut



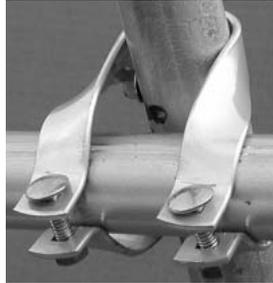
Driver Bit



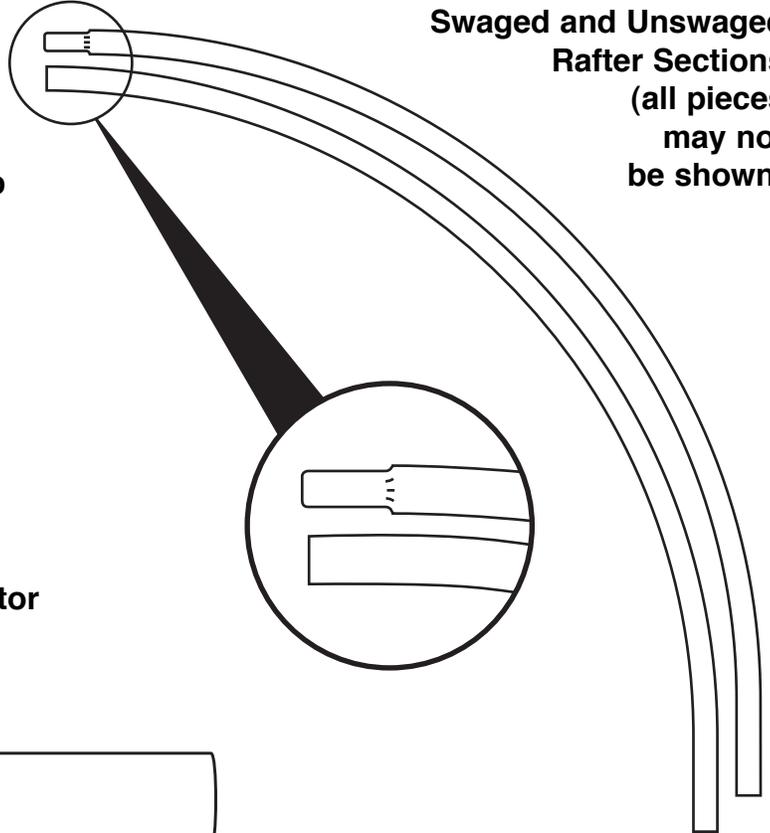
Fender Washer



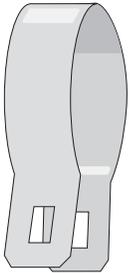
Purlin End Clamp



Purlin Cross Clamp



Swaged and Unswaged Rafter Sections (all pieces may not be shown)



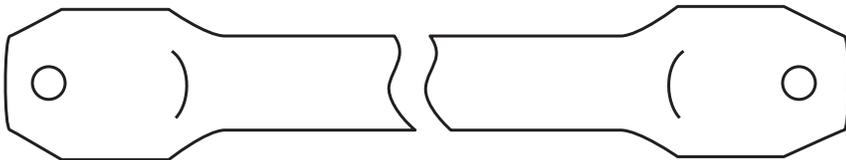
Brace Band



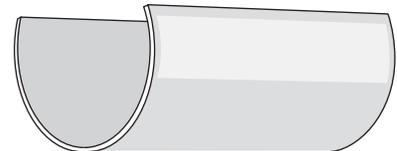
End Conduit Connector



Purlin/Cover/End Conduit (only swaged is shown)

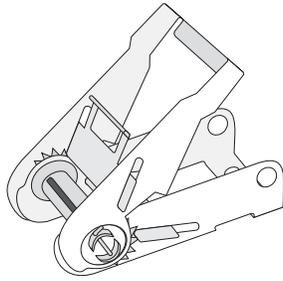


Strut

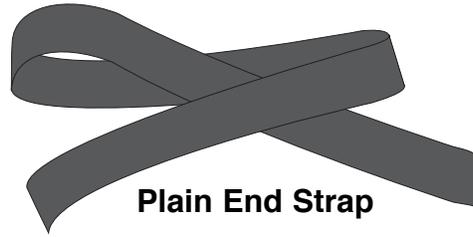


Fabric Clip

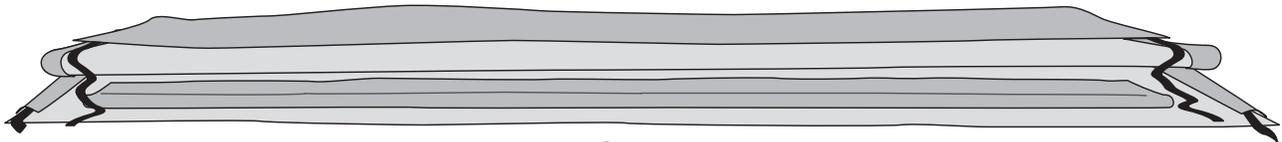
Note: Illustrations are not to scale.



Strap Ratchet



Plain End Strap

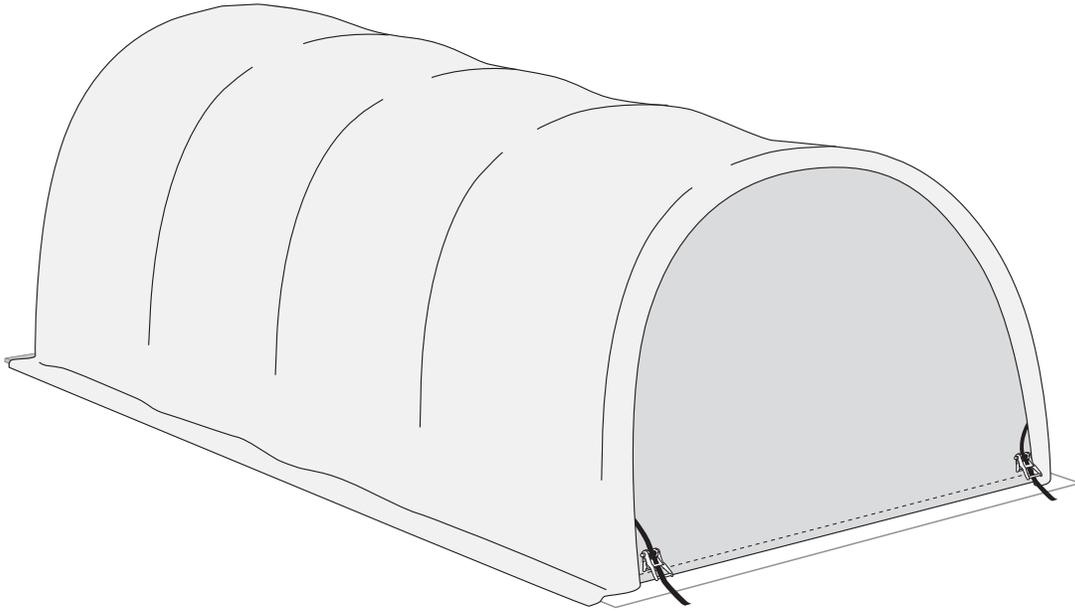


Cover

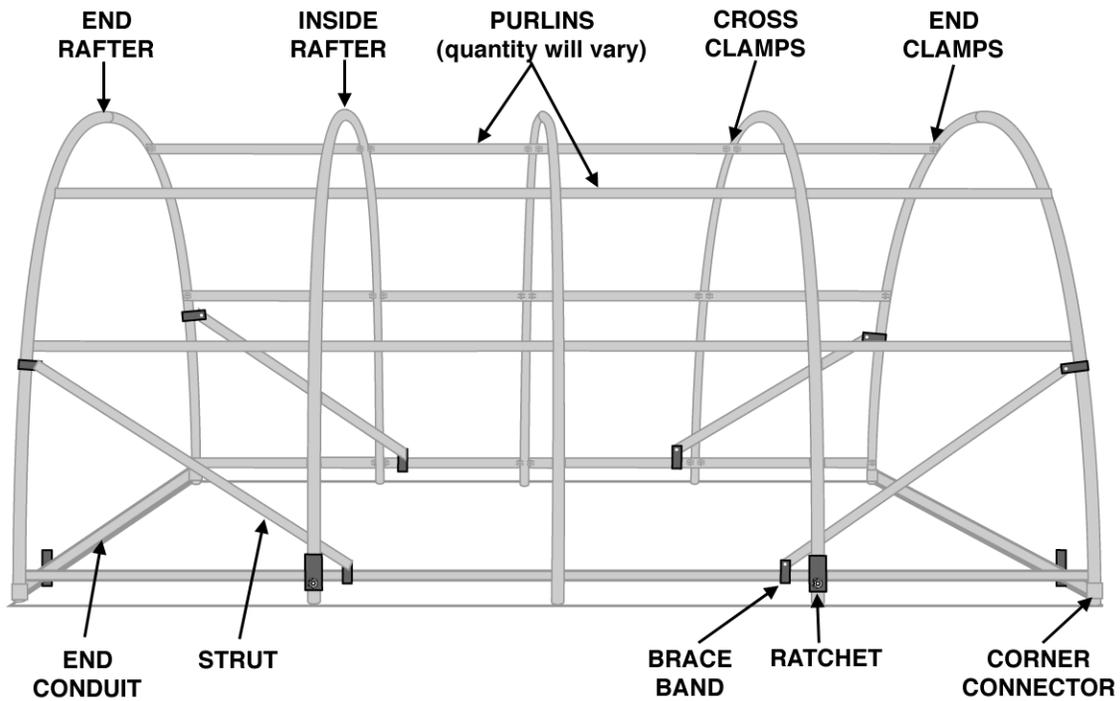
Note: Illustrations are not to scale.

Assembly Diagrams

Your assembled shelter will be similar to the illustration below:



First you will assemble the frame:

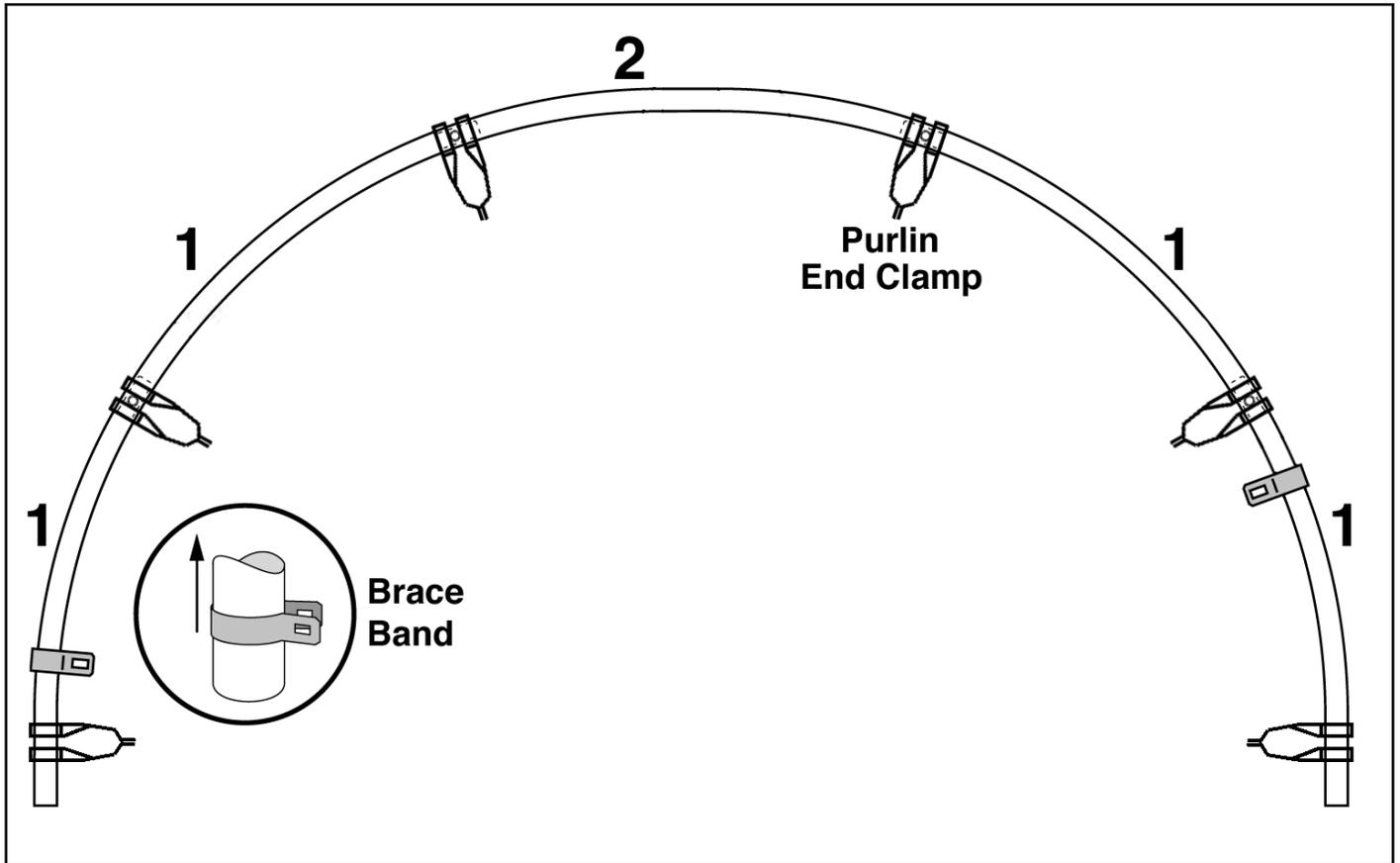


Note: Rafter count in illustration may differ from your shelter model

Section B - Rafter Assembly

Step 1: Locate the 5 sections of pipe to make a rafter. This will include four swaged sections labeled "1" and one section labeled "2" which is not swaged.

Step 2: Fit the five sections together starting with the unswaged section "2" and fitting a swaged section "1" into each end of it. Next, fit another swaged section "1" into each end again to form an arch laying flat on the ground. It is essential that you perform this step on level ground or the completed rafter assembly will be twisted.



Typical End Rafter

Step 3: Install the supplied 3/8" hex driver bit into the chuck of your drill/driver.



Step 4: Secure each connection by inserting a Tek screw into the side of the arch.

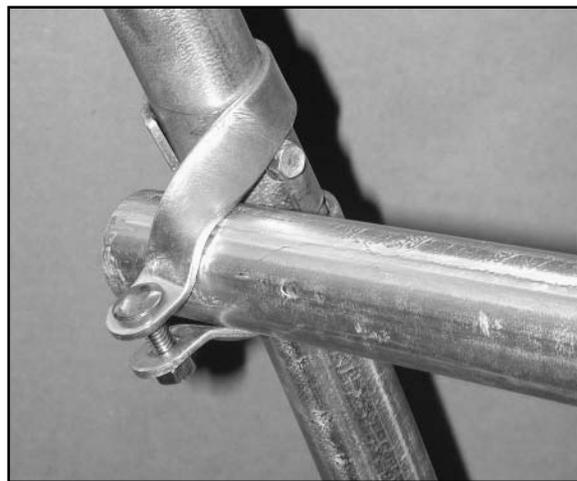
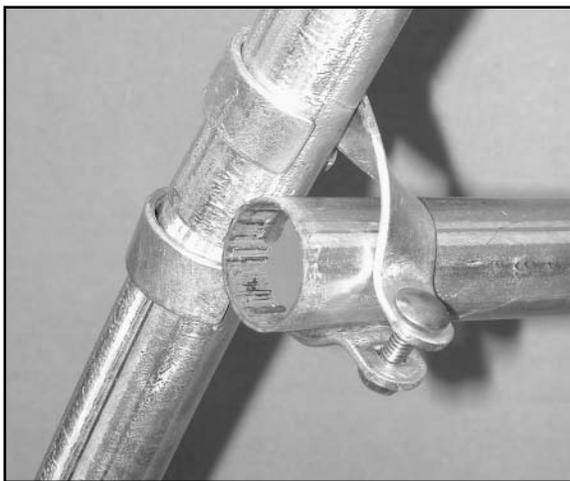
Tip: Tek screws are self-drilling and no pilot hole is usually required. If you have trouble getting a Tek screw to “bite,” try another Tek screw (or you can drill a 3/16" pilot hole).



Step 5: Repeat the steps above to assemble all remaining rafters using the same procedures.

Two of your rafters will be used on the ends of your shelter, and these end rafters use special fittings including Purlin End Clamps and Brace Bands. You will add these fittings now.

Step 6: Slide 4 sets of Purlin End Clamps onto one of the rafters. These will be used to secure the purlins to the end rafter. Turn them as required to get past the Tek screws at the joints. You'll need one at each joint in the rafter.



Tip: On the sides of the rafter, position the top strap of the end clamp so it rests on the Tek screw. This will help prevent the clamp from slipping if the purlin has to support any weight.

Step 7: Slide a Brace Band over each end of the rafter and up the rafter a few feet. These will be used to secure the struts.

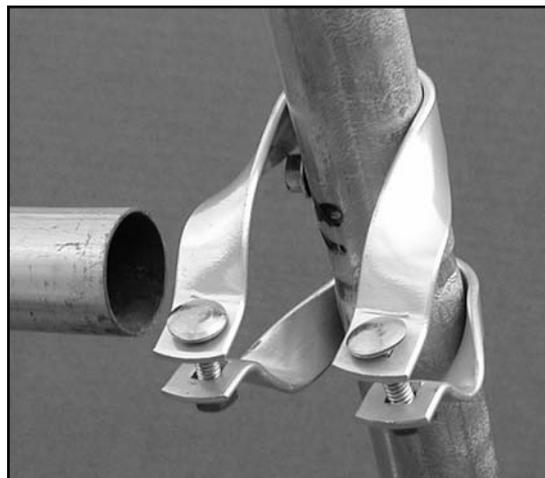
Step 8: Slide another set of Purlin End Clamps onto each end of the rafter. These will be used at the lower ends of the rafter and will “trap” the brace bands so they can’t fall off. The clamp should be about 2" away from the end of the rafter to leave room for the “T” connector which will be added later. You should now have a total of 6 sets of end clamps on your rafter.



Lower Position (with purlin installed)

Step 9: Repeat the steps above to assemble the other end rafter exactly like the one you just made.

Step 10: On all inside rafters, install Purlin Cross Clamps at the same locations where you installed end clamps on the end rafters. Leave the screws loose so you can slide in the purlins later on. This model has 6 clamps per rafter.

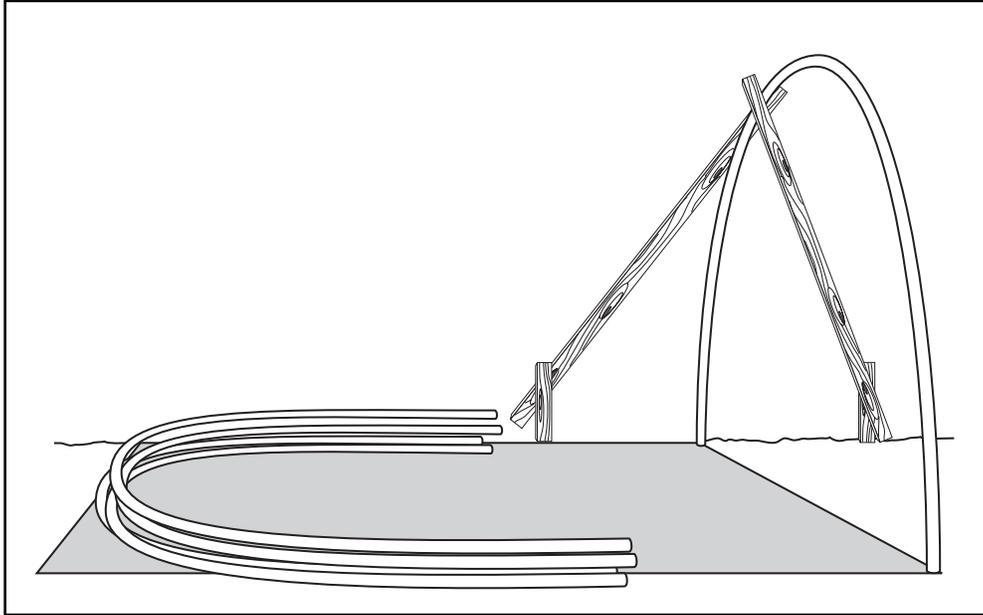


Typical Cross Clamp Assembly

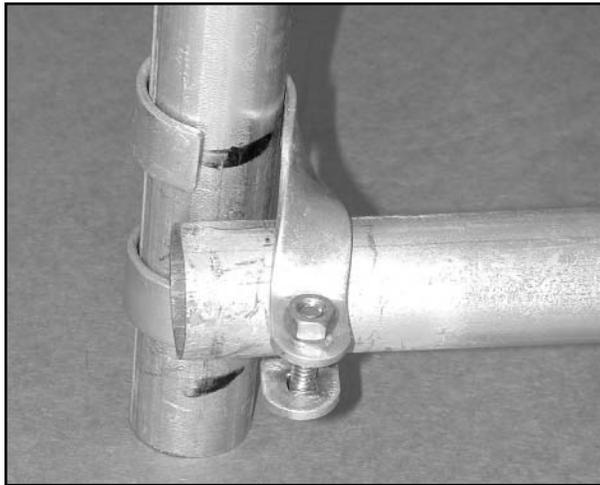
Tip: On the sides of the rafter, position the top strap of the cross clamp assembly so it rests on the Tek screw. This will help prevent the clamp from slipping if the purlin supports any weight.

Section C - Rafter Setup

Step 1: Stand up one of your end rafters (one of those with the brace bands attached). Secure it to an existing structure if possible so that it is plumb. If you don't have an existing structure, you can use some 2x4s as shown tied with rope:



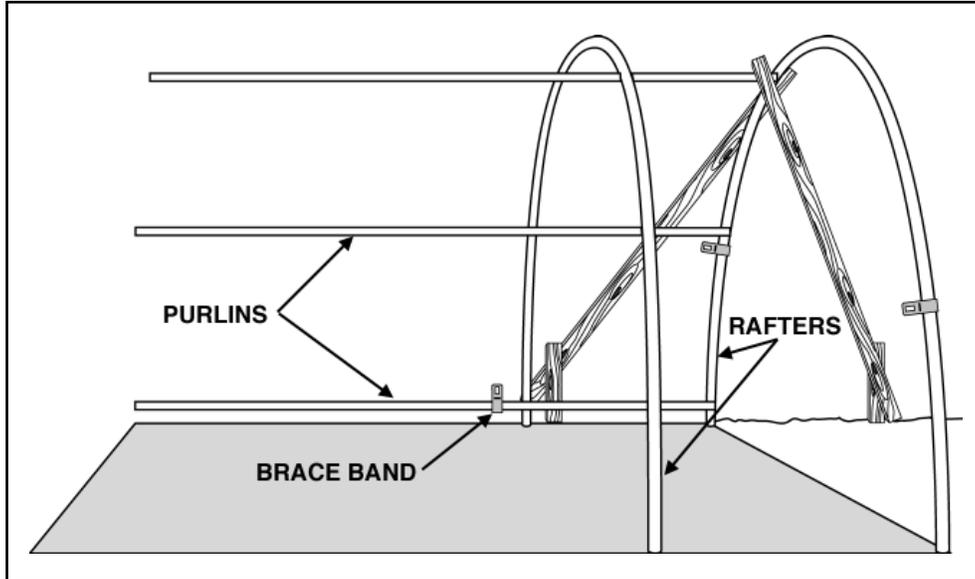
Step 2: Insert purlins into the clamps at the bottoms of the end rafter and tighten the clamps. The ends of the purlins should extend a half inch or less past the clamp, or the rough end of the purlin could damage the cover when it is installed later. Note that the bolt side of the end clamps must go toward the "inside" of the shelter" (the same side as the purlin) as shown.



Step 3: Slide an inside rafter (without brace bands) onto the two purlins. Position this 2nd rafter from the end rafter using a rafter-to-rafter distance of 48". Have your partner hold the rafter in position while you tighten the purlin clamps at the ends of this rafter.

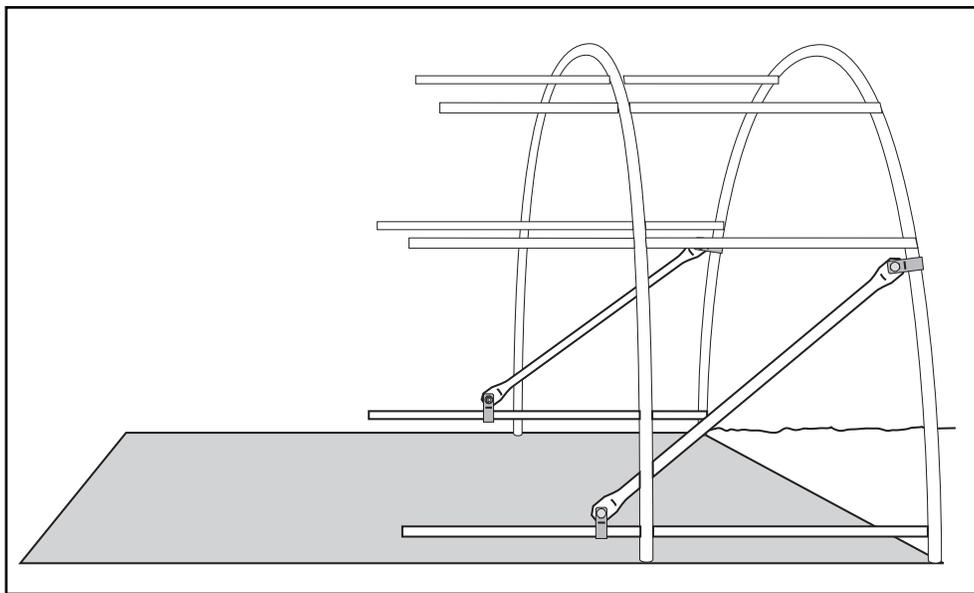
Step 4: Slide a purlin through the clamp at the top of this rafter and also the clamp at the top of the end rafter. Tighten the bolts with the end of the purlin a half inch past the clamp.

Step 5: One at a time, slide purlins through the rest of the clamps and tighten the bolts with the ends of the purlins a half inch past the edges of the clamps on the end rafter.



Step 6: After you have installed the first two rafters, slide a 1.315" brace band onto each of the two bottom purlins (before you go on to attach the third rafter).

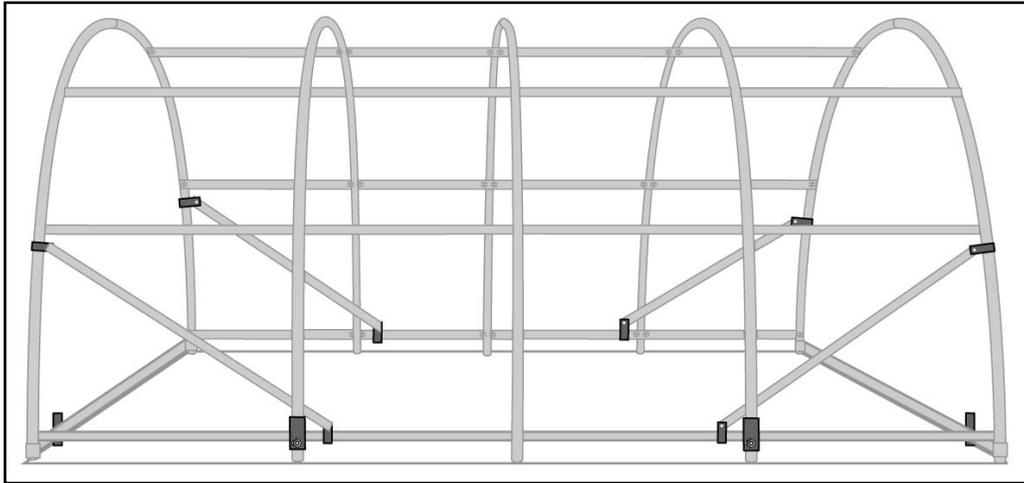
Step 7: Using 1-1/2" carriage bolts and nuts, attach struts between the brace bands on the purlins and the brace bands on the end rafter. Position the struts so that they form a triangle at roughly a 45° angle when installed. Make sure the end rafter is plumb before you tighten the nuts.



Tip: If you forgot to slide a brace band into position on a rafter or purlin, you can wedge the brace band onto the pipe by striking it with a mallet. **Be careful, and wear eye protection!** You can then reclose the end of the brace band by pinching it with slip joint pliers if necessary.



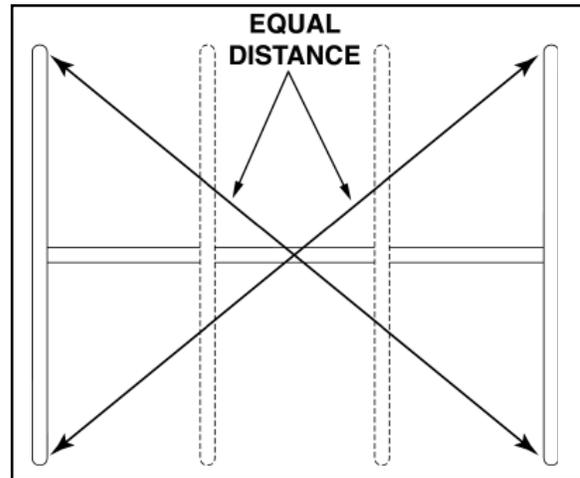
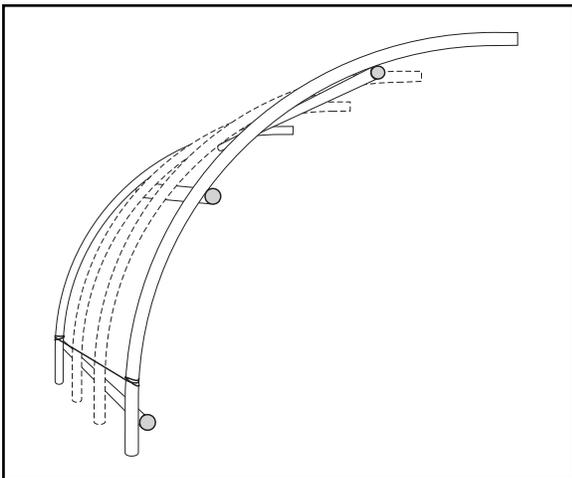
Step 8: Continue adding rafters (at 48" spacing) and purlins until all inside rafters are in place between the two end rafters. Remember to use the other end rafter last.



Step 9: Using 1-1/2" carriage bolts and nuts, attach struts between the end rafter just installed and bottom purlins as you did at the other end of the frame.

Step 10: With all rafters and purlins in place, position the shelter exactly where you want it located.

Step 11: Recheck the 48" rafter-to-rafter dimensions along all six purlins. Also check that every rafter is standing up straight (plumb). Square the corners by measuring diagonally corner-to-corner, and line up all rafters using a straight line.

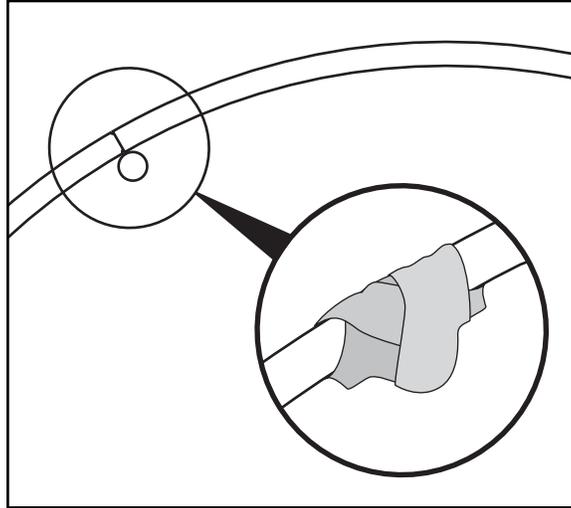


Step 12: Secure every purlin joint between sections with a Tek screw.

Section D - Finish Rough Edges

Step 1: Check for any sharp edges on the frame and file them smooth so they will not cut the cover.

Step 2: Apply two layers of heavy duct tape on all pipe connections and clamps that may contact the cover.

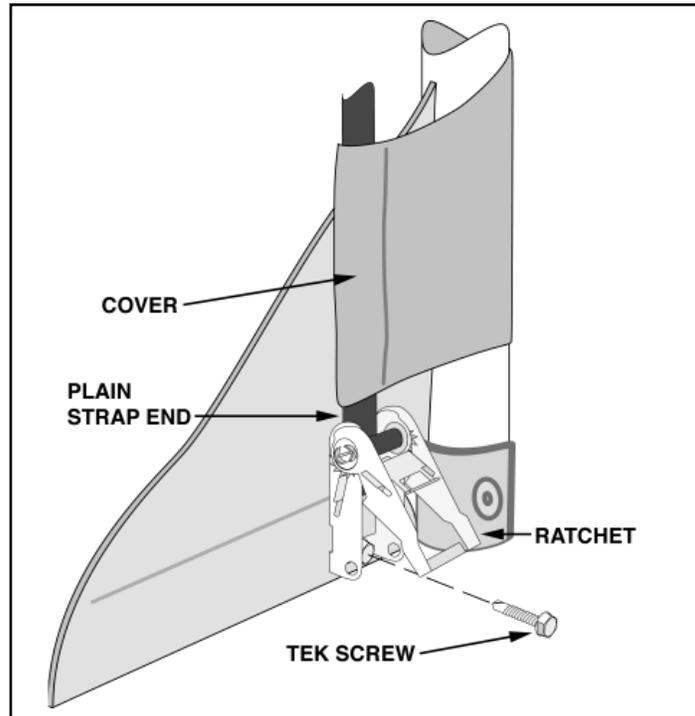


Section E - Install End Panels and Door Kit

You must now refer to the separate instructions that came with your end panel kit SKU #103953 to install the end panels and door.

Section F - Install Main Cover

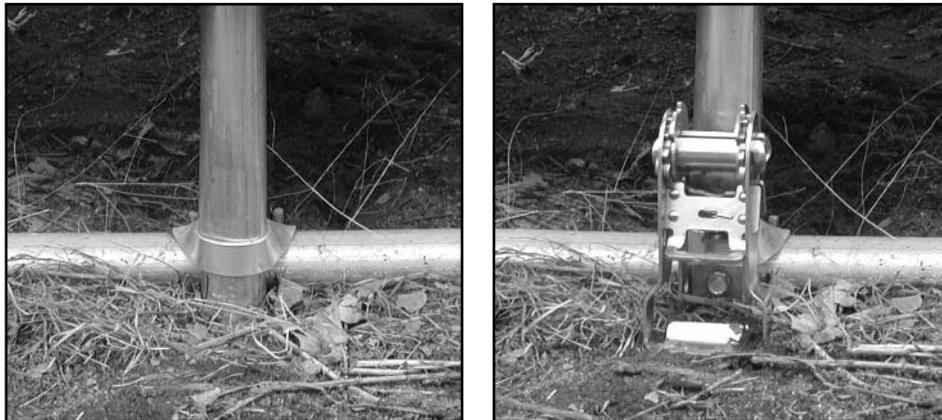
Step 1: Fasten a ratchet to the end conduit with a Tek screw in the bottom hole of the ratchet. The ratchet should be about 6" in from the end of the conduit. Repeat this step in all four corners.



End Ratchet

Step 2: On the side of the shelter, identify the rafters where you will install side ratchets. These locations are at the second, the next to the last, and every other rafter in between. On this model, you will install ratchets at all even numbered rafters. If you numbered the rafters 1 to 13, these locations are at rafters 2, 4, 6, 8, 10, and 12 and are on both sides of your shelter.

Step 3: Fasten ratchets to the outsides of these rafters with a Tek screw about 2" from the bottom of the rafters. Ratchets are located on the same rafters on both sides of the shelter. Repeat so you have ratchets on both sides of the shelter opposite each other.



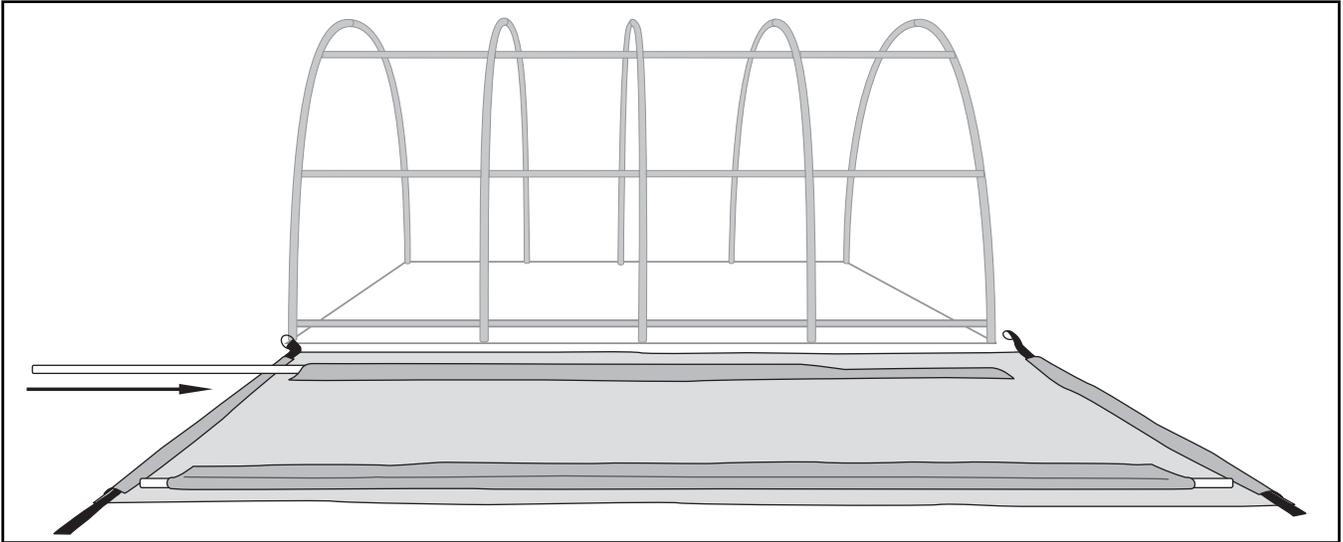
Step 4: Make up a pair of cover conduits each the length of your shelter. Start each with an unswaged section and add swaged sections to arrive at the correct length.

Warning: DO NOT INSTALL COVER ON A WINDY DAY AS DAMAGE TO IT MAY RESULT!

Step 5: Unpack the main cover and unfold it completely with the inside surface facing up.

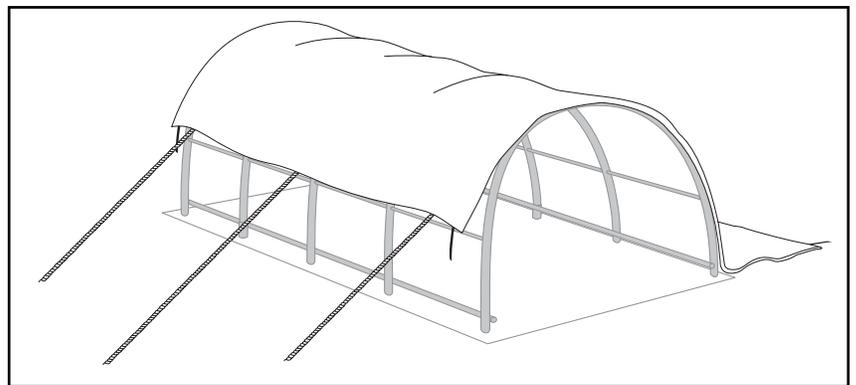
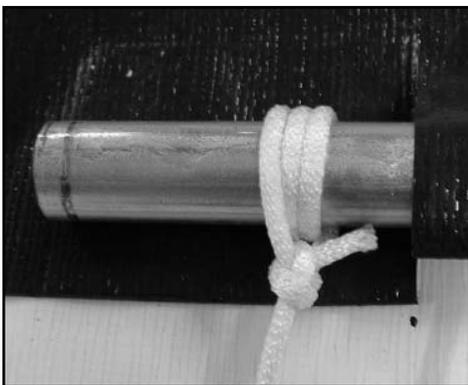
Step 6: Locate the ends with strapping and line them up with the front and back of the shelter.

Step 7: Slide cover conduits into hem openings as shown in the next illustration.



Step 8: To pull the cover over the frame, attach ropes to both ends of the cover conduit. Wrap the rope around the conduit a few times as shown below to prevent it from slipping off accidentally. Long shelters require additional ropes at every rafter where you installed a ratchet. If your cover's hem was notched at the factory, you can attach additional ropes at these locations. If your cover was not notched at the factory, you can cut a small slit in the hem just inside of the cover conduit (see photos on next page), pass the rope through and tie a bowline knot.

Step 9: Throw the ropes up and over the frame and then pull the cover over the frame. You need one person at each rope for this step.



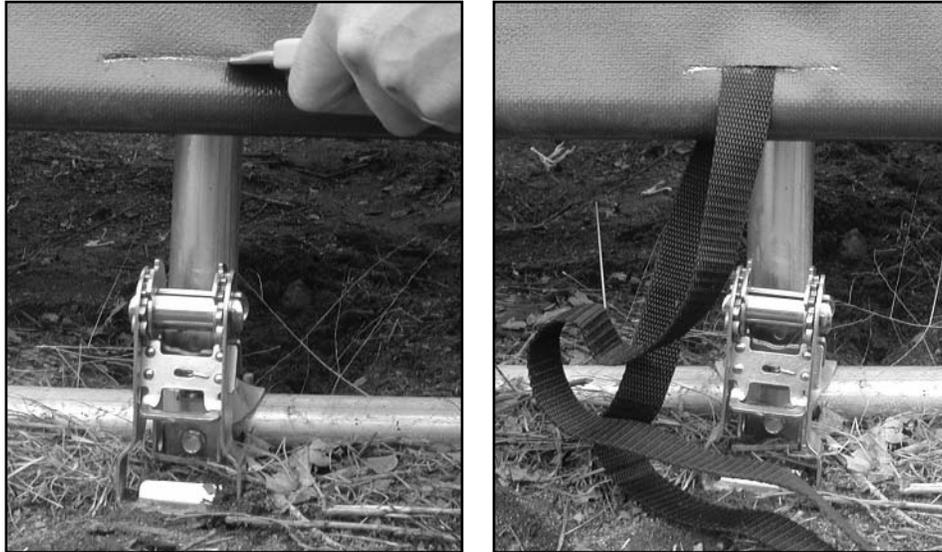
Step 10: Remove the ropes and position the cover evenly on all four sides.

Warning: Do not leave the cover unattended until it has been secured in all four corners.

Step 11: In the front and rear hems, locate the black straps. Feed the strap through the center slot in the ratchets and tighten down all four corners slightly. Do not tighten completely at this time.

Step 12: The hem containing the cover conduit needs to be slit or notched at each rafter where you installed a ratchet. If your cover was not notched at the factory, continue with this step. Cut a 2" long slit in the hem just above the cover conduit as shown below. Repeat this step on the other side of the hem so you can pass a 1" wide strap over the conduit through the slits.

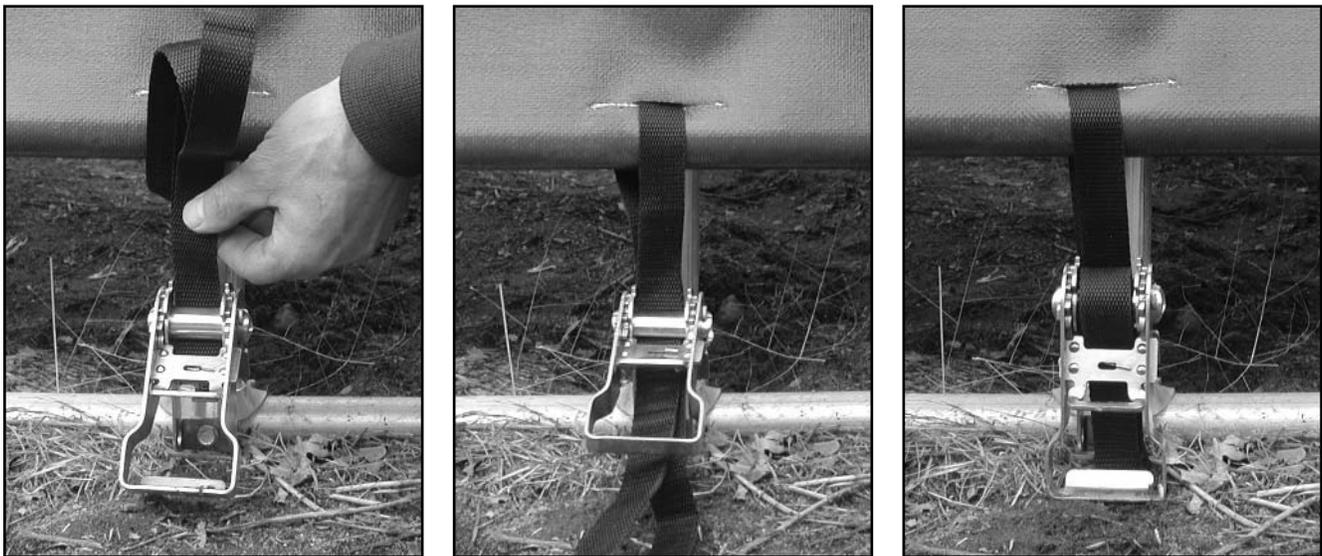
Note: If you already made small slits in Step 8 above, you can simply elongate these slits centered on the rafter as required.



Side Ratchet Strap Installation

Step 13: Locate the 3' straps and loop them over the conduit where the hem is slit.

Step 14: Feed both ends of each strap through the slot in the ratchet and tighten slightly.



Side Ratchet Strap Installed and Tightened

Step 15: Check that the cover is still centered evenly from front to back and side to side.

Step 16: Tighten the outer ratchets first and then the inner ratchets. If the ratchets need to be released, open them completely and they will release. Excess strap can then be pulled through the ratchets and re-tightened.

Section G - Shelter Maintenance

Thank you for purchasing this ClearSpan™ Poly Shelter. Following instructions for assembly and proper care and maintenance of the shelter will ensure many years of exceptional performance. The following notes include several items that need periodic checking.

- Cover must be kept taut; check and adjust tension periodically.
- Check connections and fasteners for tightness; replace and/or repair missing or damaged parts.
- Contact ClearSpan for assistance in identifying needed parts; call us toll-free at 1-888-603-4445.
- If shelter is moved after construction, inspect shelter thoroughly before reuse.
- Do not allow snow to accumulate on the cover.
- Use a means of snow removal that will not cut or damage the cover.
- Never attempt to climb on or stand on the shelter or its frame.
- Close door frequently to ensure moisture does not accumulate in roll-up.
- Depending on contents stored in shelter, construction of shelter and shelter materials, and the geographic location of shelter, the potential for condensation does exist. ClearSpan™ offers several items that can be incorporated into the shelter to alleviate a condensation condition. If condensation develops in your shelter, please call a ClearSpan™ representative for more information.
- Note that ClearSpan™ shelters (Truss Arch excepted) do not have any tested loading criteria.