

ASSEMBLY MANUAL

8x12 Greenhouse

Stock Code: GH812 Version #1.3 April 21, 2025

CONTACT

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IMPORTANT INFORMATION

1. Proper Installation and Use

Our products are designed for use based on proper installation on level ground and normal residential use. To ensure optimal performance and longevity, please follow the instruction manual provided during the assembly process. Be sure to retain the manual for future maintenance purposes.

2. Site Preparation Responsibility

Customers are responsible for ensuring a solid, level, and well-draining site for construction. A stable foundation is essential for the structural integrity of the product.

3. Compliance with Local Regulations

Before ordering this product, please check with your local municipal or county authorities to confirm that it complies with building codes and regulations.

4. Snow Load Considerations

- Snow load ratings vary by geographical location. If heavy or wet snowfall occurs, it is advisable to promptly sweep snow off the roof to prevent excessive weight.

- For elevated structures, any structural and building code requirements are solely the customer's responsibility and should be strictly followed.

5. Wind Conditions and Secure Installation

- In areas with high or gusty wind conditions, it is crucial to install the structure securely to the ground.

- Regular maintenance is essential to ensure that screws, doors, windows, and other parts remain tightly affixed.

6. Liability and Customer Support

- Customers agree to hold Outdoor Living Today and any Authorized Dealers free of any liability for improper installation, maintenance, and repair.

- In the event of a missing or broken piece, contact the Outdoor Living Today Customer Support Line at 1-888-658-1658 within 30 days of delivery. Replacement parts will be couriered free of charge within 10 business days.

- All structures purchased from Outdoor Living Today are covered for one year against defects in manufacturing and workmanship. Costs incurred for customer installations are not included.

7. Warranty Considerations

- Failure to use the supplied parts included in this kit could result in poor product performance and may void your warranty.

- If you plan to deviate from our written instructions, please contact Outdoor Living Today's Customer Toll-Free Line for guidance.

What to do Before my Shed Arrives?



Become familiar with this assembly manual and determine if you can complete the project yourself or will require a professional contractor.



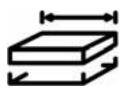
One helper is recommended to assist in constructing your shed. It generally takes two people two days to assemble a shed. If you're hiring a contractor, their rate should be in line with that duration of work.



Clear the construction area and ensure a clear pathway for delivery when the freight company arrives. Remove all debris: roots, grass, rocks, etc.



Excavate the site. Contact your local utilities company to ensure there are no gas or electric lines buried in the area before digging.



Decide on the type of foundation you will be using: Concrete slab, or 4-6 inches of crushed gravel with paver stones or 4x4 stringers.

You can find the footprint for your shed on Page 3 of your Assembly Manual.



If doing the assembly yourself, have all the necessary tools ready to go and in working condition. A list of required tools can be found after the parts list.

Thank you for purchasing our 8'x12' Greenhouse Please take the time to identify all the parts prior to assembly.

ANGLED & PROFILED PARTS

PART DRAWING		CROSS LECTION	QUANTITY	LENGTH	PART NAME & DIMENSIONS
<u></u>		Ξ	4	87.25	Centor Posts 3 1/2" 31/2" x 87 1/4"
			10	26	Side Posts 3 1/2" x 3 1/2" x 76"
		Ē	4	26	1,R Corner Posts 3 1/2" x 3 1/2" x 76"
£	7		10	54.375	5ide Rafters 3 1/2" × 3 1/2" × 54 3/8"
E	7	E.	4	54.375	L/R Corner Rafters 3 1/2" × 3 1/2" × 54 3/8"
		8	4	38.5	Door Header 3 1/2" × 3 1/2" × 38 1/2"
			2	4.625	King Stud 3 1/2" × 3 1/2" × 4 5/8"
			2	9.625	Ridge Detail Plate 1/2" × 3 1/2" × 9 5/8"
			4	6.125	Side Datail Plate 1/2" × 4" × 6 1/8"
		6	12	19.5	Side Wall Trim 1 1/2" × 1 1/2" × 19 1/2"
		'n	4	28.5	Corner Wall Trim 1 1/2" × 1 1/2" × 28 1/2"
		a	t	31.5	Rear Center Wall Trim 1 1/2" × 1 1/2" × 31 1/2"
		8	2	70.75	Ridge Board A 1" x 4 1/2" x 70 3/4"
	3	8	2	52.75	Ridge Board B 1 ~ x 4 1/2 ~ x 52 3/4 ~
		8	1	36	Ridge Board C 1" x 4 1/2" x 36"
			4	47,75	Side Facia 1/2" x 4 1/2" x 47 3/4"
			2	40	5ide Faca 1/2" x 4 1/2" x 45"

Note: you may find the detailed drawings at the end of the manual.

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PANELIZED PARTS

PART DRAWING	QUANTITY	PART NAME	DIMENSIONS
	1	Rear Center Wall Panel	31 1/2"× 35"
	4	Corner Wall Panel	20 1/2"× 35"
	8.1	Side Wall Panel	19 1/2″× 35″
	4	Side Wall Panel With Vent	19 1/2"× 35"

PANELIZED PARTS

PART DRAWING	QUANTITY	PART NAME	DIMENSIONS
	2	Vent Window Panel	29 1/2" + 31"
	-4	Potting Shalf	16° ± 44 3/4°
	2	Potting Shelf	16°× 46°
	3	Dutch Door Top	30-3/4° × 42°
	1	Dutch Door Botton	36 3/4° × 36 1/2

PARTS CONTINUED

QUANTITY	PART NAME	DIMENSIONS
2	Foundation Posts	3 1/2* x 3 1/2* x 46*
8	Foundation Posts	3 1/2"× 3 1/2"× 47 3/4"
14	Potting Shelf Legs	1 1/2"× 1 1/2"× 22 1/2"
2	Vent Window Cleat	3/4" × 2 1/2" × 26 1/2"
3	Metal Ridge Caps	60*

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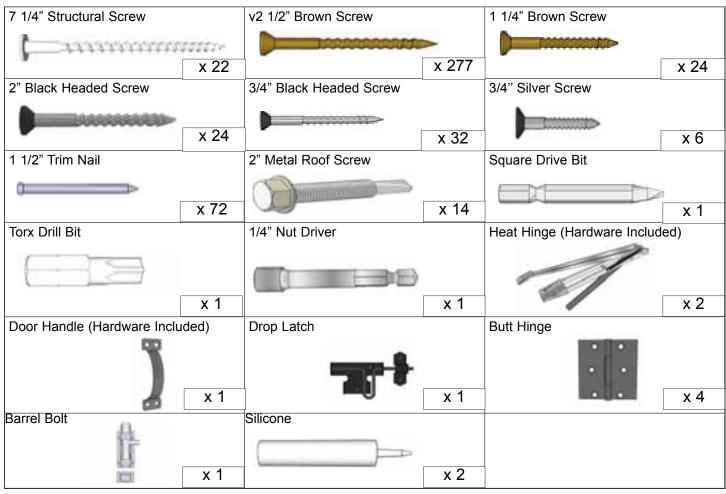
WINDOW PACKED PARTS

PART DRAWING	QUANTITY	PART NAME	DIMENSIONS
		Rear Center Poly	32" x 52 3/4"
	4	Corner Poly	29 1/2"× 53 3/8"
	12	5ide Wall Poly	20 1/2" = 39 3/4"
	ä	Gable Triangle Poly	12 13/16" = 5 3/16"

WINDOW PACKED PARTS

_	PART DRAWING	QUANTITY	PART NAME	DIMENSIONS
		10	Roof Poly	20 1/2"× 54 1/2"
		2	Roof Short Poly	20 1/2"× 26 3/4"

HARDWARE KIT (PROVIDED)



TOOLS REQUIRED (NOT PROVIDED)

Hammer		Screw Gun/Drill		Tape Measure	12
Wood Clamp	F	Utility Knife		Level	
Pliers		Ladder	周	1/8" Drill Bit	

SAFETY EQUIPMENT REQUIRED (NOT PROVIDED)



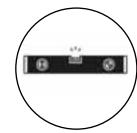
Work Gloves

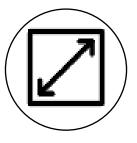


Helpful Tips for Assembly









Follow Symbols

Have Helper

Build on Level Foundation

Check Measurements are Square

SYMBOLS

Throughout this assembly manual, symbols are provided at the top right-hand corner of the assembly step:



Use Help

Use help where this is shown. Two or more people are required to safely complete this step. To avoid injury or damage to the assembly, make sure to get some help.



Pre-Drill

Pre-drill a pilot hole before fastening screw or lag to prevent splitting of wood.



Use a Measuring Tape

Use a measuring tape to assure proper location.

Use a Clamp

Use a clamp to help fasten parts together.

Foundation

1. Site Selection:

- Begin by choosing an appropriate location for your greenhouse.
- Ensure the site is level and well-prepared.

2. Excavation and Base Preparation:

- Excavate an area measuring 9'x12' to a depth of 2-3 inches.
- Level the dirt base thoroughly.
- Lay approximately 2 inches of sand on the base, compacting it evenly.

3. Cedar Foundation Framing:

- Position the foundation framing on the level sand base.
- Securely attach the foundation posts together. Refer to Step 1 of manual for assembly.
- Verify that the footprint is square by measuring diagonally from corner to corner.

4. Optional Reinforcement:

- Optionally, secure the foundation posts to the ground using tie-down kits or by drilling and hammering 12-inch-long rebar pieces through the posts into the ground.

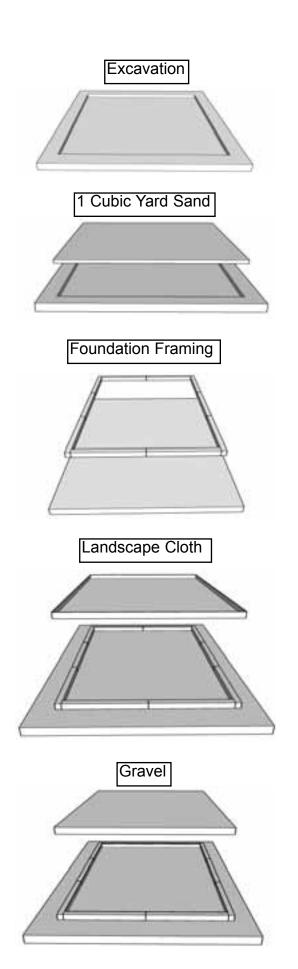
5. Landscape Cloth Installation:

- Lay landscape cloth over the entire area, cutting off any excess fabric around the edges.
- Ensure that the ground cover (weed barrier) used is specifically designed for landscaping, allowing water drainage while preventing weed growth.

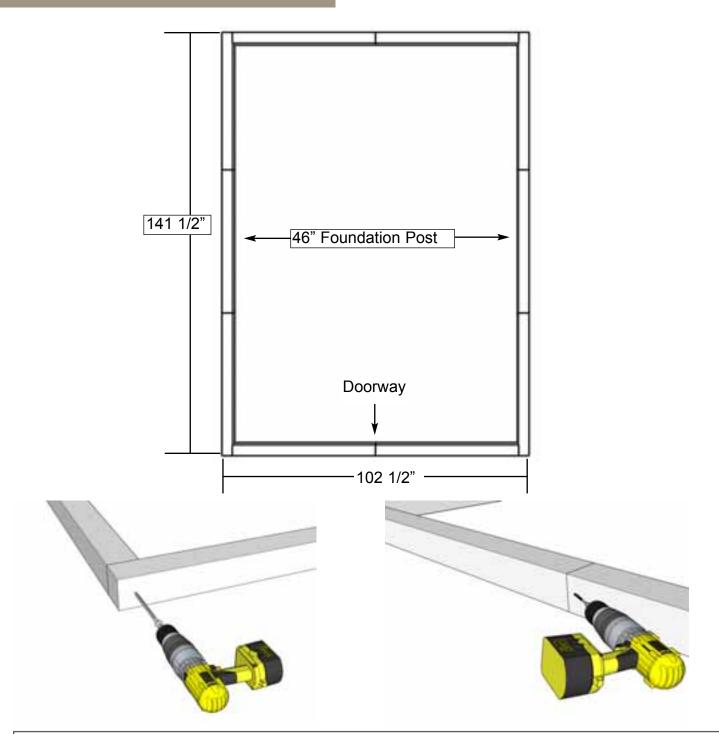
6. Gravel Placement:

- Pack approximately 4 inches of small gravel on top of the landscape cloth to complete the foundation and floor.

Remember to follow these steps diligently to create a stable and cost-effective foundation for your greenhouse. Happy building!



1. Floor Section

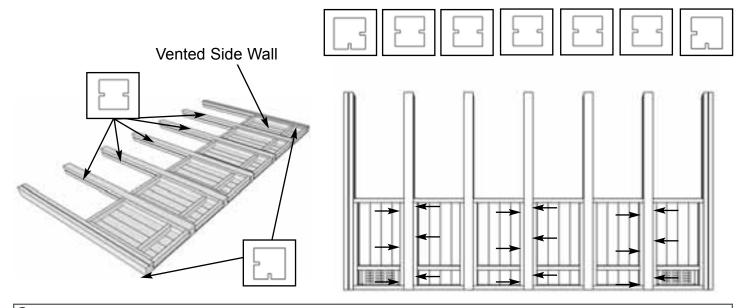


1. Lay out foundation posts on level ground. While ensuring foundation posts are square, screw posts together with 1 - 7 1/4" Structural Screw per corner and 1 - 2 1/2" Brown Screw at an angle where posts connect at the middle.

<u>Pieces:</u> - 8x Foundation Posts (3 1/2" x 3 1/2" x 47 3/4") - 2x Foundation Posts (3 1/2" x 3 1/2" x 46")

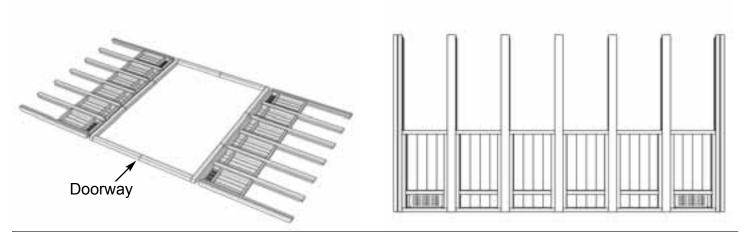
<u>Hardware:</u> - 4x 7 1/4" Structural Screws - 6x 2 1/2" Brown Screws

2. Wall Section

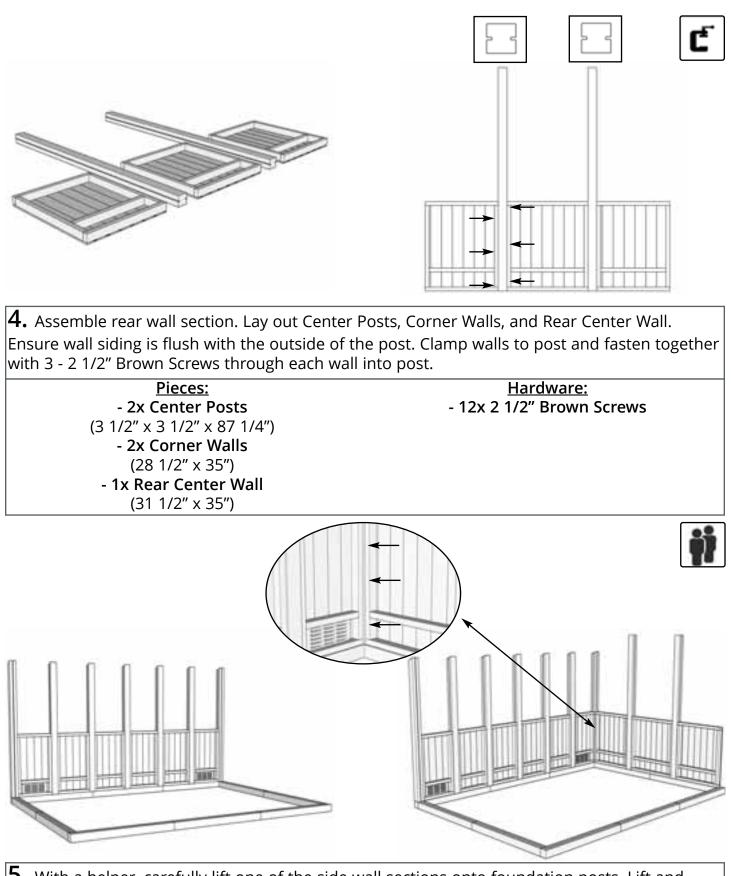


2. Lay out corner/side posts and side walls on a flat surface. Siding on outside of wall panels should be flush with outside of posts to create a neat and uniform appearance. Clamp wall panels to post and fasten with 3 - 2 1/2" Brown Screws to post ensuring siding stays flush with posts on the exterior.

Pieces (Steps 2- 3): - 4x Corner Posts (3 1/2" × 3 1/2" × 76") - 8x Side Posts (3 1/2" × 3 1/2" × 76") - 10x Side Walls (19 1/2" × 35") - 4x Vented Side Walls (19 1/2" × 35") Hardware (Steps 2- 3): - 72x 2 1/2" Brown Screws

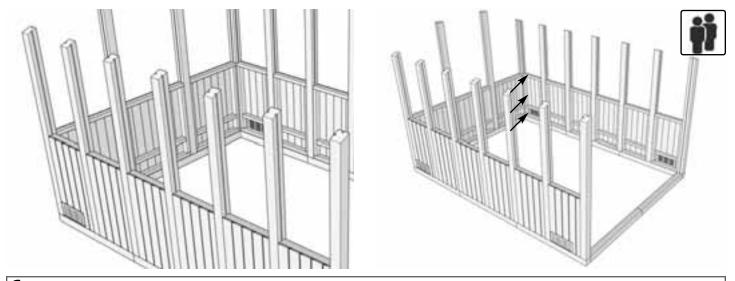


3. Repeat step 2 on the opposite side of the foundation to have 2 completed side wall sections.



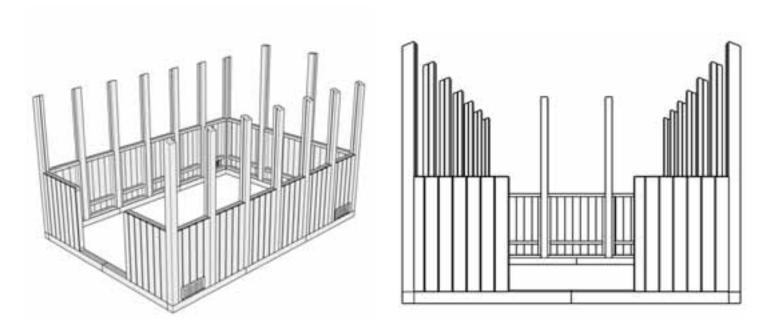
5. With a helper, carefully lift one of the side wall sections onto foundation posts. Lift and position rear wall section onto foundation posts as well and screw through Corner Wall into Corner post with 3 - 2 1/2" Brown Screws.

Hardware: - 3x 2 1/2" Brown Screws



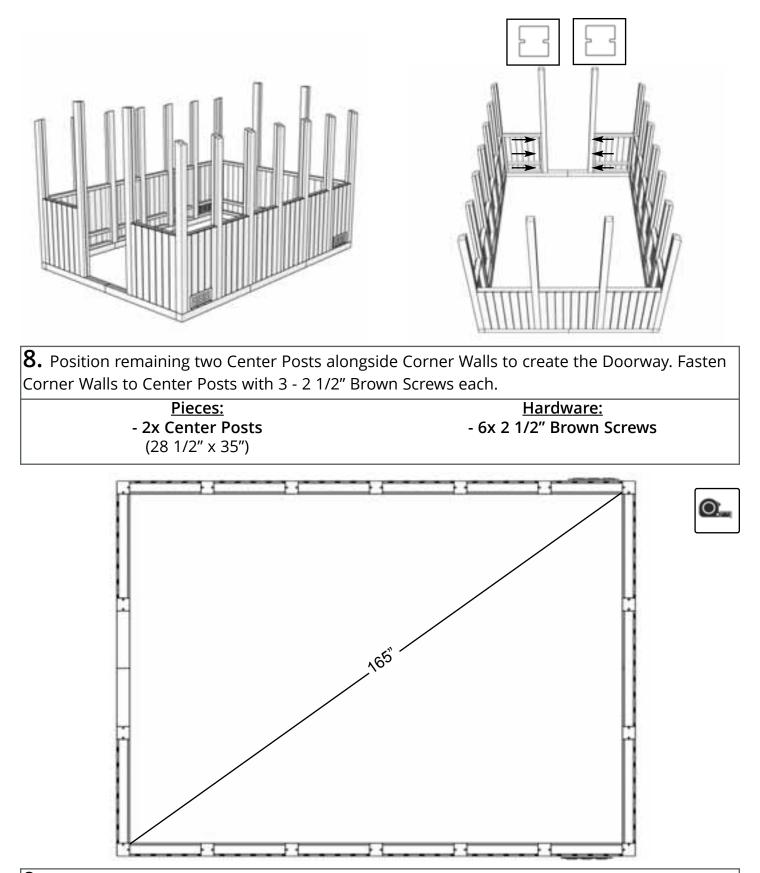
6. Repeat Step 5 with a helper and lift the opposite side wall section onto the foundation posts. Fasten corners by screwing $3 - 2 \frac{1}{2}$ Brown Screws into the corner post. Refer to Step 2 and make sure Corner Posts are orientated correctly.

Hardware: - 3x 2 1/2" Brown Screws

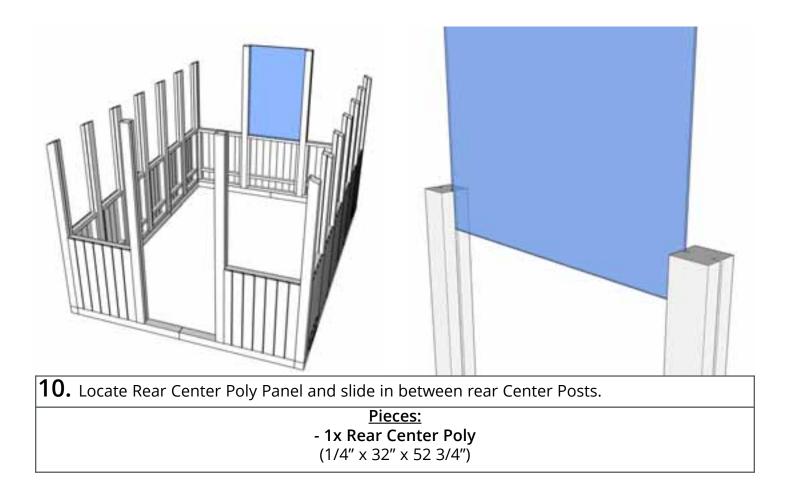


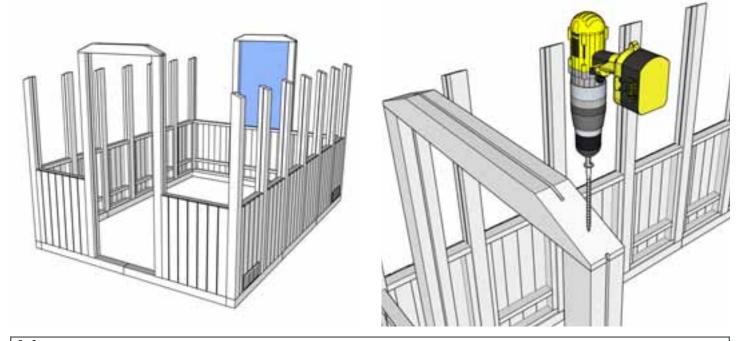
7. Locate two Corner Walls and position alongside corner posts. Fasten Corner Walls to Corner Posts with 3 - 2 1/2" Brown Screws per Corner Wall. Ensure siding on Corner Wall is flush with outside of Corner Post.

Pieces: - 2x Corner Walls (28 1/2" x 35") <u>Hardware:</u> - 6x 2 1/2" Brown Screws



9. Take a moment and check if the structure is square. Measure from Corner Post to Corner Post on the diagonal. Both measurements should be within 1/4" of each other. If measurements don't match, adjust walls until square. Diagonal measurement should be approximately 165". While continuing to build, periodically check that your walls are staying square.

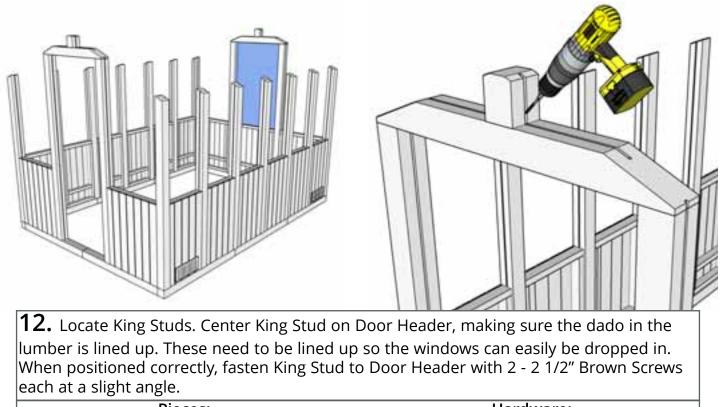




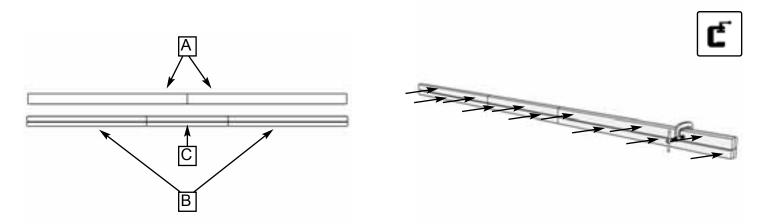
11. Position Door Header on both the Front and Rear Center Posts. Using 1 - 7 1/4" Structural Screw per end, fasten Door Header to Center Posts. Ensure Rear Center Poly Panel is installed before fastening Door Headers.

<u>Pieces:</u> - 2x Door Header (3 1/2" x 3 1/2" x 38 1/2") <u>Hardware:</u> - 4x 7 1/4" Structural Screws

www.outdoorlivingtoday.com Page 17

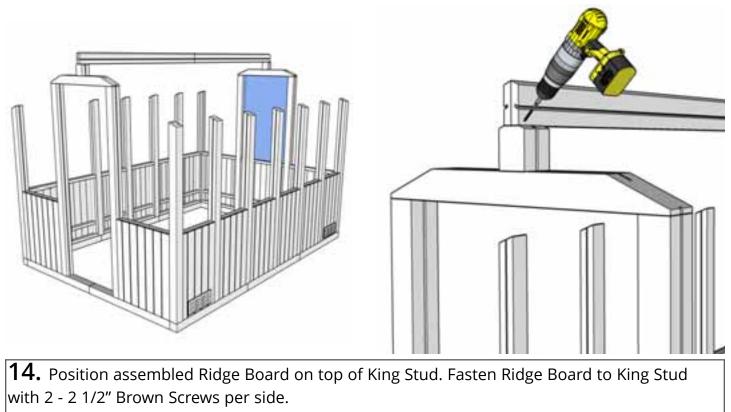


<u>Pieces:</u> - 2x King Stud (3 1/2" x 3 1/2" x 4 5/8") Hardware: - 4x 2 1/2" Brown Screws

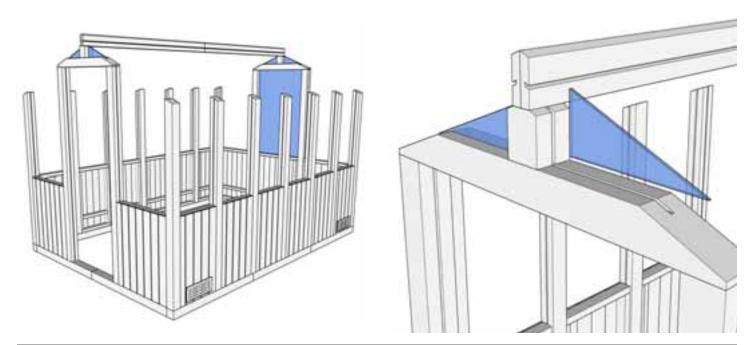


13. Lay out Ridge Board pieces on a flat and level surface. If you have a clamp available, use to hold the Ridge Boards tight together. Fasten both halves of Ridge Board together with 12 - 1 1/4" Brown Screws per side.

Pieces: - 2x Ridge Board A (1" x 4 1/2" x 70 3/4") - 2x Ridge Board B (1" x 4 1/2" x 52 3/4") - 1x Ridge Board C (1" x 4 1/2" x 36") <u>Hardware:</u> - 24x 1 1/4" Brown Screws

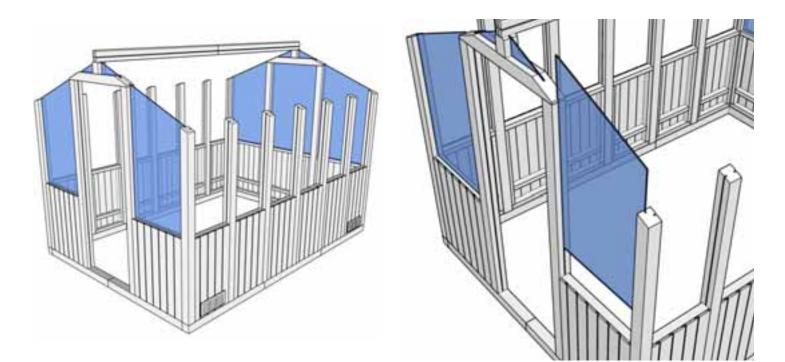


<u>Hardware:</u> - 4x 2 1/2" Brown Screws



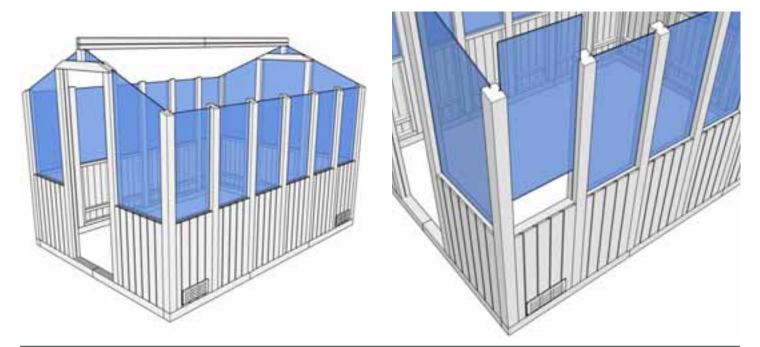
15. Locate Gable Triangle Poly pieces. Slide Poly pieces into the dado of the King Stud and Door Header. Complete for both sides.

<u>Pieces:</u> - **4x Gable Triangle Poly** (1/4" x 12 13/16" x 5 3/16")



16. Locate Corner Poly pieces. Slide pieces into dado between Corner Posts and Center Posts. Complete for all four corners.

<u>Pieces:</u> - **4x Corner Poly** (1/4" x 29 1/2" x 53 3/8")

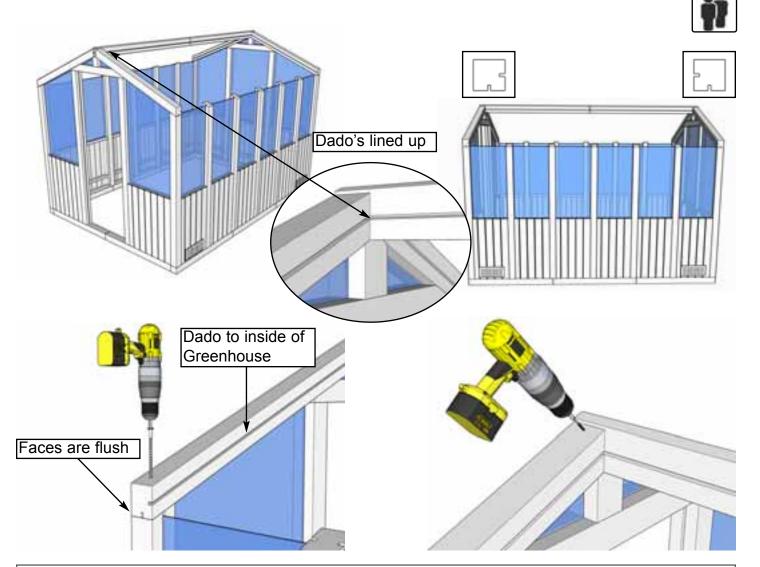


17. Locate Side Poly pieces. Slide pieces into dado between Corner Posts and Side Posts. Complete each side.

<u>Pieces:</u> - **12x Side Poly** (1/4" x 20 1/2" x 39 3/4")

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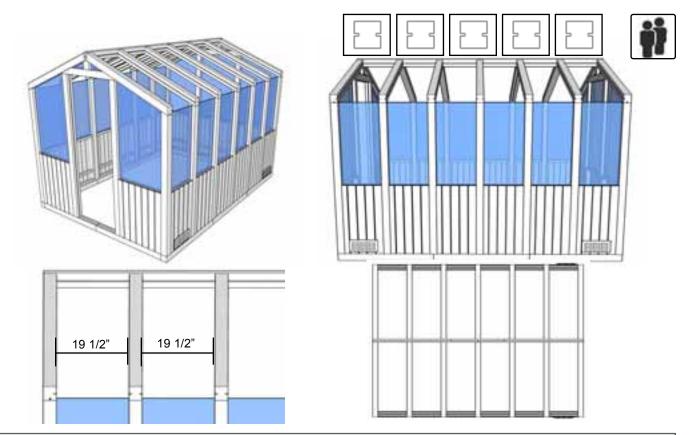
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18. Locate Corner Rafters. With a helper, position Corner Rafter on top of Corner Post on one end, and flush with Ridge Board on opposite end. Ensure Dado's are facing towards the inside of the greenhouse. Dado on bottom of Rafter will fit over Corner Poly. At the peak, dado on Rafter should line up with Dado on Ridge Board. First fasten Rafter to Corner post while your helper holds it up with 1 - 7 1/4" Structural Screw. Switch positions and have your helper fasten the Rafter to the Ridge Board with 1 - 2 1/2" Brown Screw into the Ridge Board. Complete each corner of the Greenhouse.

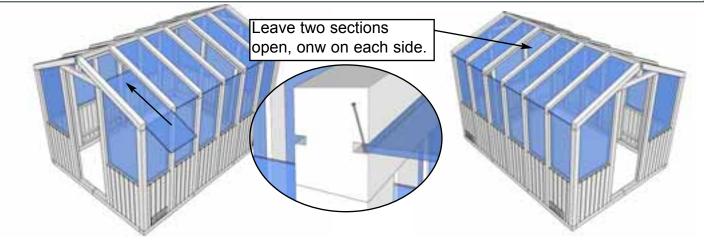
> **Pieces:** - 4x Corner Rafters (3 1/2" x 3 1/2" x 54 3/8")

Hardware: - 4x 7 1/4" Structural Screws - 4x 2 1/2" Brown Screws



19. Locate Side Rafters. Position Rafters as per Step 18 and fasten with 1 - 7 1/4" Structural Screw into Side Post and 1 - 2 1/2" Brown Screw into Ridge Board. Have your helper push side walls in together to keep footprint square. Rafters should be spaced 19 1/2" apart by lining up with Side Posts. It can be helpful to mark out rafter position on Ridge Board with a pencil before fastening to maintain the 19 1/2" spacing.

Pieces: - 10x Side Rafters (3 1/2" x 3 1/2" x 54 3/8") Hardware: - 10x 7 1/4" Structural Screws - 10x 2 1/2" Brown Screws



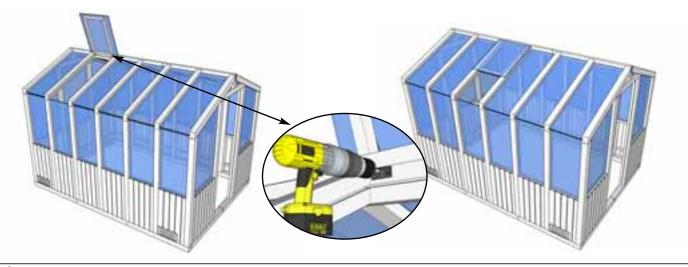
20. Locate Roof Poly pieces. Slide pieces into roof section between rafters. Temporarily tack 1 - 1 1/2" Trim nail into dado in the end of the rafter to hold the poly in place. Leave one section open without poly on the roof on each side of the unit. This is where the vent window will be installed to vent hot air when needed.

<u>Pieces:</u>		
- 10x Roof Poly	1	
(1/4" x 20 1/2" x 54	1/2")	

Hardware: - 11x 1 1/2" Trim Nails

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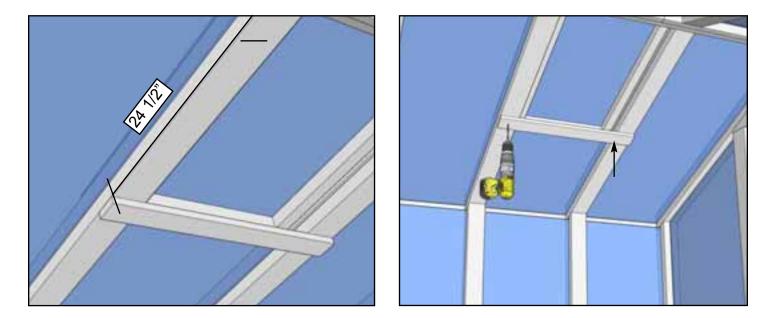
www.outdoorlivingtoday.com Page 22



21. Locate Vent Window. Vent Window has pre installed hinges. Position window over open rafter section left in the previous step. Poly on window will overhang the rafters. Leave 1/4" on either side of window framing. Have one person hold the window open while the second screws the hinges into the Ridge Board. Complete for both sides.

<u>Pieces:</u> - 2x Vent Window (1/4" x 26 1/2" x 31")

<u>Hardware:</u> - 12x 3/4" Black Headed Screws

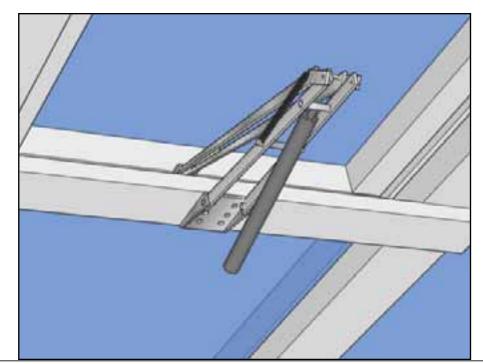


22. Position Vent Window Cleat on underside of Rafters below the Vent Window. The Cleat should be approximately 24 1/2" from the Ridge Board. Fasten Cleat to Rafters with 1 - 2 1/2" Brown Screw on each end. Complete for the vent window on both sides.

<u>Pieces:</u> - 2x Vent Window Cleat (3/4" x 2 1/2" x 26 1/2") <u>Hardware:</u> - 2x 2 1/2" Brown Screws

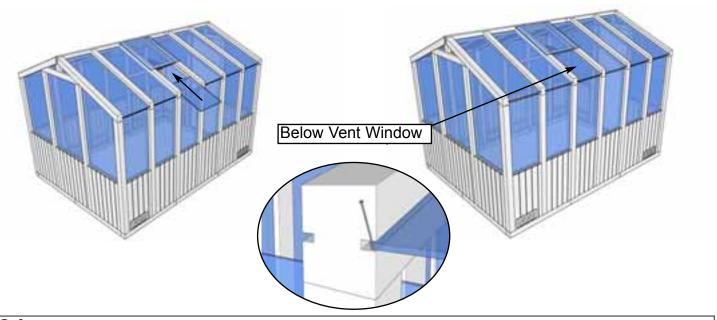
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23. Locate and open the included Heat Hinge. Follow the instructions inside the Heat Hinge Box to fasten Hinge to the Vent Window Cleat and the Framing on the bottom of the window.

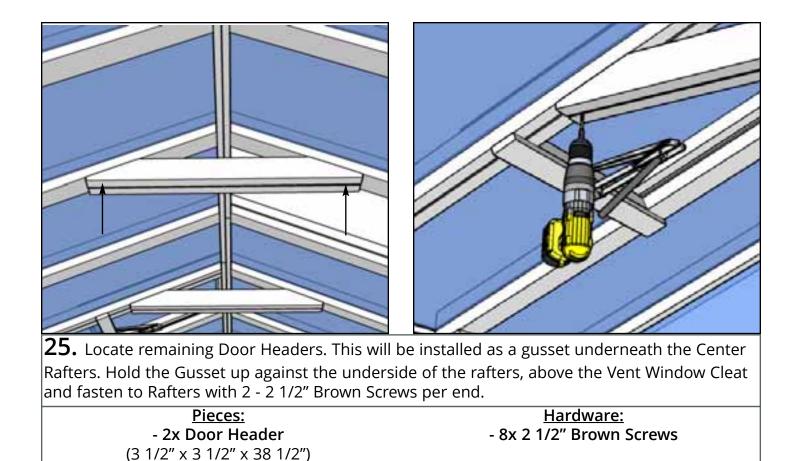
<u>Pieces:</u>	Hardware:
- 2x Heat Hinge	 Included in Heat Hinge Box



24. Locate Roof Short Poly. Slide Roof Short Poly up into roof section between rafters and below Vent Window. Temporarily tack 1 - 1 1/2" Trim nail into dado in the end of the rafter to hold the poly in place as per Step 20. complete for each side below vent window.

<u>Pieces:</u>		
- 2x Roof Short Poly		
(1/4" x 20 1/2" x 26 3/4")		

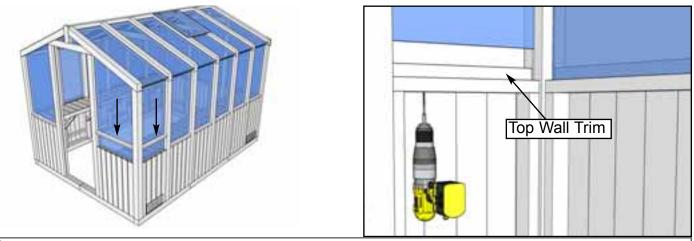
<u>Hardware:</u> - 1x 1 1/2" Trim Nails





26. Once again check diagonal measurements in your greenhouse to make sure it is square as per Step 9. With the walls positioned correctly, screw each wall down into the foundation post with 3 - 2 1/2" Brown Screws per wall. Ensure walls are flush with Posts when tieing walls down.

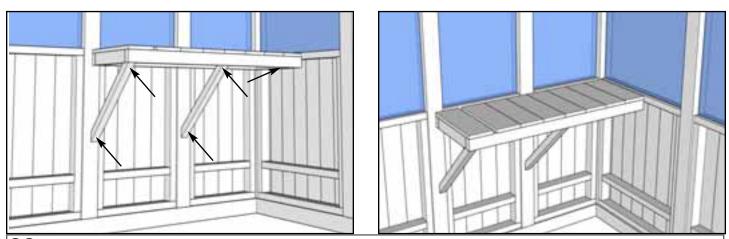
<u>Hardware:</u> - 51x 2 1/2" Brown Screws



27. Locate Wall Trims. Position Wall Trims over top of wall panels. Fasten Wall Trims to walls from the inside of the greenhouse by screwing up through the top framing of the wall panels with 2 - 2 1/2" Brown Screws each. You can slide the Side Wall poly up if needed.

Pieces: - 12x Side Wall Trim (1 1/2" x 1 1/2" x 19 1/2") - 4x Corner Wall Trim (1 1/2" x 1 1/2" x 28 1/2") - 1x Rear Center Wall Trim (1 1/2" x 1 1/2" x 31 1/2")

Hardware: - 34x 2 1/2" Brown Screws



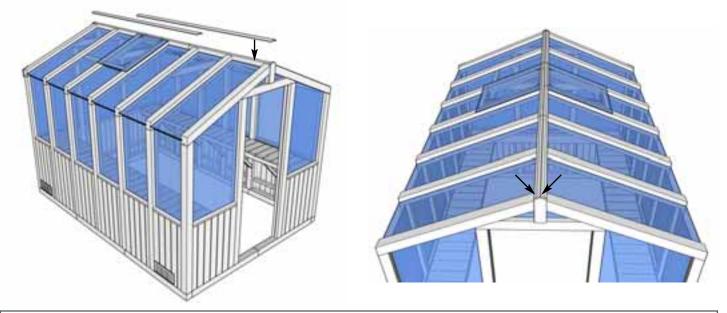
28. Locate Potting Shelves & Potting Shelf Legs. Position Shelf tight to rear corner of greenhouse. Top of shelves should be positioned along side top of walls but may be positioned lower if you wish. Place the Shelf Legs underneath the shelf so the bottom is flush with the 2x3 shelf framing and the 4x4 posts. Fasten at the top and bottom of the Shelf Leg with 1 - 2 1/2" Brown Screw per end. Fasten shelf to rear wall through framing with 1 - 2 1/2" Brown Screw.

Pieces: - 1x Potting Shelf (16" x 44 3/4") - 2x Potting Shelf Leg (1 1/2" x 1 1/2' x 22 1/2") <u>Hardware:</u> - 5x 2 1/2" Brown Screws



29. Repeat Step 28 to install remaining 3 Corner Potting Shelves along sides of Greenhouse. For the 2 Middle Potting Shelves, use 6 - 2 1/2" Brown Screws to secure Potting Shelf Legs to shelf framing and rear wall and use 2 - 2 1/2" Brown Screws to secure potting Shelf Legs together.

Pieces: - 3x Potting Shelf (16" x 44 3/4") - 2x Potting Shelf (16" x 46") - 12x Potting Shelf Leg (1 1/2" x 1 1/2' x 22 1/2") <u>Hardware:</u> - 35x 2 1/2" Brown Screws



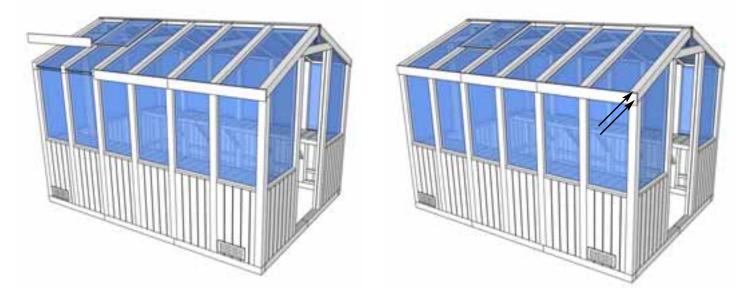
30. Locate Metal Ridge Caps. Place Metal Ridge Caps on top of Greenhouse Ridge Board. Ridge Caps will over lap. Fasten Ridge Cap to Rafters with 1 - 2" Metal Roof Screw per Rafter. Do not overtighten.

> <u>Pieces:</u> - **3x Metal Ridge Cap** (60" long)

<u>Hardware:</u> - 14x 2" Metal Roof Screws - 1x 1/4" Nut Driver

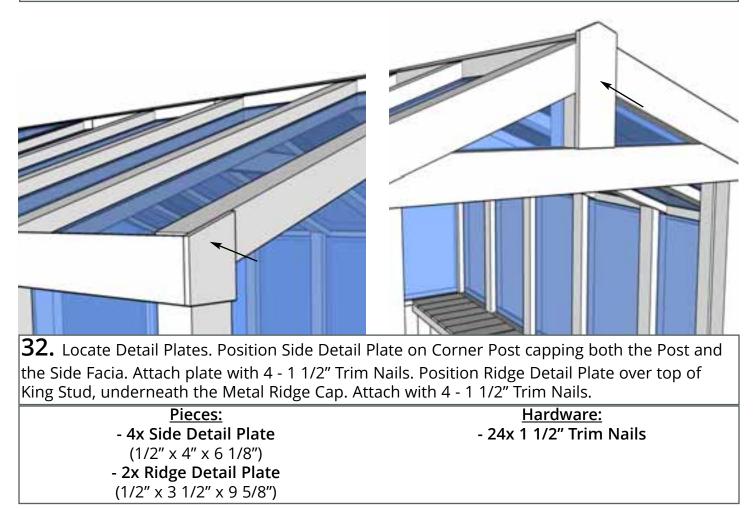
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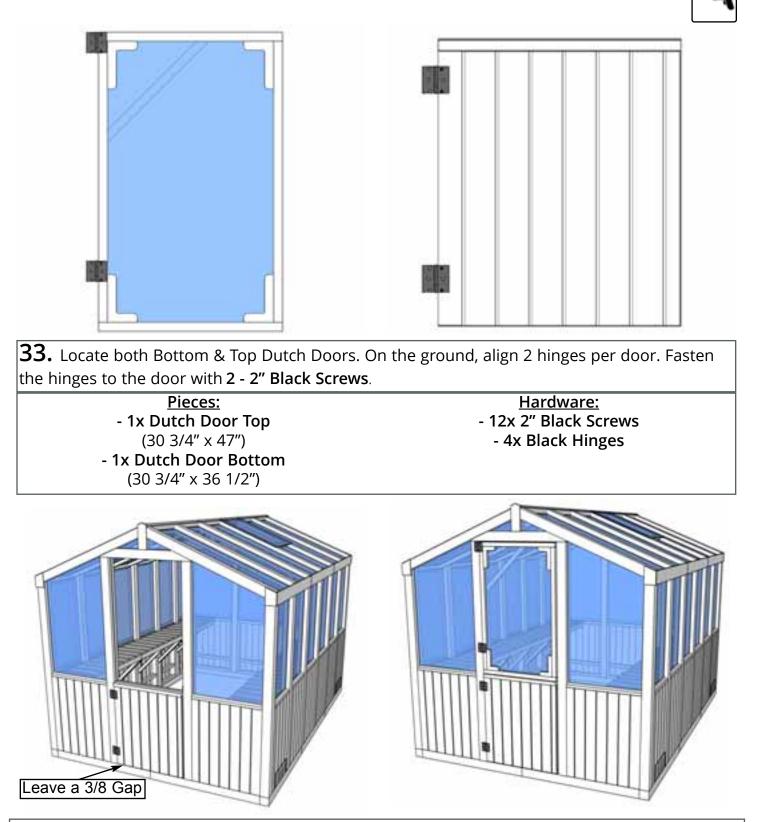
www.outdoorlivingtoday.com Page 27



31. Locate Side Facia. Position Side Facia over the ends of the rafters. Fasten Side Facia to Rafter ends with 6 - 1 1/2" Trim Nails per piece.

Pieces: - 4x Side Facia (1/2" x 4 1/2" x 47 3/4") - 2x Side Facia (1/2" x 4 1/2" x 46") <u>Hardware:</u> - 36x 1 1/2" Trim Nails

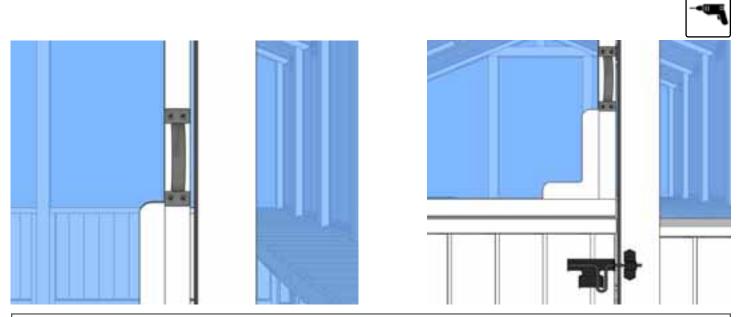




34. Shim the bottom door 3/8" up from the foundation post. Attach door hinges to doorway post with **2** - **2**" **Black Screws** per hinge. Repeat for top door leaving 1/4" between top & bottom door. Ensure door swings open smoothly before fastening **8** - **2**" **Black Screws** in remaining holes.

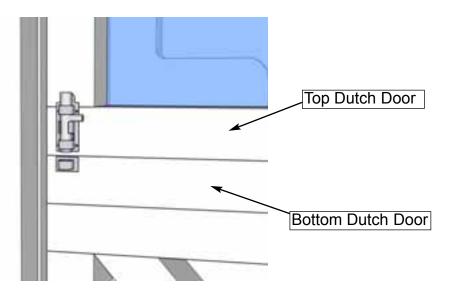
		Hardware: - 8x 2" Black Screws
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Page 29



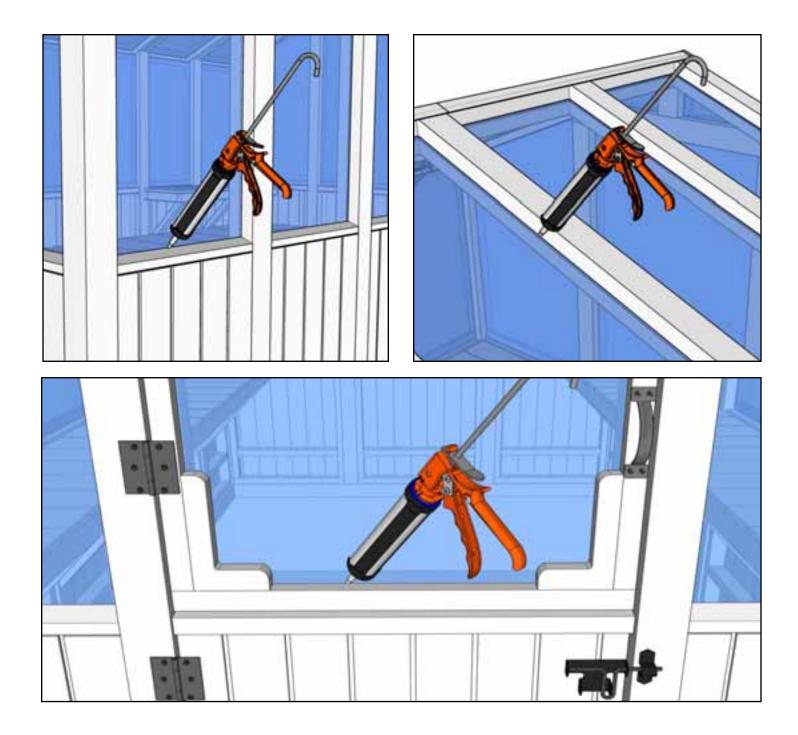
35. Fasten the Door Handle to the edge of the top of the Dutch Door with **4** - **3/4**" **Black Screws**. Position the male portion of the drop latch onto the bottom of the dutch door and fasten with **6** - **3/4**" **Black Screws**.

- Hardware: - 1x Black Pull Handle - 1x Black Drop Latch
- 12x 3/4" Black Screws



36. On the inside of the door attach a Silver Barrel Bolt to the inside of the door. Fasten the male portion to the top of the dutch door and the female portion to the bottom of the dutch .

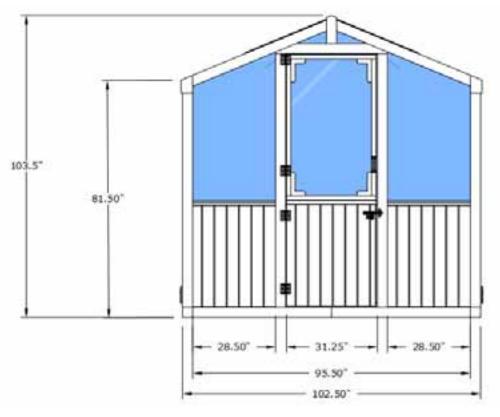
<u>Hardware:</u> - 1x Barrel Bolt - 8x Black 3/4" Screws



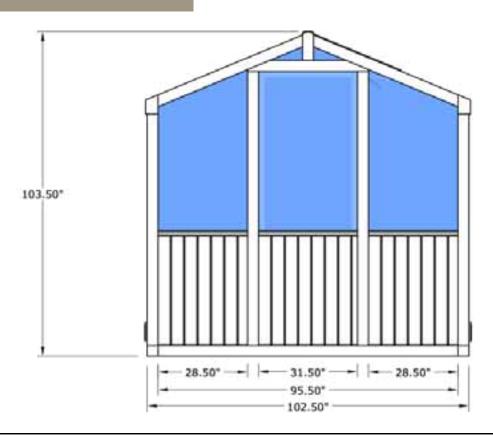
37. Apply caulk along Wall Trims, Roof Rafters, and Center Door Framing. Caulking gaps will help prevent moisture from entering and will help the longevity of your Greenhouse.

<u>Hardware:</u> - 1 x Tube of Silicone

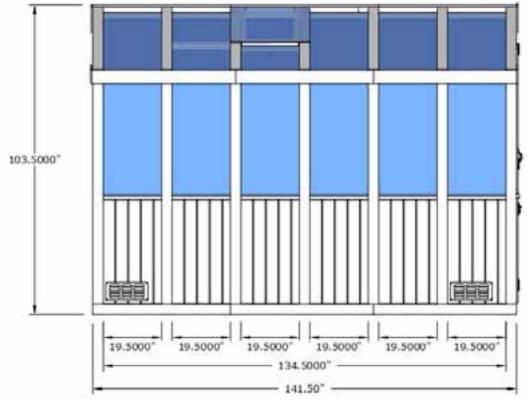
Front Profile



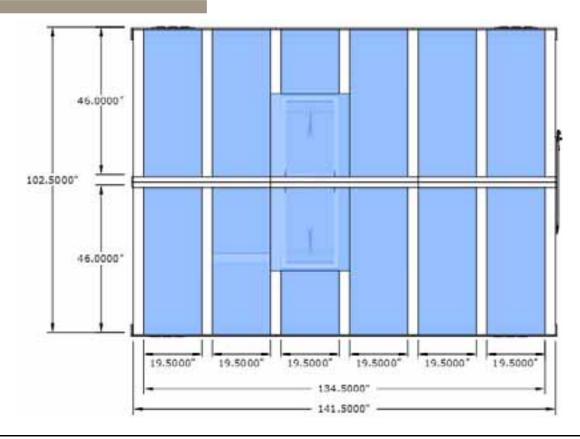
Rear Profile



Right Side Profile



Top Profile



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Congratulations on assembling your 8x12 Greenhouse!

Note: Our Sheds are shipped as an unfinished product. If exposed to the elements, the lumber will weather to a silvery-gray color. If you prefer to keep the lumber looking closer to the original color, we suggest that you treat the wood with a good oil base wood stain. You may also wish to paint your new shed rather than stain it. In both cases we recommend that you consult with a paint and stain dealer in your area for their recommendations.



We hope your experience constructing our **8x12 Greenhouse** has been both positive and rewarding. We value your feedback and would like to hear back from you on how well we are doing in the following areas:

- 1. Customer Service
- 2. On Time Shipping
- 3. Motor Freight Delivery
- 4. Quality of Materials
- 5. Assembly Manual
- 6. Overall Satisfaction



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