



Outdoor  
Living Today

# ASSEMBLY MANUAL

---

## 4x2 Potting Bench

Stock Code:

PB42

Version #11.1

April 10, 2025



## CONTACT

---

### ADDRESS

9393 287th Street,  
Maple Ridge, British Columbia,  
Canada V2W 1L1

### PHONE & FAX

Toll Free: 1-888-658-1658

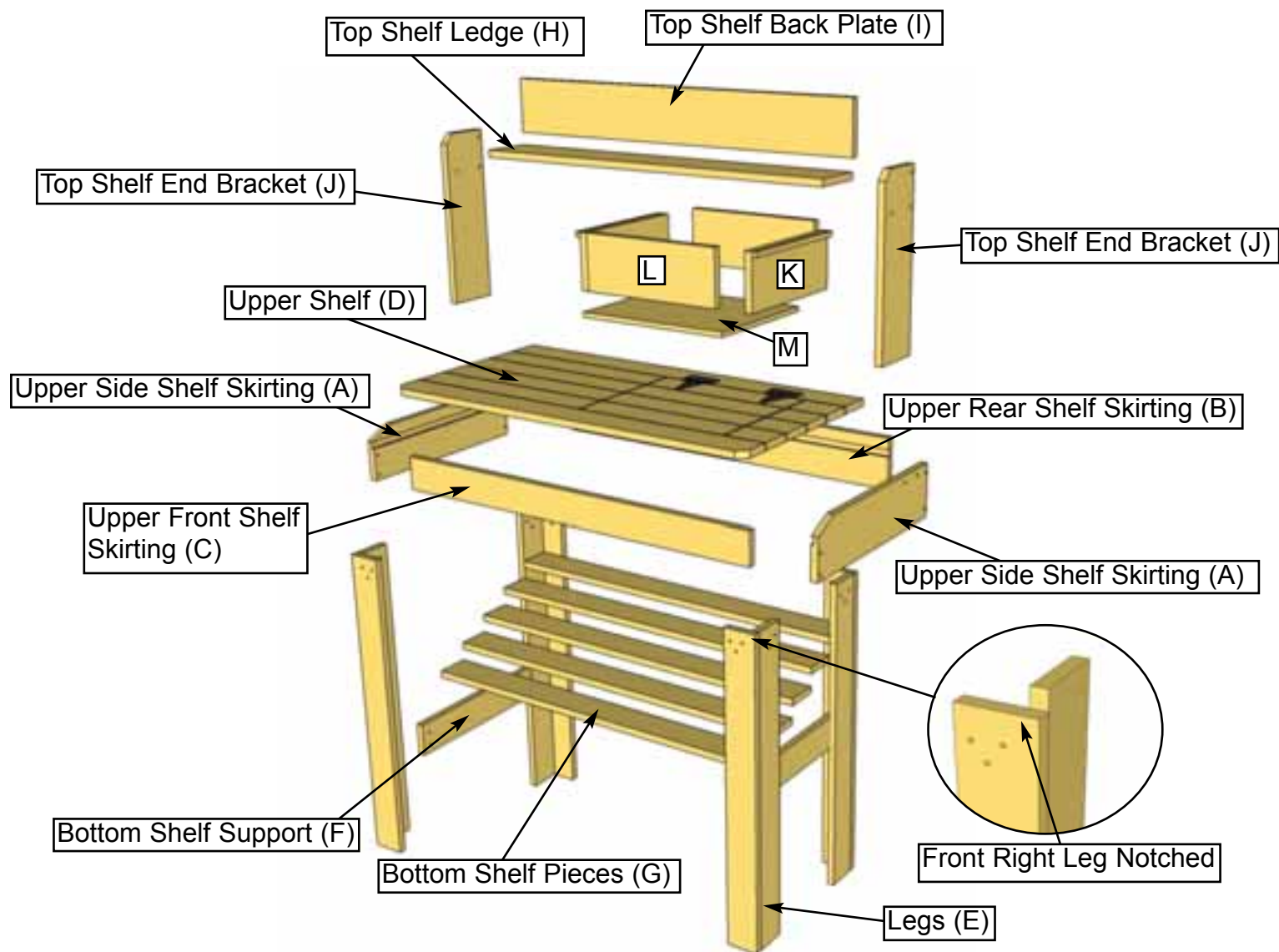
Fax:

### ONLINE

Email: [olmsupport@outdoorlivingtoday.com](mailto:olmsupport@outdoorlivingtoday.com)

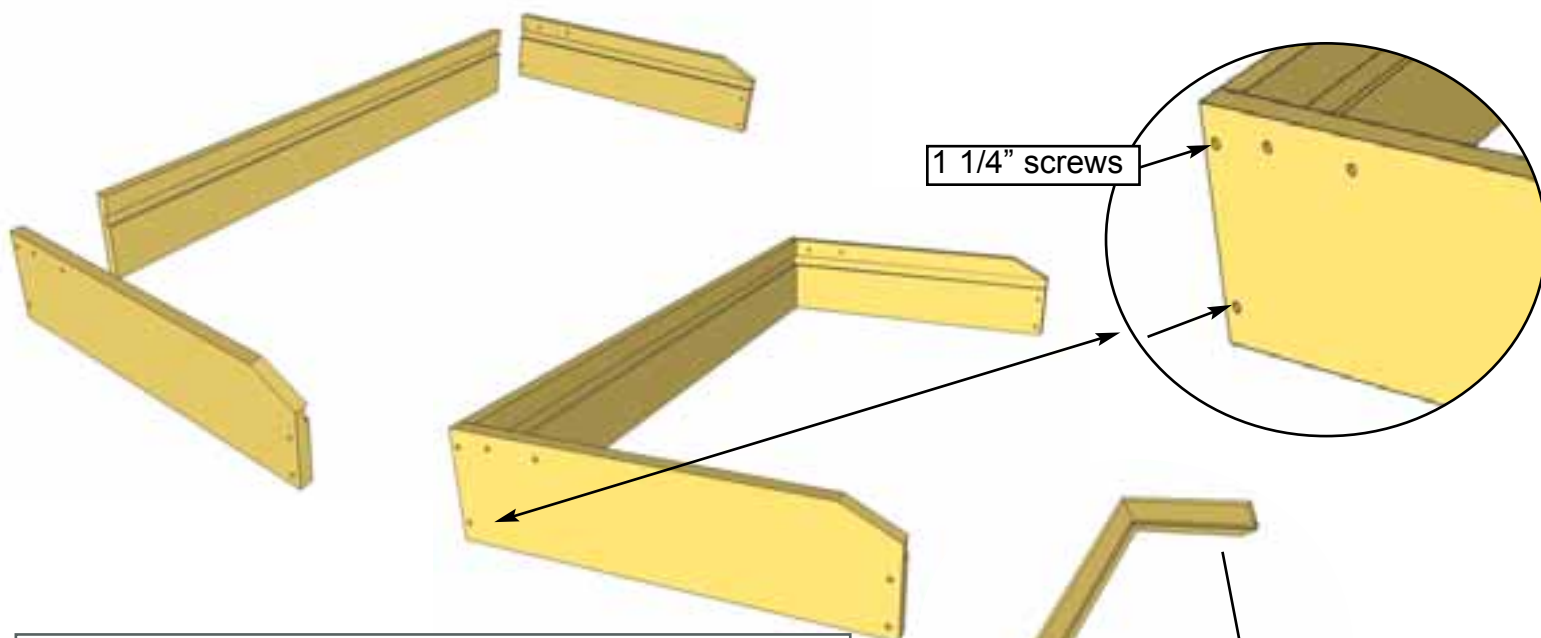
Web: [www.outdoorlivingtoday.com](http://www.outdoorlivingtoday.com)

# 4x2 Potting Bench Parts and Hardware List



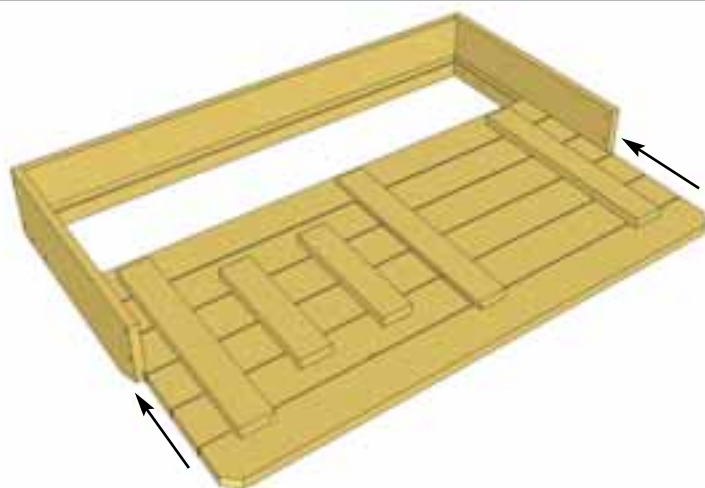
<p>A. Upper Side Shelf Skirting - 2 pcs (5 1/2" x 20 3/4")</p> <p>B- Upper Rear Shelf Skirting - 1 pcs (5 1/2" x 42")</p> <p>C- Upper Front Shelf Skirting - 1 pcs (3 1/2" x 42")</p> <p>D - Upper Shelf - 1 pc (21 1/4" x 42 1/2")</p> <p>E - Legs - 4 pcs (3 1/2" x 34") 1 Front Leg Notched</p> <p>F - Bottom Shelf Support - 2 pcs (3 1/2" x 17 3/4")</p> <p>G - Bottom 3/4" x 3 1/2" x 40 1/2" Shelf Pieces - 5 pcs</p> <p>H - Top Shelf Ledge - 1 pc (4 3/4" x 40 1/2")</p> <p>I - Top Shelf Back Plate - 1pc (5 1/2" x 40 1/2")</p>	<p>J - Top Shelf End Bracket - 2 pcs (5 1/2" x 18")</p> <p>K - Side Sink Framing with ledge 2 pcs (5 1/2" x 13")</p> <p>L - Front &amp; Rear Sink Framing 2 pcs (5 1/2" x 14 1/2")</p> <p>M - Plywood Sink Bottom 1 pc (13" x 16")</p> <p><b>Hardware</b> 1 1/4" Finishing Nails, 1 1/4" Screws, Square Bit</p> <p><b>Tools Required</b> Screw Gun, Level, Hammer, 1/16" Drill Bit</p>
--	--

In the event of a missing or broken piece, simply call the Outdoor Living Today Customer Support Line @ 1-888-658-1658 within 30 days of the delivery of your purchase. It is our commitment to you to courier replacement parts, free of charge, within 10 business days of this notification. Replacement parts will not be provided free of charge after the 30 day grace period.

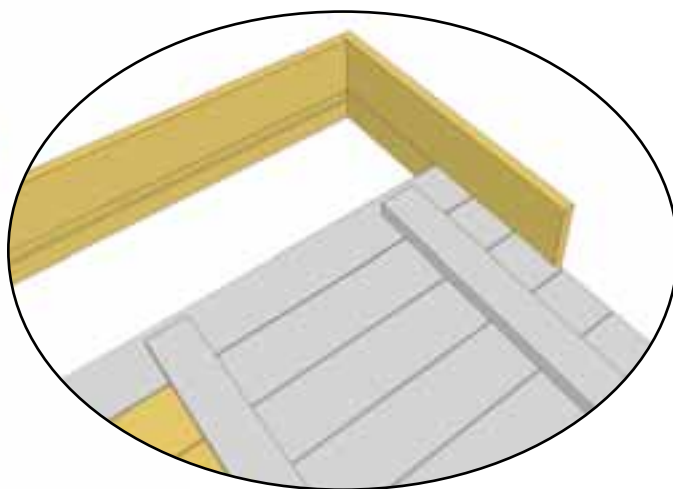


**1.** Locate both Side (A) and Rear Upper Shelf Skirting pieces (B), and place on flat level ground on edge with dado to inside. Screw Side Shelf pieces to Rear Shelf with 2 - 1 1/4" screws per side. Complete both sides.

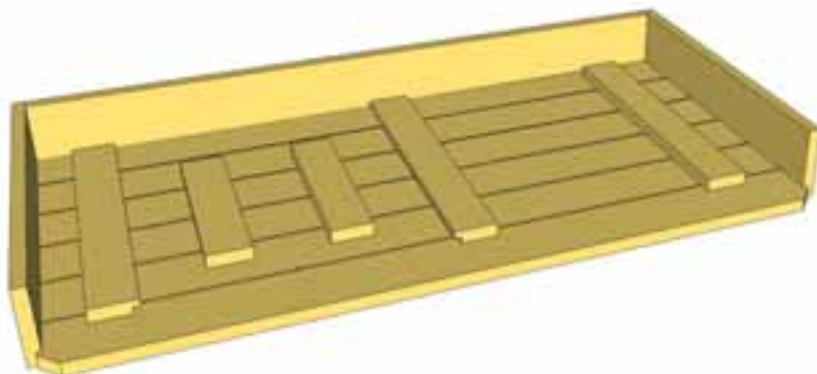
Carefully flip Upper Shelf Skirting pieces over.

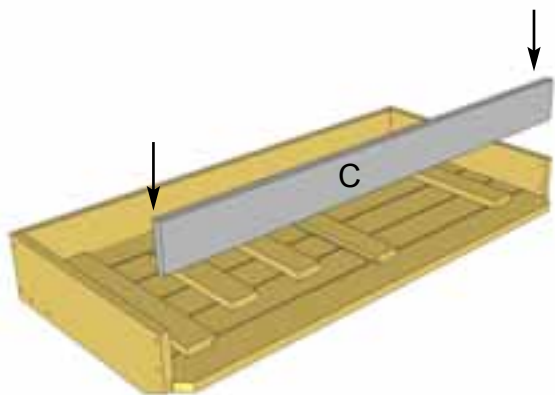


**2.** Slide Upper Shelf (D) into the dado cut of Upper Shelf Skirting pieces.

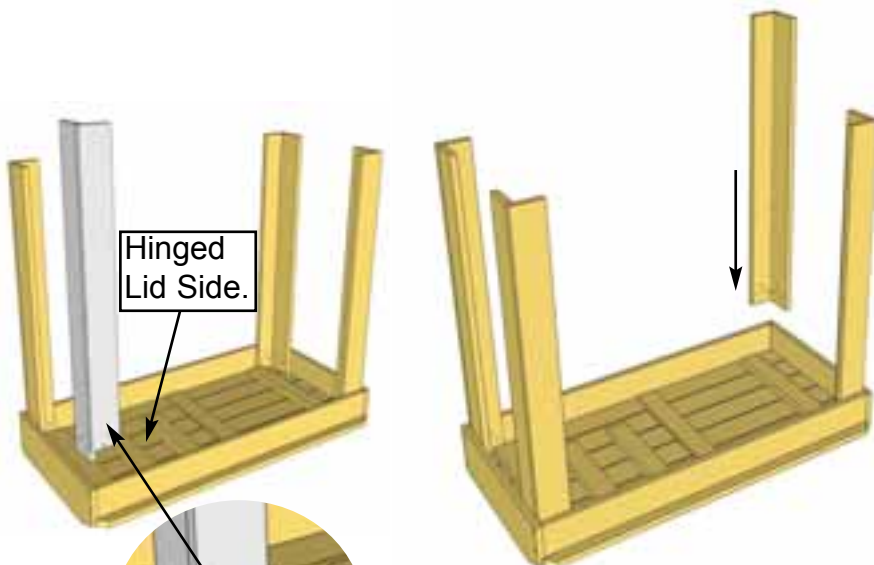
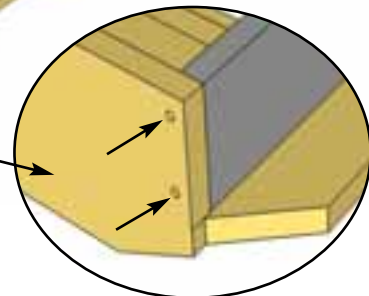
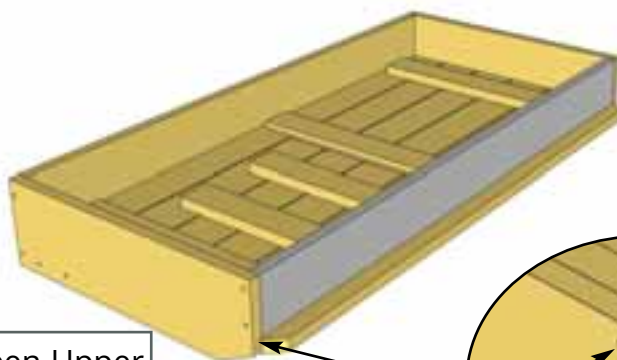


Slide Upper Shelf until it is sitting completely in dado cut of both side and rear Skirting pieces.

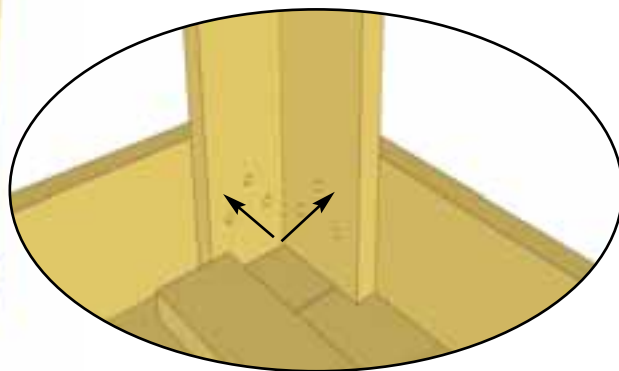
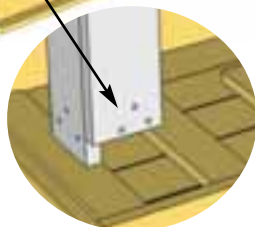




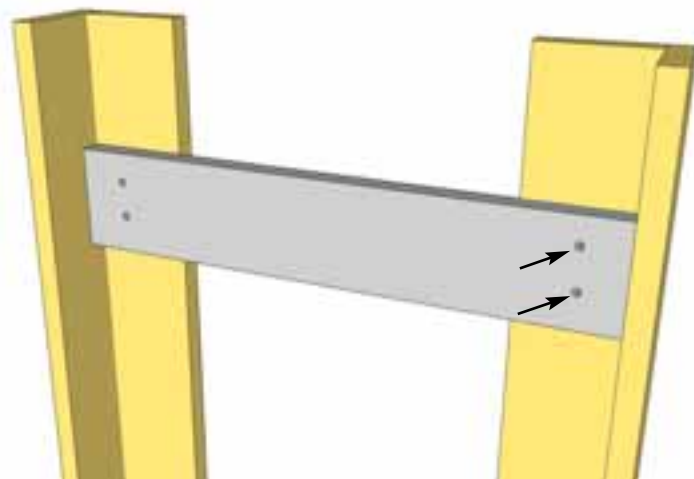
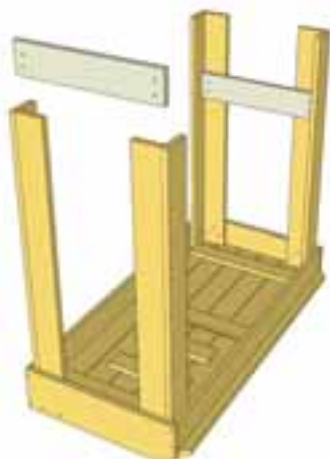
**3.** Position Upper Front Shelf Skirting (C) between Upper Side Shelf Skirting pieces. Position flush to outside and attach with 2 - 1 1/4" screws per side.



Hinged  
Lid Side.



**4.** Place Legs (E) in each corner. Attach with 6 - 1 1/4" screws per Leg. **Note:** 1 leg has a piece cut out at top. It fits in the front corner on the Hinged Lid side of Upper Shelf.

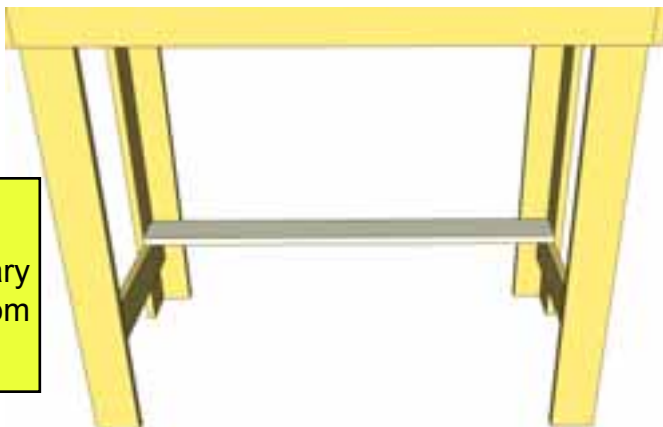


**5.** To determine the location of the Bottom Shelf, measure to a desired height and attach both Bottom Shelf Supports (F). Attach with 4 - 1 1/4" screws per piece.

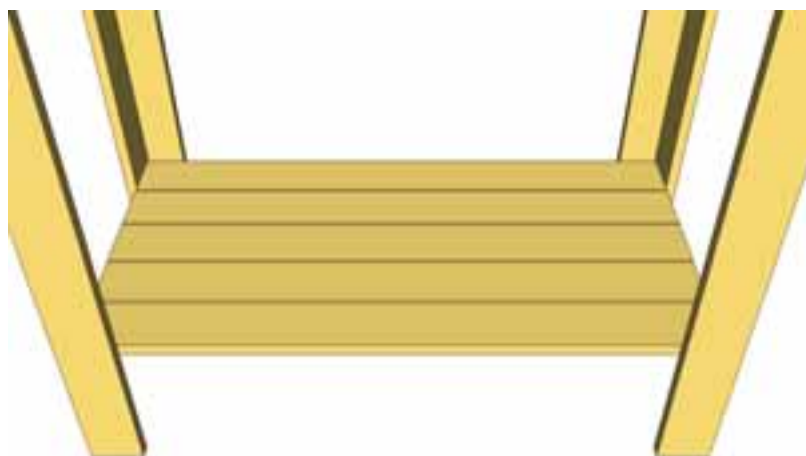
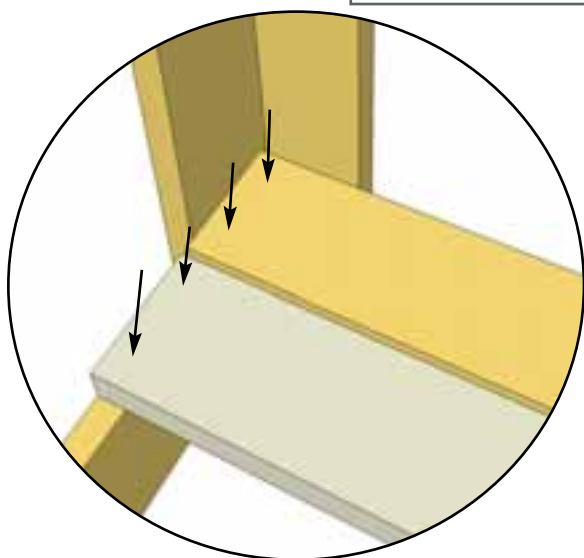




After flipping Bench over, remove temporary Sink Lid tape from underneath.

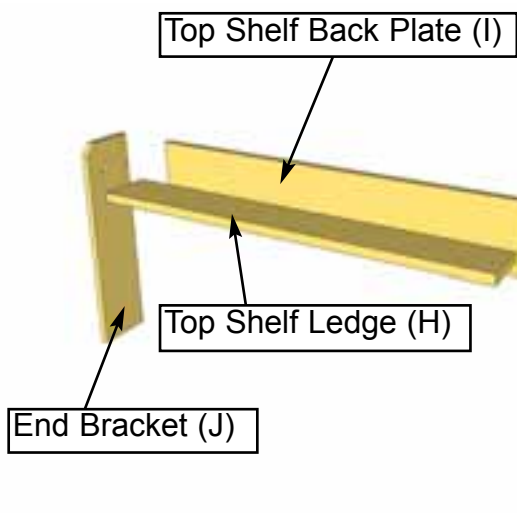


**6.** Carefully flip Potting Bench over. Locate 5 Bottom Shelf Pieces (G). Starting in the rear, position 1 piece and nail to Bottom Shelf Supports with 4 - 1 1/4" nails.

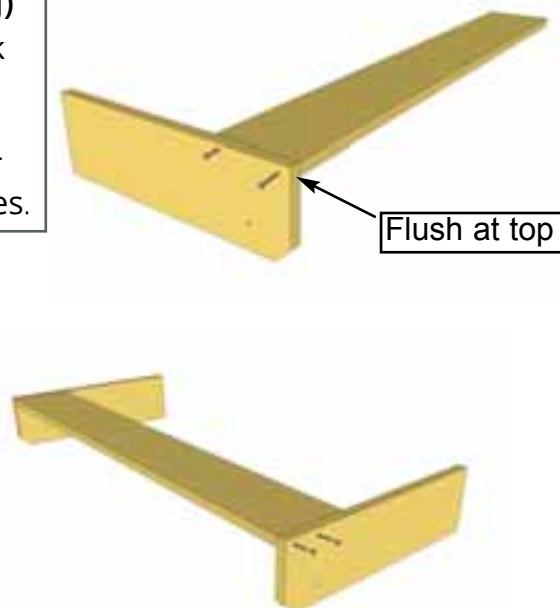


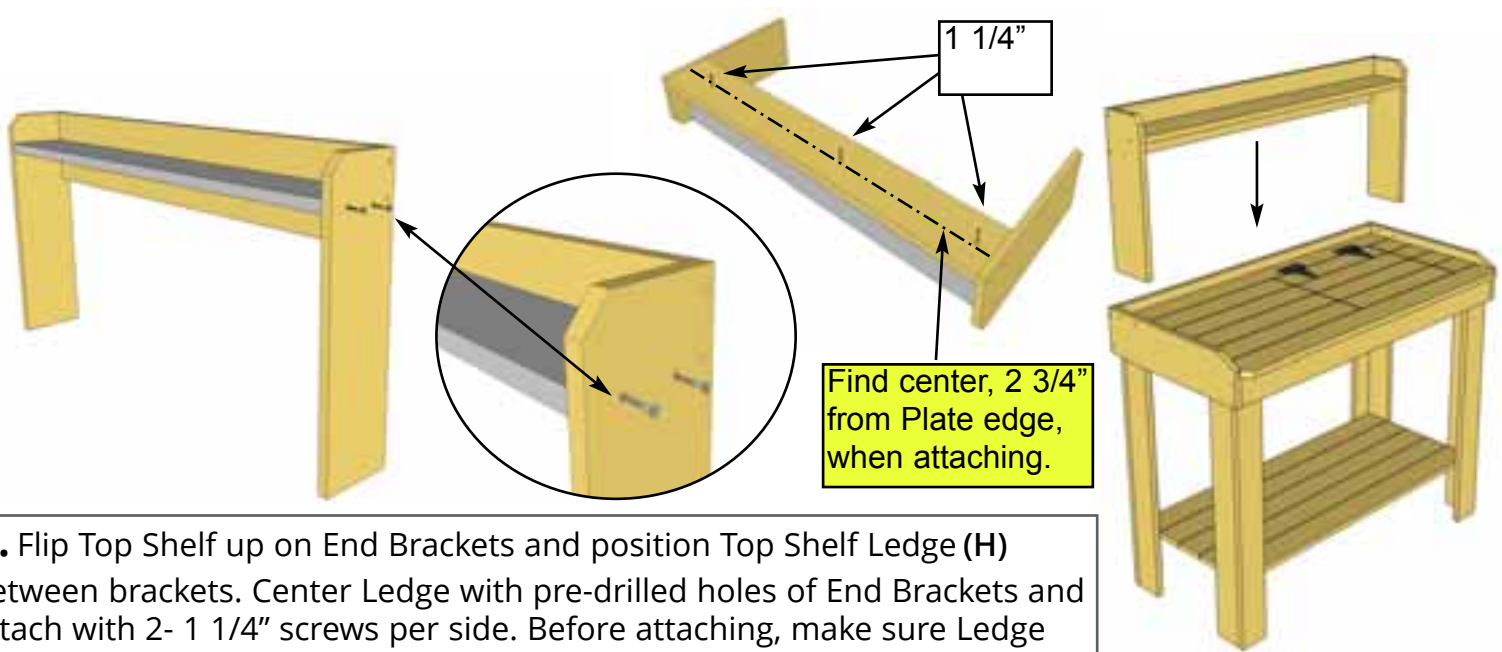
**Hint:** Complete front and rear pieces first and then evenly space remaining boards when securing.

### Exploded View of Top Shelf



**7.** Attach End Bracket (J) to end of Top Shelf Back Plate (I) with 2 - 1 1/4" screws. **Note,** the End Bracket is Pre-drilled for you. Complete both sides.

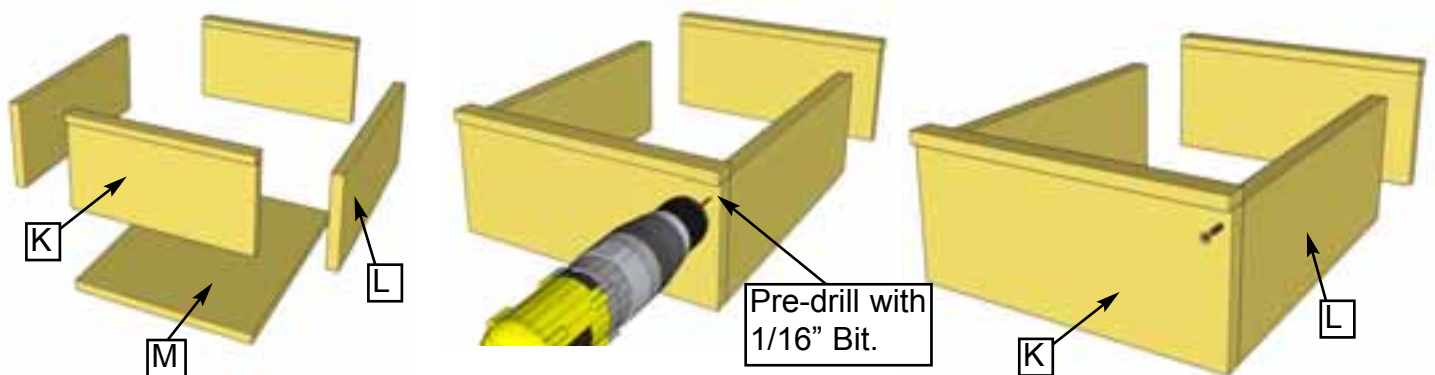
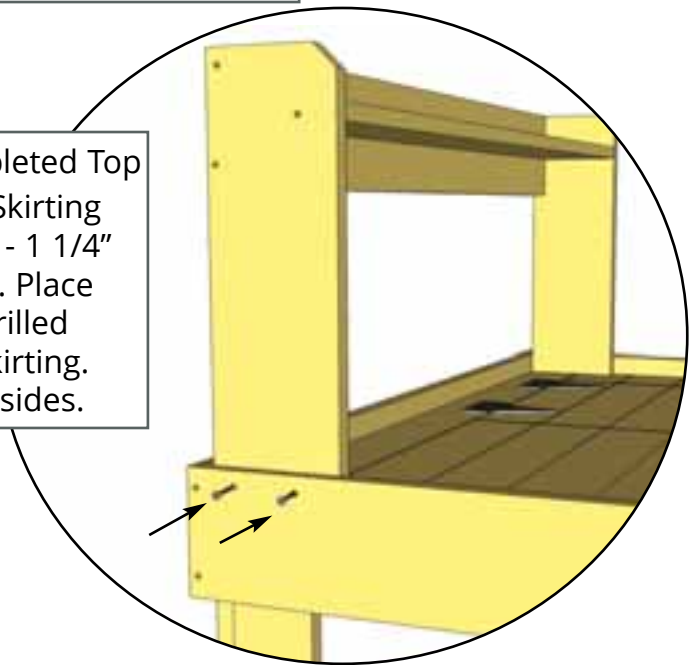




**8.** Flip Top Shelf up on End Brackets and position Top Shelf Ledge (H) between brackets. Center Ledge with pre-drilled holes of End Brackets and attach with 2 - 1 1/4" screws per side. Before attaching, make sure Ledge edge sits tight with Back Plate. Flip Top Shelf on face and fasten 3 - 1 1/4" screws into Ledge edge. Pre-drill holes first to avoid wood from splitting with 1/16" drill bit. Lift up completed Top Shelf and place on Upper Shelf.



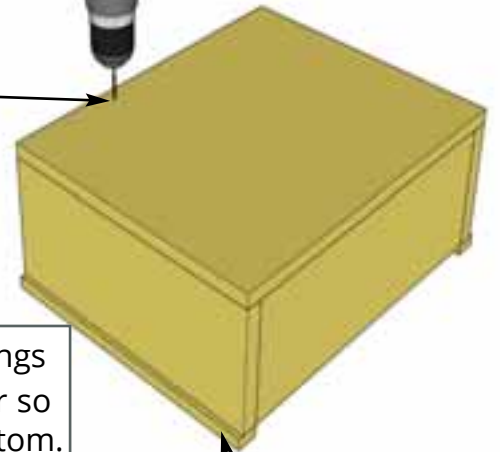
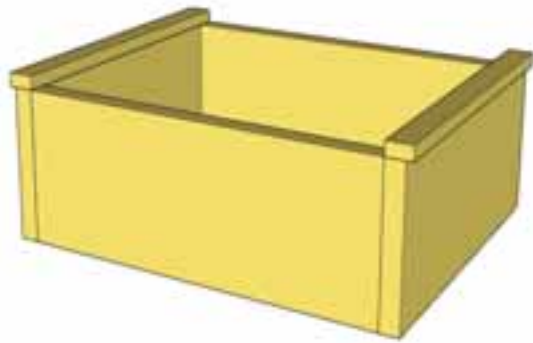
**9.** Attach completed Top Shelf and Side Skirting together with 2 - 1 1/4" screws per side. Place screws in pre-drilled holes of Side Skirting. Complete both sides.



**10.** Position Side Sink Frame with Ledge (K) and Front or Rear Sink Frame (L) together and attach with 4 - 1 1/4" screws. Make sure framings are flush with each other. **Note,** Pre-drill Part K & L to prevent wood from splitting with 1/16" drill bit.

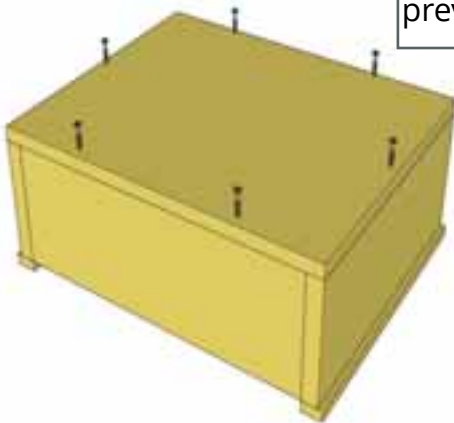
Flip Sink Framings Over.

Pre-drill 6 holes  
with 1/16" Bit.

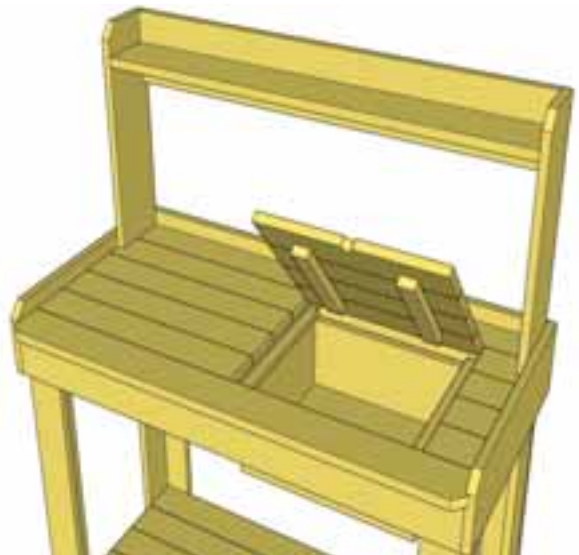
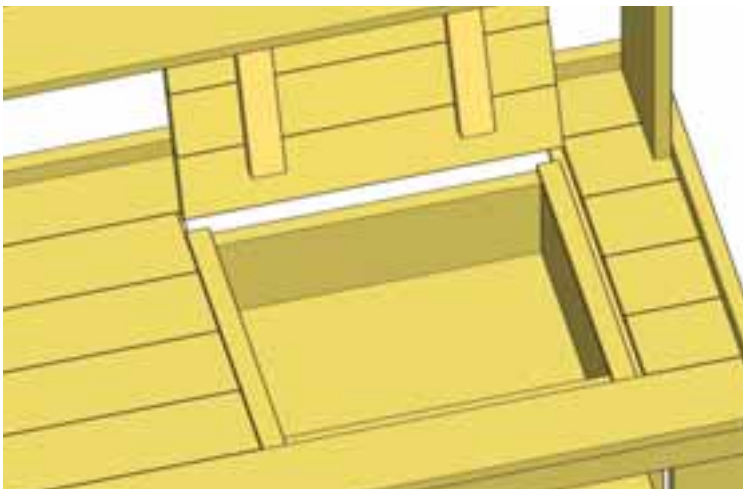
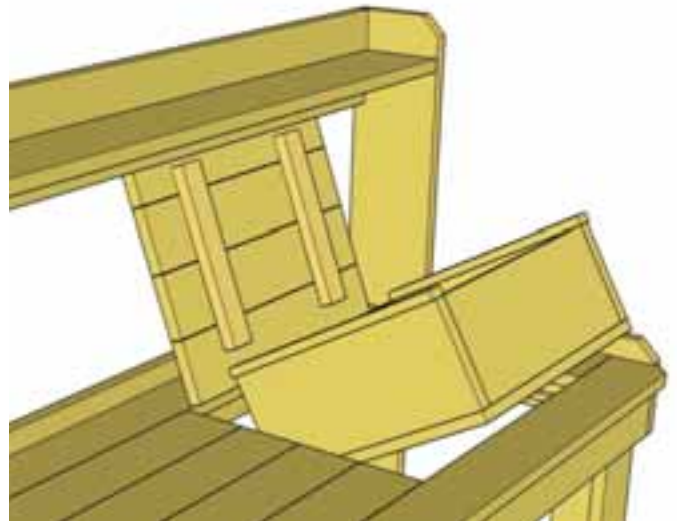


**11.** Attach remaining sink framings as per **Step 10**. Flip framings over so Side Framing Ledge is on the bottom. Place Plywood Sink Bottom (M) over framings and attach with 6 - 1 1/4" screws. Pre-drill holes once again to prevent wood splitting.

Framing ledge on bottom.



**12.** Lift up Sink Lid and position completed Sink in cavity to complete.







# Outdoor Living Today

Congratulations on  
assembling your  
4x2 Potting Bench!



We hope your experience constructing our **4x2 Potting Bench** 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



The materials contained in this Assembly Manual may be downloaded or copied provided that ALL copies retain the copyright and any other proprietary notices contained on the materials. No material may be modified, edited or taken out of context such that its use creates a false or misleading statement or impression as to the positions, statements or actions.

Please call, write or email us at:

Canadian Address  
9393 287th Street  
Maple Ridge, British Columbia  
Canada V2W 1L1

United States Address  
P.O. Box 96  
Sumas, Washington  
USA 98295

Toll Line: 1.888.658.1658 | Fax: 1.604.462.5333 | [sales@outdoorlivingtoday.com](mailto:sales@outdoorlivingtoday.com)

**Toll Line: 1.888.658.1658 | Fax: 1.604.462.5333 | [sales@outdoorlivingtoday.com](mailto:sales@outdoorlivingtoday.com)**