Owner's Manual & Assembly Instructions

Model No. PT104□ PTG104□ PT104EU□ ▲ PTG104EU□



Missing Parts, Questions on Assembly? Call: 1-800-851-1085 or assist@arrowsheds.com Do not return to dealer, they are not equipped to handle your requests.

716790118

Storage Area:	35 Sq. Ft. 3,3 m²	188 Cu. Ft. 5,3 m³

CAUTION: SOME PARTS HAVE SHARP EDGES. CARE MUST BE TAKEN WHEN HANDLING THE VARIOUS PIECES TO AVOID A MISHAP. FOR SAFETY SAKE, PLEASE READ SAFETY INFORMATION PROVIDED IN THIS MANUAL BEFORE BEGINNING CONSTRUCTION. WEAR GLOVES WHEN HANDLING METAL PARTS.

BUILDING DIMENSIONS * Size rounded off to the nearest foot

*Approx.	Base	Exterior Dimensions (Roof Edge to Roof Edge)			Interior Dimensions (Wall to Wall)		Door Opening		
Size	Size	Width	Depth	Height	Width	Depth	Height	Width	Height
10' x 4'	121" x 45 1/4"	123 1/2"	47"	67 3/4"	118 1/4"	42 1/2"	66 9/16"	55 1/2"	60"
3,0 m x 1,1 m	307,3 cm x 114,9 cm	313,1 cm	119,4 cm	172,1 cm	300,4 cm	108,0 cm	169,1 cm	141,0 cm	152,4 cm

- **GB:** Assembly manual in additional languages available online. Scan QR code below to access.
- **FR:** Manuel de montage disponible en ligne dans d'autres langues. Pour y accéder, scannez le code QR ci-dessous.
- **SP:** Manual de montaje en idiomas adicionales disponible online. Escanee el código QR a continuación para acceder.
- **DE:** Montageanleitung in zusätzlichen Sprachen online verfügbar. Scannen Sie den QR-Code unten, um darauf zuzugreifen.
- IT: Manuale dell'assemblea in altre lingue disponibile online. Per accedere effettua la scansione del codice QR in basso.
- **PT:** Manual de montagem disponível em outros idiomas online. Digitalize o código QR abaixo para obter acesso.
- **DT:** Samlingshåndbog i yderligere sprog til rådighed online. Scan QR kode nedenunder for at få adgang.
- **SK:** Na internete je k dispozícii návod na zostavenie v ďalších jazykoch. Dostanete sa k nemu naskenovaním kódu QR.
- **CZ:** Návod k montáži v dalších jazycích je k dispozici v online verzi. Přístup získáte po naskenování QR kódu níže.
- HU: Az összeszerelési útmutató további nyelveken is elérhető online. A hozzáféréshez olvassa be az alábbi QR-kódot.
- GR: Υπάρχει διαθέσιμο στο διαδίκτυο το εγχειρίδιο συναρμολόγησης σε περισσότερες γλώσσες. Σαρώστε τον παρακάτω κώδικα QR για να αποκτήσετε πρόσβαση.





Owner's Manual

Before beginning construction, check local building codes regarding footings, location and other requirements. Study and understand this owner's manual.

Important information and helpful tips will make your construction easier and more enjoyable.

Assembly Instructions: Instructions are supplied in this manual and contain all appropriate information for your building model. Review all instructions before you begin, and during assembly, follow the step sequence carefully for successful results.

Flooring and Anchoring: Your storage building must be anchored to prevent wind damage. A base is necessary to construct a square and level building. Anchoring and base materials are not included with your building. We recommend the combined use of an Arrow Floor Frame Kit and an Arrow Anchoring Kit as an effective method of securing your building to the ground (Available at your local dealer, Arrow's website <u>arrowsheds.com</u> or call Arrow's Customer Service department 1-800-851-1085) or you may construct a base and anchoring system of your choice. Your assembly instructions provide information on a few methods commonly used to secure and level a storage building.

Parts and Parts List: Check to be sure that you have all the necessary parts for your building.

•All part numbers can be found on the parts. All of these numbers (before the -) must agree with the numbers on the Parts List page.

•If you find that a part is missing, include the model number of your building and contact:

Arrow Shed, LLCCustomer Service Department1101 North 4th StreetBreese, Illinois 62230

1-800-851-1085 or assist@arrowsheds.com

•Separate contents of the carton by the part number while reviewing parts list. The first few steps show how to join related parts to make larger sub assemblies which will be used later.

•Familiarize yourself with the hardware and fasteners for easier use during construction. These are packaged within the carton. Note that extra fasteners have been supplied for your convenience.

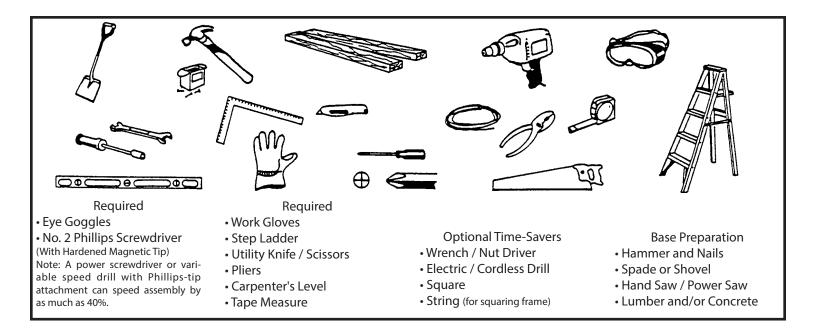
A03

PLAN AHEAD....

Watch the Weather: Be sure the day you select to install your building is dry and calm. Do not attempt to assemble your building on a windy day. Be careful on wet or muddy ground.

Teamwork: Whenever possible, two or more people should work together to assemble your building. One person can position parts or panels while the other is able to handle the fasteners and the tools.

Tools and Materials: These are some basic tools and materials you will need for the construction of your building. Decide which method of anchoring and the type of base you wish to use in order to form a complete list of the materials you will need.



Selecting and Preparing Your Site: Before assembly, you will want to decide on a location for your building. The best location is a level area with good drainage.

•Allow enough working space for ease of moving parts into position during assembly. Be sure there will be enough space at entrance for doors to open fully and enough space around the building to be able to fasten the panel screws from the outside.

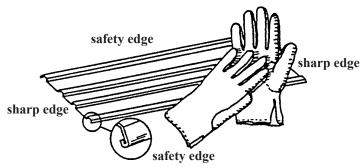
•Before you begin the first steps in assembling your parts, a base should be constructed and an anchoring system should be ready to use.

A04

SAFETY FIRST....

Safety precautions are important to follow throughout the construction of your building.

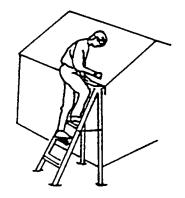
•Care must be taken when handling various pieces of your building since some contain sharp edges. Please wear work gloves, eye protection and long sleeves when assembling or performing any maintenance on your building.



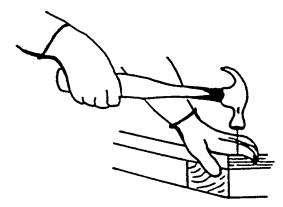
•Keep children and pets away from worksite to avoid distractions and any accidents which may occur.



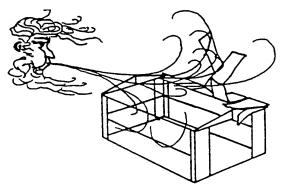
•Never concentrate your total weight on the roof of the building. When using a step ladder make sure that it is fully open and on even ground before climbing on it.



•Practice caution with the tools being used in the assembly of this building. Be familiar with the operation of all power tools.



•Do not attempt to assemble the building if parts are missing because any building left partially assembled may be seriously damaged by light winds. Call 1-800-851-1085 or assist@ arrowsheds.com



•Do not attempt to assemble the building on a windy day, because the large panels acting as a "sail", can be whipped about by the wind making construction difficult and unsafe.



Finish: For long lasting finish, periodically clean and wax the exterior surface. Touch-up scratches as soon as you notice them on your unit. Immediately clean the area with a wire brush; wash it and apply touch-up paint per manufacturer's recommendation.

Roof: Keep roof clear of leaves and snow with long handled, soft-bristled broom. Heavy amounts of snow on roof can damage building making it unsafe to enter. In snow country, Roof Strengthening Kits are available for most Arrow Buildings for added protection against heavy snow accumulation. Contact Arrow as outlined on the Ordering Accessories page to place an order.

Doors: Always keep the door tracks clear of dirt and other debris that prevent them from sliding easily. Lubricate door track annually with furniture polish or silicone spray. Keep doors closed and locked to prevent wind damage.

Fasteners: Use all washers supplied to protect against weather infiltration and to protect the metal from being scratched by screws. Regularly check your building for loose screws, bolts, nuts, etc. and retighten them as necessary.

Moisture: A plastic sheet (vapor barrier) placed under the entire floor area with good ventilation will reduce condensation.

Other Tips....

- Wash off inked part numbers on coated panels with soap and water.
- Silicone caulking may be used for watertight seals throughout the building.

Do not store swimming pool chemicals in your building. Combustibles and corrosives must be stored in air tight approved containers.

Keep this Owner's Manual and Assembly Instructions for future reference.

A06

Base

The Base For Your Building

OPTION 1: Wood Platform

If you decide to build your own base, be sure to select the appropriate materials.

These are the recommended materials for your base:

2 x 4's (38 mm x 89 mm) Pressure Treated Lumber

5/8" (15,5 mm) 4 x 8 (1220 mm x 2440 mm) Plywood-exterior grade NOTE: Pressure Treated Lumber <u>must not be used</u> where it will make contact with your storage building. The properties of Pressure Treated Lumber will cause accelerated corrosion.

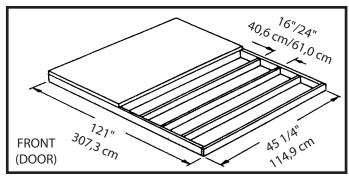
If Pressure Treated Lumber comes in contact with your storage building your warranty will be voided.

10 & 4 penny Galvanized Nails Concrete Blocks (optional)

The platform should be level and flat (free of bumps, ridges etc.) to provide good support for the building. The necessary materials may be obtained from your local lumber yard.

To construct the base follow instructions and diagram. Construct frame (using 10 penny galvanized nails) Measure 16"/24" (40,6 cm/61,0 cm) sections to construct inside frame (see diagram) Secure plywood to frame (using 4 penny galvanized nails)

Allow 6 - 7 hours for construction.



Note: Platform/Slab will extend 9/16" (1,4 cm) beyond floor frame on all four sides. Seal this 9/16" (1,4 cm) of wood with a roofing cement (not included), or bevel this 9/16" (1,4 cm) of concrete when pouring, for good water drainage.

OPTION 2: Concrete Slab

The slab should be at least 4" (10,2 cm) thick. It must be level and flat to provide good support for the frame.

The following are the recommended materials for your base.

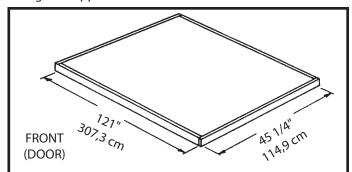
1 x 4's (19 mm x 89 mm) (will be removed once the concrete cures) Concrete Sheet of 6 mil plastic

We recommend for a proper strength concrete to use a mix of: 1 part cement 3 parts pea sized gravel 2 1/2 parts clean sand

Prepare the Site/Construct a Base

- 1. Dig a square, 6" (15,2 cm) deep into the ground (remove grass).
- 2. Fill up to 4" (10,2 cm) in the square with gravel and tamp firm.
- 3. Cover gravel with a sheet of 6 mil plastic.
- 4. Construct a wood frame using four planks of 1x4 (19 mm x 89 mm) lumber.
- 5. Pour in concrete to fill in the hole and the frame giving a total of 4" (10,2 cm) thick concrete. Be sure surface is level.

Allow 3 - 5 hours for construction and a week for concrete curing time.



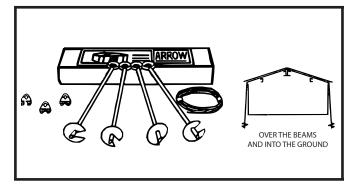
Note: Finished Slab dimensions, with lumber removed.

Anchoring

Anchoring Down The Building

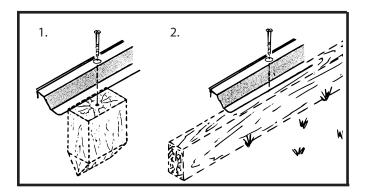
It is important that the entire floor frame be anchored after the building is erected. Below are recommended ways of anchoring.

Arrow Anchoring Kit: (Model No. AK4 or 60298) Recommended for use with any suggested base. Contains: 4 Anchors with Cable, Clamps and installation instruction.

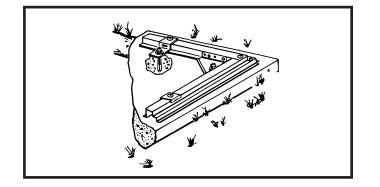


Anchoring into Wood/Post:

Use 1/4" (6 mm) Wood Screws. There are 1/4" (6 mm) dia. holes provided in the frames for proper anchoring.

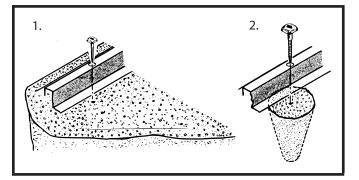


Arrow Anchoring Kit: (Model No. AK100 or 68383) Recommended for use with the concrete base. Contains: Corner gussets, perimeter clips, hardware, 1/4" masonary drill bit and installation instruction.



Anchoring into Concrete:

 For poured concrete slab or footing or patio blocks: Use 1/4" x 2" (6 mm x 51 mm) Lag Screws.
 For Anchor Post of Concrete poured after building is erected: Use 1/4" x 6" (6 mm x 152 mm) Lag Screws.



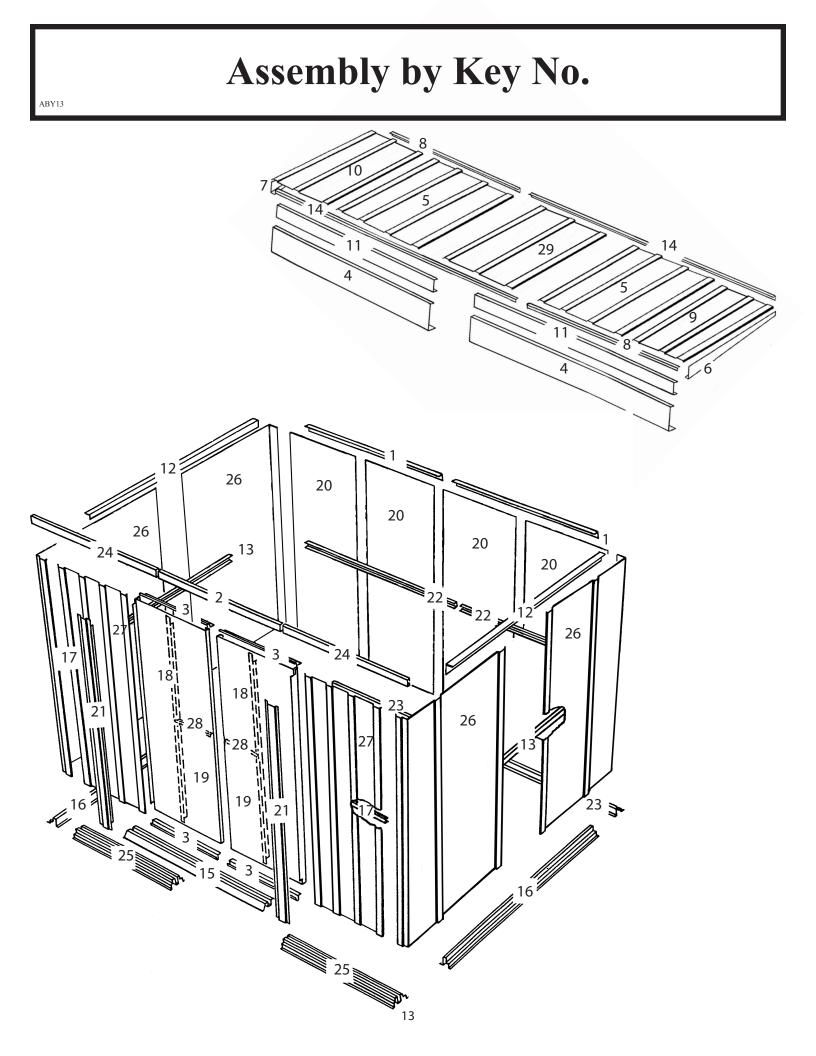
Hardware

	Remove from bag of screws and save for the last step			
\bigcirc	T			
65103 #8-32 Hex Nut (60)	65900A #10Bx1/2" (13mm) Black Screw (8) (Packed with Screws)	65923 #8-32x3/8" (10 mm) Bolt (60)	65004 #8Ax5/16" (8 mm) Screw (246)	
Se	Ō			
	Ğ-Q-Q G-Q-Q		000	
66045 Handle (2)	66646 Washer (247) (7 sheets of 40)	65109 #8-32 Acorn Nut (4) (Packed with Screws)	66769 Door Slide (4)	
		Ro		
	66382 Lower Door Guide (4)	66183 Roof Trim Cap (2 right & 2 left)		

Parts List

Assembly Key No.	Part Number	Part Description	Quantity in Carton	Check List
1	10567	Rear Wall Angle	2	
2	6403	Door Track Splice	1	
3	10497	Horizontal Door Brace	4	
4	10574	Front Header	2	
5	10557	Roof Panel	2	
6	10562	Right Gable	1	
7	80015	Left Gable	1	
8	6892	Right Roof Trim	2	
9	10558	Right Roof Panel	1	
10	80011	Left Roof Panel	1	
11	10571	Roof Beam	2	
12	10564	Side Wall Angle	2	
13	10545	Side Wall Channel		
14	80019	Left Roof Trim	2 2	
15	8934	Ramp	1	
16	10544	Side Floor Frame	2	
17	9365	Front Wall Channel	2	
18	6278	Vertical Door Brace	2	
19	10475	Right and Left Doors	2	
20	6515	Wall Panel	4	
21	9369	Door Jamb	2	
22	9917	Rear Wall Channel	2	
23	8936	Rear Floor Frame	2	
24	9366	Door Track	2	
25	9367	Front Floor Frame	2	
26	6020	Corner Panel	4	
27	9373	Front Wall Panel	2	
28	3719	Door Handle Brace	2	
29	10559	Roof Panel	1	

ABY12



Step 1

Parts Needed For Floor Frame Assemblies

8934 Ramp (1) 9367 Front Floor Frame (2) 8936 Rear Floor Frame (2)

119 3/8" 303.2 cm Rear

119 3/8" 303,2 cm Front

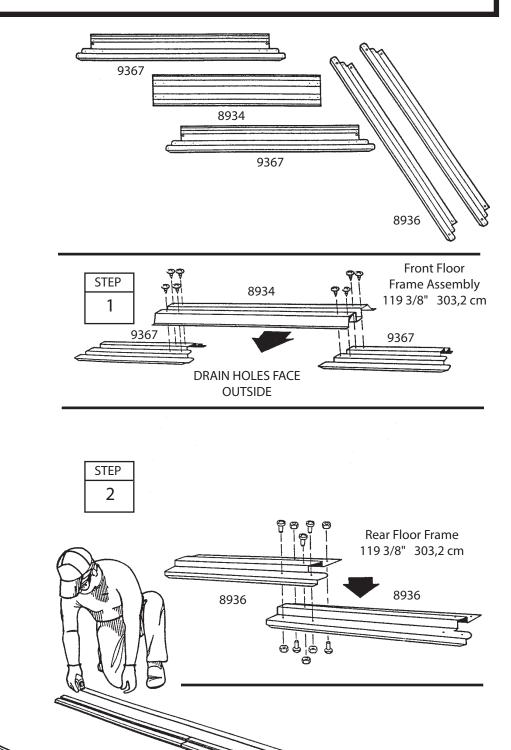
000000 (8)(5)

The front floor frame is made up of three pieces. The rear floor frame is made up of two pieces. The holes in these pieces will align when the pieces are positioned with correct amount of overlap. The illustrations below show the proper overall length for the front and rear. Proceed as follows:

1 Place the front floor frames as shown. Center the ramp, with drain holes facing outside, on top of the two front floor frames. Join the frames by inserting eight screws.

2 Overlap the rear floor frames as shown. The holes in these pieces will align when the pieces are positioned with correct amount of overlap. See the illustrations below for the proper overall length of the rear floor frame. Join the frames by inserting five bolts into frame set as shown.

3 Double check the length of each and set these pieces aside for later use.

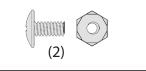


STEP



Parts Needed For Frame Assemblies

10567 Rear Wall Angle (2) 9917 Rear Wall Channel (2)

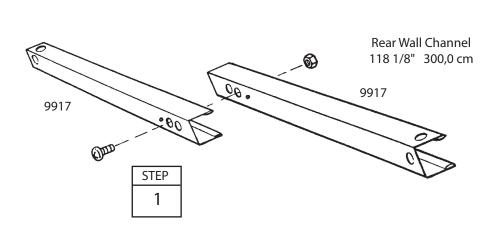


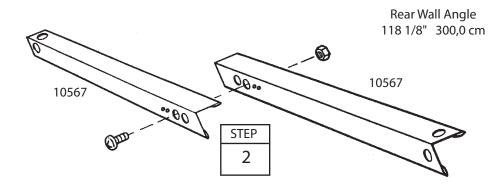
The main frame pieces reinforce the walls. These pieces will later be installed in the center and at the top edge of the rear wall. Proceed as follows:

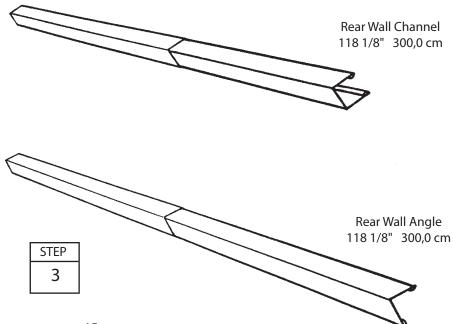
1 Overlap the rear wall channel pieces as shown in the figure and fasten the two pieces together with one bolt in the center hole (three holes will align).

2 Overlap the rear wall angle pieces as shown in the figure and fasten them together with one bolt in the center hole.

3 Double check the length of each and set these pieces aside for later use.







Parts Needed For **Roof Beam Assemblies**

STEP 2

(8)The roof beams support the roof panels. The roof beam is made up of

mm

Step 3

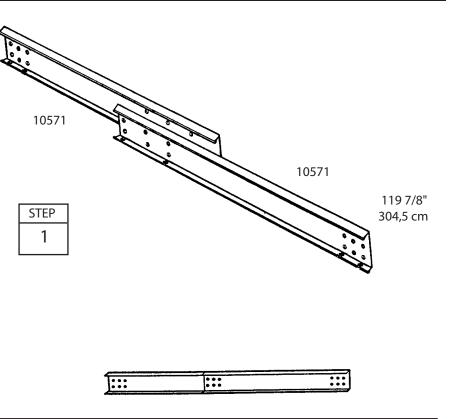
Hint: These pieces are force-fitted, so you may have to press hard to join them together.

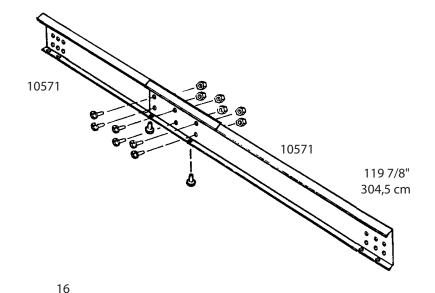
two pieces overlapped at the center.

1 Place the end of one roof beam inside a second roof beam so that the six holes in each piece align. Do not insert bolts yet.

2 Fasten the pressed-together roof beam with eight bolts.

3 Double check the length and set this piece aside for later use.

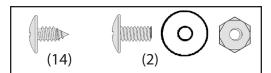






Parts Needed For Door Track / Header Assembly

6403 Door Track Splice (1) 9366 Door Track (2) 10574 Header (2)



The door track/header assembly supports the sliding doors and reinforces the front wall. It is made up of five pieces.

1 Using the door track splice, (painted), join the door track (galvanized) pieces end-to-end as shown.

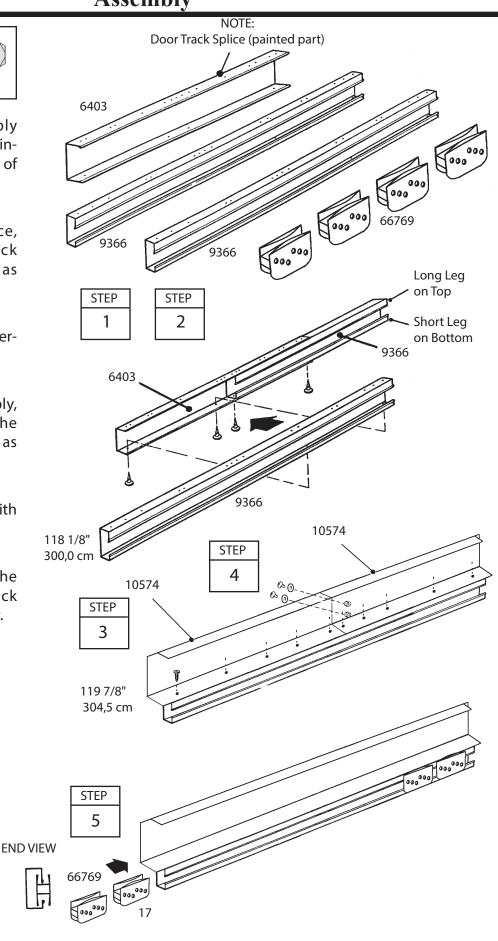
2 Insert four screws from the underside only.

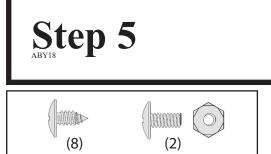
3 Using this door track assembly, with small holes on top, join the header pieces, short leg on top, as shown using screws.

4 Fasten overlap area of header with 2 bolts and nuts.

5 Position door slides onto the legs, from the end of door track assembly, as shown in the end view.

6 Set this piece aside for later use.

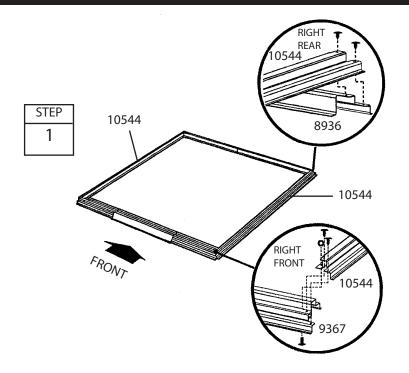




1 Assemble the four corners of the floor frame using two screws at each corner as shown. At the front corners fasten bolts through from the bottom with nuts on top.

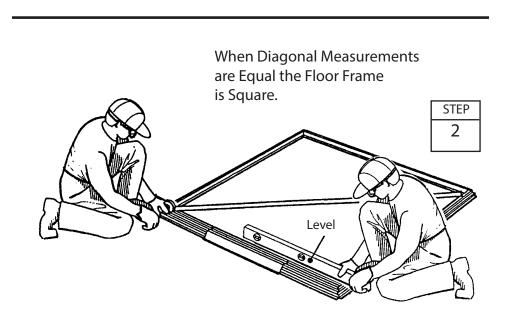


Front Floor Assembly (1) 10544 Side Floor Frame (2) Rear Floor Assembly (1)

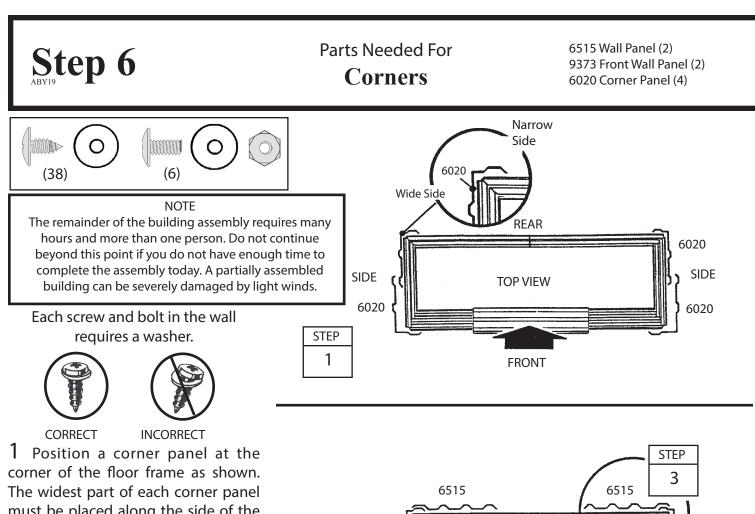


2 Measure the floor frame diagonally. When the diagonal measurements are equal, the floor frame is square.

NOTE If using a wood platform or concrete slab do not fasten the floor frames to your base at this time. You will anchor the building after it is erected.



The floor frame must be square and level or holes will not align.



must be placed along the side of the building for all four corners. Fasten the corner panel to the floor frame with three screws. Fasten overlapping rib using two screws and a bolt with nut.

Support the corner panel with a step ladder until a wall panel is attached.

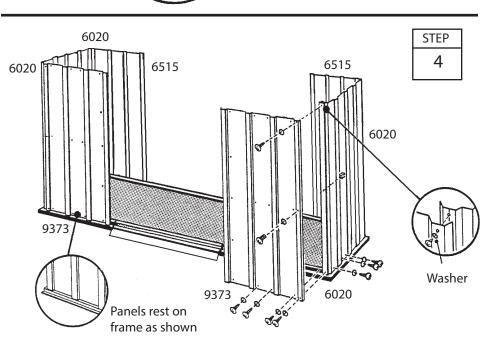
2 Attach the front wall panels to the front corner panels, as shown. A small gap will exist between front wall panel and ramp.

3 Attach the wall panels to the rear corner panels, as shown.

NOTE Be careful to install the correct panel in each position as shown

4 Double-check the part numbers of the wall panels, before proceeding.

The floor frame must be square and level or holes will not align.

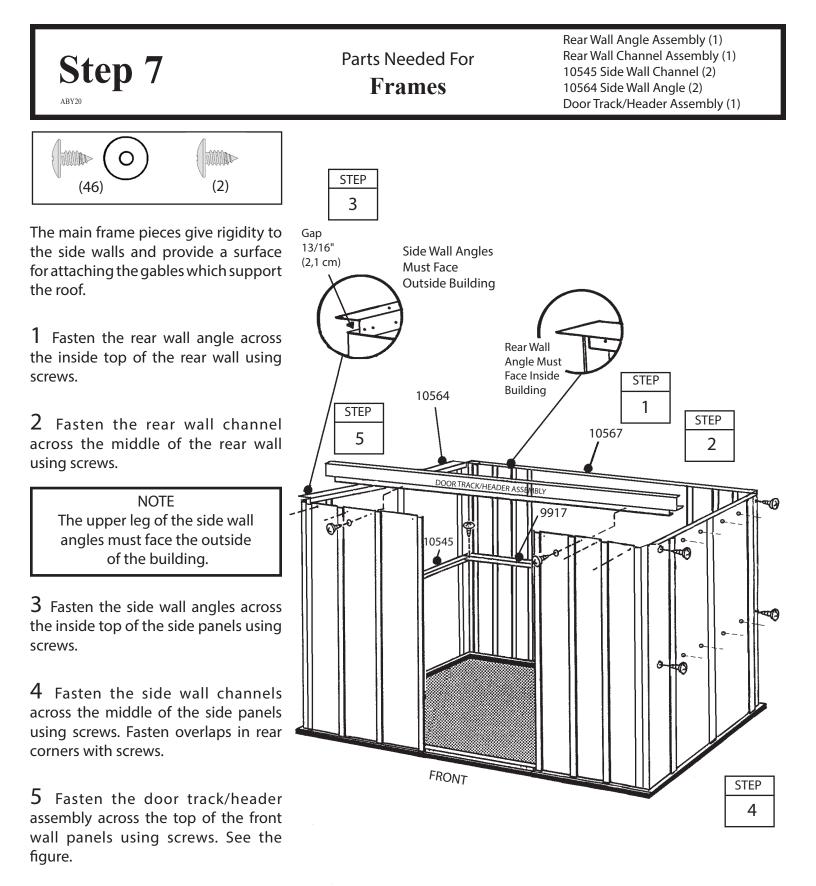


9373

STEP

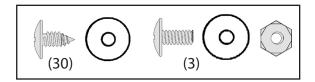
2

9373



Step 8 ABY21

Parts Needed For **Wall Panels**



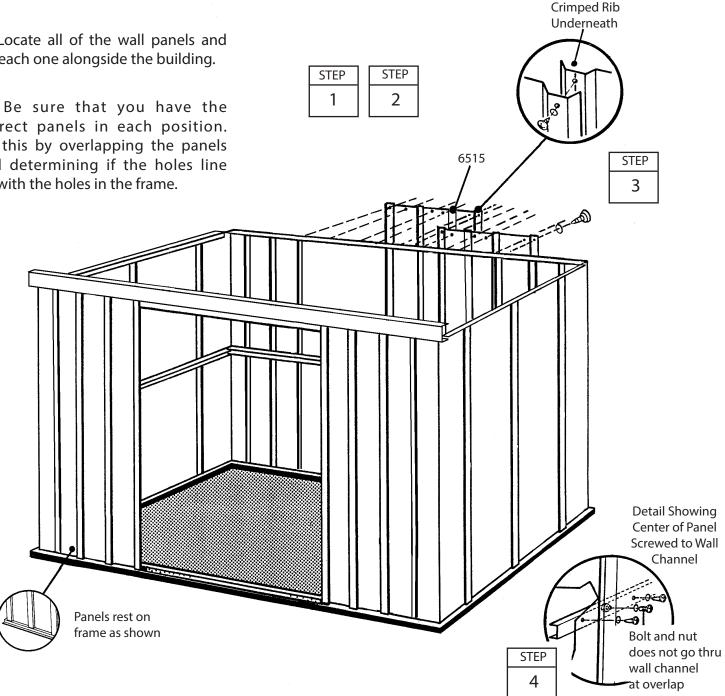
Each wall panel has a crimped rib on one side. The crimped rib should go under the rib of the panel that follows it.

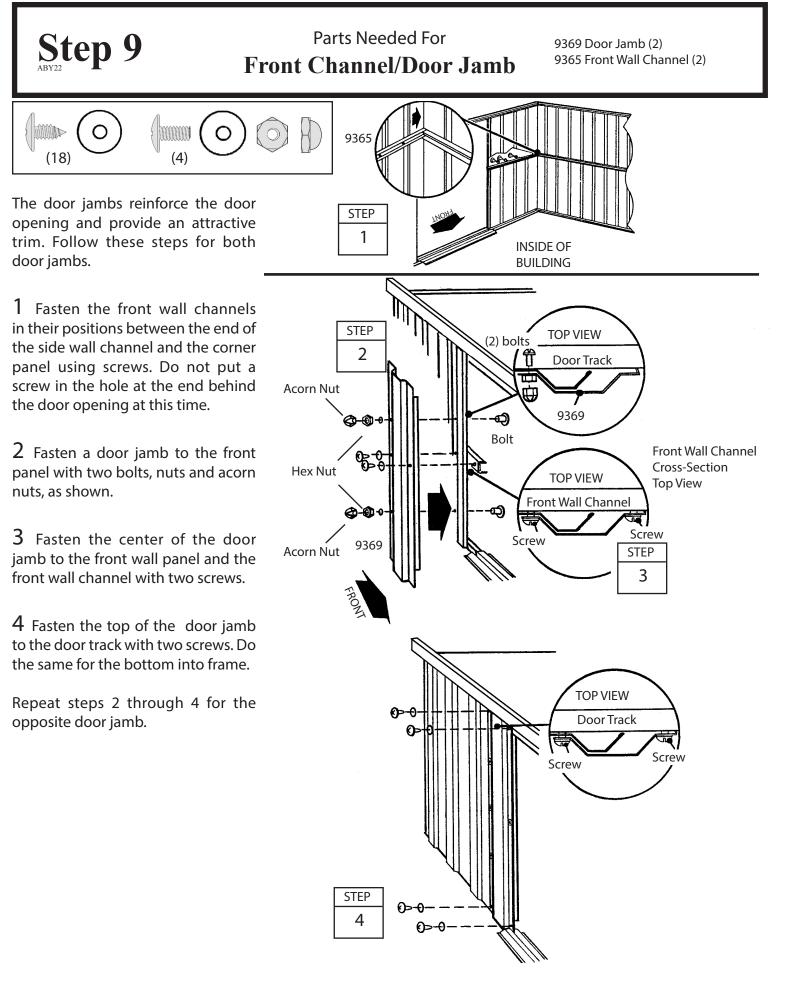
1 Locate all of the wall panels and set each one alongside the building.

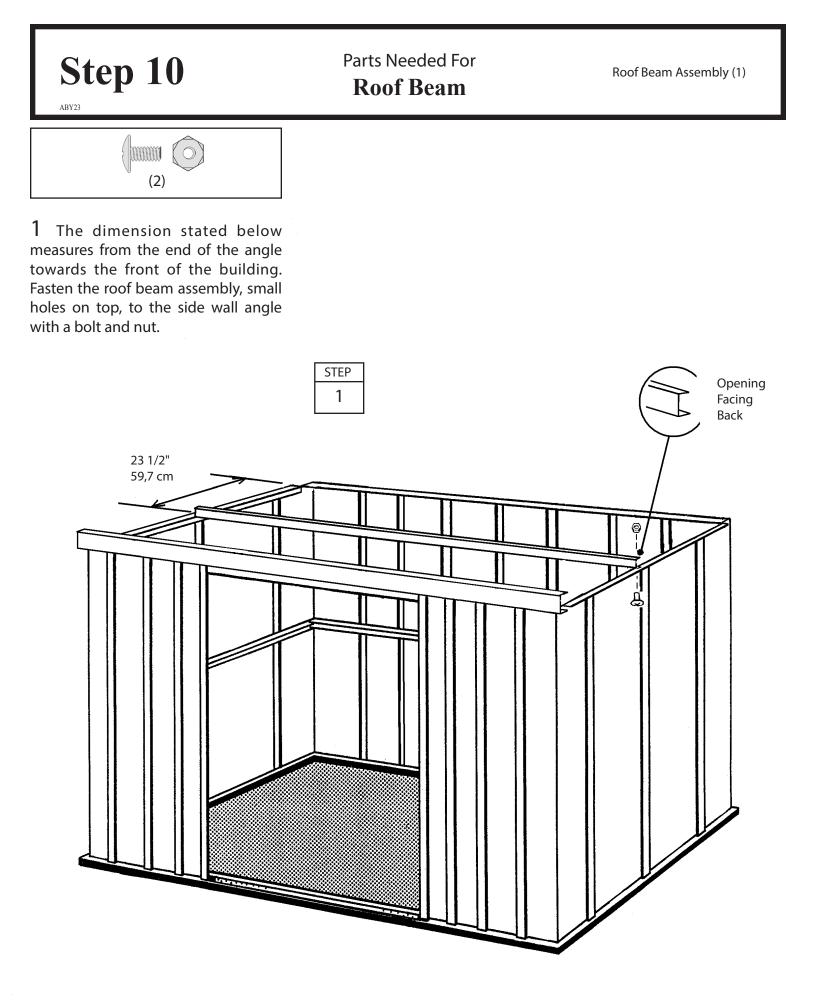
2 correct panels in each position. Do this by overlapping the panels and determining if the holes line up with the holes in the frame.

3 Fasten the wall panels at the top and bottom with screws.

4 Fasten the center of each panel to the wall channel with screws. Fasten overlapping ribs as before.







Step 11

Parts Needed For Right/Left Roof Panels

screws as shown.

below.

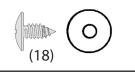
2 Position a right roof panel at the

right side and fasten to the header, roof beam and rear wall angle using

3 Install the left roof panel 80011

on the left side in the position shown

10558 Right Roof Panel (1) 80011 Left Roof Panel (1)



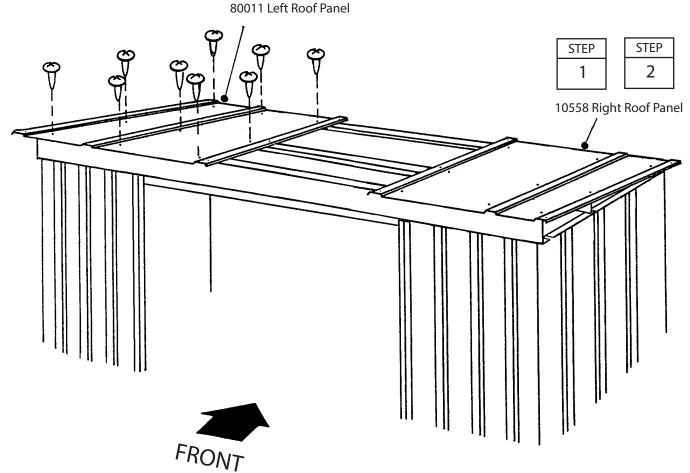
Installing the roof panels is best done with a step ladder. Begin installing roof panels at the right side of the building. Each screw and bolt in the roof requires a washer.

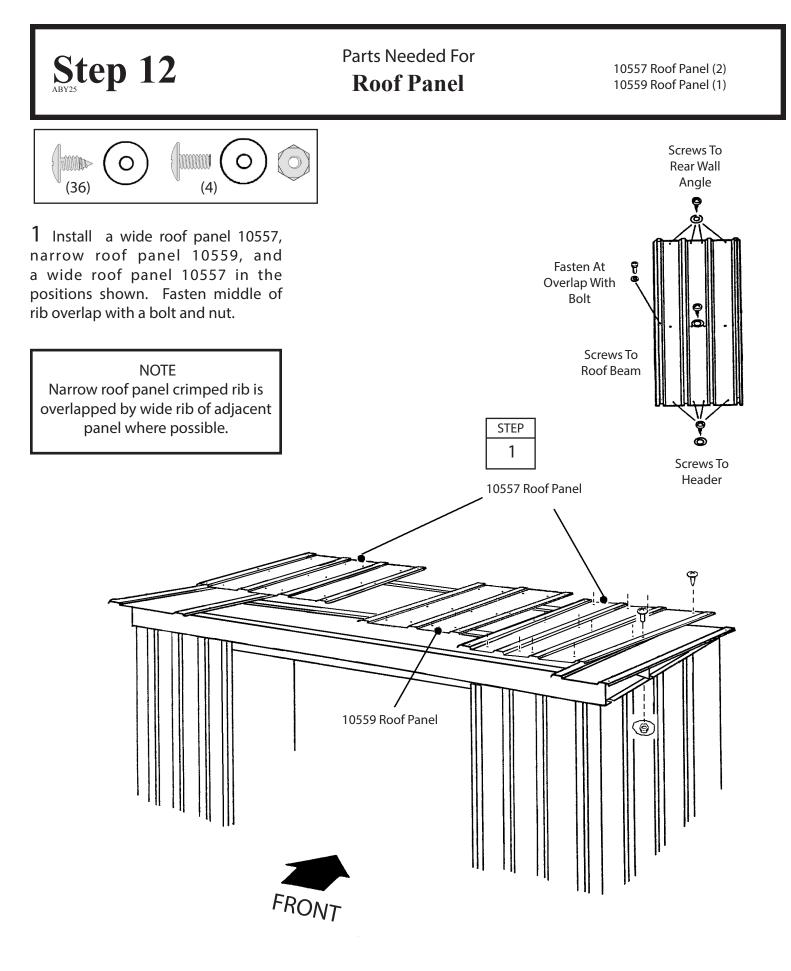
NOTE

Measure the building diagonally again and make adjustments to make sure the building is square and level. This will make the roof panels fit better, and holes will align. Don't anchor the floor frame.

1 Locate the roof panels and find the right roof panel part number 10558.

STEP
3







Parts Needed For Gables

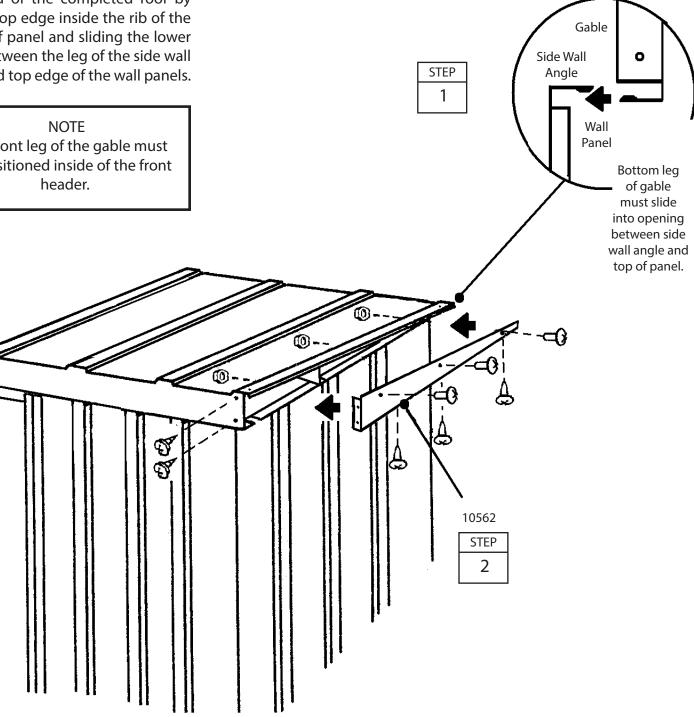
10562 Right Gable (1) 80015 Left Gable (1)

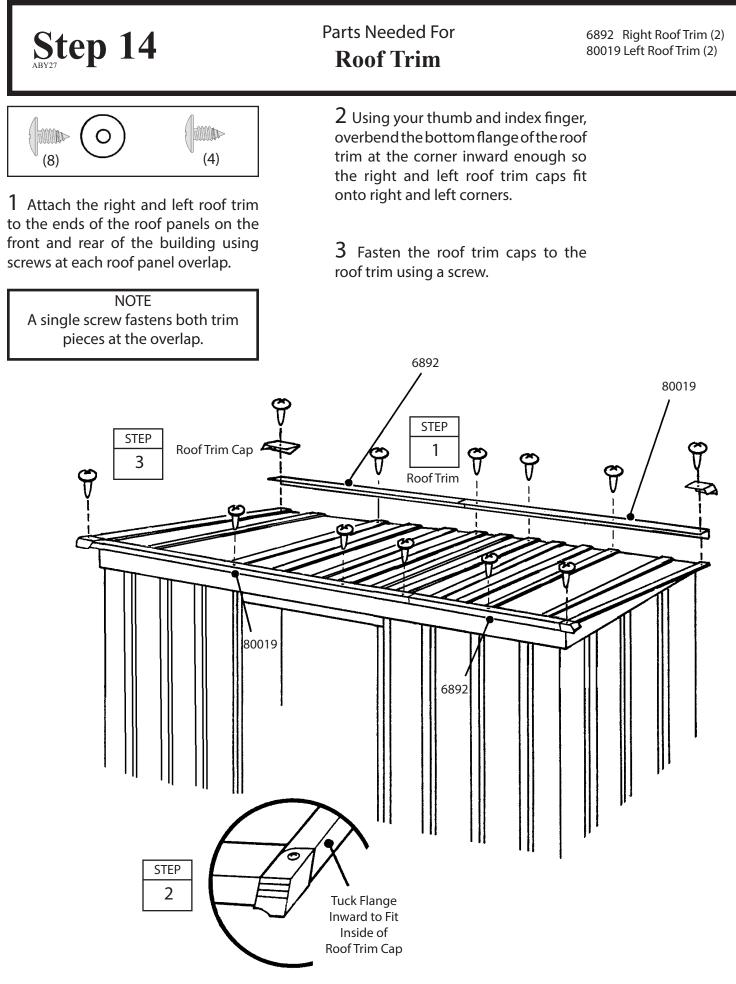
Position the right gable at the 1 right end of the completed roof by tucking top edge inside the rib of the right roof panel and sliding the lower leg in between the leg of the side wall angle and top edge of the wall panels.

NOTE The front leg of the gable must be positioned inside of the front header.

2 Fasten to the right roof panel, side wall angle and front header using screws, bolts and nuts as shown.

3 Repeat steps 1 and 2 for the left gable.

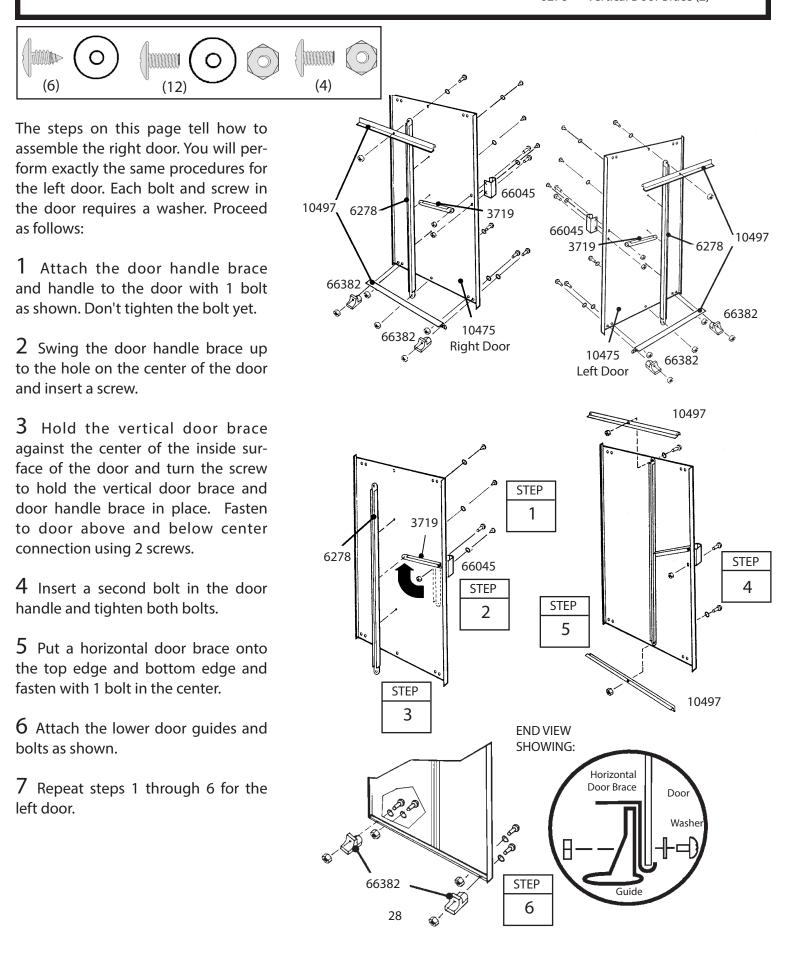






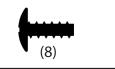
Parts Needed For **Door Assembly**

3719 Door Handle Brace (2)
10475 Right and Left Doors (2)
10497 Horizontal Door Brace (4)
6278 Vertical Door Brace (2)



Parts Needed For Door Installation & Adjustment

Right Door Assembly (1) Left Door Assembly (1)



Step 16

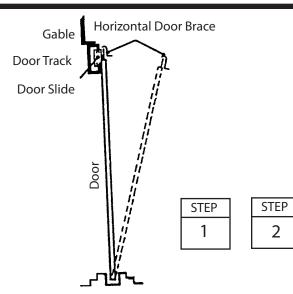
1 From inside the building, put the bottom of the right door assembly (on your left when you are inside the building) behind door jamb into the front frame track.

2 Position the top of the door so that the holes in the door line up with the holes in the door slides.

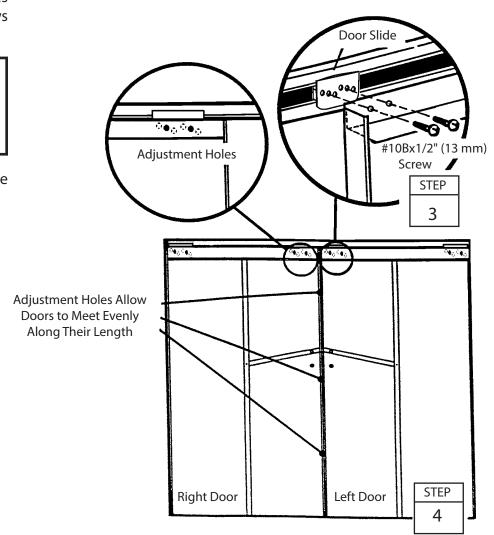
3 Fasten the door to the door slides using two #10Bx1/2" (13 mm) screws per door slide.

NOTE The holes in the door slides allow you to adjust the doors. Place the door in the middle holes.

4 Repeat steps 1 through 3 for the left door.







Keep this Owner's Manual and Assembly Instructions for future reference.

PT104□ PTG104□ PT104EU□ PTG104EU□

CO32

Anchoring

Anchor your building at this time.

SOME FACTS ABOUT RUST

Rusting is a natural oxidizing process that occurs when bare metal is exposed to moisture. Problem areas include screw holes, unfinished edges, or where scrapes and nicks occur in the protective coating through normal assembly, handling and use. Identifying these natural rusting problem areas and taking some simple rust protection precautions can help to stop rust from developing, or stop it quickly as soon as it appears. 1. Avoid nicking or scraping the coating surface, inside and out.

2. Use <u>all</u> the washers supplied. In addition to protecting against weather infiltration, the washers protect the metal from being scraped by the screws.

3. Keep roof, base perimeter and door tracks free of debris and leaves which may accumulate and retain moisture. These can do double damage since they give off acid as they decay.

4. Touch up scrapes or nicks and any area of visible rust as soon as possible. Make sure the surface is free of moisture, oils, dirt or grime and then apply an even film of high quality touch-up paint.