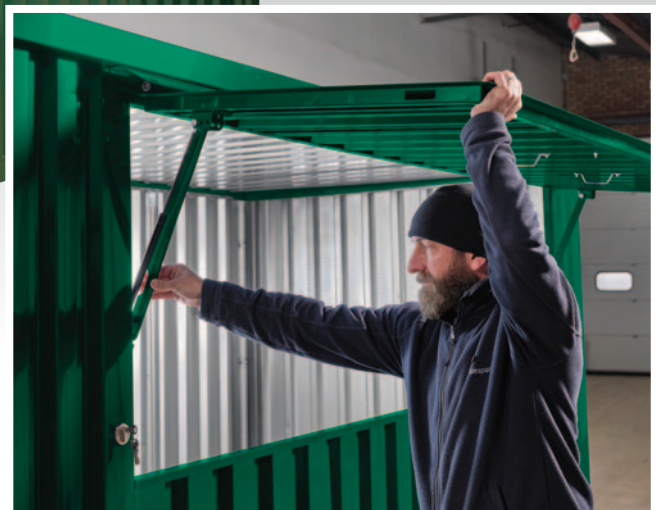




# Flat Pack Kiosk

## instructions and accessories



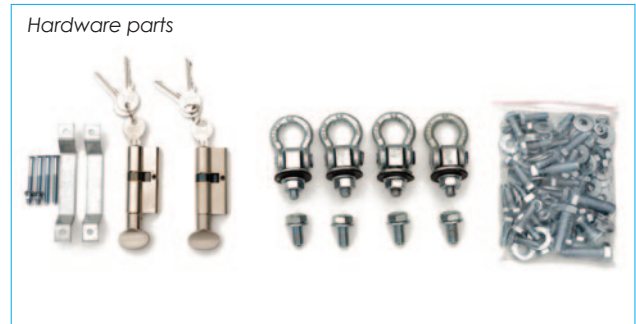
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3. Locking Bar – Assembly Instructions	12
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# 1. Flat Pack Kiosk

## ASSEMBLY INSTRUCTIONS

For assembling 3m Kiosk (XL) and 4m Kiosk (XL)



### Tools and equipment you will need:

- PZ2 screwdriver
- Flat head screwdriver
- 13mm spanner
- 19mm spanner and socket set
- Spirit level
- Five tread stepladder (minimum)
- Work gloves (to protect your hands from sharp edges and to assist grip when lifting the metal panels)

Please refer to the Risk Assessment 'Erection of Flat Pack Stores'.

A minimum of two people are needed to assemble the store. If parts need to be moved by hand, we recommend using four people to allow for one person at each corner.

### Web Quick Find (QF Code):

#### KIOSK

- 4m XL GREEN (RAL6005) QF262
- 4m XL GREY (RAL7015) QF264
- 3m XL GREEN (RAL6005) QF261
- 3m XL GREY (RAL7015) QF262

### Components for 3m and 4m kiosk (XL) stores

#### 3m Kiosk (XL)

##### CONTAINER PARTS

Wooden Upholstered	
Chassis 122kg	1 piece
Roof 82kg	1 piece
Side Panel 54kg	1 piece
Side Panel Canopy 99kg	1 piece
Canopy	1 piece
Back Panel 34kg	1 piece
Front Panel Double Door 82kg	1 piece
Door	2 piece

##### HARDWARE PARTS

M8 x 25 mm Bolt	30 piece
M8 Nut	16 piece
M8 Washer	46 piece
M12 x 50 mm Bolt	4 piece
M12 x 25 mm Bolt	3 piece
M12 Nut	3 piece
M12 Washer	10 piece
C Door Handle	2 piece
M5 x 50 For C Door Handle	2 piece
M5 x 50 For Key Cylinder Screw	2 piece
Key Cylinder	4 piece
Key	9 piece
5 x 15 YSB Bolt	6 piece
3.8 x 15 YHB Bolt	6 piece
C Handle	4 piece
M5 Washer	8 piece
M5 Nut	8 piece
No.3 Allen Key	1 piece

#### 4m Kiosk (XL)

##### CONTAINER PARTS

Wooden Upholstered	
Chassis 176kg	1 piece
Roof 105kg	1 piece
Side Panel 73kg	1 piece
Side Panel Canopy 127kg	1 piece
Canopy	1 piece
Back Panel 34kg	1 piece
Front Panel Double Door 82kg	1 piece
Door	2 piece

##### HARDWARE PARTS

M8 x 25 mm Bolt	32 piece
M8 Nut	16 piece
M8 Washer	48 piece
M12 x 50 mm Bolt	4 piece
M12 x 25 mm Bolt	3 piece
M12 Nut	3 piece
M12 Washer	10 piece
C Door Handle	2 piece
M5 x 50 For C Door Handle	2 piece
M5 x 50 For Key Cylinder Screw	2 piece
Key Cylinder	4 piece
Key	9 piece
5 x 15 YSB Bolt	6 piece
3.8 x 15 YHB Bolt	6 piece
C Handle	4 piece
M5 Washer	8 piece
M5 Nut	8 piece
No.3 Allen Key	1 piece

## Assembly hints

- 1.1 Try to get the pack delivered as close as possible to the erection area. If it arrives on one of our HIAB lorries, please let the driver know and they will help by levelling it up with you. To ensure the chassis is level, it's best to use each of the four corners and once level support the base in the middle to help prevent any sag over time.
- 1.2 Ideally concrete bases are the best option for long-term installations although paving slabs can provide the simplest solution. Plywood packing is ideal for small adjustments or short/medium-term installations.
- 1.3 The erection process is made much easier when the chassis is level at the start.
- 1.4 Don't assemble in windy conditions as this can be dangerous and make sure you have enough people available to move and erect the panels safely.
- 1.5 The kiosk unit can be used for many different purposes, when installing the unit you need to consider the heights and clearances under the hatch depending on the use and take account of terrain and any sloping ground that might reduce clearances. Adjustments can be made by raising the unit up on the foundations if necessary. The clearance under the hatch is higher with the XL unit.

## Maintenance

- 1.6 Check foundations periodically to make sure that the unit remains level. Signs that the unit might have moved usually result in the door becoming difficult to open or close, or the unit rocking on the pads.
- 1.7 The only moving parts are the locks and hinges on the door and hatch which need a light oiling on a periodic basis.
- 1.8 Check the roof from time to time and remove any debris, especially leaves, to ensure the gutters work correctly.
- 1.9 We advise applying a protective layer of paint immediately if a flat pack gets scratched to prevent rusting.

## Other information

- 1.10 If you keep all the packaging material, it can be used to re-pack the unit at a later date. Otherwise please recycle it.
- 1.11 The unit is not designed to be stacked.
- 1.12 The unit once correctly assembled, can be lifted and moved using the lifting hooks. Please check the security of all fixings each time before lifting.

## Delivery and unpacking

- 1.12 The store will arrive in flat pack form. If the crane can offload and level up in the final erection position, this will save you time later.
- 1.13 Whether or not you need to move the parts to a different location, the store now needs to be unpacked. Unbolt the four metal retaining plates using a 19mm spanner and also unscrew the lifting eyes. The retaining plates are not required for assembly, so dispose or keep if you intend to re-pack the unit at a later date.



- 1.13 Now lift off the top roof panel and all other items. Lay them out neatly so you can easily locate the parts later. Please do not attempt this in windy or gusty conditions as individual parts could be blown away, endangering you and others.



- 1.14 If you need to move the parts to a new location, do so now. Begin with the base which needs to be level (check with the spirit level), before starting the erection process.



## Erection of the flat pack kiosk



- 1.15** Position the door panel on the chassis at the end required.
- 1.16** Using a 13mm socket now fit 4x M8 bolts and washers to secure the door panel to the chassis.

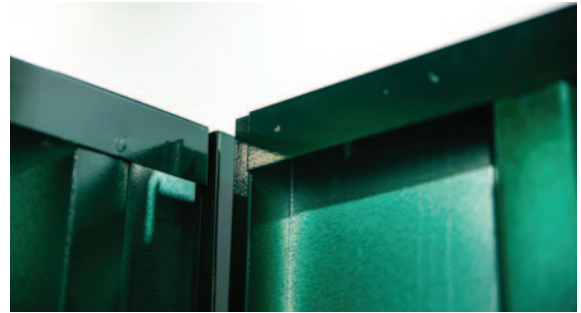


- 1.17** Fit locks into the door panel, slide the barrels into the door and turn. Once the lock turns, this shows it is located correctly and the screw can be inserted and tightened using your PZ2 screwdriver.



- 1.18** Now unlock the door and prop it open using the wooden packaging that you removed earlier. If you are erecting on an exposed site, you may need others to hold the door panel to prevent it falling and causing damage.

- 1.19** Now lift the side panel (without the hatch) onto the chassis base opposite where you need the hatch, the tongue on the side panel will slide into the groove on the door panel end, once aligned fix the wall and door panels together using the M8 Bolts, with washers both sides. Making sure that someone continues to hold the panel upright at all times.



- 1.20** Now fix the side panel (without the hatch) to the chassis using 2x M12 and 3x M8 bolts and washers.
- 1.21** Repeat step 1.20 and 1.21 for the side panel fitted with the hatch (the hatch is all factory fitted), as this is heavier than a standard side panel you will need to make sure it is extremely well supported to prevent it becoming damaged or falling and damaging someone or something else.



- 1.22** Whilst someone continues to support the hatch panel upright, now fit the end panel (panel opposite the door). Rest on the bottom of the chassis rail at 45 degrees and raise up, aligning the tongue and groove joints as you lift. Do not force this as it could damage the tongue, making it difficult to align correctly later. Secure to chassis and side panels as per other panels.



**1.23** Next fit the roof panel, making sure the ID plate is at the door end. You may need additional helpers at this point. Firstly close and lock the door, and assuming site conditions allow, lift the roof onto the door panel and slide up. Once the roof panel is in the correct place it will slot over all four walls. Please keep fingers clear at this point as it can lock down unexpectedly. If necessary the panel can be slid up from the side but due to steeper angles this requires more effort.



**1.24** Now fit the 4x M8 bolts and two washers to secure the the roof to the respective wall panels.



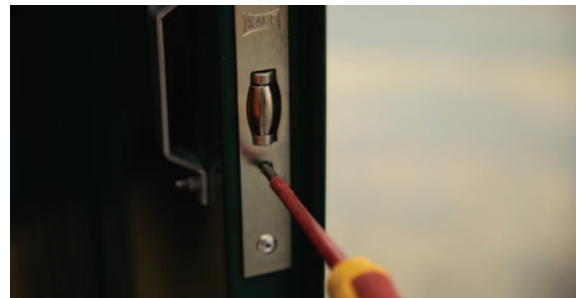
**1.25** Using your stepladder, access the top of the roof to screw in the 4x lifting eyes and rubber washers.



**1.26** Now fit the drip above the hatch, with the hatch closed use the M12 nut and bolt with a washer each side. You will need someone to attach the nuts from the inside whilst the drip and each bolts are held in place on the outside



**1.27** Fit the handles onto the inside and outside of the door using the screws provided.



**1.28** Finally adjust the ball catch using the PZ screw driver so that the door closes easily but remains in position when unlocked. Clockwise brings the ball out and anticlockwise pushes it in again.





## To open the side hatch

**1.29** Before opening check that all bolts and components have been fitted correctly as per the assembly instructions.



**1.30** Position the safety locks so that at least one of them auto engages when you open the hatch panel.



**1.31** Unlock both hatch locks from the outside using the correct key provided.



**1.32** Position yourself in the middle of the opening hatch between the two handles on the outside of the container, gently pull the panel so that it opens evenly.

**1.33** Lift the panel above you.



**1.34** Whilst holding the panel above you move to each end and check that the safety lock is engaged correctly at both ends, once both are engaged check the panel stays up correctly and it is now safe to use.

**1.35** You are now ready to use the cabin or serve using the hatch.

## To close the side hatch



**1.36** Support the hatch above you and then slightly push up to disengage the safety supports so that they hang down, lower the hatch (making sure all fingers and limbs are out of the way).



**1.37** When closed the support brackets will locate inside the unit in the position as shown in the photo above.

**1.38** Make sure the hatch is firmly shut and engage key operated locks.



## 2. Linking Kiosks

# ASSEMBLY INSTRUCTIONS

### Overview

Flat pack kiosks can be linked to other XL kiosks or combined with XL Flat pack store units of the same size and height. Units can be stacked end on end or side by side (but not in both directions on the same install).

### Tools and equipment you will need:

- Cross-head screwdriver
- Flat head screwdriver
- 13mm spanner
- 19mm spanner and socket set
- Spirit level
- Work gloves (to protect your hands from sharp edges and to assist grip when lifting the metal panels)



### Parts for side by side linking kit:

- 4 x bolts M12
- 4 x Steel washers
- 4 x M12 nuts
- 4 x Rubber sealing gaskets

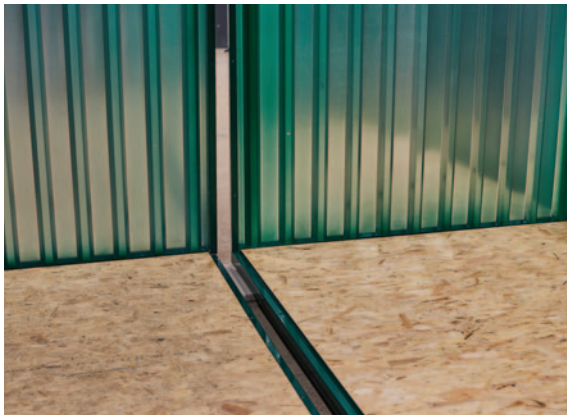
### Web Quick Find (QF Code):

4m XL GREEN (RAL6005) QF832  
 3m XL GREEN (RAL6005) QF830  
 3m XL GREY (RAL7015) QF831  
 4m XL GREY (RAL7015) QF833

## Side by side linking kit assembly



- 2.1** Plan where you intend to erect the two containers. You will need to support each container with at least six pads rather than the minimum pads when linking side by side (depending on location and planned use you may need more). Follow usual assembly instructions for the first container, but leaving the side panel off on the side that you plan to link and DO NOT fit the roof section.



- 2.2** Once you have prepared the first container you can then start assembly of the second container in the usual way on the required side, leaving the side panel off position the second base (also with a minimum of six pads) with a gap between the side rails of 85mm. Both containers must be completely level, you can check this using a spirit level making sure that the gap at the top and bottom of the end panels is the same.



- 2.3** Gap between the two containers being joined.



- 2.4** Now fit both roof panels in the normal way, ID plates facing towards the outside ends.

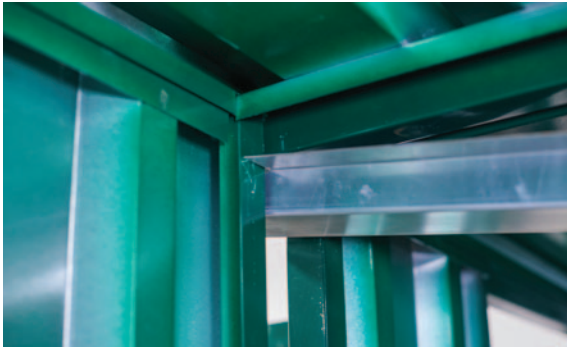


- 2.5** View between the two roof sections, showing gutter.





- 2.6** Now fit the galvanised internal roofing strip – from the inside push the galvanised roofing strip up into the roof, then raise up the opposite end until the bolt holes match up. One person will then need to access the roof to fit the 4 x M12 bolts with the waterproof black plastic washer on the outside. The steel washer and nut will be fitted from the inside.



- 2.7** Fit galvanised roof strip from the inside.



- 2.8** Secure with bolts from above and use the rubber washers on outside.



- 2.9** Secure with nut from inside.



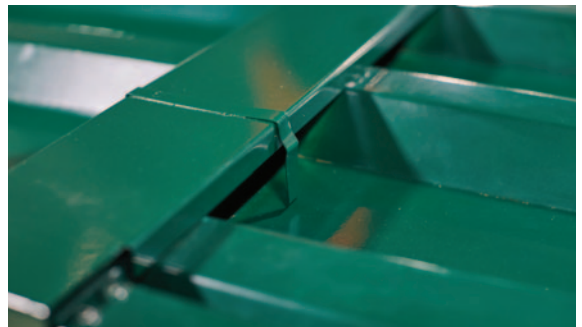
- 2.10** View of roof panels showing galvanised jointing strip in place.



- 2.11** Now fit the two powder coated uprights at each end – place the bottom end in first and push into place at the top. Using the 6 x M8 bolts supplied with the container (not the linking kit – normally used for joining side and end panels).



- 2.12** Secure joining uprights with bolts and fit the wooden floor cover as shown.



- 2.13** Fit the external cover strip – access the roof safely from above using your step ladder now fit the external roof cover strip, bend the metal tags to secure. You will have two side panels surplus to requirement.

## End on end linking kit assembly



### Parts for end on end linking kit:

- 12 x M8 bolts
- 12 x M8 Nuts
- 24 x M8 washers

### Web Quick Find (QF Code):

(Same on all stores)

GREEN XL END LINK (RAL 6005) QF836

GREY XL END LINK (RAL 7015) QF837



**2.14** Erect first container as per normal, leaving off either the rear door of rear end (this configuration can be fitted with doors at both ends or door at one end and panel at opposite end. Unless you have enough people power available to support side panels we suggest that you consider securing the side panels together with a timber batten to prevent damage until you are ready to fit the link.



**2.16** 100mm gap between the bases (165mm between wall panels).



**2.15** Now erect the second container, allowing a gap of 165mm between the fixing points on the side panels on each container OR 100mm between the bottom rails (on the base of the container). Both containers must be level with each other.



**2.17** Fit the two side joining panels, someone will need to safely access from above using work platform or suitable step ladder, slide each jointing strip down from above locating in the slots and fit with 6 x M8 bolts.





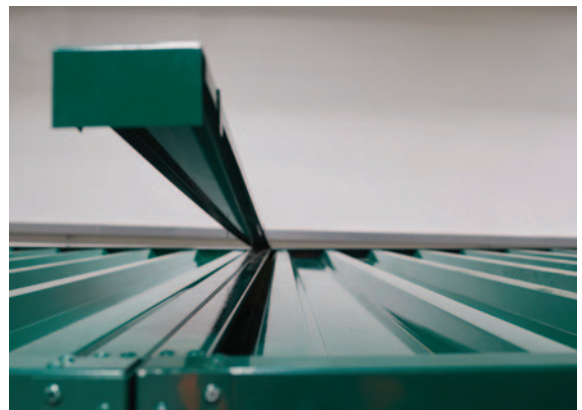
**2.18** Fit Side joining strip from above.



**2.21** Slide roof panels up from either end, the ID plates on each roof should be facing outwards.



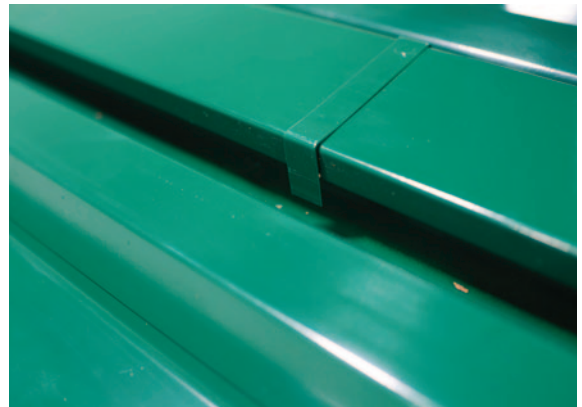
**2.19** Secure side panels with M8 bolts.



**2.22** Fit powder coated external roof strip between the roof panels.



**2.20** Place the wooden floor strip between the containers.



**2.23** Bend of tags to secure. You will have either one door panel and one end panel surplus, or two end panels.





### 3. Locking Bar (Kiosk Double Door & Hatch)

# ASSEMBLY INSTRUCTIONS

For any 2m, 3m, 4m Flat Pack store or Kiosk

#### Overview

The locking bar provides additional security, using 2 fixings attached to the container with security cup head bolts and a removable steel bar that prevents door and hatch being opened when padlocked. Locking bars are available for both the doors and the side hatch.

#### Tools and equipment you will need:

- Cordless drill
- 12mm drill bit
- 4mm or any small drill bit for pilot hole or centre punch
- Safety glasses
- Pencil or marker pen
- Leather work gloves
- Eye protection

#### Parts for Locking Bar:

- 8 x 10mm coach bolts
- 8 x washers
- 8 x nuts
- 1 x padlock security plate (usually fitted to the side opposite the hinges)
- 1 x locking bar security plate (usually fitted next to the hinge)

#### Web Quick Find (QF Code):

- XL Locking bar QF571
- 3m Side hatch locking bar QF572
- 4m Side hatch locking bar QF572



- 3.1 For extra security its possible to fit more than one locking bar.
- 3.2 The recommended position when fitting a single locking bar fo the door is above the door handle. When fitting to the hatch we recommend the lower half of the hatch depending on your use. The two security plates are different, one accommodates the padlock and is usually fitted the same side as the original door locks. The opposite one supports the locking bar itself (see assembled product).



- 3.3 Position the security plates so that they are the correct way round as shown in the final fitted photos
- 3.4 Mark out and centre punch (or drill pilot hole) 8 x holes (4 for left and 4 right)
- 3.5 Drill 8 x 12mm holes



- 3.6 Fit security plates using coach bolts provided (nuts on inside).

- 3.7 Mounting plate opposite padlock usually (nearest the hinges).



- 3.8 Mounting plate nearest container padlock.



- 3.9 Slide the locking bar into the door hinge end and fit padlock.

The locking bar can be used when you want extra peace of mind, please make sure you store it where it will not be a trip hazard. The bar is maintenance free, we recommend that you occasionally spray the padlock with a silicone based spray.

# 4. Shelving System

## ASSEMBLY INSTRUCTIONS

For any 2m, 3m, 4m Flat Pack store

### Overview

The Portable Space shelving system is extremely quick and easy to erect. It is made up of a minimum of two shelf uprights that slot quickly and easily into the wall of the flat pack container using no fixings. The shelf arms (also no fixings required) have a 15kg load capacity each. The shelf upright itself has a capacity of 30kgs, this means a maximum of two shelf arms can be used on each shelf upright. Therefore when using two shelf uprights each shelf has a load capacity of 30kg, with each additional shelf upright and shelf arm the load capacity increases by 15kg upto a maximum of 60kgs per shelf for both the 1370mm and 1850mm shelf sizes.

The exact contents of your kit will depend on which shelf configuration and option you have chosen but the assembly method will be the same. Before starting make sure that the flat pack container has been correctly assembled and all bolts have been used as indicated in the instruction manual.

First of all unwrap all items and lay them out so that you can plan where each shelf will be located and the height that you need to use the shelves.

If you have an XL product please make sure you have an XL shelf pack. Refer to layouts at the end of this manual.



Scan here for shelving system assembly instructions video



- 4.1** Insert the top of the shelf upright into the top rail of the flat pack container, these should be positioned so that the shelf will be stable and secure when loaded. Not too close to the end and wide enough apart that the shelf will be balanced. Make sure that the shelf upright is now located behind the bottom rail of the container.



- 4.2** See above to show which end is the top.





- 4.3** Twist the shelf arm at around 45 degrees to enable it to slot into the shelf upright. Now twist the shelf arm, sometimes a small tap is required to locate the shelf arm into the final position. If you need to remove or reposition the shelf arm at anytime, twist the shelf arm in the opposite position and lift upwards.



- 4.4** Final position of shelf arm, when correctly fitted.



- 4.5** Now repeat the process for all other shelf uprights and shelf arms.

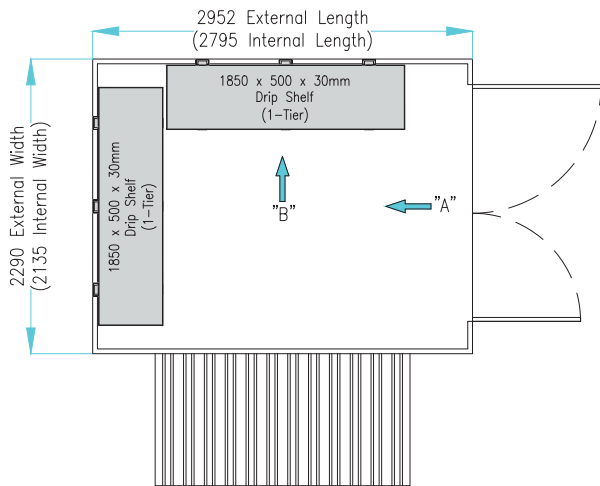


- 4.6** Finally you can now position the shelf onto the shelf arms (minimum of two).

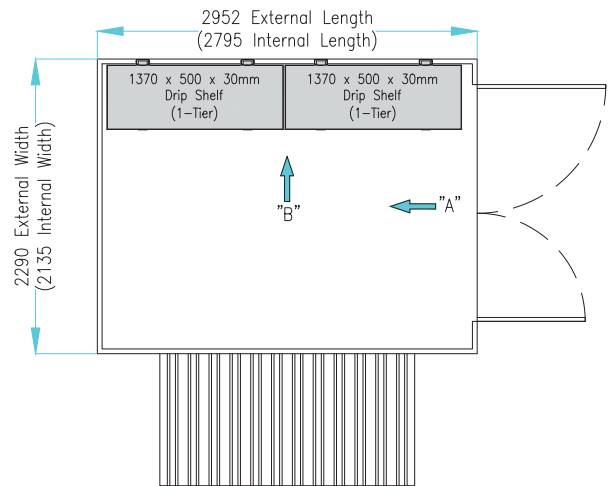


- 4.7** Before adding any weight check that the shelf is sitting level and is secure.

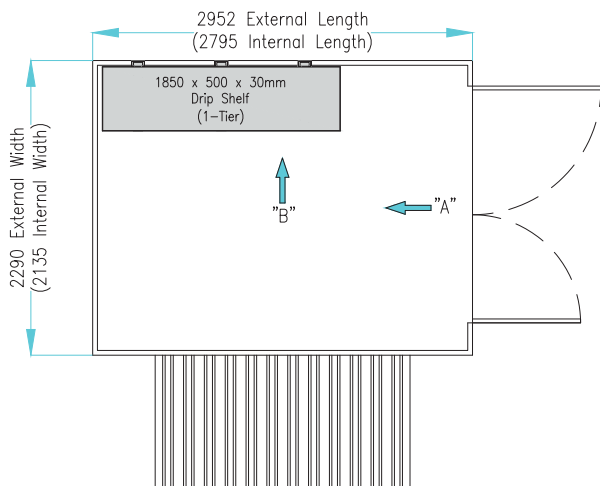
3m XL Flat Pack Kiosk Unit with 1 Tier Shelving  
(One Side & Rear End) Quickfind Code: 1320



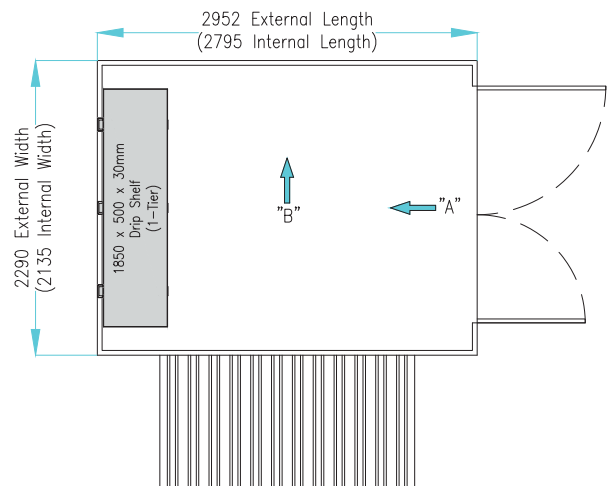
3m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(One Side Full Length) Quickfind Code: 1321



3m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(One Side Part Length) Quickfind Code: 1322



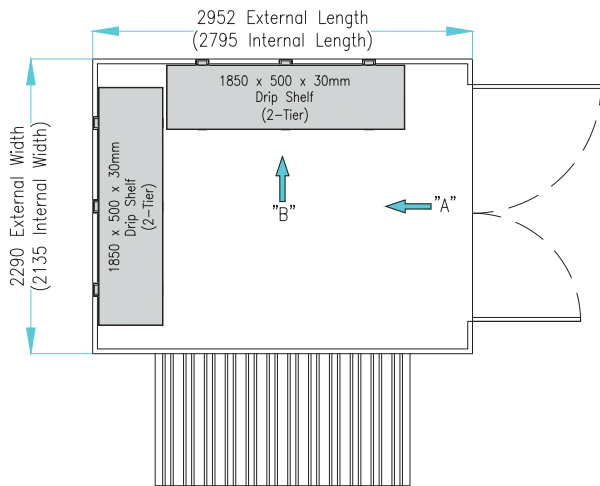
3m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(Rear End) Quickfind Code: 1323



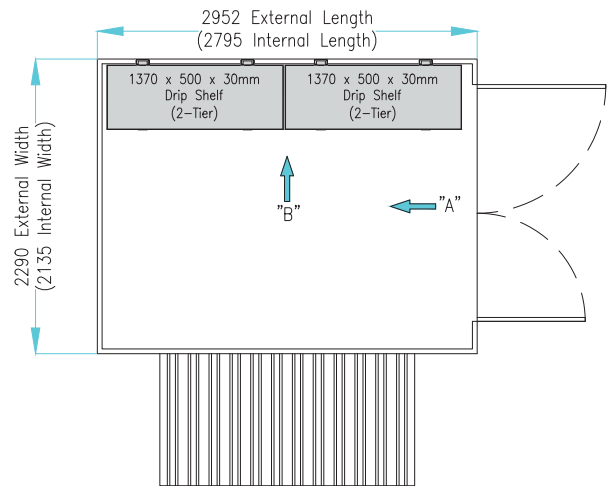
**Please Note:**

- Each arm is rated to hold 15kg per arm
- Each upright can support maximum of three drip shelves
- 150mm adjustment on shelf uprights

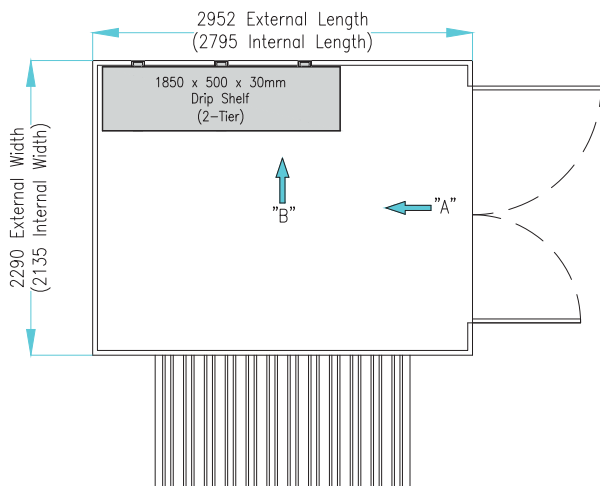
3m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side & Rear End) Quickfind Code: 1324



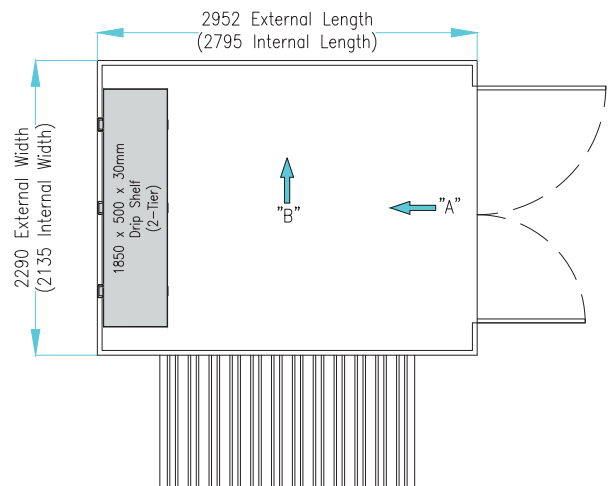
3m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side Full Length) Quickfind Code: 1325



3m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side Part Length) Quickfind Code: 1326



3m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(Rear End) Quickfind Code: 1327

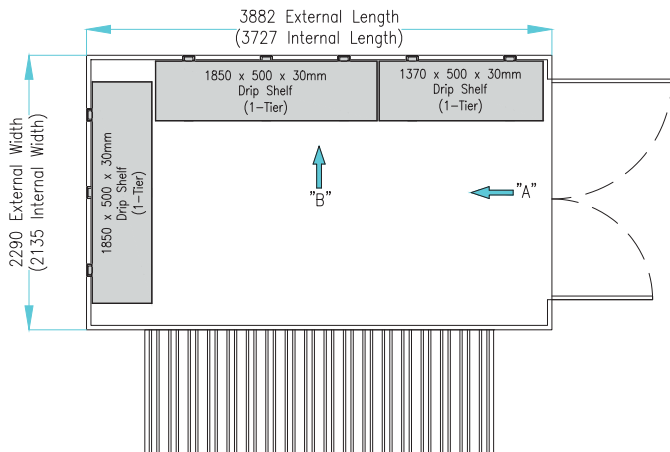


**Please Note:**

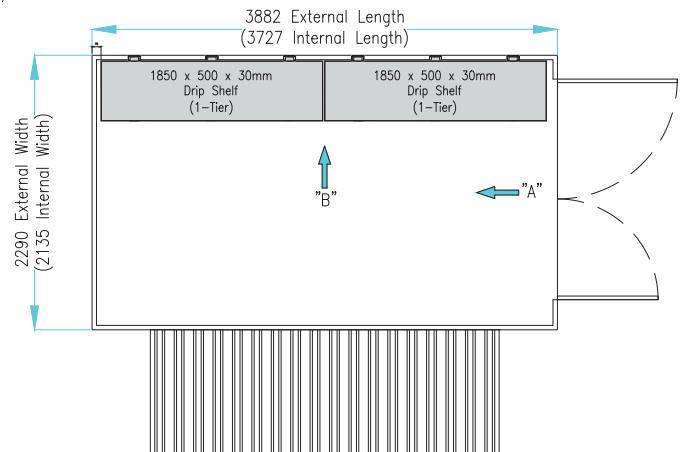
- Each arm is rated to hold 15kg per arm
- Each upright can support maximum of three drip shelves
- 150mm adjustment on shelf uprights



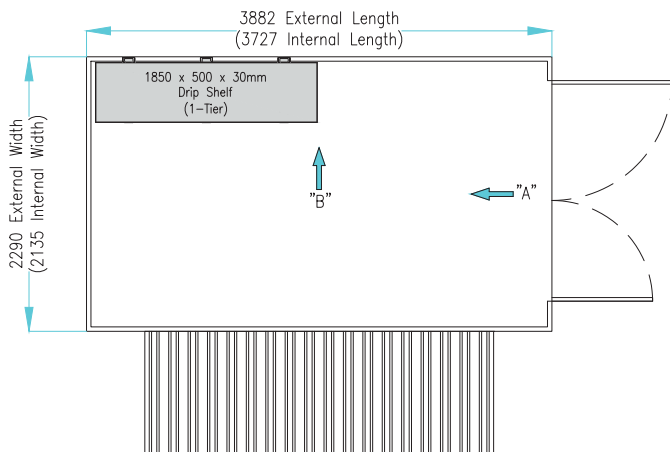
4m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(One Side & Rear End) Quickfind Code: 1330



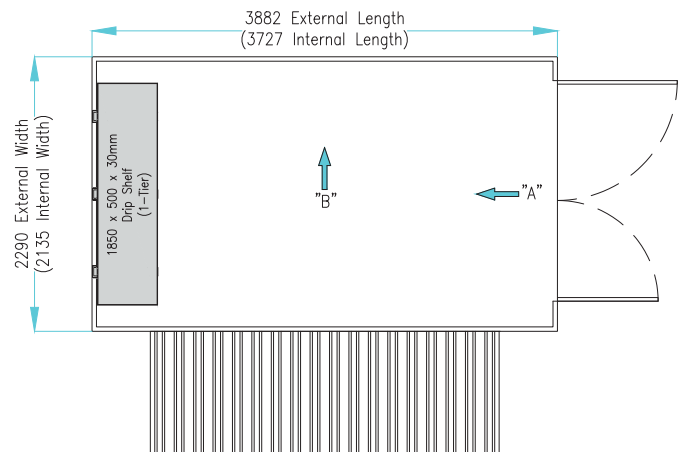
4m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(One Side Full Length) Quickfind Code: 1331



4m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(One Side Half Length) Quickfind Code: 1332



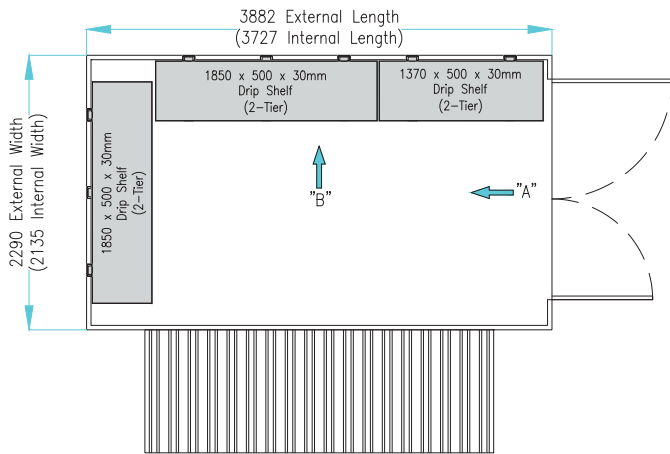
4m XL Flat-Pack Kiosk Unit with 1 Tier Shelving  
(Rear End) Quickfind Code: 1333



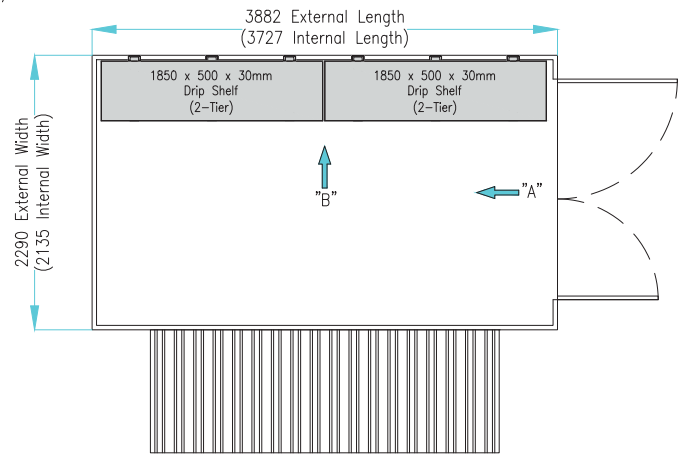
**Please Note:**

- Each arm is rated to hold 15kg per arm
- Each upright can support maximum of three drip shelves
- 150mm adjustment on shelf uprights

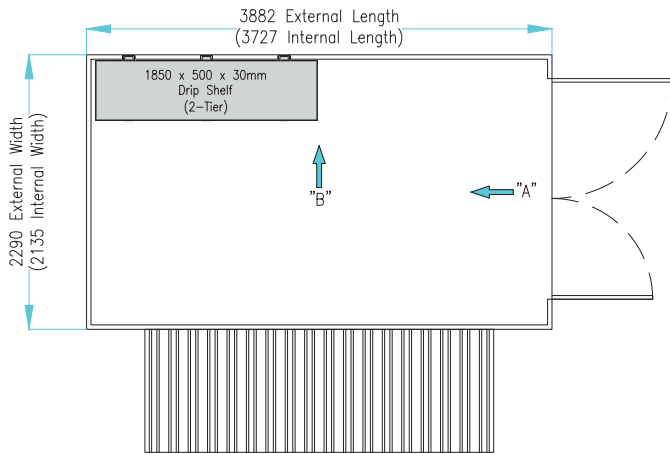
4m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side & Rear End) Quickfind Code: 1334



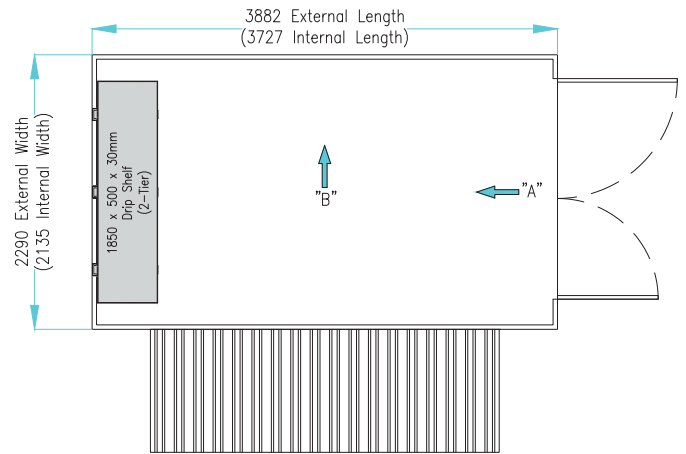
4m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side Full Length) Quickfind Code: 1335



4m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(One Side Half Length) Quickfind Code: 1336



4m XL Flat-Pack Kiosk Unit with 2 Tier Shelving  
(Rear End) Quickfind Code: 1337



**Please Note:**

- Each arm is rated to hold 15kg per arm
- Each upright can support maximum of three drip shelves
- 150mm adjustment on shelf uprights