

1239 Commons Court  
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**Installation Instructions**  
**Thatched Umbrella**  
**For 12'6" diameter umbrella on 4 posts**

**Important Notice:**

These instructions contain important safety and general instructions. Reading these instructions prior to attempting assembly will greatly simplify the procedure.

**Tools Required:**

- Ladder
- Sharp utility knife
- 3/8" ratchet set/wrench
- Post hole digger
- Drill with 3/16" bit
- Protective eye wear
- Spirit level
- 85" length of twine

**Caution:**

Use care when climbing your ladder. Ensure that it has stable footing before use. Be careful when handling the thatch panels. Make sure to wear safety glasses to avoid injury to your eyes from the thatch ends.

**Materials List:**

- 4x Galvanized steel frame sections w/ 8 rungs each
- 4x 4-5" dia. x 10' long pressure treated eucalyptus
- 1x Thatched top-cone
- 2x Heavy Duty thatch panel  
(**Important:** keep heavy duty panels separate from regular panels)
- 40x Regular thatch panels
- 16x 1" x 3/8" sets of nuts and bolts
- 4x Curved galvanized spikes

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## Assembly Instructions:

### I. Installation of Posts

The galvanized steel Thatch Umbrella is a heavy umbrella and we suggest that you ensure that you create a solid foundation for the posts. We suggest a minimum of 1' x 1' x 2' deep concrete foundations. Please allow for the extra 2' length of post when calculating your post lengths.

- 1) Calculate your post length:
  - a) Your post length above ground should be 7'-6"
  - b) Add to this the depth of the foundation (minimum 2')
  - c) This gives your total post length. Cut posts to this size.

**NOTE:**

*A 7'-6" above ground post length will yield a 6'-4" clearance from the ground to the edge of the thatch. While this is a standard clearance height, please check your local building codes to make sure you meet the requirements of your area.*

- 2) Establishing the position of your posts:
  - a) Determine where the center of the umbrella will be.
  - b) Fix a stake into the ground.
  - c) Attach one end of an 85" long piece of twine or string to the stake.
  - d) Tie a nail to the other end of the string.
  - e) Stretching the string to its full 85" length, scribe a circle in the ground around the stake.
  - f) Remove the string from the stake.
  - g) Choose a location along the circle where you would like your first post to be, and mark it clearly.
  - h) Hold one end of the 85" string down at the chosen position, pull the twine taut, and clearly mark off the next post location along the circle.
  - i) Remove the end of the twine from the first position you chose, and place it at the newly marked second post location.
  - j) Repeat step "h"; continuing to mark off post locations until you have gone the entire circumference of the circle. You will have marked off 4 equidistant post locations.
- 3) Digging and installing posts
  - a) At each post location, dig your 1' x 1' x 2' deep (min) holes.
  - b) Make sure your posts are the desired length and then place them in the center of each hole  
**(Important: You MUST make sure all slots point to the center of the umbrella so the frame will fit properly).**
  - c) Pour a concrete mixture around the posts.

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- d) Using your spirit level, make sure the poles are perfectly upright.
- e) Allow ample time for concrete to set before proceeding.

***TIP: brace the pole with spare timber to ensure that the pole remains perfectly vertical while the concrete dries.***

## **II. Assembly of Frame**

- 1) On a flat and level piece of ground, lay out the 4 galvanized steel frame sections in a 'pie' shaped layout.
- 2) Push the sections together to create an umbrella/cone shape.
- 3) Loosely bolt the sections together one at a time.
- 4) Once all the bolts have been placed into their relevant holes, you must tighten them to make the entire frame completely rigid.
- 5) After the frame has been completely assembled, use 3-4 people to lift the frame onto the posts. The frame's rafters will drop into the slots on the tops of each post.
- 6) Hammer a spike over the top of the frame and into the top of each post to hold the frame firmly in position.

## **III. Installation of the Thatch**

- 1) Starting at the lowest rung (not the flat outer edge), clip on the thatch panels.
  - a) The rungs will take increasingly less panels as you work up the umbrella. Take care in placing the panels, and you will be able to clip them all on with only the final panel of each row needing to be trimmed.
- 2) Now use the 2 Heavy Duty Panels on the last rung. These panels are denser, and will take the tighter radius of the top rung.

**(Important: Take care when you trim these panels. The tighter radius of the top rung can be more challenging to work with).**
- 3) Finally the top cone is placed centrally on top of the umbrella. Take a step back to make sure it isn't crooked, and then tightly tie the top cone to the frame using the embedded strips in the top cone.

***TIP: you can use a broom handle to help position the top cone properly.***
- 4) Once all the thatch has been clipped onto the frame, place the ladder underneath the umbrella and gently pat the underside of each panel, lifting it slightly off the frame. This process will allow the reeds to settle evenly.
- 5) Then move the ladder to the outside of the frame and remove any loose pieces of thatch.

**Your umbrella is now completed, so sit back, relax, and enjoy!**