ASSEMBLY INSTRUCTIONS

Harewood

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Model AL4 shown

Video instructions:
Helpful video clips are available at

www.garden-products.co.uk/instructions

Can we improve?
We hope that you find our instructions clear and concise. If you have any suggestions for improvements email:

instructionfeedback@garden-products.co.uk

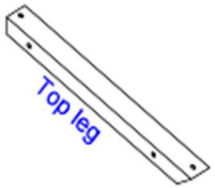
Please keep all packaging until installation is complete

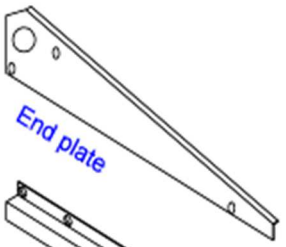
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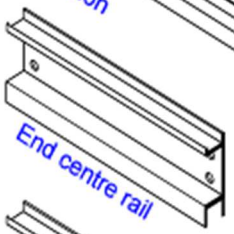
Assembly instructions for models: Harewood AL4(1.00m/3'4") BL4(1.51m/5'0")

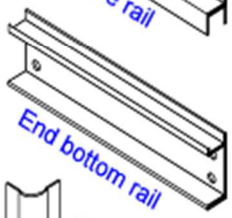
Date: Nov 2026 Rev 21 File: L4









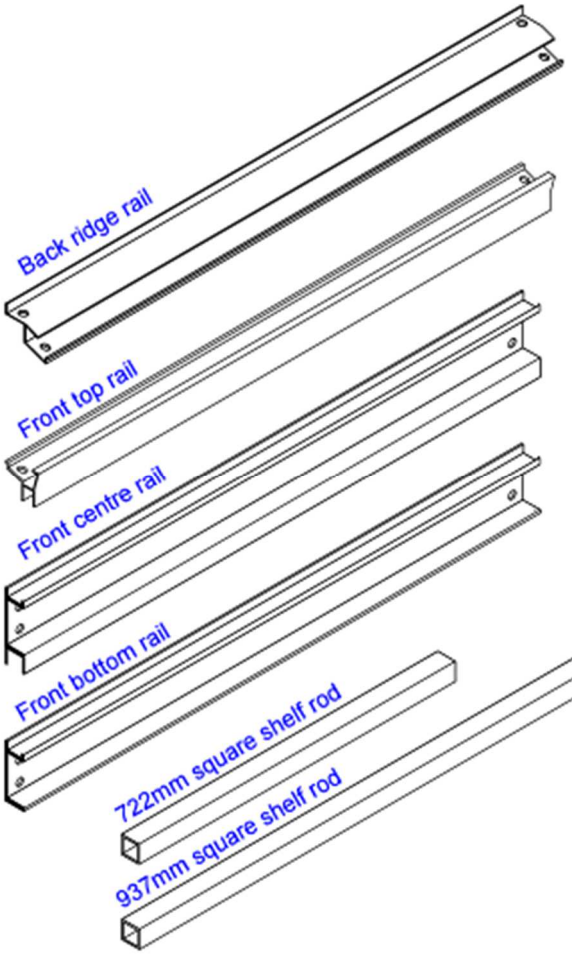




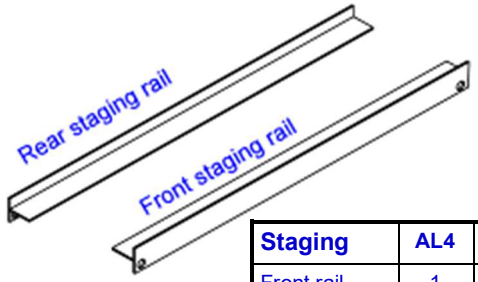


Leg parts	AL4	BL4
Back leg	2	3
Front leg	2	3
Top leg	2	3

Leg parts	AL4	BL4
Back leg	2	3
Front leg	2	3
Top leg	2	3



Front parts	AL4	BL4
Ridge rail	1	1
Top rail	1	1
Centre rail	1	1
Bottom rail	1	1
722mm shelf rod	0	22
937mm shelf rod	11	0



Staging	AL4	BL4
Front rail	1	1
Back rail	1	1



FIT THE WASHER UNDER THE HEAD OF ALL HEX HEAD BOLTS UNLESS OTHERWISE INSTRUCTED

Additional Items		AL4	BL4
Handle 475mm		6	6
Handle 725mm		3	3
Grey watering pipes		4	6
Watering pack	I-SP-2	1	1
Screw pack	SCREW-H1	1	1
Wall fixing pack	FR-WF6	1	1
Front anchorage pack	FR-AK	1	1
Wide shelf pack	S-W2	1	2
Standard shelf pack	S-N1	1	2
Trim pack	TRIM-4	2	2
Black 12mm channel liner	W65-5M	1	1
Black 16mm channel liner	W66-2M	1	1
Allen Key	SCREW-H1		1

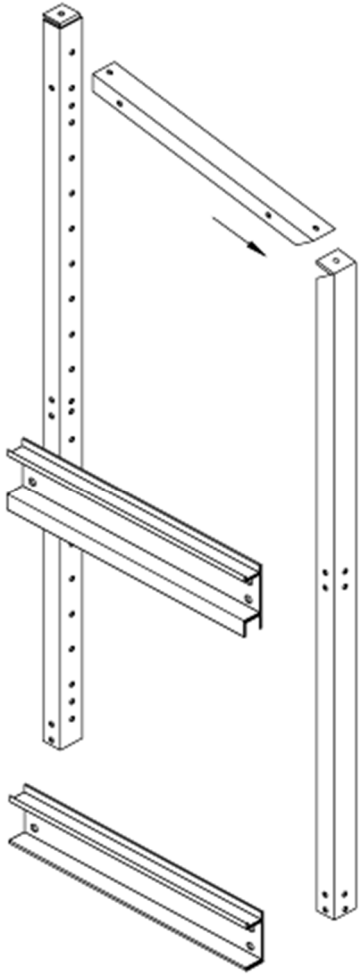
MAIN ALUMINIUM PARTS



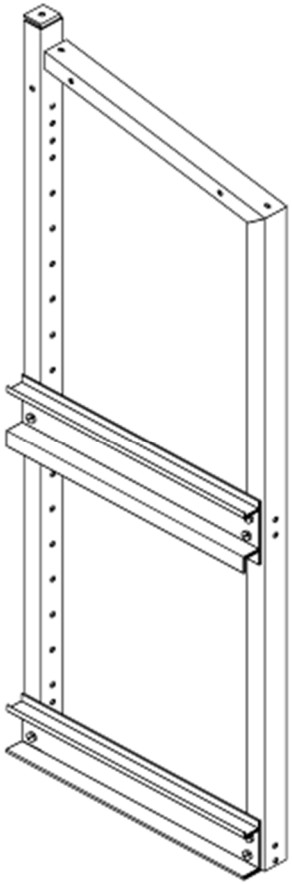
Top leg rests against the **FLAT FACE** of back leg—it is not bolted to the back leg



Back leg the wrong way round



EXPLODED VIEW



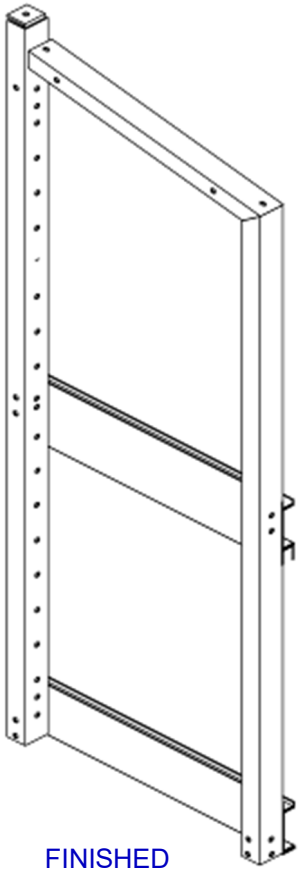
FINISHED
LEFT HAND END



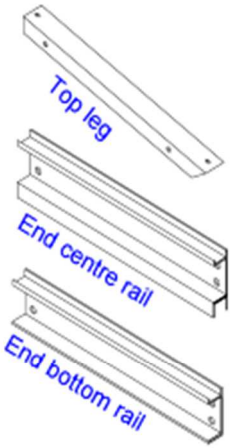
Slide the tongue of the front leg into the groove on the top leg



DEEPER
channel at bottom



FINISHED
RIGHT HAND END



YOU ALSO NEED:	
10mm BOLTS	8
METAL WASHERS	8
NUTS	8
Located in pack: SCREW-H1	

PARTS NEEDED FOR EACH END



1 Make up the LEFT hand end as shown.

2 Make up the RIGHT hand end as shown.

DO NOT FULLY TIGHTEN BOLTS AT THIS STAGE

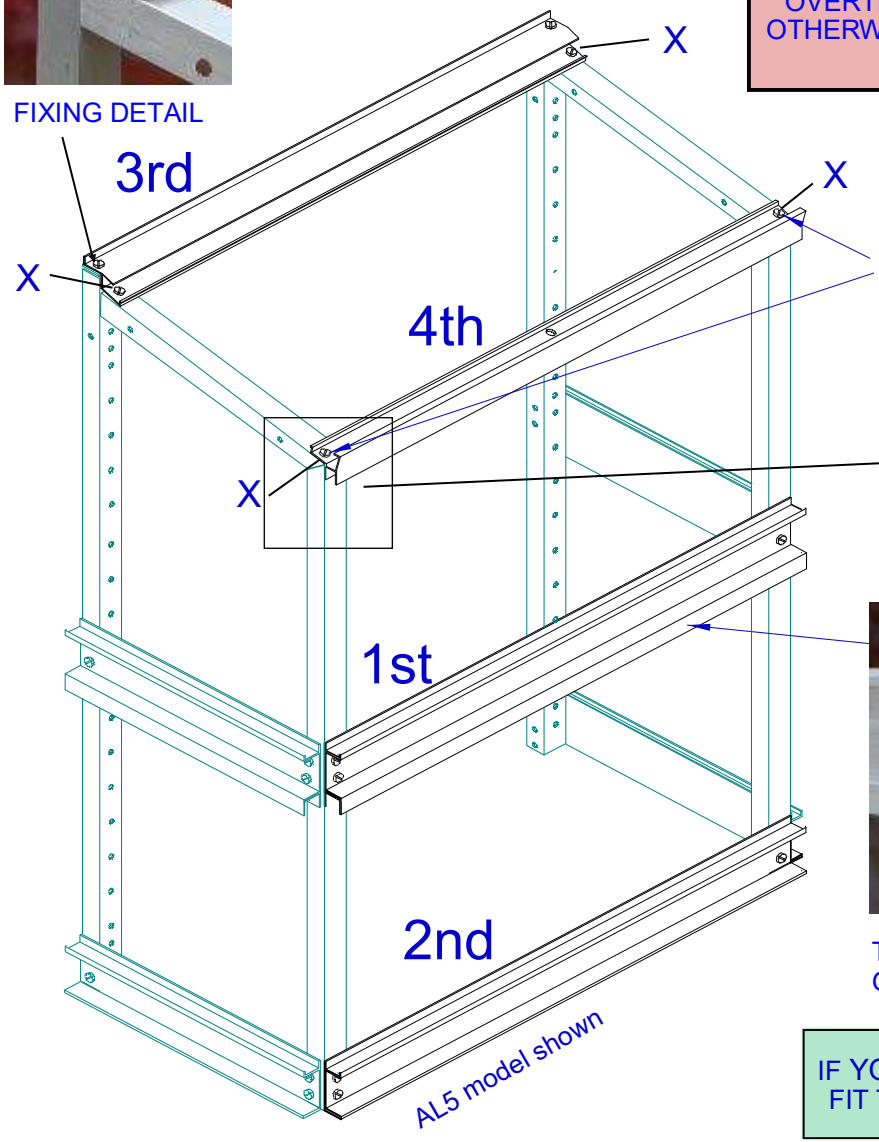
END SECTIONS



FIXING DETAIL

DO NOT FIT A WASHER AT POINTS MARKED X

ON POWDERCOATED UNITS TAKE CARE NOT TO OVERTIGHTEN THESE BOLTS OTHERWISE THE COATING WILL BE DAMAGED

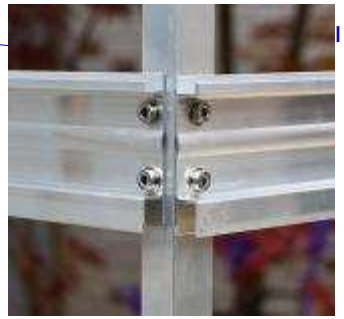


AL5 model shown

USE THE TWO 20MM BOLTS WITH THIS RAIL



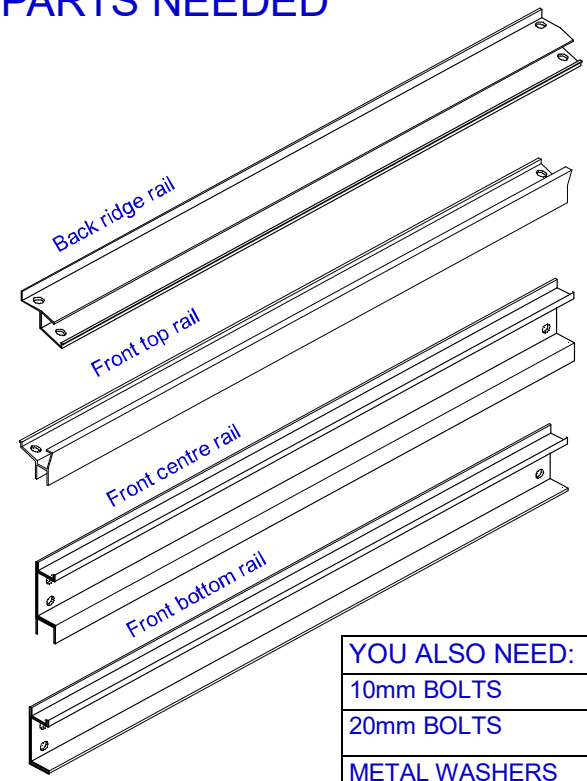
FIXING DETAIL



THE DEEPER CHANNEL GOES AT THE BOTTOM

IF YOU ORDERED A ROLLER SHADE, FIT THE SPRING STEEL CLIPS NOW

PARTS NEEDED

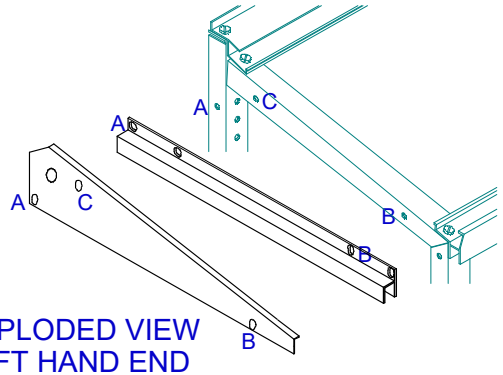


YOU ALSO NEED:	
10mm BOLTS	12
20mm BOLTS	2
METAL WASHERS	10
NUTS	14
Located in pack: SCREW-H1	

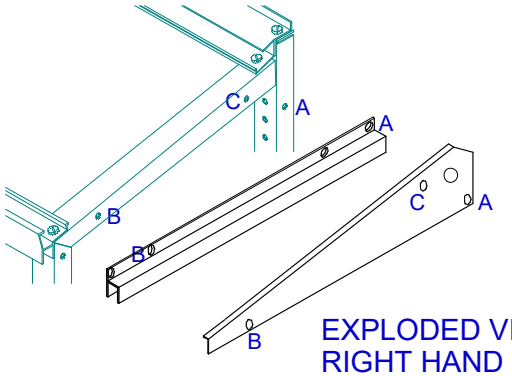
1 Bolt on the rails in the order shown.

DO NOT FULLY TIGHTEN BOLTS AT THIS STAGE

ADDING THE LONG RAILS

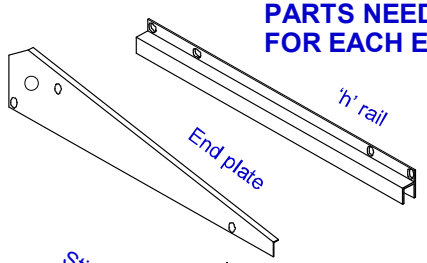


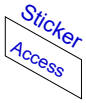
EXPLODED VIEW
LEFT HAND END



EXPLODED VIEW
RIGHT HAND END

PARTS NEEDED FOR EACH END

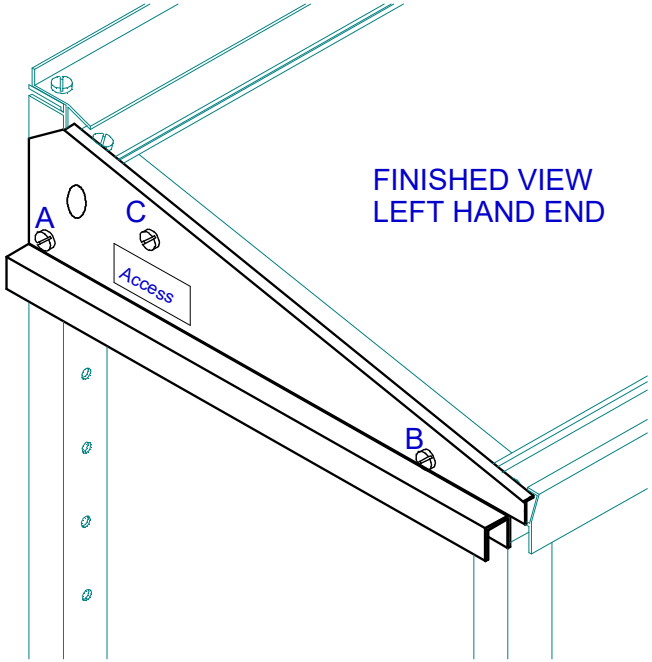




YOU ALSO NEED:	
10mm BOLTS	3
METAL WASHERS	3
NUTS	3
Located in pack: SCREW-H1	



THE END PLATE
FITS UNDER THE
RIDGE RAIL LIP



FINISHED VIEW
LEFT HAND END



THE END PLATE
FITS UNDER THE
FRONT RAIL LIP

1 **Remove any plastic protective film** from the end plates and put 'Access' sticker on.

2 Make up the LEFT hand end as shown.

3 Make up the RIGHT hand end as shown.

NB Bolt 'C' only goes through the end plate and the frame.

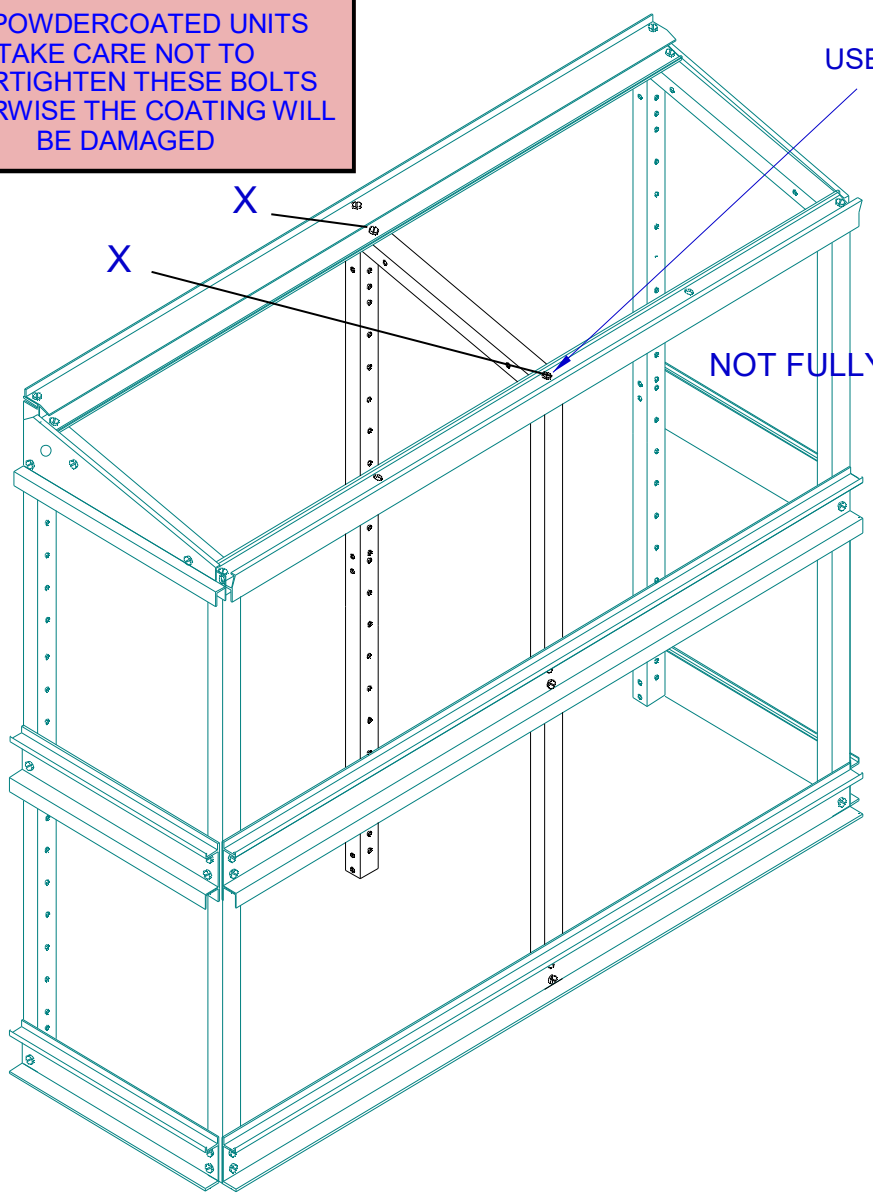
DO NOT FULLY
TIGHTEN
BOLTS AT THIS STAGE

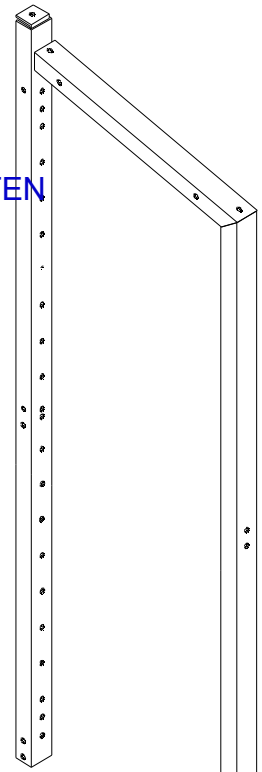
IF YOU HAVE AN AL4
MODEL GO TO PAGE 6

END PLATES

DO NOT FIT A WASHER AT POINTS MARKED X

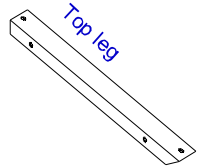
ON POWDERCOATED UNITS TAKE CARE NOT TO OVERTIGHTEN THESE BOLTS OTHERWISE THE COATING WILL BE DAMAGED

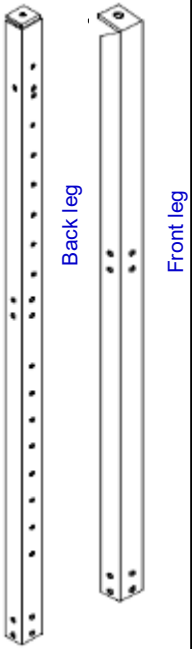




CENTRE LEGS
PRIOR TO FITTING

PARTS NEEDED





YOU ALSO NEED:	
10mm BOLTS	6
20mm BOLTS	1
METAL WASHERS	5
NUTS	7
Located in pack: SCREW-H1	

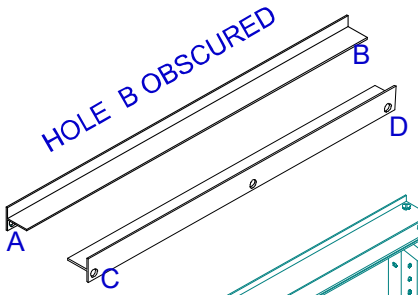
1 Fit legs as shown into the frame.

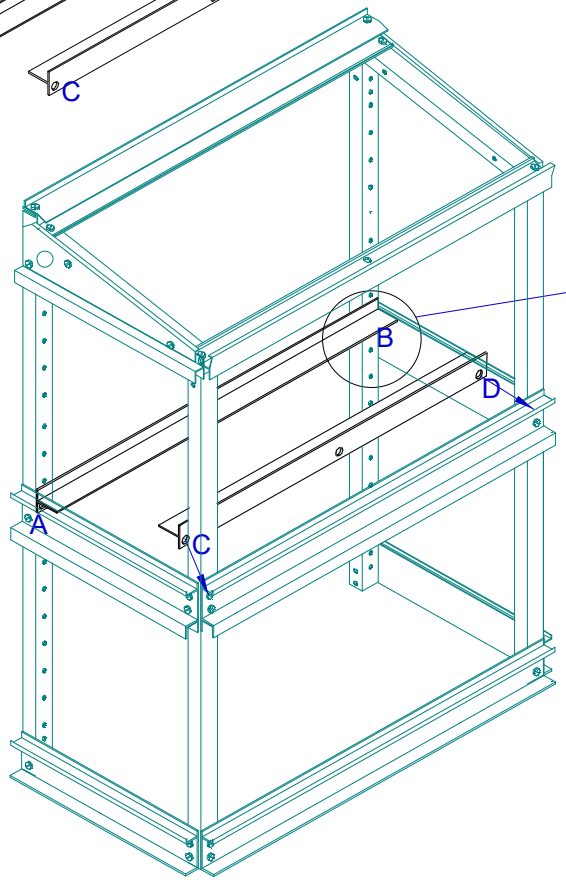
DO NOT FULLY TIGHTEN BOLTS AT THIS STAGE

CENTRE LEGS — BL4 MODEL

PARTS NEEDED
AL4 MODEL

YOU ALSO NEED:	
40mm BOLTS	2
METAL WASHERS	2
NYLON SPACERS	2
NUTS	2
Located in pack: SCREW-H1	





Centre staging rails must have fixing bolt holes on the underside



BOLT TO THE 12TH HOLE FROM THE FLOOR

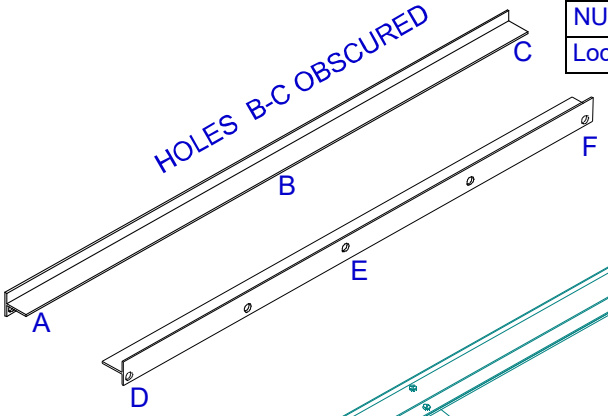
1 POSITION THE RAILS INSIDE THE FRAME AS SHOWN. BOLT THROUGH HOLES SHOWN

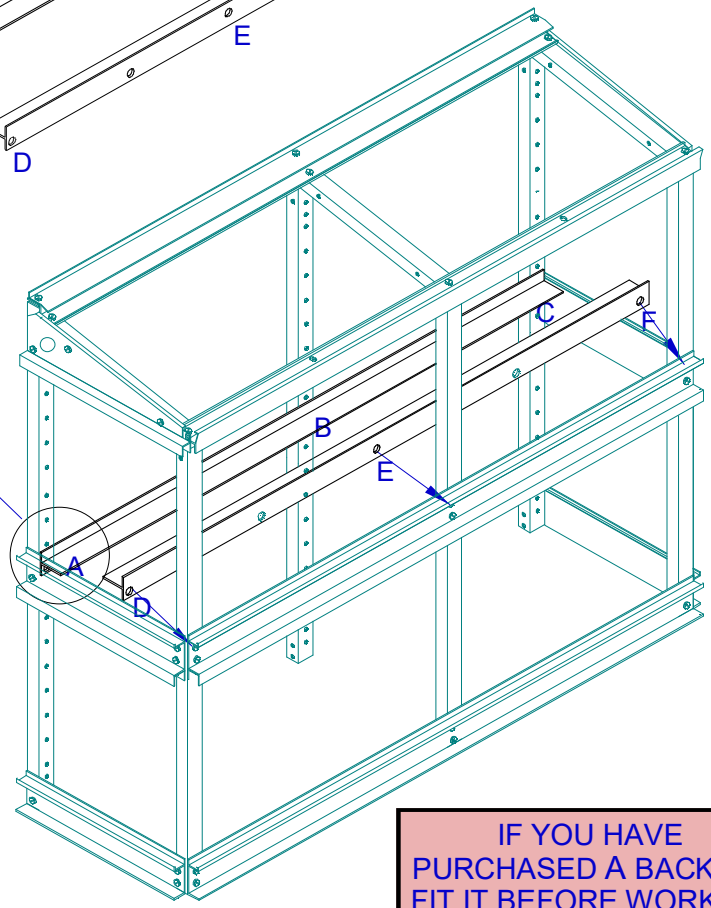
Front rail: replace the upper 10mm bolts on the front centre rail with 40mm long bolts. Slide on nylon spacers, then the front staging rail before refitting the nut.

Back rail: the 10mm bolts removed from the front rail will be needed to fix the back staging rail. Fit the rail using the 12th hole from the floor.

PARTS NEEDED
BL4 MODEL

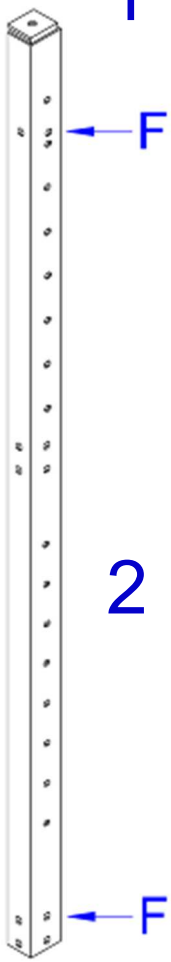
YOU ALSO NEED:	
40mm BOLTS	3
METAL WASHER	3
NYLON SPACERS	3
NUTS	3
Located in pack: SCREW-H1	





IF YOU HAVE PURCHASED A BACK KIT FIT IT BEFORE WORKING ON THIS PAGE

CENTRE STAGING RAILS



1

SQUARING THE FRAME

Use a set square (or the A5 frame squaring card provided) to square the unit up in the 3 places shown.

IT IS ESSENTIAL TO GET THE FRAME SQUARE. DO NOT ALIGN TO THE WALL AS IT MAY NOT BE SQUARE .

Ensure distance 'A' is equal to distance 'B' otherwise the shelves will not fit.

Once the frame is completely square tighten up all the nuts.

FIXING TO WALL
Two hammer fix screws are used in each 'back leg' (pack FR-WF6).

2

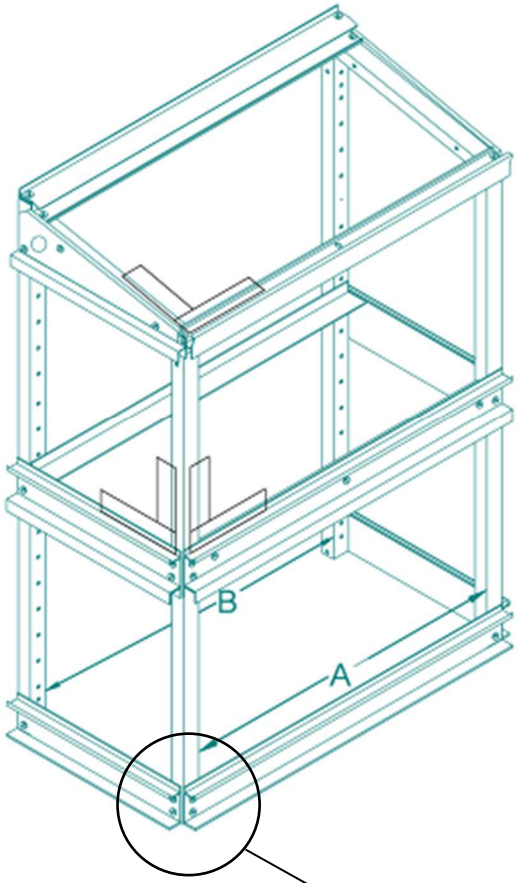
Counting from the floor the screws go in the holes marked 'F'.

Holes 2 & 20

Using a 6mm masonry bit drill, mark the drill at a depth of 65mm. With the unit against the wall, drill through the holes (F) until the mark reaches the hole in the 'back leg'. Push the COMPLETE screw and rawlplug through the hole in the back leg and into the wall.

Lightly hammer or screw in with a 'phillips head' screwdriver.

FULLY TIGHTEN ALL BOLTS



PARTS NEEDED

Front anchorage pack	FR-AK
Wall fixing pack	FR-WF6

3

FRONT FIXING TO FLOOR

Once the unit has been fitted to the wall the front anchorage kit (pack FR-AK) can be fitted.

Fit the 'L' bracket to the front leg using a nut and bolt.

Drill through the bracket with a 6mm masonry drill bit, to a depth of 35mm. Insert the red rawlplug, through the bracket and into the concrete.

Using woodscrew, screw through the 'L' bracket and into the rawlplug.

Repeat for other end.

On BL4 model fit an 'L' bracket to the centre leg. Ensure that the front rail is not bowed before fixing, otherwise the centre staging sheets will not fit. A centre staging sheet can be used to check - see page 12.



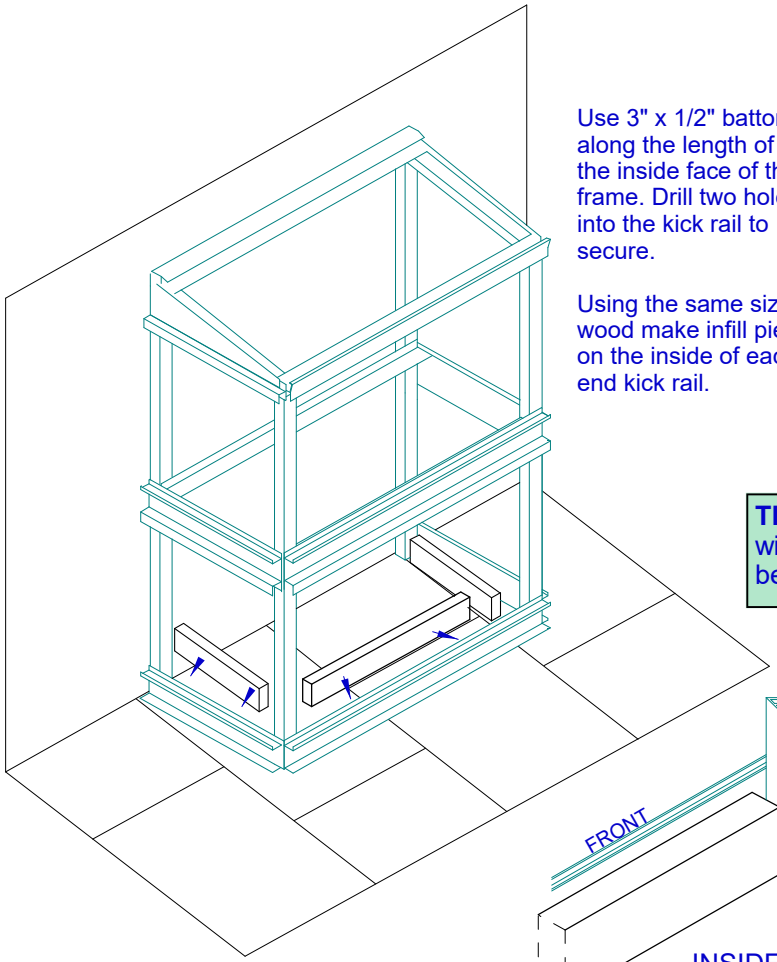
INSIDE VIEW OF FRONT LEG SHOWING FRONT FIXING

WEAR APPROPRIATE SAFETY EQUIPMENT WHEN DRILLING OR HAMMERING

TIP: If your drill is touching the framework, just mark the holes, then remove the frame to allow the holes to be drilled

SQUARING AND FIXING

FLOOR FALLING AWAY



Use 3" x 1/2" batton along the length of the inside face of the frame. Drill two holes into the kick rail to secure.

Using the same size wood make infill pieces on the inside of each end kick rail.

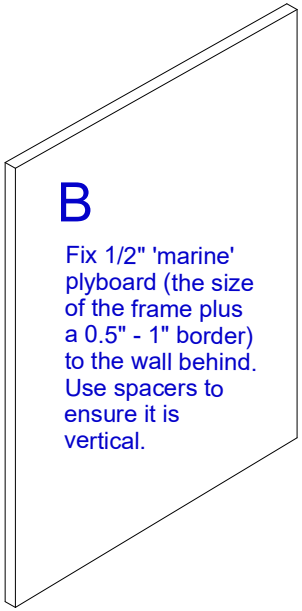
TIP: Always treat timber with wood preservative before fixing in place

INSIDE VIEW OF FRAME

Screw or bolt 'L' shaped brackets to the wood and then to the floor

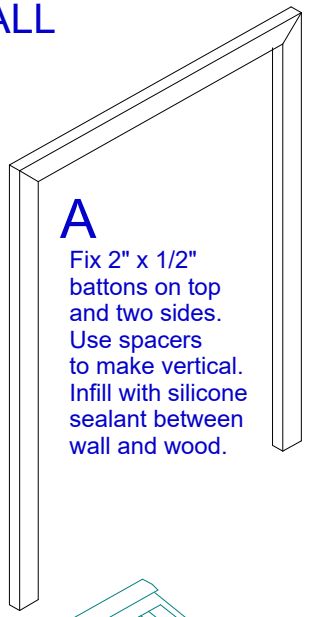
ROUGH OR SLOPING WALL

To solve problems with walls choose option A or B below. Fit the frame to the woodwork using 1.25" wood screws. (not supplied)
Seal around the inside of the frame with silicone sealant when finished.



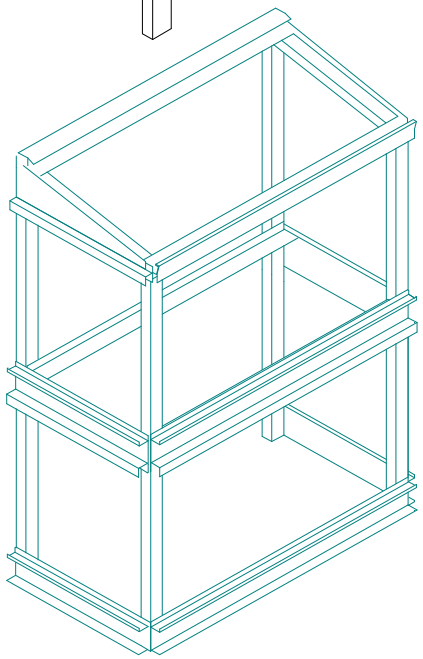
B

Fix 1/2" 'marine' plyboard (the size of the frame plus a 0.5" - 1" border) to the wall behind. Use spacers to ensure it is vertical.



A

Fix 2" x 1/2" battons on top and two sides. Use spacers to make vertical. Infill with silicone sealant between wall and wood.



WALL & FLOOR PROBLEMS

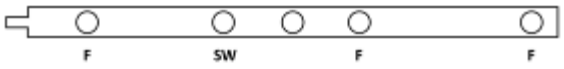
The AL4 model has 1 standard + 2 wide full length shelves below the centre staging.

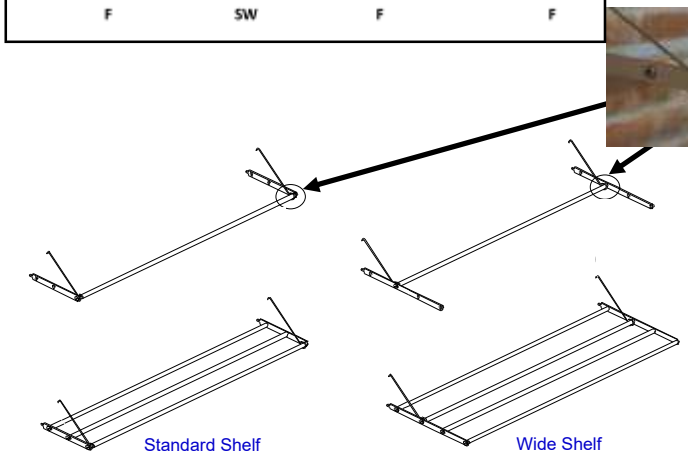
The BL4 model have 2 standard half length shelves + 4 wide half length shelves.

Standard shelves must be used adjacent to the louvre vent (optional).

1. Lightly tap rawlplug inserts into both ends of the tubular aluminium shelf rods with a hammer.
2. Screw the support brackets on to each end EXCEPT for the rod that has the support wires.
3. For the rod with the support wires put the spacer and the support wire onto the screw BEFORE passing through the bracket.

5–hole strap (wide)
Fit the rods to the holes 'F' - the rod with support wire is marked SW. The centre hole is unused.



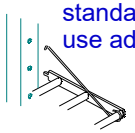


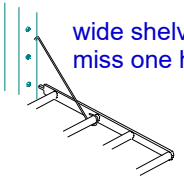
Note: A Pozidrive screwdriver will fit the screws best

FITTING



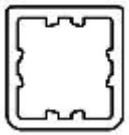
Hook support wire into top hole, then swing shelf upward into the hole. Make sure flat face of shelf rod is uppermost.

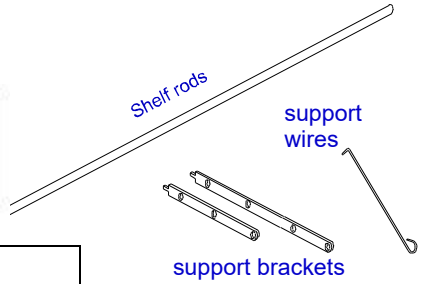




PARTS NEEDED

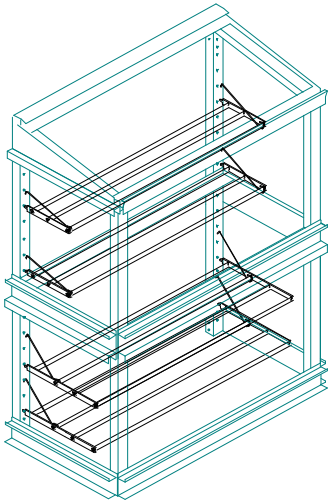
Square rod profile
Flat face is uppermost

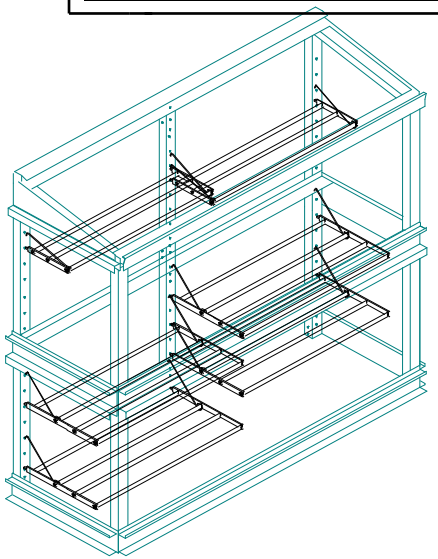




YOU ALSO NEED PER SHELF ROD:	
RAWLPLUGS	2
WOOD SCREW	2
Located in packs: S-N1 or S-W2	

YOU ALSO NEED PER COMPLETE SHELF:	
NYLON SPACER	2
Located in packs: S-N2 or S-W2	





The large number of holes in the back leg allow the spacing of the shelves to be easily altered.

When the shelves are not needed they can either be removed or they can be unhooked from the lower fixing hole and hung flat against the back using the wires.



Bottom shelf hung flat against the back

HALF LENGTH SHELF FITTING

Support wires can share same hole as support bracket



SHELVING

1

Choose which end you would like the watering inlet.



Fit the washer onto the thread of the adaptor, and then fit the nipple



Push the assembly through the hole from the inside



Screw the brass elbow onto the protruding thread from the outside



Fit the black grommet (from pack SCREW-H1) into the unused irrigation hole at the opposite end of the unit

Right hand watering entry:
The double tee is configured for fitting to the left hand end. To change to r/h entry, twist the tee through 180 degrees.



Twist here for r/h end fitting



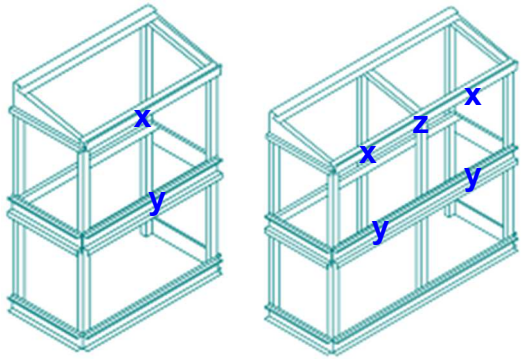
Finished tee for r/h end fitting

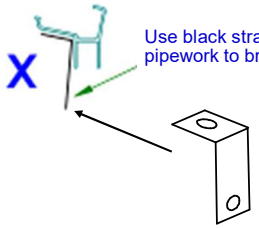


PARTS NEEDED:		
NOZZLE ASSEMBLY	AL4 BL4	2 4
SINGLE TEE		2
BLANKING PLUG		4
DOUBLE TEE		1
'L' BRACKET	AL4 BL4	2 4
ENTRY FITTING: Nipple, adaptor, washer and brass elbow		1
10MM BOLTS & NUTS	AL4 BL4	2 4
BLACK STRAPS	(short) (long)	6 1
BL4 only		
Located in pack: I-SP-2		
6mm PIPES	AL4 BL4	4 6

2

'L' brackets need to be fitted inside the frame.
x - Use a nut and bolt to fix to the hole
y - Use the bolt hole on the centre staging rail







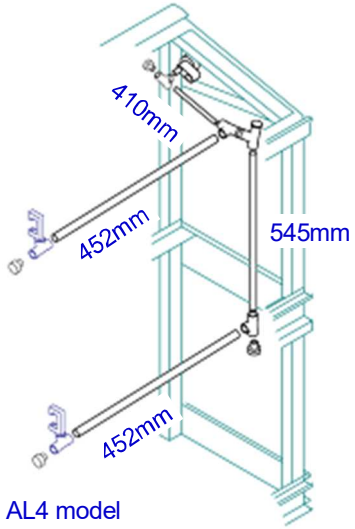


Bend bracket down

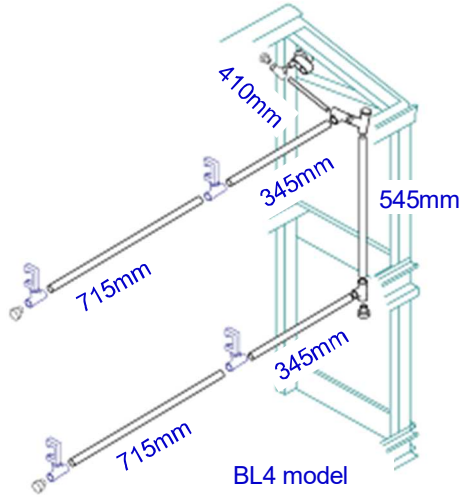
3

Fit the irrigation system as shown. The pipes push into the black fittings.

TIP: Dip the end of the pipe in water. For a better fit, twist the pipes as they are inserted



AL4 model



BL4 model

4

Use the black straps to secure the watering system to the 'L" shaped brackets and then strap the pipes to the end of the frame using the hole in the leg. The long strap is used to secure the pipe to the top leg at position 'Z' (BL4 only).



End strap



Inlet and link pipe



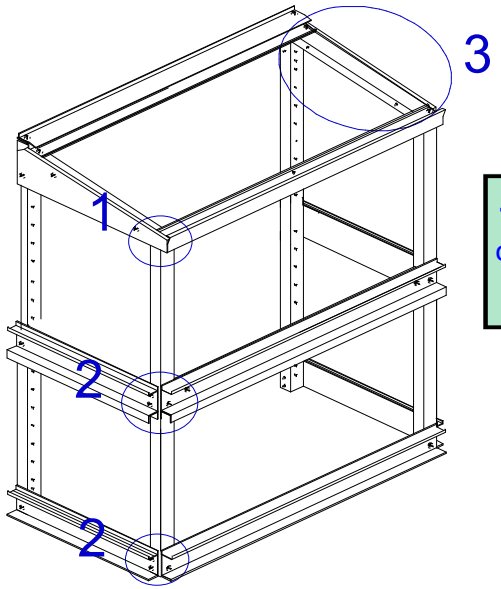
Double tee



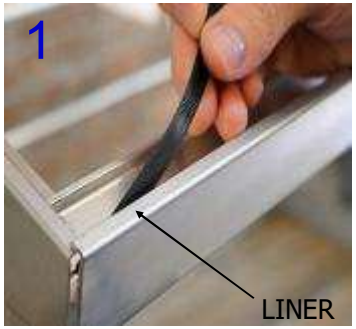
Nozzle strapped to 'L' bracket—position x

FITTING THE CHANNEL LINER

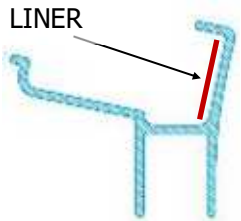
Before sticking the tape, clean the aluminium of any oil traces to promote adhesion



1 The black 16mm channel liner (W66-2M) fits on the inside vertical face of top FRONT rail only. This is a loose fit so strips of double sided tape are included to secure it until the glass is in place.



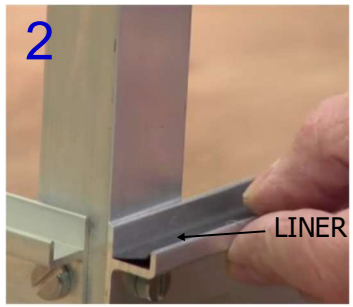
TIP: Do not use the red covered sticky pads that are for the handles





2 The black 12mm channel liner (W65-5M) goes in the FRONT bottom and centre rails only. Using the strips of double sided tape press liner down so that it LIES FLAT at the bottom of the channel - trim with a knife if necessary.

THE DOORS WILL NOT SLIDE PROPERLY
IF THE LINER IS NOT FLAT



Removing the tape

Peel the **narrower** backing tape off first, this will expose the sticky pad, allowing it to be stuck onto the liner.

Tip: Bend the backing tape back on itself to make it easier to peel the sticky pad off.

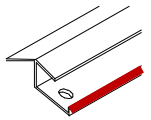
Place pads regularly down the length of the liner.

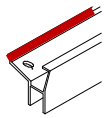
When ready, peel the **wide** backing pads off the tape and stick the liner to the aluminium.

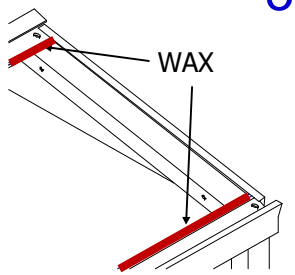


3 To make the top glass slide more easily, rub candle wax onto the glass bearers. Also wax the black 12mm and 16mm channel liners.





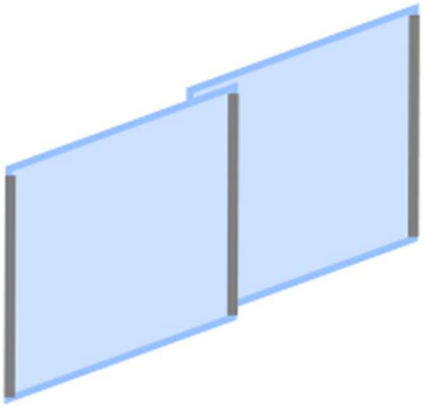




FITTING THE LINER

On the next page are instructions on how to fit the handles to the glass

TIP: Always grip the handle in the CENTRE when sliding



HANDLES

The right hand glass sheets always have 1 handle.

The left hand glass sheets always have 2 handles.

When fitting place the right hand glass sheet in the channel first, then place the left hand sheet in front, overlapping the first sheet.

	'C' sheet	'D' sheet	'E' sheet
Sheets requiring one handle	1	1	1
Sheets requiring two handles	1	1	1

SEE PAGE 14 FOR WHICH GLASS SHEETS NEED HANDLES

WARNING

If broken, toughened glass will fragment safely.

If the edges are knocked or chipped the glass will spontaneously fragment. This is a natural occurrence due to the toughening process. Care should be taken when moving or cleaning, not to damage the edge of the glass.

When placing the glass in the frame, ensure that the glass is securely placed in the runners before letting go of the glass.

When fitting the handles, place the glass on a table or timber battens.

NEVER PLACE THE GLASS DIRECTLY ON CONCRETE OR SLABS

DO NOT lift the glass by the handle.

If possible, leave the handles overnight in a warm place to promote the curing of the adhesive.



Handle fitted with 15mm gap



Sheet with 2 handles



Sheet with 1 handle

Why do we only have one glass channel?
We use a single channel for two sheets of glass as outside in the garden, one wide channel is much easier to keep clean than two narrow channels.

Gripping the glass to slide
It is important to always slide the glass from the centre of the handle, if you try and slide the lower channels by gripping the top of the handle, you may inadvertently lift the panel out of the channel.

Corner angles and sliding the front glass
When closed, both panels will tuck behind the corner trims to keep them secure. Before sliding the right hand panel open, slide the left hand panel open by approx. 1" to release it from behind the corner trim.

FITTING THE HANDLES



1

Ideally work on a table or a workbench.

It is best the work inside to keep the pads warm and dry.



2

Mark the glass 15mm from the top edge for sheets.



3

Open the sachet and wipe the glass where the tape will stick.



4

Replace the cloth in the plastic bag to prevent evaporation.



5

Peel the pad off the backing.

Short handles have 2 pads (top and bottom). Long handles have 3 pads (plus centre).



6

Press the pad down firmly to ensure good adhesion to the glass.



7

Peel the cover strips off all of the pads.



8

Using the pen mark as a guide, fit the handle.

Slide the two arms of the ‘U’ over the edge of the glass.



9

Work the handle on with your hands.

You can carefully wet each side of the glass to make this easier.



10

Use one of the glass battens to gently tap the handle down.



11

Work the handle on all the way down the glass.

Use the timber batten if necessary.



12

Use the timber to make sure the handle is flat.

Leave overnight in the warm to fully cure the adhesive.

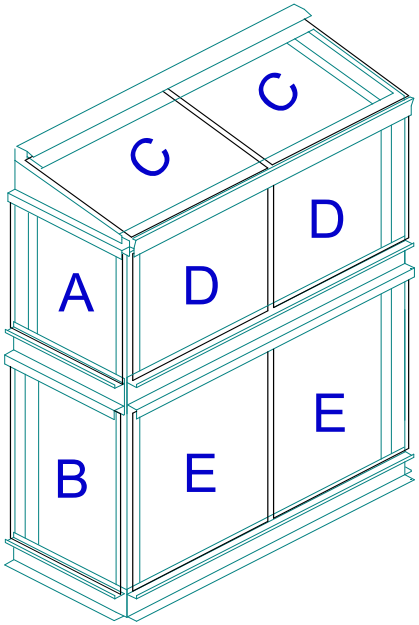
FITTING THE HANDLES

CENTRE STAGING (F)
If you wish to fit the centre staging glass (453mm x 453mm) sheets place these on the middle staging rails before glazing the frame. There is approx. 1” (2cm) gap between the sheet to allow air circulation. Centre staging is rated to 25kg per sheet.

FITTING THE END GLASS
To fit the glass push the sheet into the deeper top channel, then lower into the bottom channel. Make sure the glass is properly in the top and bottom channel before letting go. If you wish, you can fit the corner angles and black wedges at this point (see next page).

FITTING THE FRONT GLASS
To fit the glass push the sheet into the deeper top channel, then lower into the bottom channel (A). Make sure the glass is properly in both channels before letting go. Put the first sheet in at the right hand end. The second sheet will fit in front of the first sheet and overlap the first panel by approx. 1” (2cm).

FITTING THE ROOF GLASS
To fit the glass push the sheet into the channel of the ridge rail, then lower into the front top rail channel. Put the first sheet in at the right hand end and then push it under the lip of the end plate. The second sheet will fit on top of the first sheet and overlap the first panel by approx. 1” (2cm).




F. Centre staging fitted


A. Fitting the glass

AL4 3’4” Harewood			
A	500mm x 500mm	Qty: 2	Pack: GT-5-5-2
B	750mm x 500mm	Qty: 2	Pack: GT-7-5-4
C	500mm x 500mm	Qty: 2	Pack: GT-5-5-4
D	500mm x 500mm	Qty: 2	Pack: GT-5-5-4
E	750mm x 500mm	Qty: 2	Pack: GT-7-5-4
F	453mm x 453mm	Qty:2	Pack: GT-SG2

BL4 5’0” Harewood			
A	500mm x 500mm	Qty: 2	Pack: GT-5-5-2
B	750mm x 500mm	Qty: 2	Pack: GT-7-5-3
C	750mm x 500mm	Qty: 2	Pack: GT-7-5-3
D	750mm x 500mm	Qty: 2	Pack: GT-7-5-3
E	750mm x 750mm	Qty: 2	Pack: GT-7-7-2
F	453mm x 453mm	Qty: 3	Pack: GT-SG3

End glass (A & B) have no handles


Roof glass overlapping


Glass in channel with two sheets

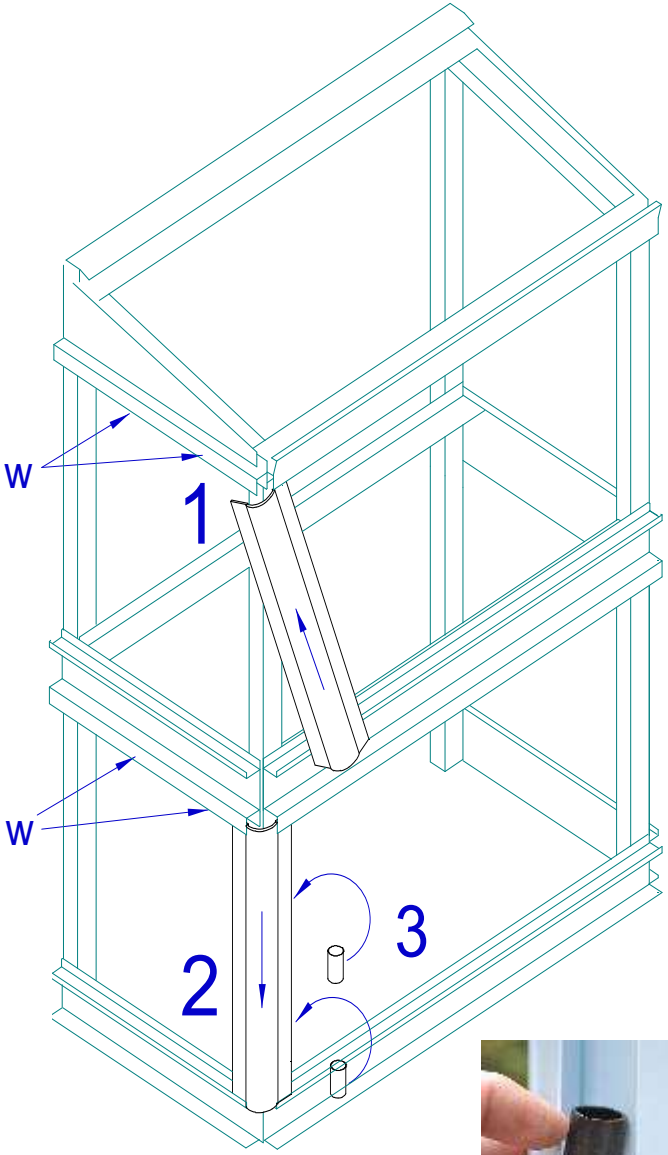
FITTING THE GLASS

BLACK ‘WEDGES’

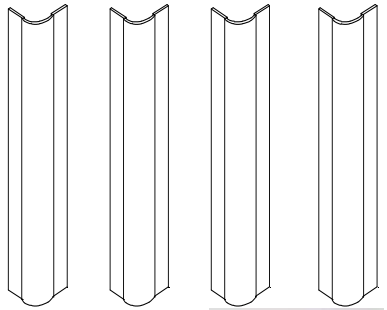
The small black thimble wedges (w) are designed to be pushed into the top channels of the end glass to stop the glass moving. Use two wedges per sheet of glass.



Located in pack: SCREW-H1



Aluminium corner trims



You also need: 2 bags marked as TRIM-4 x 2



PARTS NEEDED



Corner trim in place



Fitting the hollow tube

1. Take one of the corner trims and push it up into the top channel and the 'h' section.

2. Swing the corner trim in so that it is vertical and drop it into the channel below. At this point the trim will be loose.

3. Slide the front glass door out of the way. Take one of the hollow tubes contained in the pack marked 'TRIM'. From the front of the frame, push the tube between the framework and the corner trim. Slide the tube downwards as far as it will go.

   Insert a second hollow tube and repeat the action, but this time push the tube up as far as it will go.

   These tubes keep the corner trim firmly in place, and act as a stop for the sliding doors.

4. Repeat for the other 3 corners.

FITTING THE CORNER TRIM

CORNER TRIMS WILL NOT FIT	The most common cause of this problem is the end glass protruding over the front leg. This is normally caused because the frame work is not square against the wall. See page 7.
GLASS STICKS TOGETHER	This is normally due to the handles not being put on the right side of the glass. See image 1 below and page 12 for details of where the handles should be fitted to the glass. If the glass has stuck together, push the two sheets to the back of the channel, then slowly pull the front sheet of glass forward from one end. This will release the suction between the sheets.
HANDLES COME OFF	If handles come off frequently either purchase some new handles and sticky pads from Access or use a glue such as 'liquid nails' or 'no more nails' to permanently glue the handles to the glass.
SHELVES WILL NOT FIT INTO THE BACK LEGS	Check that the back legs have been fitted the right way round - see page 2. Check that dimension A = B - see page 7.
LOUVRE VENT DOES NOT FULLY CLOSE ON COLD DAYS	Loosen the two screws which hold the automatic opener to the vent. Push the opener up as far as it will go. Retighten the 2 screws. If the unit still does not fully close, lubricate the opener mechanism and all the pivot points with WD-40.
GLASS FALLS OUT OF THE LOWER LEVEL	Ensure that the centre rail has the deeper channel at the bottom - see image 3 below.
GLASS FALLS OUT OF THE UPPER LEVEL	Make sure there is no gap on the mitre joint and that the front rail fits properly - see image 4 below.
WATERING INLET LEAKS	Try tightening the inlet fitting as it needs to be tight to seal.

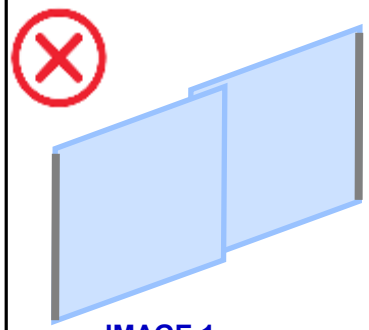


IMAGE 1



IMAGE 2



IMAGE 3

DEEPER
channel at bottom



IMAGE 4

No gap in mitre and front top rail fitted properly

PERIODIC MAINTENANCE

Every Spring take the glass out of the greenhouse and wash glass and framework with warm soapy water.

Lubricate the automatic louvre vent bi-monthly and remove if subject to very heavy frosts.

When inserting the glass, always check that the glass is properly seated in its top and bottom channels before letting go of the sheet.

CHECK THE TIGHTNESS of all bolts regularly, especially in very windy areas or powder coated frames.

CROP ROTATION Suggestions for suitable crops and sowing dates given in the free Access Growing Guide.

VENTILATION In cold weather gentle ventilation can be given by sliding the four front sheets of glass to give 2-3" (5-8cm) gap at each corner.

In warmer weather allow a gap on the top sheets as well. In very hot weather open all the sheets of glass.

To ensure that the correct temperature is maintained use a thermometer inside the greenhouse. You can completely remove the top sheets in summer. Access shading will help keep temperatures down, and stop birds etc getting inside. The Access Automatic Vent will look after ventilation - automatically!

GALES The greenhouse must be kept fully closed in rough weather.

GLASS CHANNELS Ensure that this is kept free from debris and allows the glass to slide smoothly. Periodically lubricate the running edge of the glass with a wax candle.

SNOW If snow is very heavy - avoid letting it build up on the roof.

SHELVING Stand pot plants on saucers, or use optional shelf covers which incorporate a layer of capillary matting to absorb excess water when watering. Alternatively, stand the pots in empty seed trays.

CENTRE STAGING To accommodate tall plants slide one sheet over another or lift out completely.

WATERING SYSTEM The system accepts standard quick connectors. Turn the tap on slowly until the mist fills the greenhouse; too much pressure will throw water on to the back wall. Leave on for 5 minutes, or ½ minute for damping down.

SITING Site on the sunniest place available. Anything from East through South to West is suitable. If it has to face North, don't despair, it will be warmer in than outside! If you can fix to a brick or stone wall, you will get extra heat storage during the day.

REDUCING THE LENGTH If it is just too long for your ideal spot, it can be shortened. Re-drill the holes at one end of the rails - moving them in by the amount you need to remove. Hacksaw off the surplus aluminium and shorten the shelf rods and irrigation pipe. The glass will merely overlap more - don't try to cut toughened glass!