



**ASSEMBLY DETAIL
FOR
WOODY'S LUMBER YARD - OFFICE
S SCALE KIT**

Rev. 2.0



Woody's Office resembles many small field office buildings. Its primary function is a shelter for customers to order materials or equipment and make payments. This kit can be built as a standalone facility or it can be connected to Woody's Lumber Yard Warehouse kit.

Most of parts that are included in this kit have been cut to their proper size and should only require minimal sanding. If a part should require sanding, do so a little at a time and test fit the part often. Basswood is soft and a part can become too short very quickly.

The assembly instructions are divided into sections. Because some of the sections are dependent on each other, please follow the order as written. If you are uncertain about one of the assembly steps, the images are in a high enough resolution to allow you to enlarge them for a clearer view. If you work slowly and follow the assembly instructions, you should have a very nice looking model for your layout. Office footprint is 3 1/2" W x 3 1/2" D x 2 7/8" H.

We do advise that you lightly sand each piece to remove the fuzz and laser burn before you paint your model. The assembly instructions provide you with suggestions as to when to paint various sections of your model.

If you have questions, suggestions or find any discrepancies in this documentation, please do not hesitate to contact me at al@eastwestrailservice.com. Please allow 48 hours for a response.

SUGGESTED TOOLS

Airbrush	Though not required for this model, you may have a preference for using an airbrush. The completed model shown in these instructions was painted using various sizes of paint brushes and acrylic paints and alcohol diluted India ink.
Clamps	Small bar and spring clamps to securely hold assemblies and pieces in place. Similar to those used in Fig. 11 and Fig. 44 .
Emery Board and Sandpaper	A medium to fine grit emery board and 400 grit or finer sandpaper.
Glue	For the wood portion of the model I used Elmer's Improved Strength glue. You may choose to use a carpenter's wood glue for additional strength. You will also need a medium viscosity Cyanoacrylate (CA). Choose something that will give you some time to position the piece that you are going to attach. Clear parts cement to attach the included window glazing. I use Testors Clear Parts Cement and Window Maker with good results.
Indelible Sharpe	Used to mark roofing material.
Modeler's Knife	I use a snap blade knife. However, a number 11 X-ACTO or equivalent will work just as well. Make sure you have several blades.
Modeler's Square	To align vertical and horizontal support beams.
Scissors	Good quality used to cut metal roofing material.
Tape – Double Sided	For temporarily holding the metal roof panels in place. I used Scotch Double Sided tape for the images on this CD.
Tooth Picks	For applying glue.
Tweezers	A standard pair as well as a reverse action pair is recommended.
Weights	These are to assist in the glue drying process and to keep the assemblies flat.
Wood Block	Provides a good hard, flat surface for cutting small parts.

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BASE ASSEMBLY

Remove the base from your kit and a bag labeled “**Office Support Posts**” as shown in Fig. 1.

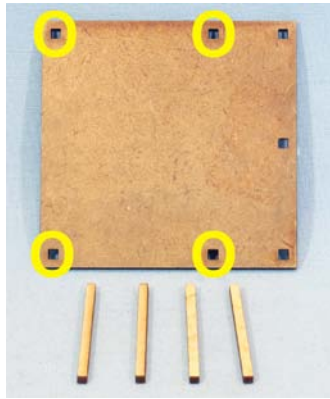


Fig. 1

Place a drop of glue on **one** of the **four** vertical support posts and place it into one of the four holes circled in Fig. 1. Use a square to make sure the posts are at a 90° angle with the base. See Fig. 2 and Fig. 3.

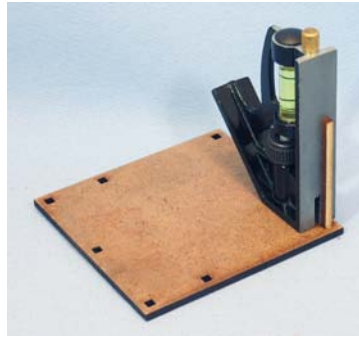


Fig. 2



Fig.3

Follow the same process for the other **three** support posts. You should have an assembly like the one in Fig. 4. Make sure all four posts are flush with the bottom of the base as shown in Fig. 5.

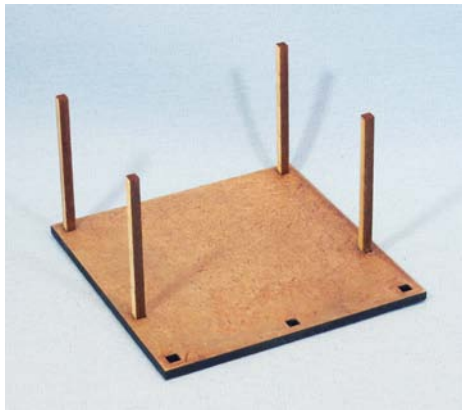


Fig. 4

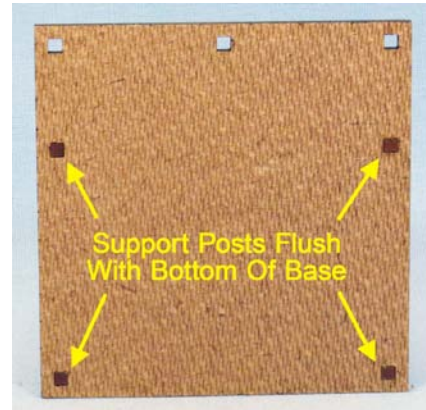


Fig. 5

WALL ASSEMBLY

Remove the **four** wall assembly pieces from your kit as shown in Fig. 6

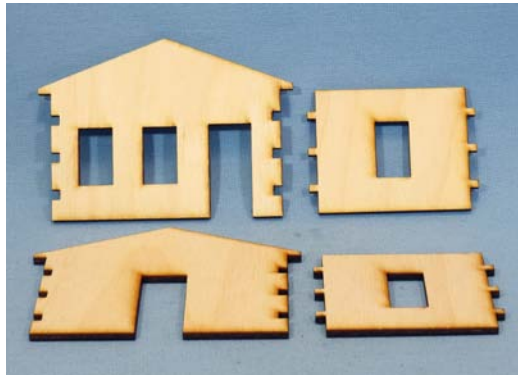


Fig. 6

Place a line of glue in the areas indicate in Fig. 7. Place the assembly on a flat surface and use a square to make sure the pieces are at 90° from each other. See Fig. 8.



Fig. 7



Fig. 8

Complete the same process for the other two sides of the office as shown in Fig. 9.



Fig. 9

You should now have **two** assemblies as shown in Fig. 10. When the glue has set place a line of glue using the same procedure you did above and as also shown in Fig. 10. Use a pair of clamps to hold the unit in place as shown in Fig. 11. Make sure the unit is square.



Fig. 10



Fig. 11

When the glue has dried, you should have an assembly like the one in Fig. 12. You should now be able to slide the office assembly over the base support posts as shown in Fig. 13. **DO NOT** glue in place at this time.



Fig. 12



Fig. 13

APPLYING THE SIDING

Remove the bag labeled “**Office Siding**” from your kit. These pieces are shown in Fig. 14 and will be applied to the plywood office walls your just assembled. Hold each piece in place to get an idea how the completed assembly should look. The single widow in each side piece is in the center so there is no need to worry about what is the top or bottom or which piece is for the left or right side of the office.



Fig. 14

To start, take the **front** siding panel and spread a thin layer of glue all over the back of the panel which is the smooth side. Then place the panel on the matching front side of the plywood office assembly. Line up the door and two windows with the ones in the plywood assembly. This is an important part of the application. Run your fingers over the piece and make sure all air pockets have been removed and that the panel has completely adhered to the plywood assembly. Follow the same procedure for the back panel making sure the door opening lines up with the one on the plywood assembly. When completed, place a pair of small bar clamps on the unit to make sure the ends do not curl up. Leave this in place until the glue has set.



Fig. 15

When the clamps are removed, you should have an assembly like the one in Figs. 16 and 17.



Fig. 16



Fig. 17

Next, take the side panels and follow the same procedures as you did in the previous steps, making sure the window in the panel lines up with the window in the plywood assembly. When complete, use a pair of bar clamps to hold the edges of the panels in place as shown in Fig. 18.

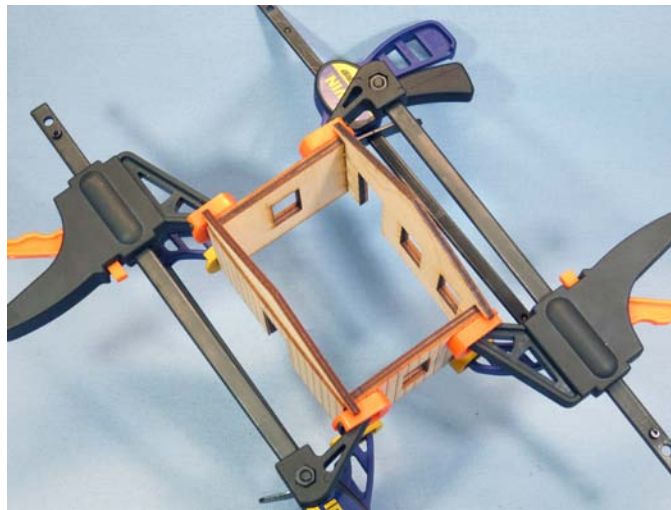


Fig. 18

NOTICE: IF YOU PLAN TO ATTACH THE OFFICE TO THE WAREHOUSE, SKIP THIS STEP AND MOVE ON TO “PORCH SUB-ASSEMBLY” ON [PAGE 9](#).

In the plastic bag labeled “**Office Siding**”, there are **two** peak fascia panels, **one** for the front and **one** for the rear. They are different as shown in Fig. 19. For the next step, we want the one for the **rear** of the office.

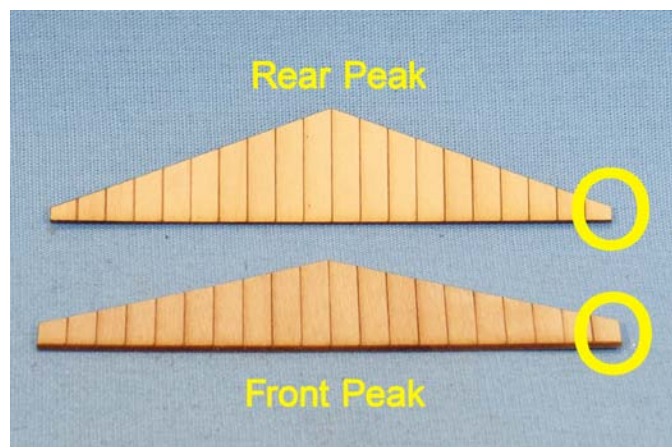


Fig. 19

Place a layer of glue on the peak panel and attach it to the rear of the plywood office assembly. Make sure the panel matches up to the pitch of the roof on the plywood office assembly. Put a pair of small bar clamps in place as shown in Fig. 20. When the glue has set, your assembly should look like the one in Fig. 21.



Fig. 20



Fig. 21

PORCH SUB-ASSEMBLY

From the bag labeled “**Porch Assembly**”, remove the **three** posts and **one** support beam as shown in Fig. 22. The process is to glue the three posts in to the slots on the horizontal support beam making sure they are at 90° to the horizontal support beam.

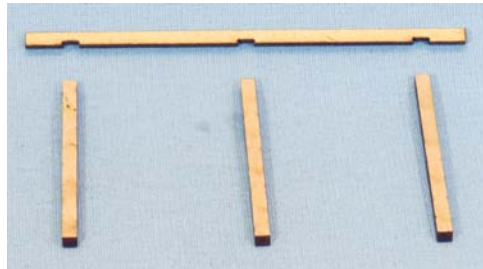


Fig. 22

We will start with the center post. Place the horizontal support beam on a hard flat surface. Apply glue to the top of the center post and a small amount on each side that fits into the slot of the horizontal support beam. Place a straight edge on the top of the horizontal support beam and place a small square with its top against the underside of the horizontal support beam and the side against the center vertical post. See Fig. 23 for a detail of these steps.

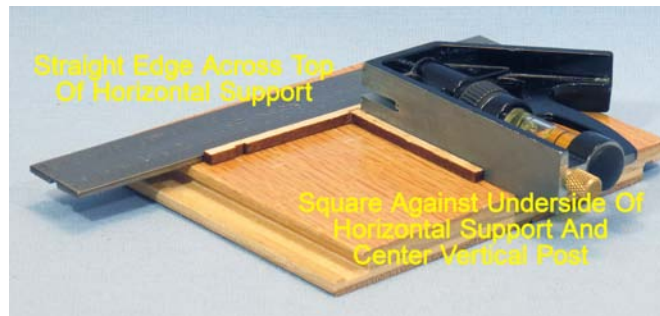


Fig. 23

When the glue for the center post has dried, move on to the left post and then the right, making sure the glue for each has dried before moving on to the next. See Figs. 24 and 25.



Fig. 24

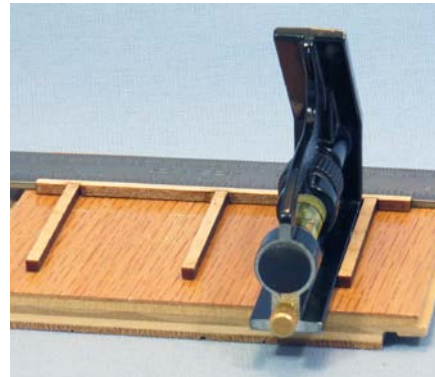


Fig. 25

Your finished assembly should look like the one in Fig. 26. Set this piece aside in a safe place as it is fragile.

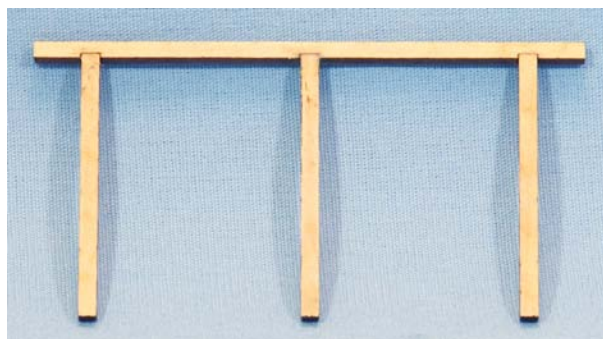


Fig. 26

From the bag labeled “**Porch Assembly**”, remove the roof peak and porch ceiling. Place a line of glue on the roof peak and on the inside of each notch on the porch ceiling as shown in Fig. 27.

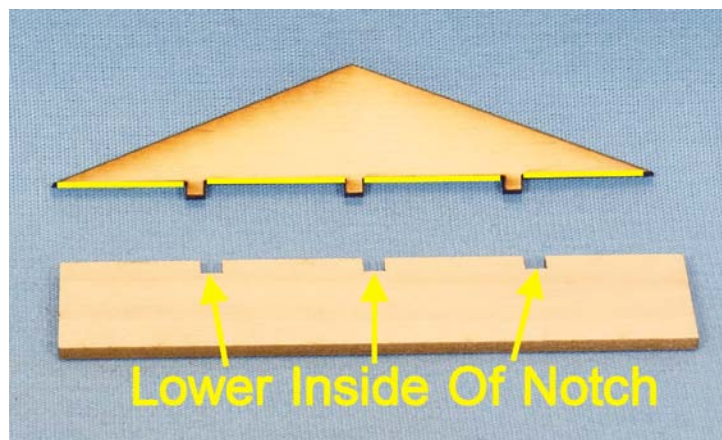


Fig. 27

Using a small square, put the roof peak at 90° to the porch ceiling as shown in Figs. 28 and 29.

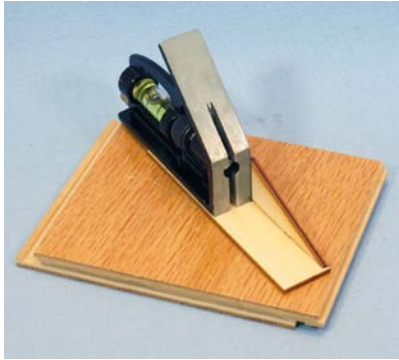


Fig. 28



Fig. 29

When the glue for this assembly has set, we will test fit the porch. Slide the office assembly over the four support posts on the office base. Then, carefully put the post assembly in the three holes located in the base as shown in Fig. 30.



Fig. 30

Next, set the porch ceiling and roof peak assembly in place as shown in Fig. 31. DO NOT glue at this time.



Fig. 31

This would be the best time to paint your model including the windows and doors. In the following steps we will be adding the windows and glazing. So we need to have access to the front windows and door. That is why we will install the porch assembly later.

SIDE SOFFITS

From the bag labeled “**Soffits**” remove the **two** pieces as shown in Fig. 32. Place a bead of glue on the areas shown in yellow in Fig. 32 as well as in Fig. 33.

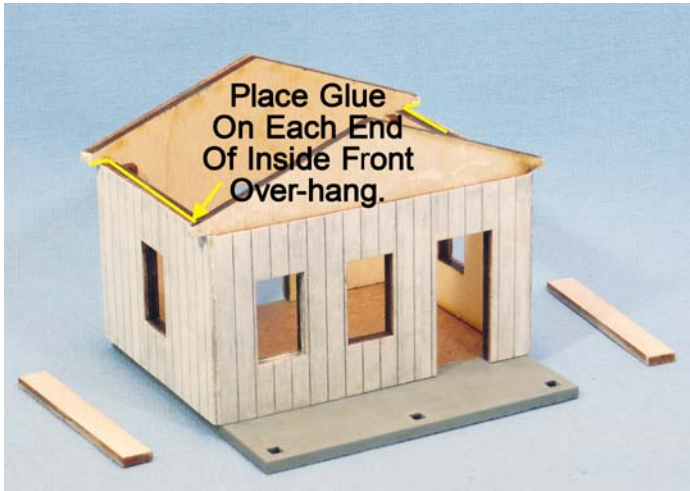


Fig. 32



Fig. 33

When the soffits are in place, the assembly should look like the one in Figs 33a and 33b, but without the windows.



Fig. 33a



Fig. 33b

WINDOW GLAZING

In your kit there is a bag labeled “**Window Glazing**” and a bag labeled “**Doors/Windows**”. Carefully remove the window glazing. Hopefully you painted the windows and doors as suggested above. If not, this would be a good time to do so. The window glazing is shown in Fig. 34.

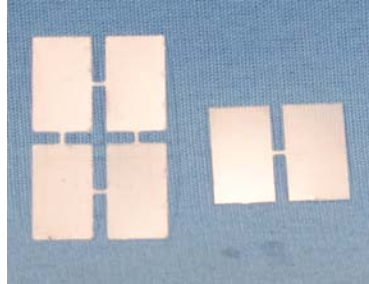


Fig. 34

Take one of the **two** doors and put a drop of your favorite clear cement in each area as shown in Fig. 35. I used Testors Cement as shown in Fig. 36.

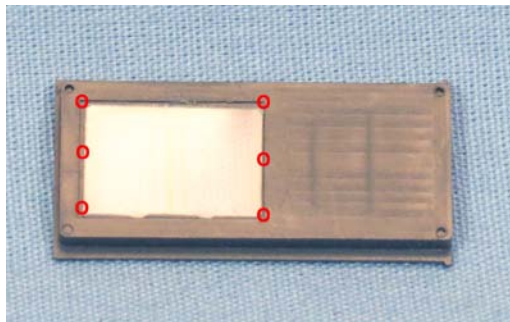


Fig. 35



Fig. 36

Complete the same process for and other door and **four** windows.

Next, place a small bead of the clear cement along the top, bottom and sides of each window and set them in place. For the doors, place a small bead on the top and along the sides and set them in place too. Your completed assembly should look like the one in Figs 37, 38 and 39.



Fig. 37



Fig. 38



Fig. 39

ATTACHING THE PORCH

Put the porch post assembly in place as shown in Fig. 40. It might be a snug fit so you may have to remove some of the paint from the bottom of the posts. Place a bead of glue in the two locations shown in Fig. 40. Do not glue the posts to the base. When the model is complete, you will be able to lift the entire assembly off the base allowing for lighting or interior detailing.



Fig. 40

Next, put the porch ceiling in place as shown in Figs. 41 and 42. Make sure the base is on a hard surface so you do not push the three posts through the bottom of the base as you are holding the pieces together.



Fig. 41



Fig. 42

When the glue has set, take the front peak fascia panel as shown earlier in [Fig. 19](#) and shown below in Fig. 43 and hold it up to the front of the porch. You will notice that when in place, the fascia panel will cover the horizontal support beam of the porch.



Fig. 43

Spread a thin layer of glue on the back of the panel and set in place making sure that the panel matches the pitch of the roof on the plywood peak. Use spring clips to hold the panel in place until the glue sets as shown in Fig. 44.



Fig. 44

Your completed assembly should look like the one in Fig. 45.



Fig. 45

ROOF SUB-ASSEMBLY

Remove the 1/64" plywood roof from your kit. It should look like the one in Fig. 46. Using your knife and a straight edge, lightly score the engraved line and carefully bend the roof so it conforms to the angle of the office roof as shown in Fig. 47. If the piece becomes two, just install each separately.

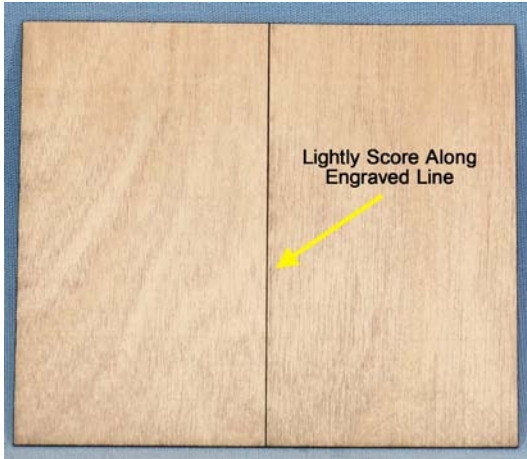


Fig. 46



Fig. 47

If you are constructing the office to be a stand-alone building, you want the roof to hang over the front and rear of the office equally. However, if you have not installed the rear peak as was done in [Fig. 20](#) and intend to have the office attached to the warehouse, you want to install the roof so that it is flush with the rear of the office as shown in Fig. 48. (Note that Fig. 48 shows the roof panels installed. This will be done later in the assembly.)



Fig. 48

Figs. 49 and 50 show the office up against one opening of the warehouse (warehouse roof not in place). The rear panel of the office is the same size as each opening on the warehouse. See the assembly instructions for the warehouse for further details.



Fig. 49



Fig. 50

CORNER MOLDING AND TRIM

From the bag in your kit labeled “**Molding/Trim**”, remove the **four** corner molding pieces as shown in Fig. 51. You may have already painted these earlier. If not, this would be a good time to do so.



Fig. 51

These pieces are to be glued to each outside corner of the office as shown in Figs. 52 and 53. If you are attaching the office to the warehouse, you will need to reverse the molding for the rear of the office so that it becomes an inside corner molding piece as shown above in Fig. 49 or leave it off as is shown above in Fig. 50.



Fig. 52



Fig. 53

From the bag labeled “**Molding/Trim**”, remove the **three** equal length pieces as shown in Fig. 54. **Two** are for the soffit trim and the **one** is for the rear siding trim.

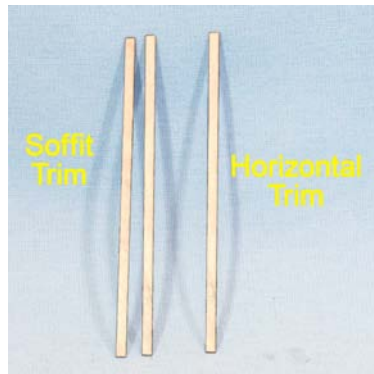


Fig. 54

The horizontal trim is to be attached to the rear of the office between the two corner molding pieces you just installed. Trim/sand as needed to allow for a snug fit. However, if your office is going to be attached to the Warehouse, **you need to skip this step** and move to Fig. 56.



Fig. 55

Next install the two soffit molding pieces. Trim/sand as needed so that it evenly fits from front to back. Place a bead of glue on each piece and attach to the area on the office shown below in yellow. If you are attaching the office to the Warehouse, make sure the molding comes in contact with the Warehouse.



Fig. 56

Your office should look like the ones in Figs. 57 and 58.



Fig. 57



Fig. 58

ROOF PANELS

Remove the roof panel template and **two** corrugated sheeting pieces from your kit. The template has markings to ensure that you cut the panels to the correct size. See Figs. 59 and 60.

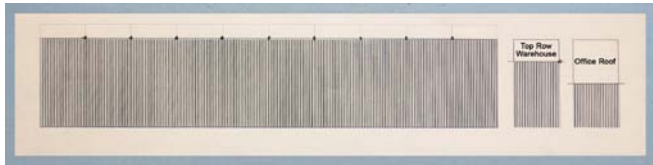


Fig. 59



Fig. 60

Place a sheet of roofing material on the template and using an indelible sharpie, place a mark on the roofing material for each location indicated on the template. You should end up with 10 roofing panels that are a scale 4' x 8'. Complete the same process for the other corrugated sheet. You should now have **20** 4'x8" panels as shown in Fig. 61.



Fig. 61

Now we need to cut each 4"x8" sheet in half so that we end up with **40 4"x4"** roofing panels. To assist in this process, place a 4'x8' panel on the image and using an indelible sharpie, place a mark on each side of the 4'x8' panel as shown in Fig. 62. Then, using a pair of scissors cut the piece in half as shown in Fig. 63. Complete this process for the remaining **19 4'x8'** panels. You should now have **40 4'x4'** panels. Each row on the office roof will have **five** panels.

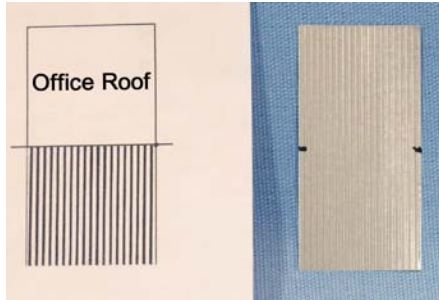


Fig. 62

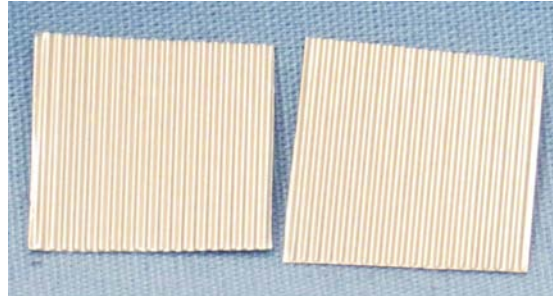


Fig. 63

To begin, take one of the 4'x4' roof panels and put a piece of double sided tape one side. Starting from the back of the office, place the panel on the lower back corner as shown in Fig. 64. Allow for a slight over hang (0.025 – 0.031) on the side and back as shown in Fig. 65. **Note: If your office is going to be attached to the Warehouse, all rear panels must be flush with the roof on the rear of the office.**



Fig. 64



Fig. 65

Place a piece of double sided tape on another roof panel and place in next to the first one, making sure it overlaps the first one by two or three corrugations. The reason for the double sided tape is to allow you to adjust the row of panels so that they are even. See Fig 66. Follow the same process for the other three panels. After you have adjusted the panels, your roof should look like the one in Fig. 67.



Fig. 66



Fig. 67

NOTE: When completing the following steps, it is important, when removing the roof panels after marking their position, that you keep them in the same order. Even though you used the template to cut them, they may not be exactly the same size.

When you are satisfied with the arrangement, remove the fifth panel, the one closest to the front of the office. Place a pencil mark just in front of the fourth panel. Remove the fourth panel and place a pencil mark in front of the third panel. Remove the third panel and place a pencil mark in front of the second panel. Remove the second panel and place a pencil mark in front of the first panel. You should have markings like the ones in Figs. 68 and 69.



Fig. 68



Fig. 69

Take the first panel (the one toward the rear) and apply Cyanoacrylate (CA) and place it in its original position using the pencil mark as your guide and remember the overhang. Do the same for the other four panels. It is a good idea after you have permanently attached the first two panels, to set the other three temporarily in place to make sure you are on target. When completed, your office should look like the one in Figs. 70 and 71. The edge of the panels on the low side of the roof should be even. Any unevenness on the upper edge will be taken care of with the next row.



Fig. 70



Fig. 71

Now we move to the second row. In order to stagger the panels, this row requires that you cut one of the 4'x4' panels in half making it a 2'x4' panel as shown in the second row in Fig. 72. At this time, you also want to make sure the over/under lap for the second and third row panels are evenly distributed. To do this, put a piece of double side tape on your 2'x4' panel and set it in place. Take another 4'x4' panel and put it temporarily in place until you are satisfied with the spacing. Similar to what you see in Fig. 72. Remove the third row panel and using a pencil, mark the position of the 2'x4' panel on the second row. Use Cyanoacrylate (CA) to attach the 2'x4' panel to the marked area.



Fig. 72

Once you have the 2'x4' panel in place, start placing the second row panels temporarily in place using double sided tape. You should end the second row with the other half (2'x4') panel. See Fig. 73.



Fig. 73

After you are satisfied with the position of the second row panels, follow the same procedure you used in [Fig. 68](#) and [Fig. 69](#). However, this time you have six panels to remove, making sure you place a pencil mark indicating each position and a keeping the panels in the correct order. When you are permanently attaching the second row panels, make sure you keep the row straight. Concentrate on the lower edge of the panels. Do not be concerned if the upper edge is not perfect. When completed, you should have an assembly like the one in Fig. 74, but without the third row panel in place. I got overzealous.



Fig. 74

Next we will complete the third row. As mentioned above, if the upper line on the second row of panels are not even, do not be concerned the third row will cover any irregularities. Use Cyanoacrylate (CA) to permanently attach the panel in place as you see in Fig. 75. Place a piece of double sided tape on each of the remaining four panels and temporarily put them in place. When you are satisfied with their position, remove each panel and mark its location. Also, keep them in the same order. If any of the third row panels should extend above the roof line, simply remove any surplus with your scissors.

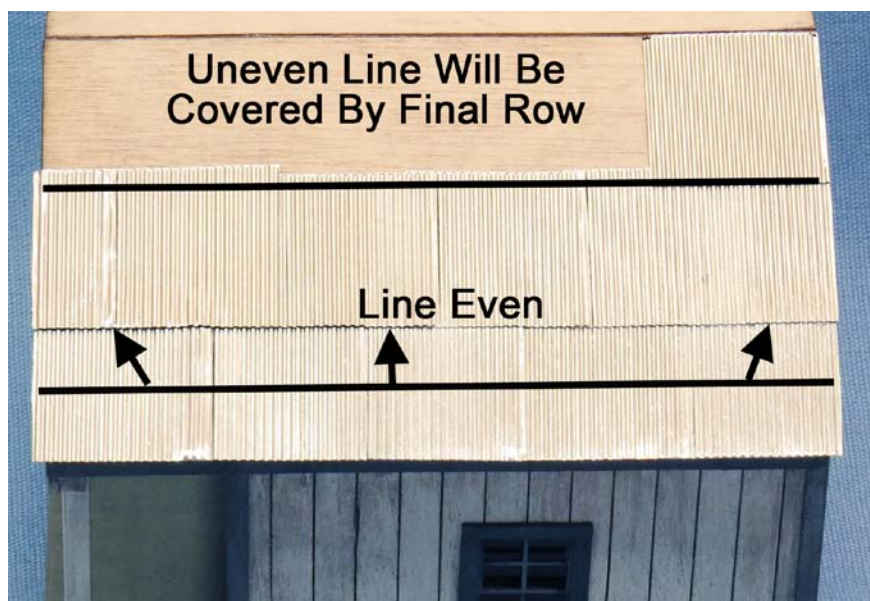


Fig. 75

When you have permanently attached the third row, your office should look like the one in Figs. 76 and 77.



Fig. 76



Fig. 77

Apply the panels to the other side of the roof following the same procedures from Fig. 64 through Fig. 77. When completed, your office should look like the one in Figs. 78 and 79.



Fig. 78



Fig. 79

ROOF CAP

The final step in the assembly process is adding a roof cap to the peak of the office. To start, cut one of your remaining 4'x4' panels into thirds. See Figs 80 and 81. This should make each third approximately 0.25 of an inch. Each cap needs to have an approximate bend of 90°. I say approximate because you will ultimately conform it to the angle of the roof.

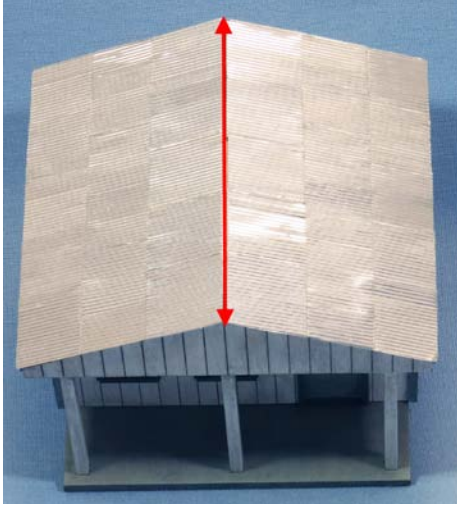


Fig. 80

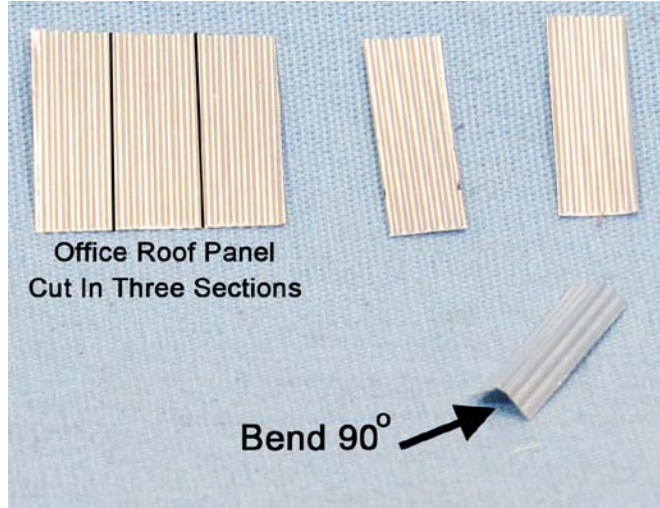


Fig. 81

Place one of the 90° caps in place as shown in Figs 82 and 83. It extends the full width of the panels with just a slight overhang (0.025 – 0.031). Use Cyanoacrylate (CA) to permanently put the cap in place.



Fig. 82

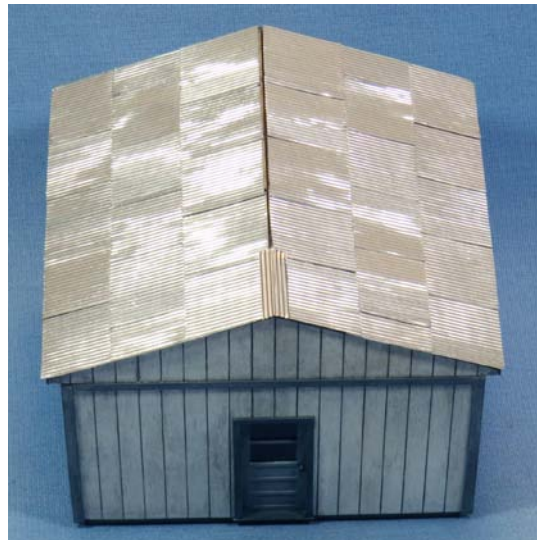


Fig. 83

Put a second cap temporarily in place as indicated in Fig. 84. The second cap is positioned with one end mid-point to the first cap and the other end extends mid-point to the next panel. When you are comfortable with its position, attach the second cap with Cyanoacrylate (CA).

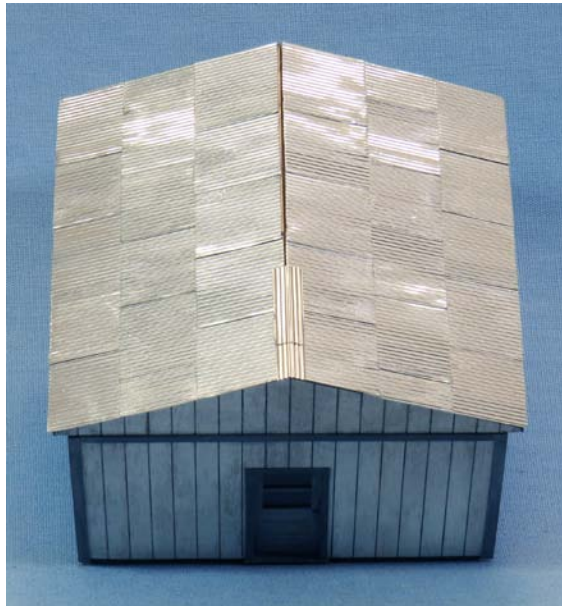


Fig. 84

Follow the same procedure for the next **six** caps. Your office should look like the one in Figs. 85 and 86.



Fig. 85



Fig. 86

The last **two** caps need to be trimmed before they are installed. Fig. 87 shows second last cap shortened by $1/8''$ (0.125). Without doing this the cap would extend to the end of the peak. Fig. 88 shows the second last cap transparently installed. When you have removed $1/8''$ from the second last cap, attach it to the roof with Cyanoacrylate (CA).



Fig. 87



Fig. 88

The last cap is cut to a length of $3/8''$ (0.375) and attached to the roof with Cyanoacrylate (CA). It too has a slight overhang (0.025 – 0.031).

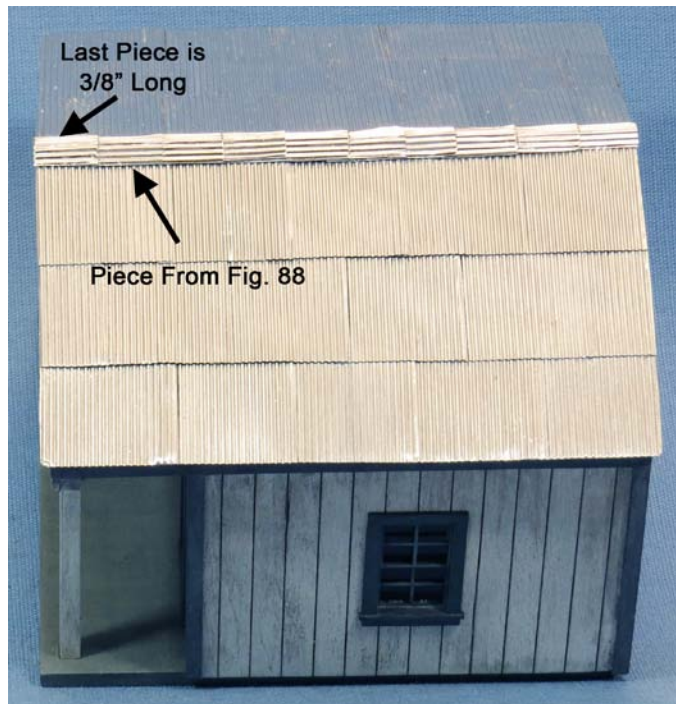


Fig. 89

COMPLETED OFFICE

Below are images of the office at Woody's Lumber Yard. We hope you enjoyed this kit and that the instructions made your assembly process clear. If you have any questions or suggestions, please do not hesitate to contact us.

Best regards,

East West Rail Service.



