

Windsor Installation Guide

Read this guide and review shop drawings and notes before beginning installation.

All packages should be opened and inspected for hidden damage upon receipt. Any missing or damaged components should be noted on the delivery receipt with the carrier before accepting the shipment. All items should be repackaged and stored where protected from moisture, dirt, and excessive heat. Do not wrap material so that heat or moisture can become trapped. Ensure that items are level, fully supported, and have airflow between parts. Damage from improper storage is not considered shipping damage and is not covered by product warranties. Handle materials so as to protect materials, coatings, fabric and finishes during transportation and installation to prevent damage or staining.

It is the responsibility of the installer to meet or exceed all code and safety requirements, and to obtain all required building permits. These instructions are only a guide, and may not address every circumstance. The installer should determine and implement appropriate installation techniques for each situation. Structureworks shall not be held liable for improper or unsafe installations.

Recommended Tools

The tools required for installation will vary depending on structure configuration and the hardware used. Review shop drawings to confirm drill bit sizes, socket sizes, and other project specific tools.

- Pencil
- 4' Level
- 8' Ladder (2)
- Framing Square
- Tape Measure
- Impact Driver
- Phillips, Square and Hex Bits
- Drill and Drill Bits
- Socket Wrench with Sockets
- Caulk Gun
- 1/8" Allen Wrench

Required Materials

Depending on the configuration of the structure, additional materials such as silicone caulk and anchoring epoxy may be needed. Review shop drawings for project specific requirements.

Paint Touch-Up

All structures will require touch up over time and at completion of construction. Use extreme care when handling components. Touch up paint is provided. In the event of scratching or chipping, touch up the painted surface with the included brush. Apply light coats in order to allow the paint to flow and dry with a smooth finish.

Water Drainage

Weep holes must be drilled in the bottom of any hollow components so that water may drain. Failure to create proper drainage may result in finish or component failure and is not covered by the warranty.

Structure Cleaning and Maintenance

Use a combination of Simple Green All-Purpose Cleaner and hot water with a soft bristle brush. Clean after installation and on an annual basis. For more difficult to clean marks, a Mr. Clean Magic Eraser can be used. Structural attachments should be inspected annually.

Canopy Use and Maintenance

Do not operate in rain or high winds.

Inspect annually for wear and tighten or replace parts as needed.

To reduce dirt buildup, remove canopies and rinse fabric with a hose. Do not use a power washer. Allow fabric to dry before retracting.

Apply ShadeFlex track cleaner regularly to keep rollers operating smoothly.

Use ShadeFlex fabric cleaner to clean heavy dirt or stains, and apply ShadeFlex canopy water repellent to protect the fabric from mildew and environmental damage.

If canopies will not be used for an extended period, they can be retracted and secured with a ShadeGuard. During winter months it is advised to remove and store the canopy. To remove the canopies, loosen the WindLock set screws at the retracted end and remove the plate. Then, loosen the set screws on the roller lock pins and remove all crossmembers. Store the canopy in a dry, protected location.

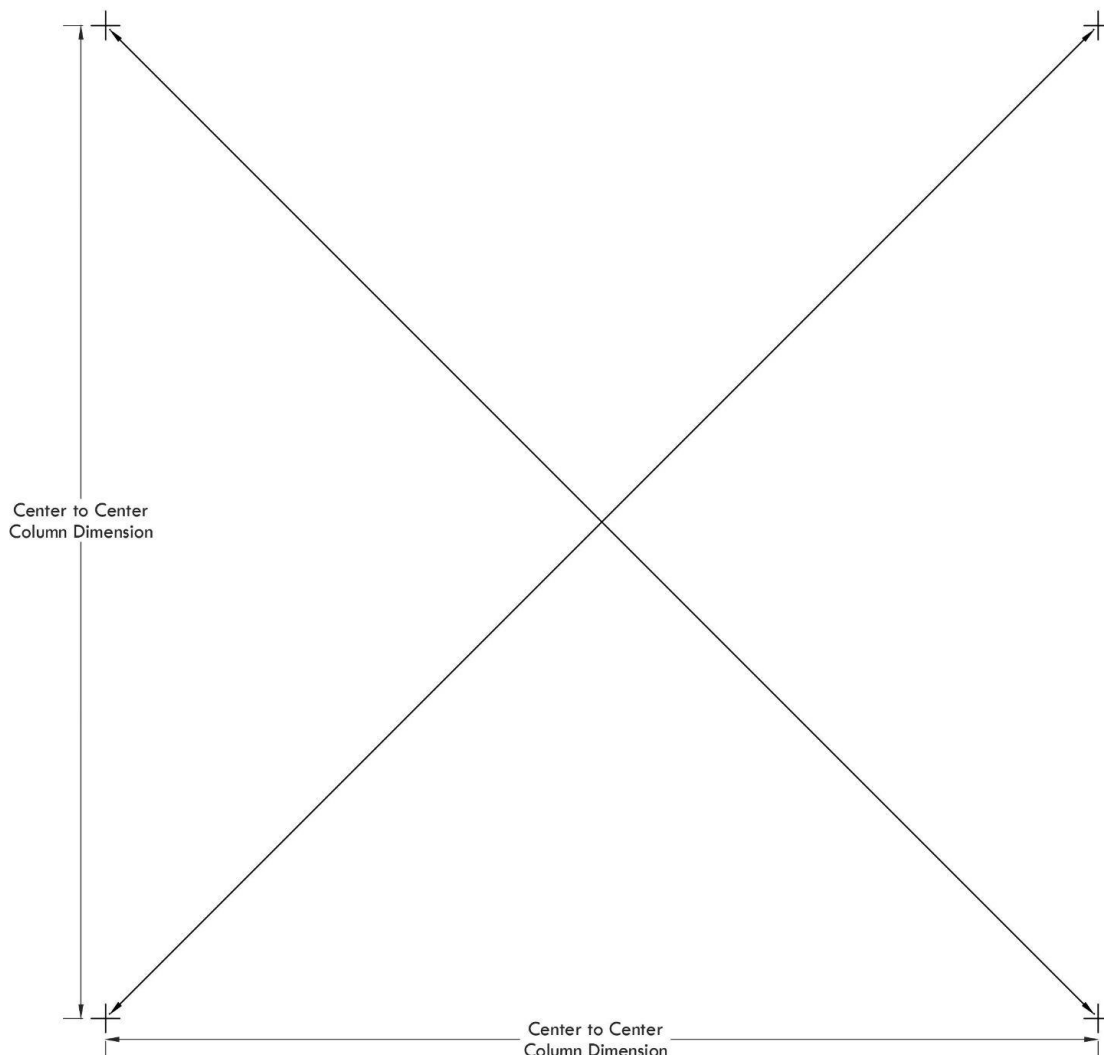
Installation Sequence

This installation guide provides a step by step sequence for the installation of the structure. This guide covers only the structure, separate installation guides are provided for accessories and other products used in the installation of the structure. Ensure that you have all required installation guides before beginning the installation.

All structures are made to order and are provided with shop drawings. Shop drawings may contain additional information, details, or job specific instructions. Shop drawings take precedence over this installation guide.

Layout and Install Columns

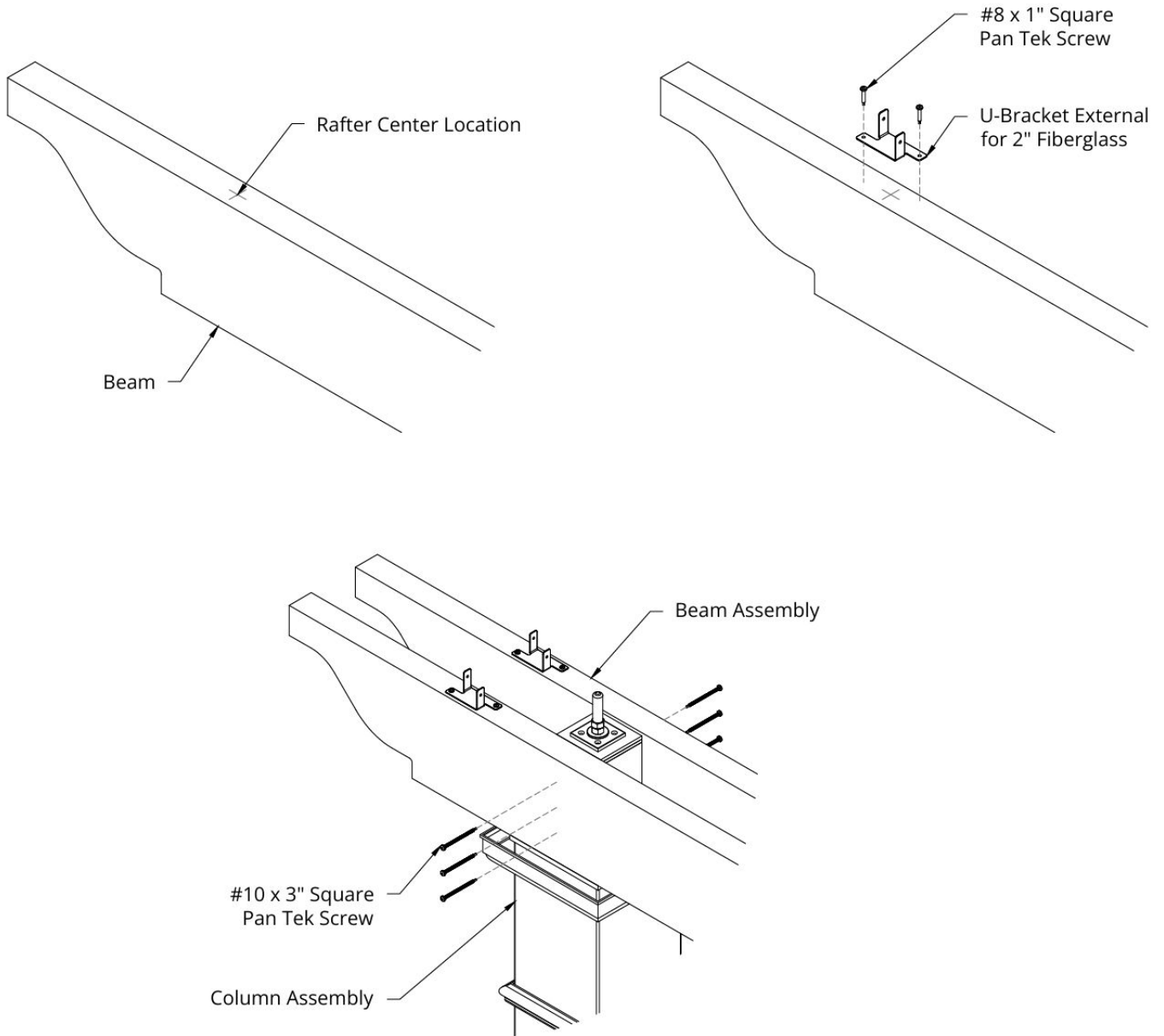
Layout all columns according to the shop drawings. Columns must be located precisely and variations in the height of the mounting surface must be accounted for by trimming or leveling each column. The structure will not install correctly if the columns are installed out of square or out of level from one another. Refer to Fiberglass Column Installation Guide for more information.



Install Brackets and Beams

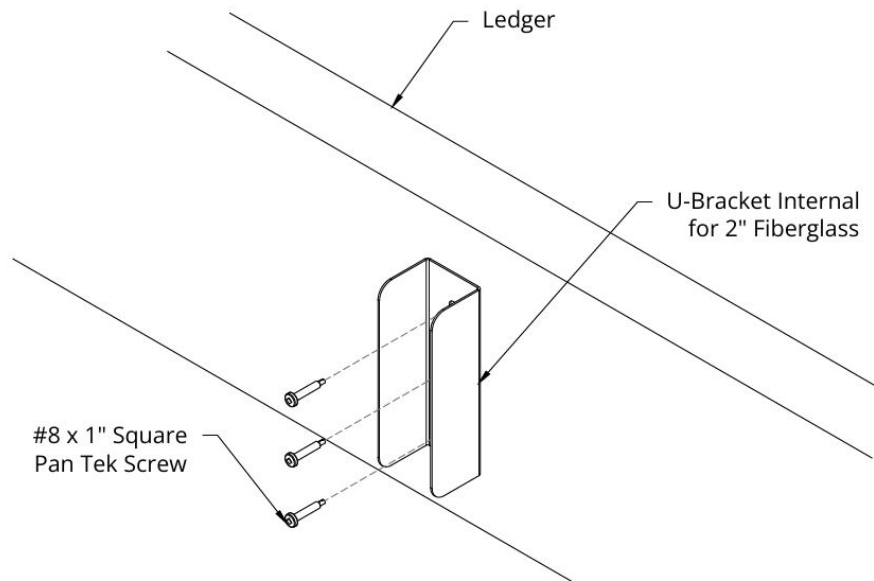
Mark the rafter center locations on the tops of all beams. Install external U-brackets with screws. Place the beams on top of the columns and secure with screws.

If the structure includes any integrations such as lighting or wiring for fans or heaters, make any connections or chase any wires and test the connections before installation of the beams.



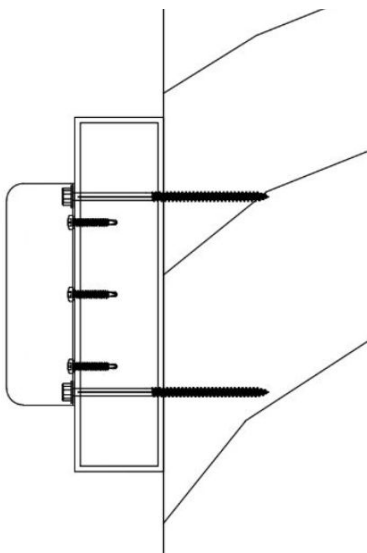
Install Brackets and Ledger - Attached Structures Only

Attach the internal U-brackets to the ledger with screws. Mount the ledger to the host structure. Ensure it is anchored to structural components capable of supporting the load. Ledger attachment hardware is not provided and should be selected based on specific mounting conditions.

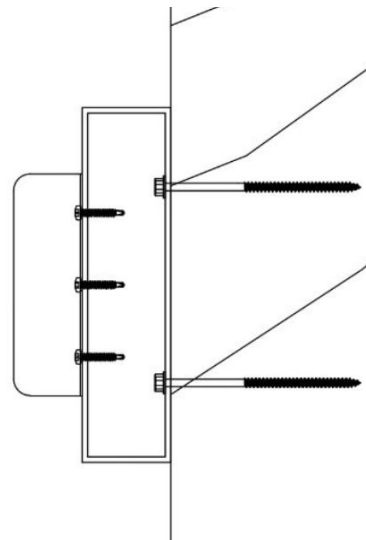


Hardware may be installed through the face of the ledger and left exposed, or access holes can be drilled to allow for concealed installation. If concealed, insert hole plugs after installation to cover the access points.

Do not overtighten the fasteners securing the ledger to the host structure.



Exposed Hardware



Concealed Hardware

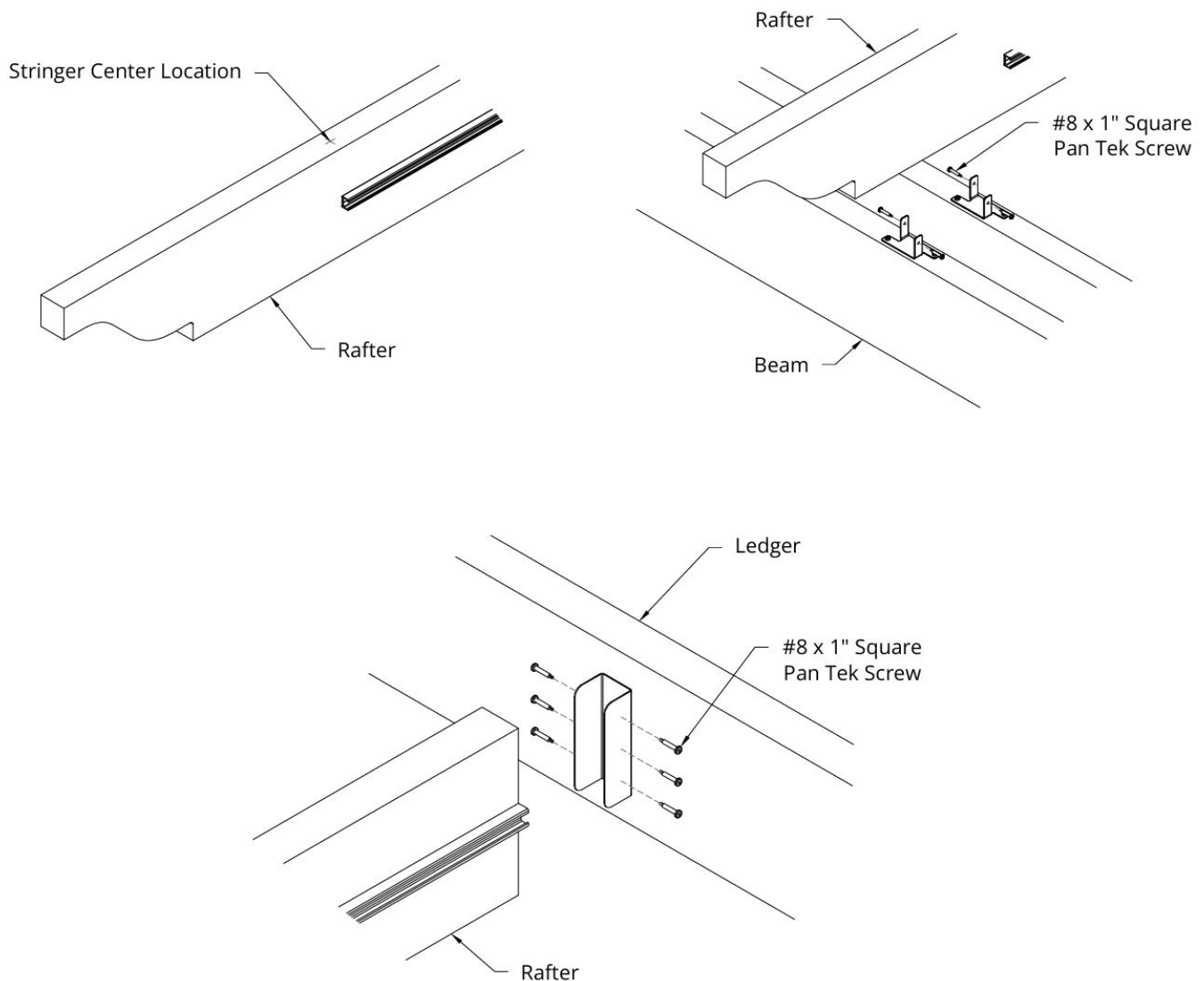
Install Rafters

Mark the center locations for the stringers on the tops of all rafters.

Position a rafter between the two beams for freestanding structures, or between the double beam and ledger internal bracket for attached structures. Secure the rafter at each end with screws. Repeat for all remaining rafters.

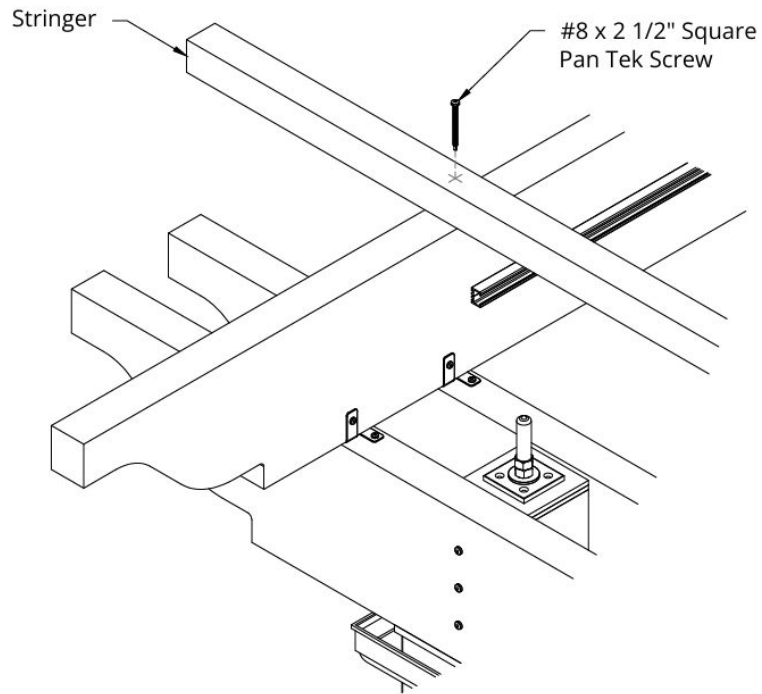
When securing rafters to the internal brackets mounted to the ledger, it can be helpful to pre-drill the rafter and internal bracket.

If the structure includes any integrations such as lighting or wiring for fans or heaters, make any connections or chase any wires and test the connections before final installation of the rafters.



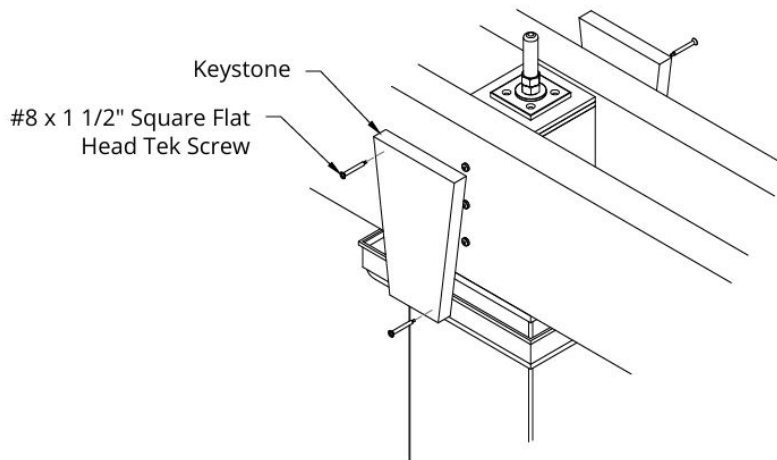
Install Stringers

Position the stringers on the center marks of the rafters, secure with screws.



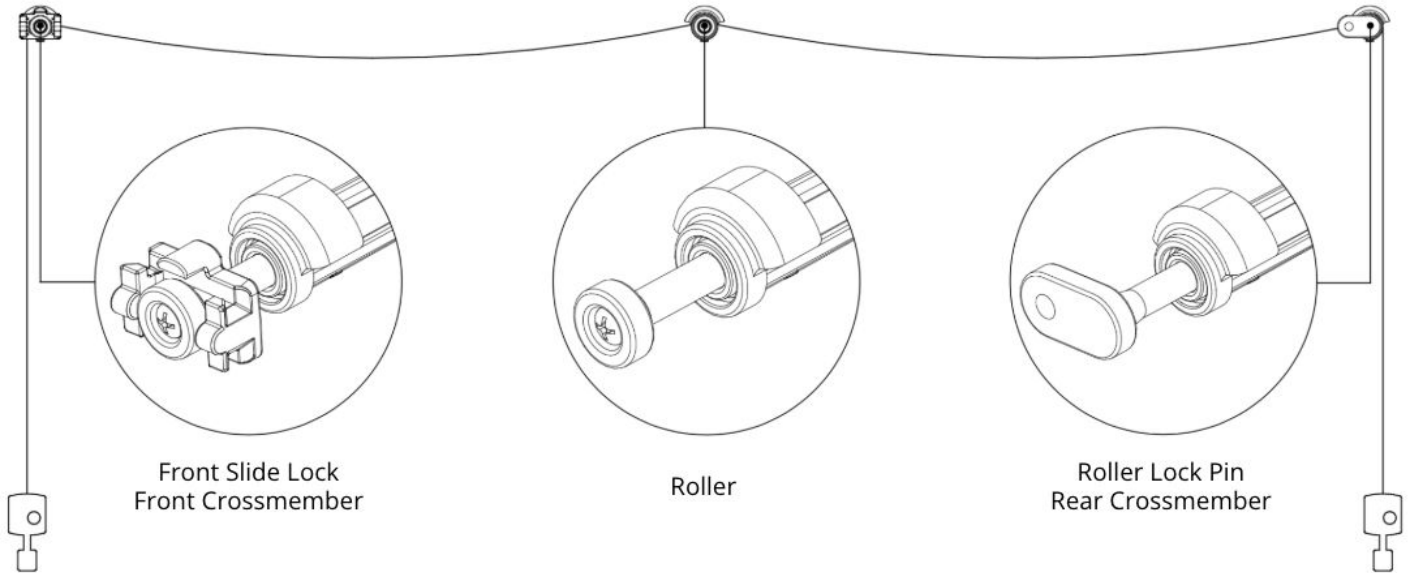
Install Keystones

Keystones are provided to cover beam hardware. Secure the keystones with screws.



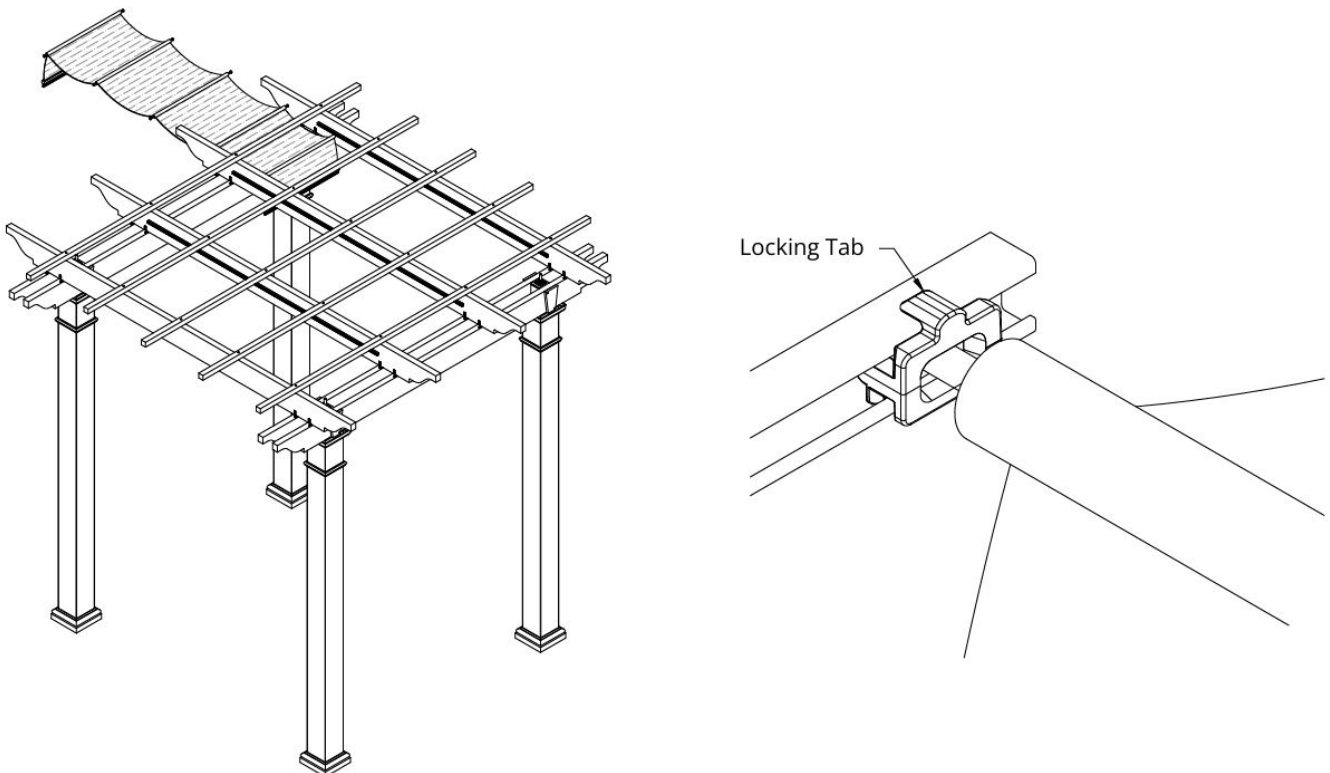
Install Canopy

Determine the correct orientation of the canopy by identifying the front slide lock and the roller lock pin. For attached configurations, the roller lock pin will be located on the wall side. For freestanding configurations, the roller lock pin will be located on the side where the fabric will collect when retracted. Additionally, ensure the PVC side of the crossmember faces upward and the aluminum side faces downward.



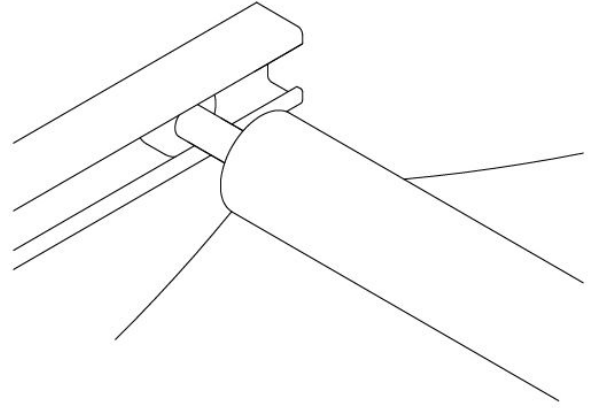
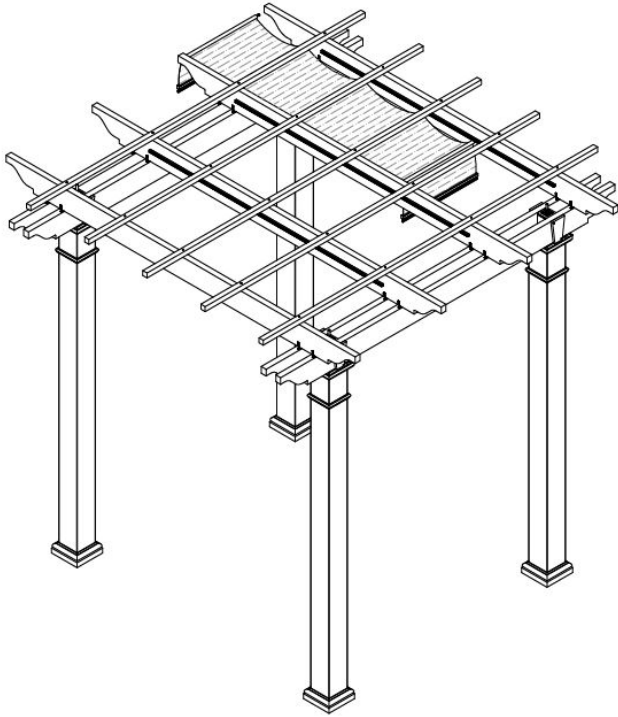
Install Front Slide Lock Crossmember

Begin at the rear of the structure with the crossmember containing the front slide lock. Insert the first crossmember into both tracks simultaneously with the locking tab facing upward. For attached structures, canopy installation is completed from the front of the structure in reverse order, starting with the roller lock pin.



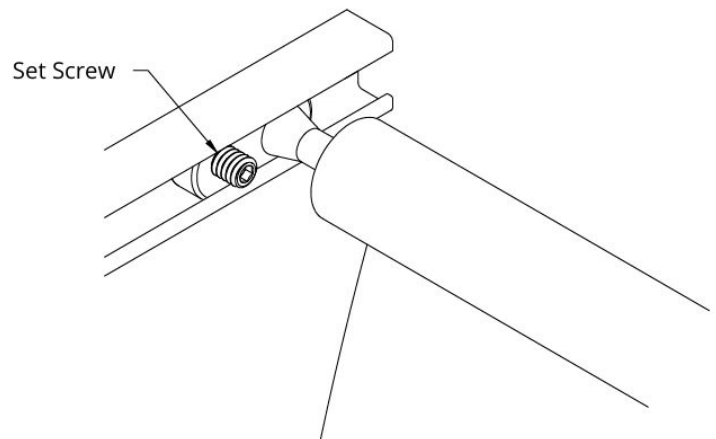
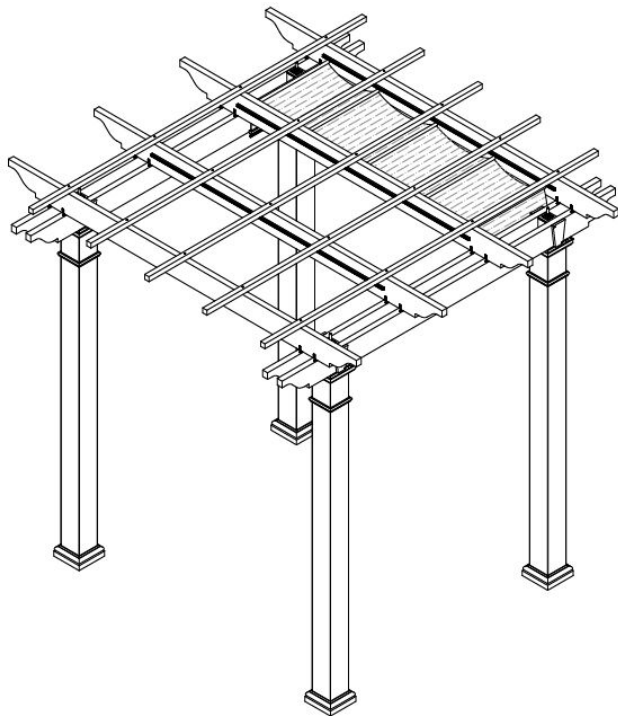
Install Mid Crossmembers

Install mid crossmembers into both tracks at the same time.



Install Roller Lock Pin Crossmember

Install the last crossmember into the tracks. The roller lock pin should face towards the front of the canopy. Position this final crossmember at the desired stopping point for the canopy, measuring from a fixed reference point to ensure consistent placement across all canopies. Tighten the roller lock pin set screw.

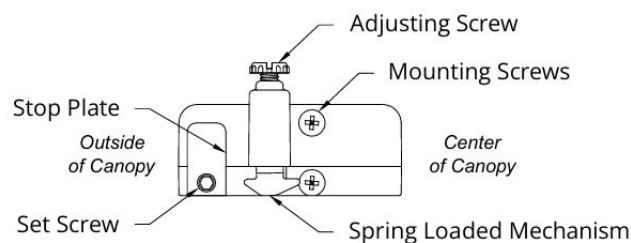
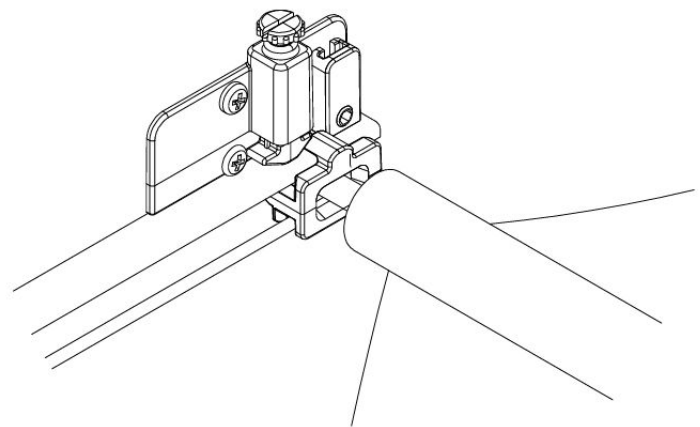
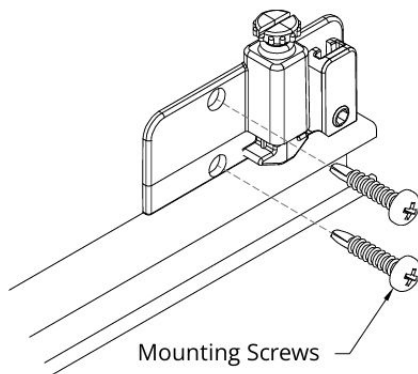
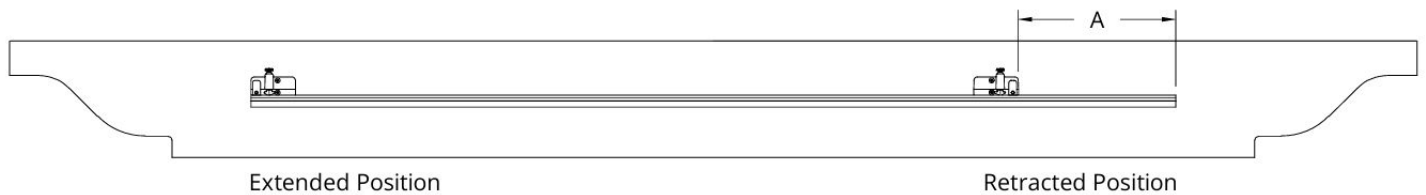


Install WindLocks

At the end of the track where the canopy is fully extended, install the correct WindLock, left or right, based on the canopy's orientation. Position the WindLock so the stop plate faces the outside of the structure and is flush with the end of the track. Secure using the provided mounting screws.

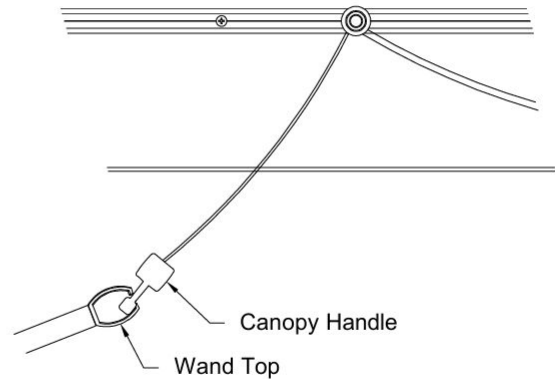
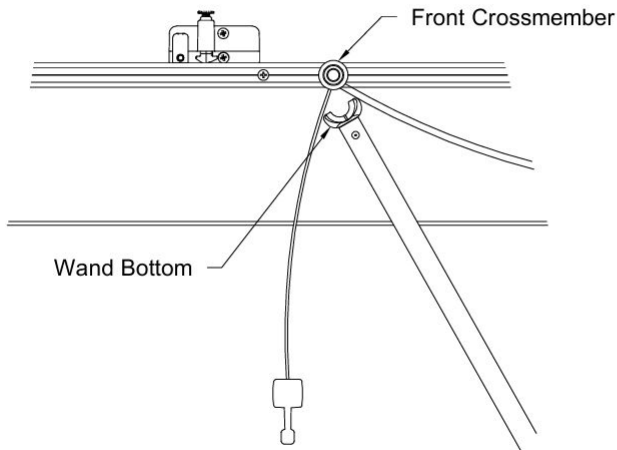
To locate the WindLock for the retracted canopy position, multiply the number of canopy crossmembers by 1 1/4". This distance (A) is the length from the end of the Fit Track to the near edge of the WindLock.

Tighten or loosen the adjusting screw on the WindLock to set the desired spring tension. The WindLocks are designed to release the fabric during inclement weather. Avoid over tightening the adjusting screw.



Canopy Wand

To operate the canopy, use the canopy wand. To engage or disengage the front crossmember from the WindLocks, use the bottom of the wand to push the front crossmember. To extend or retract the canopy, use the top of the wand to pull the canopy handle.



Store using the wand mount and appropriate mounting screws based on the installation surface.

