

Instabuild Ordering Guidelines

The Instabuild Steel base and modular wall system has been designed with simplicity of installation being one of its main attributes. However prior to ordering a base there are certain things you should know. This document will tell you everything you will have to do to ensure that the base and wall we supply is exactly what you were expecting.

Getting it right at this stage is very important and will prevent any errors in your order, so please read this document carefully before placing an order.

Web site

If you are reading this from hard copy and have access to the internet please visit our web site at www.instabuild.co.uk. Amongst other things you will find an order form that you can print off, a page showing the brick finishes available, a very useful video film dealing with the installation and useful contacts for Instabuild.

If you do not have this facility and you need an order form or any help please ring 0118 9755490 and we will be glad to help.

Our order form

Top Section

Our order form is not complicated but it is important that every section is filled in. The items covered on the order are:

- Delivery address
- Invoice details (usually the person paying the bill)
- Date ordered
- Order No (*your purchase order number if applicable*)
- Ref. (*your reference if applicable*)
- Date required (*please allow approximately 4 weeks*)
- Name
- Signature

Second section (*please see 'survey notes' for more detailed explanation*)

- Overall width**
- Overall projection**
- Height above DPC**
- Height ground to DPC**
- Depth of skirt**
- External finish**
- Internal finish**
- Mortar colour**

Third section

Plan sheet

A simple plan drawing of your base is all that is required here; we do not need a drawing of the conservatory.

Please show positions and width of any doors to be fitted in the dwarf walls, also any manholes, stack pipes, or obstacles that you want us to allow for in manufacture. If the skirt depth varies at different facets of the base you can show this on the Plan drawing (*see survey notes*).

Bottom section

Additional Information

Anything that is not covered anywhere else that you think may be relevant. Please use the back of the form if you need more space, and write PTO on the bottom front.

Survey notes

Width and projection

The measurements we require here are the overall measurements of the building, not the internal or the frame measurements. you can normally find the overall measurement by taking your frame sizes and adding 200mm to the width and 100mm to the projection. If you have a CAD drawing of your conservatory it would be useful (but not essential) to include a copy with your order

If you have any problems our Customer Service Department will be able to help

Height above DPC

DPC stands for damp proof course; this is the waterproof membrane that is fitted into your brickwork, usually directly under your doorsills. When you are fitting your conservatory this is the line that your floor will be a, therefore the height above DPC will be the height of your dwarf wall from the floor level. This is usually 600mm but not always. Instabuild can manufacture to non standard size if required.

Height ground to DPC

This is the height from ground to floor level and this may vary at different parts of the base, depending on how level the site is.

If the site is sloping

The best way to find the exact height is to run a level string line from the DPC position at the outer edge of the proposed base to a wooden stake positioned at the front corner proposed base and measure down from stringline to floor at 1200 mm intervals along the line. If you do this on both sides and include this information on the base plan we will be able to calculate the manufacturing dimensions.

If the site is flat

You do not need to do anything except measure from DPC (*or under doorsill if available*) to ground level and write the figure in appropriate box.

Height of skirt below DPC

The skirt is the brickwork (or Pyroc board*) that runs from DPC level to ground level. In some cases such as when building on concrete this will be the same measurement as the DPC to floor level. However when building on soft ground it is desirable to make the skirt deeper than the base in order to bury it below the ground. This will stop any wildlife getting in and will make a much more professional looking job. We would recommend an extra 100mm. If you have a sloping site please put skirt depths on the plan drawing. You may have a mixture of concrete and soft ground. If this is the case just let us know on the plan drawing which sides have which and we will sort it out.

*cementation particle board that is used as an alternative to brick on skirts if a painted finish is required

Brick finishes

The Instabuild system is available in a number of real brick finishes and can also be specified with an expanded metal outer covering (*XPM*) that is ready for a render or pebbledash. We cannot guarantee that we will always have the exact brick match for your installation however we do have a quite extensive range and in most cases we will be able to find a brick that will come very close to the original. Our full range of brick finishes can be viewed on our website.

Using real bricks

If you have a situation that demands you use real bricks or stone to build your dwarf walls we can supply the base with a patent design steel tray to accept real brick. Please contact us if you would like more details on this product.

Air bricks

The Instabuild dwarf wall system is supplied with factory fitted air bricks in the skirt; this is to accommodate air flow into the house through the existing house air bricks and to prevent any condensation occurring below the conservatory floor. It is normal for the house air bricks to be sited 2 courses below DPC level. However in some cases they can be found in the course directly below DPC. If this is the case with your house we will need to know the positions of the air bricks as we will have to fit vents in the steel frame section that is bolted to the house in order to maintain the free flow of air to the house.

All we need to know is the measurement from the outer point of one side of the proposed base to the centre of each airbrick. This information can then be entered in the 'additional information' section of the order form.

What next?

Once you are confident that you have completed the form in full, you are ready to place your order. Once we have received it we will send you a confirmation of order. This document will contain useful information about anticipated lead times, invoicing details etc. Any technical queries that may be outstanding will also be dealt with at this point.

Pad plan

Prior to the delivery of the base you will be issued, either by fax, e-mail or post a CAD drawing showing the exact positioning for the pad stones. This is to enable you to position the pad stones in advance of the delivery if that is what you wish to do.

Installation

Every delivery of our system comes with full step by step fitting instructions. Everything you need to complete your installation is included in the kit. The only exception to this is plasterboard which, if required, you will have to purchase locally.

We hope that you find these guidelines to be of help but if you need any further assistance please contact our Customer Service Department.

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