

# ASSEMBLY & INSTALLATION INSTRUCTIONS



## MODELS COVERED BY THESE INSTRUCTIONS

**F820583 PFBQ385 CHARLOTTESVILLE PINE FIREPLACE**

Focal Point Fires plc.  
Christchurch, Dorset BH23 2BT  
Tel: 01202 499330  
Fax: 01202 499326  
[www.focalpointfires.co.uk](http://www.focalpointfires.co.uk)  
e : [sales@focalpointfires.co.uk](mailto:sales@focalpointfires.co.uk)



Questions or problems with your appliance?  
**Don't take it back to the store**

just give us a call on **01202 588601** we're here to help  
lines open between 9am and 5pm, Monday to Friday

**3 YEAR GUARANTEE**

SUBJECT TO TERMS & CONDITIONS

For details please see: [www.focalpointfires.co.uk/terms](http://www.focalpointfires.co.uk/terms) or telephone  
01202 588635 Option 7

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**All instructions must be handed to the user for safekeeping.**

Revision A - 03/14

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## 1.0 IMPORTANT NOTES

To ensure safe and stable installation:

1. The assembled Fire Surround must be fixed / secured to the wall.
2. The wall must be sturdy and in good repair.
3. Some walls require alternative fixings (not included).
4. When drilling into the wall, check for hidden pipes and cables.
5. There are three options for construction of this surround.

A - with wide rebates - If you are installing this surround with a gas fire, or an electric fire where there is space in the wall to recess the fire use parts 5 & 6, this means the laminate is up against the wall.

B - with narrow rebates - If using this surround with an electric fire and a flat wall do not use with rebates, instead use the spacer frame from the fire, this option will give you 75mm of space behind the surround.







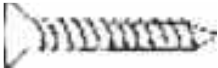

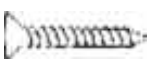

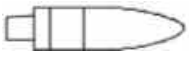



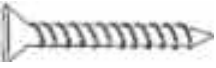

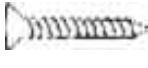


C - With out rebate, this option is similar to option B, but allows for 95mm of space behind the surround.

## 2.0 TOOLS REQUIRED

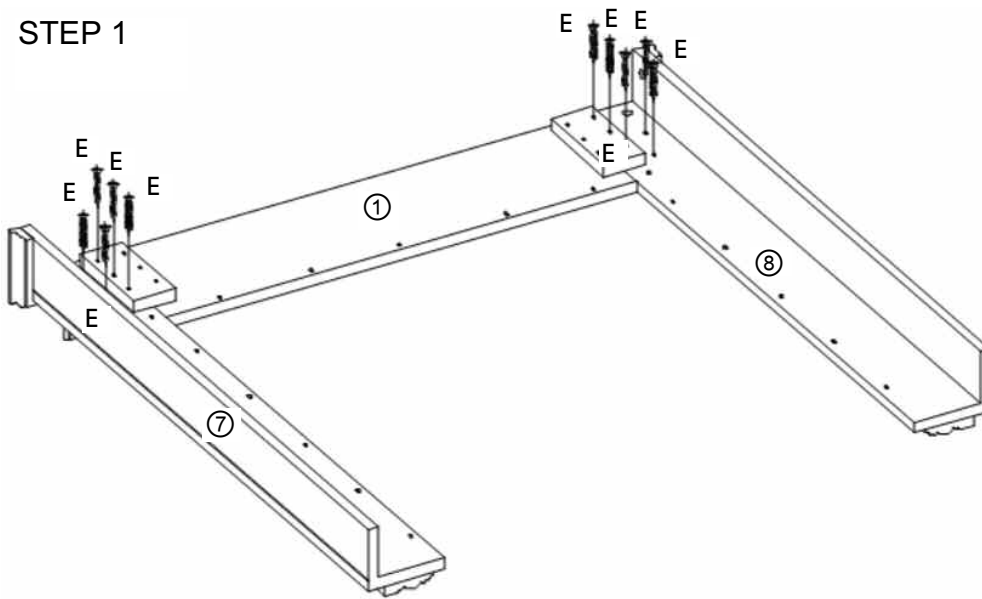
Cross head screwdriver PZ2 (3 inches in length or greater)  
Pencil

Drill, 6mm and a 2mm suitable drill bit  
Tape measure

## 3.0 HARDWARE & PARTS LIST

CODE	NAME	FIGURE	QUANTITY	CODE	NAME	FIGURE	QUANTITY
A	WOOD DOWELS (8X30mm)		8PCS	①	BACK BOARD		1PC
B	CAM LOCKS (15X12mm)		4PCS	②	TOP PANEL		1PC
C	CAM BOLTS (6X35mm)		4PCS	③	NARROW INSIDE TOP		1PC
D	WOOD SCREWS (8X64mm)		11PCS	④	NARROW INSIDE LEGS		2PCS
E	WOOD SCREWS (8X32mm)		21PCS	⑤	WIDE INSIDE TOP		1PC
F	GLUE (10G)		1PCS	⑥	WIDE INSIDE LEGS		2PCS
G	ALLEN KEY		1PCS	⑦	RIGHT SIDE PANEL		1PC
H	WALL SCREWS (8X38mm)		2PCS	⑧	LEFT SIDE PANEL		1PC
I	WOOD SCREWS (3X20mm)		4PCS				
J	WALL PLUGS (6X25mm)		2PCS				
K	MIRROR PLATES (45X43mm)		2PCS				

## STEP 1

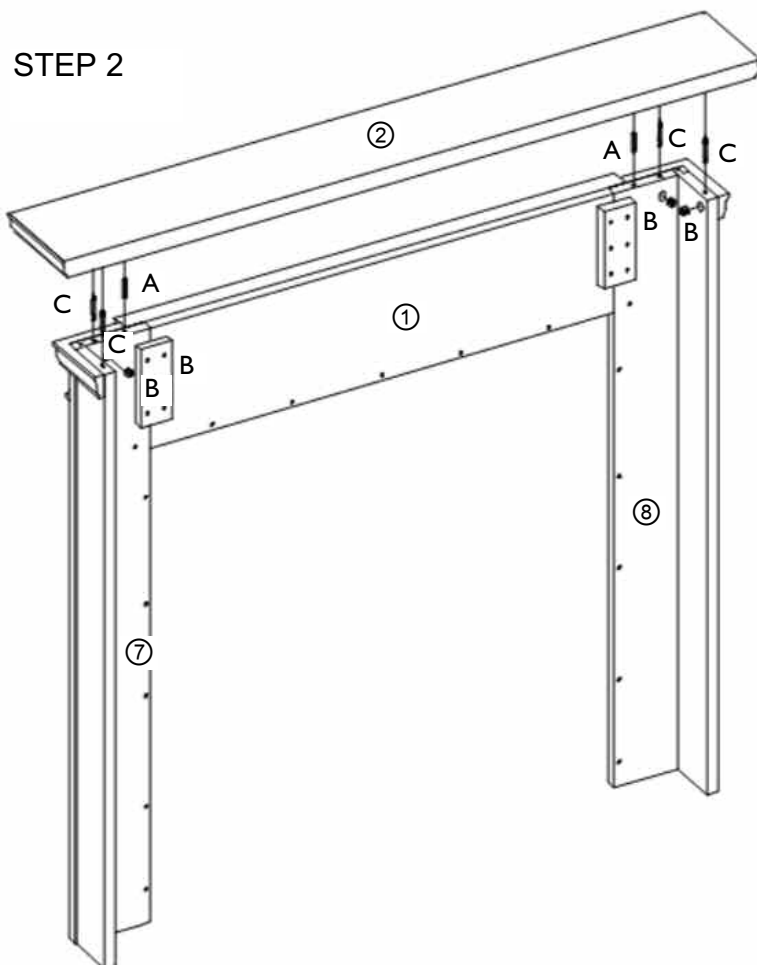


Fixings	Parts
E x 10 PCS	1
	7
	8

Gently lay both legs you have prepared onto a suitable protected surface. Be extremely careful not to scratch the front edges of the legs. **DO NOT DRAG THE LEGS!** Make sure that the legs are lifted everytime they are moved to avoid them from being damaged.

Use 10 wood screws (E) to screw the right leg (7) to the backboard (1). Repeat the process for the left leg using the left leg (8) and backboard (1).

## STEP 2



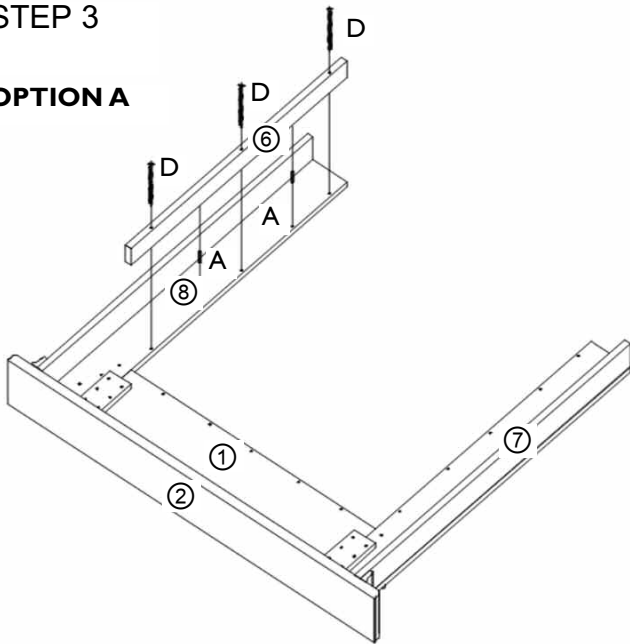
Fixings	Parts
A x 2 PCS	1
B x 4 PCS	2
C x 4 PCS	7
	8

Fit the cam locks (B) into side panels (7&8). Using a drop of glue (F) in each dowel hole, insert 1x dowel (A) in to the left leg (8), and repeat on the right leg (7).

Screw the cam bolts (C) into the top panel (2) and put a little glue (F) into the dowel holes. Place the top panel (2) onto the surround, ensuring that the cam bolts (C) and dowels (A) line up with the relevant holes. Push down, check there are no gaps and tighten the cam locks (B).

## STEP 3

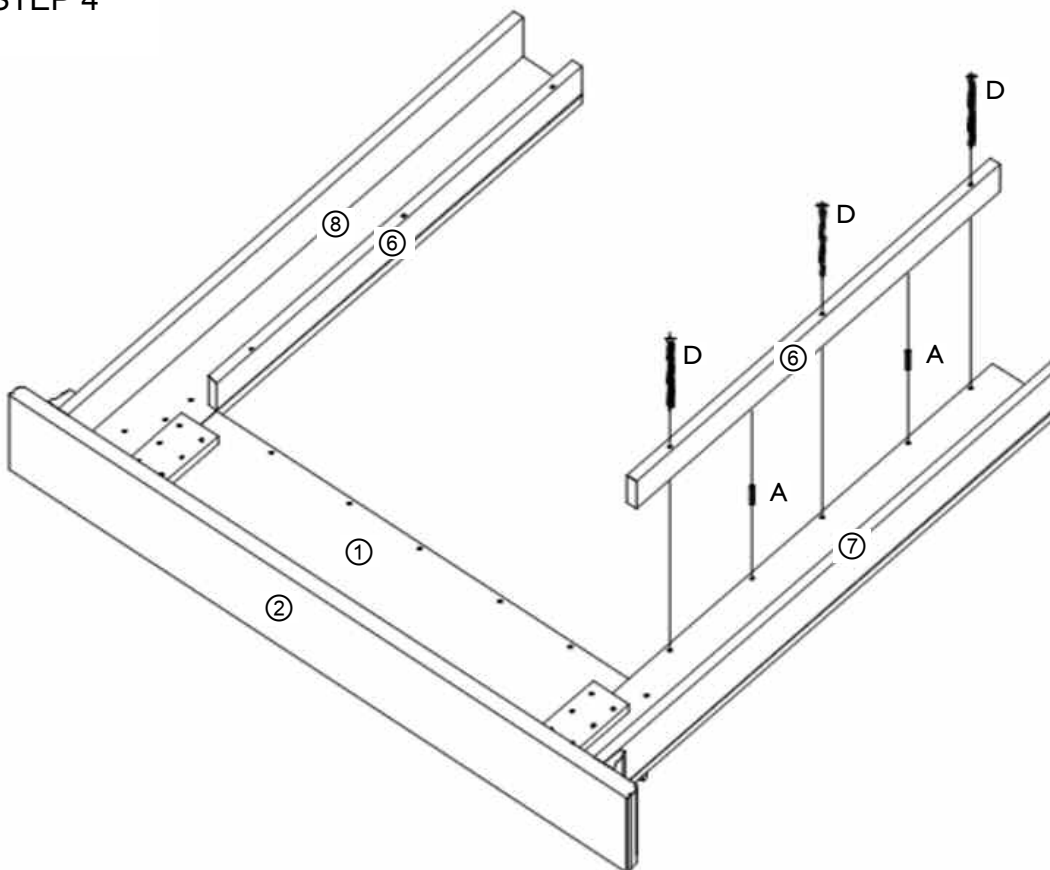
### OPTION A



Fixings	Parts
A x 2PCS	1
D x 3PCS	2
	6
	7
	8

Place the wide inside leg panel (6) on to the back of the left hand leg (8). Secure the two using 2x dowels (A), glue (F) and 3x wood screws (D).

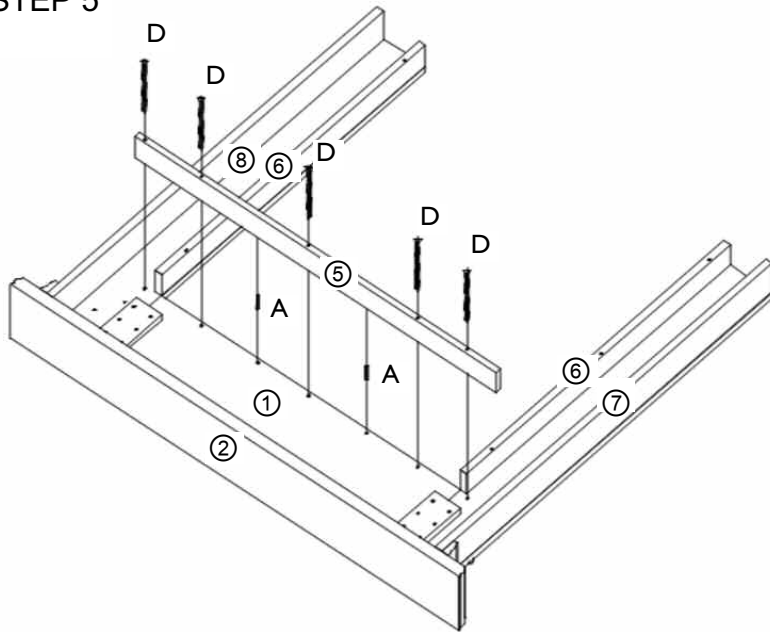
## STEP 4



Fixings	Parts
A x 2 PCS	1
D x 3 PCS	2
	6
	7
	8

Fit cam locks into side panels (7&8). Use the Glue (F) in the dowel holes before inserting 2x dowels (A) into the right hand leg (7). Now put a small amount of glue (F) in the dowel holes of the wide inside leg panel (6). Push the wide inside leg panel (6) on to the dowels (A). Use 3x screws (D) to secure the panels down.

## STEP 5

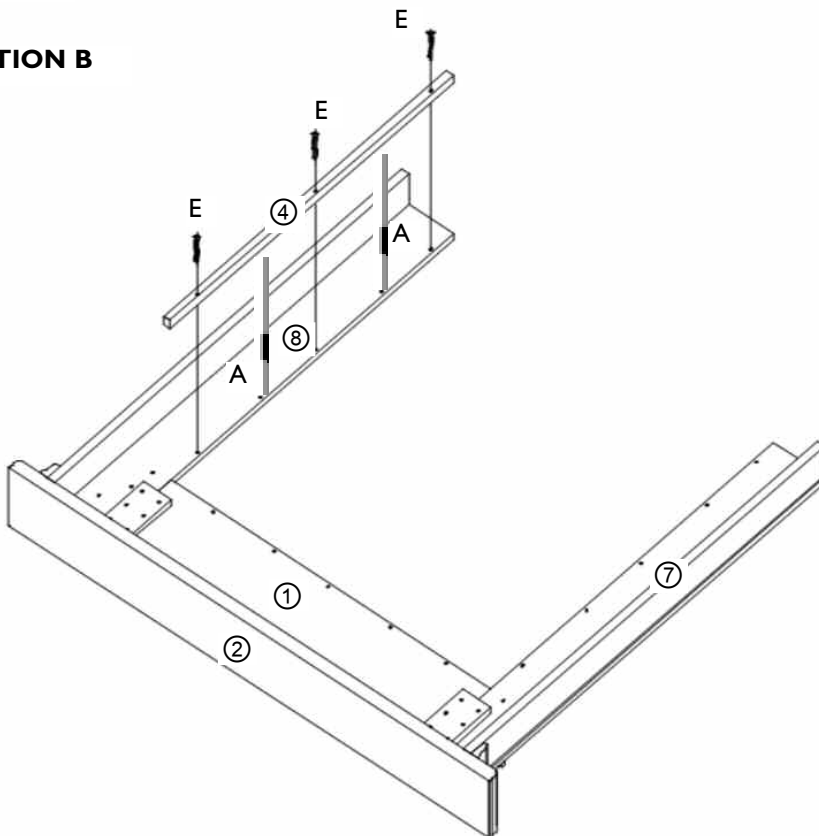


Fixings	Parts
A x 2PCS	1
D x 5PCS	2
	5
	6
	7
	8

Place the wide inside top panel (5) on the the rear of the backboard (1). Secure the two using 2x dowels (A), glue (F) and 5x wood screws (D).

## STEP 5

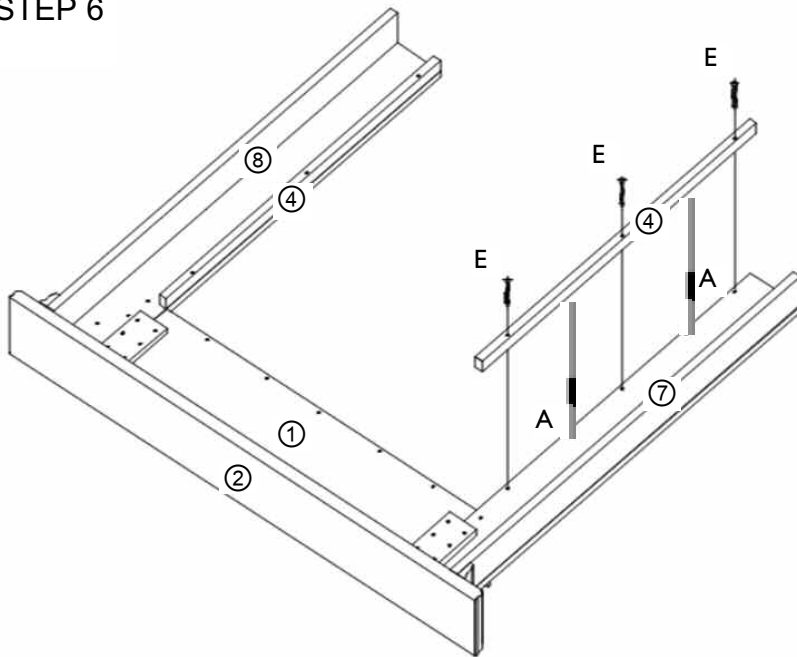
### OPTION B



Fixings	Parts
E x 3 PCS	1
A x 2 PCS	2
	4
	7
	8

Use the glue (F) in the dowel holes before inserting 2x dowels (A) into the right hand leg (8). Now put a small amount of glue (F) in the dowel holes of the narrow inside leg panel (4). Push the narrow inside leg panel (4) on to the dowels (A). Use 3x screws (E) to secure the panels down.

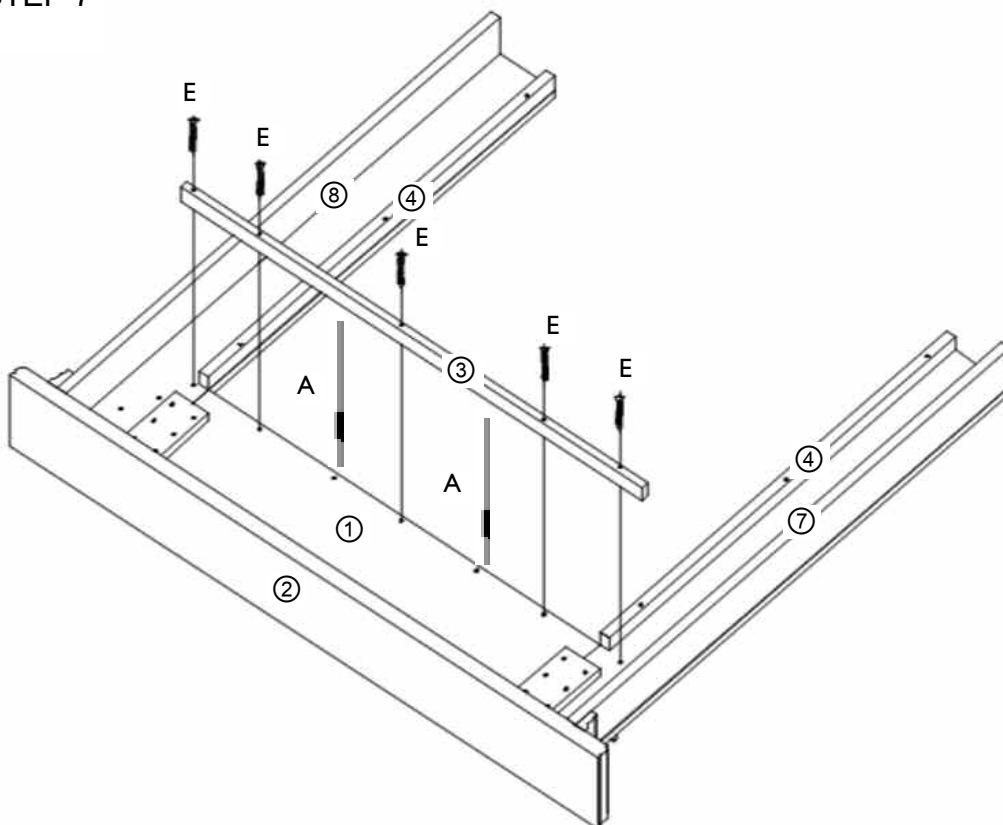
## STEP 6



Fixings	Parts
E x 3PCS	1
A x 2PCS	2
	4
	7
	8

Use the glue (F) in the dowel holes before inserting 2x dowels (A) into the right hand leg (7). Now put a small amount of glue (F) in the dowel holes of the narrow inside leg panel (4). Push the narrow inside leg panel (4) on to the dowels (A). Use 3x screws (D) to secure the panels down.

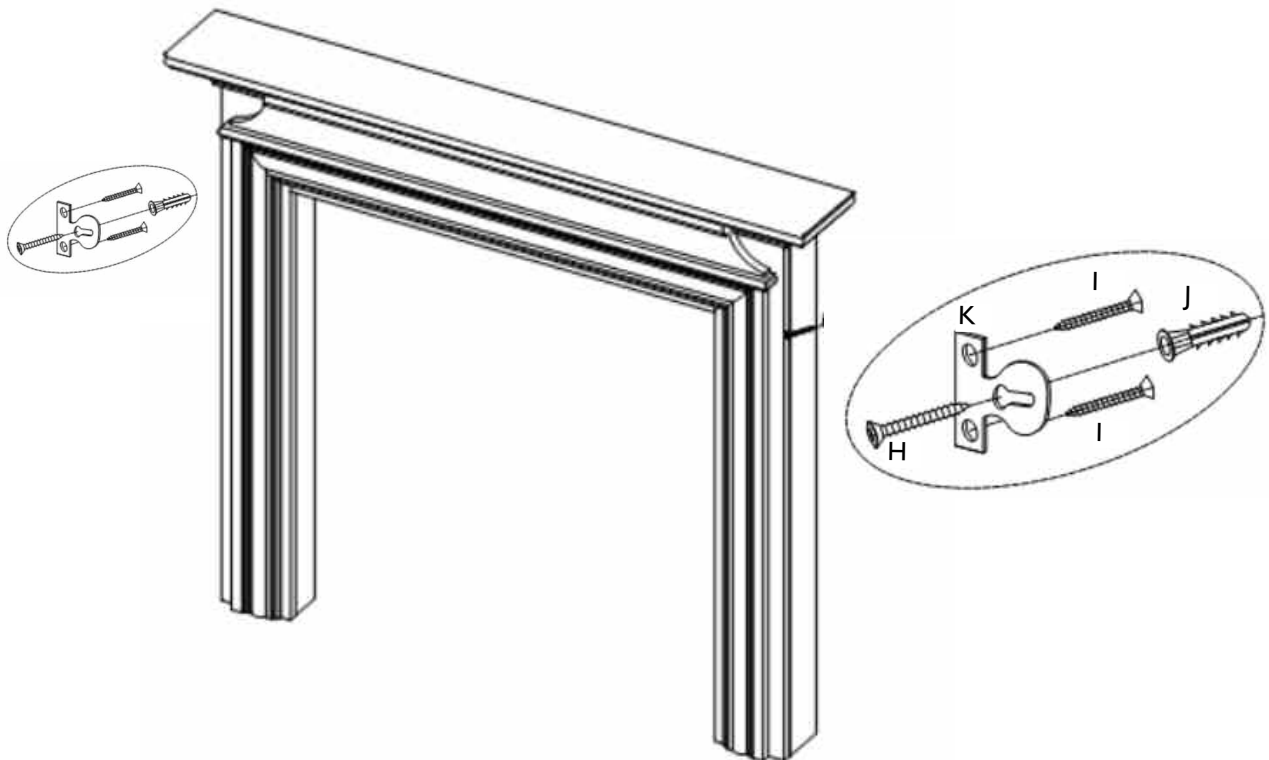
## STEP 7



Fixings	Parts
E x 5 PCS	1
A x 2 PCS	2
	3
	4
	7
	8

Use the glue (F) in the dowel holes before inserting 2x dowels (A) into the back board (1). Now put a small amount of glue (F) in the dowel holes of the narrow inside top (3). Push the narrow inside top (3) on to the dowels (A). Use 5 screws (E) to secure the panel down.

Fixings  
 H x 2 PCS  
 I x 4 PCS  
 J x 2 PCS  
 K x 2 PCS



With a pencil mark out the desired height where you would like the mirror brackets (K) to be situated on the rear of the legs. To avoid splitting the leg, pre drill the bracket holes with a 2mm drill bit. Now attach the brackets to the legs using the 3x20mm screws (I). Once the brackets are in position, centre and level the hearth into its final fitting position. Position the surround on the hearth to correspond with the header/fireplace lintel, mark with a pencil on the wall where you wish to drill. Remove the surround and prepare the wall from the marked positions. If using the fixings supplied, drill a hole in the wall using a 6mm drill bit. If not, use a suitable drill bit for the wall plugs you are using. Insert the wall plugs (J) into position. Offering the surround back up into position against the wall, you are now able to secure the surround to the wall using the 8x38mm screws (H).

## 6.0 CLEANING/ FINISHING

Before carrying out any of the following operations, ensure that the appliance is OFF and completely cold. Regularly clean around the appliance to ensure that dust, fluff, pet hair etc, are kept to a minimum. There are no other specific requirements for care, other than regular cleaning of the general appliance.

A wipe with a dry cloth is normally sufficient. **DO NOT** use abrasive cleaners as they can damage the finish. Test on a hidden part before cleaning. Clean only in the direction of the grain. Regularly check that the surround is securely fixed in position.

## 7.0 GUARANTEE - TERMS AND CONDITIONS

The 3 year guarantee commences from the date of purchase, provided that the terms and conditions are adhered to:

### Registration is not required.

1. For any claim to be made within the 3 years from date of purchase you will be required to provide and supply us with your proof of purchase.

### Making a claim is easy.

If you wish to make a claim under our 3 year guarantee and all the terms and conditions for your product have been met then please submit the following information for the attention of the 3G Service Department to the address below. Alternatively, you can email or fax. Please note that this does not affect your statutory rights.

Focal Point Fires plc, 3G Service Department, Reid Street, Christchurch, Dorset, BH23 2BT.  
 Alternatively email: 3g@focalpointfires.co.uk or fax. 01202 499326.

### Details required:

1. Name, full address including post code and contact telephone number.
2. Receipt of purchase or credit card statement.