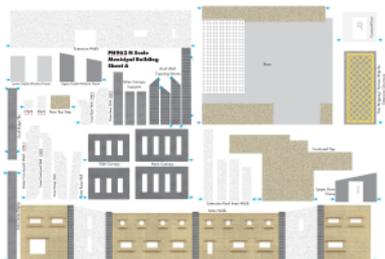


**Municipal Building
INSTRUCTIONS**

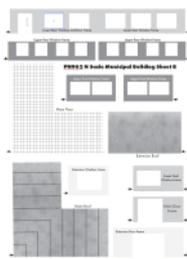
PLEASE - PAY ATTENTION
 Read through the instructions and familiarise yourself with the kit before you start any building. Follow these step by step instructions carefully to make this wonderfully detailed kit.

Kit Components



Sheet A.

Printed sheets with the components to make this kit.



Sheet B.

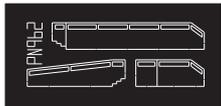
Glazing sheet.

Clear plastic glazing to fit behind the window openings.



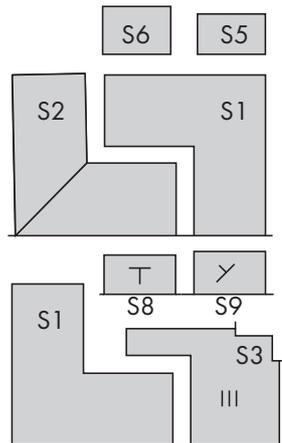
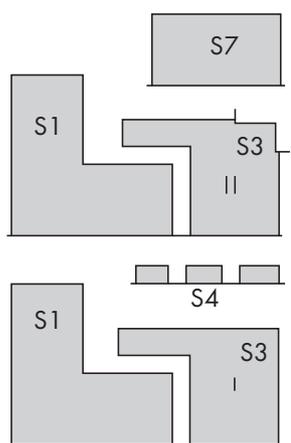
Laser cut sheet.

Laser cut components for the wall railings.



Strengthener sheet.

A thick grey card with inner and base strengthening parts. Below is a key to each of parts with an abbreviated code, this code will be referenced in the instructions.



- S1 - Main Building Base & 1st Floor (x4)
- S2 - Roof Support
- S3 - Courtyard Base (x3)
- S4 - Rear Door Steps (x3)
- S5 - Inner Wall Support
- S6 - Extension Wall Support
- S7 - Extension Roof Support
- S8 - Main Canopy Spacer
- S9 - Side Canopy Spacer

PRE-BUILD PREPARATIONS

Tools you'll need to build this kit

(all of which are available on our website:
www.metcalfe-models.com)

1. A modellers knife
2. A cutting mat
3. A steel ruler
4. A pair of fine pointed tweezers
5. Water colour paint set
6. Metcalfe ultra fine tipped glue applicator
7. Glue (see below)

Glues

We recommend using a combination of glues, Speed bond and Rokat card glue, both are produced by Deluxe materials.

Rokat card glue is an instant, fast drying glue which is great quickly securing components that require little positioning. It also comes with it's own fine tip applicator.

Speed Bond is a slightly slower drying glue which is ideal for the components where careful positioning is required.

UHU solvent free is also a great all round glue and is excellent for fixing the plastic windows.

Metcalfe ultra fine tipped glue applicator is essential for applying small amounts of glue to the smaller components.

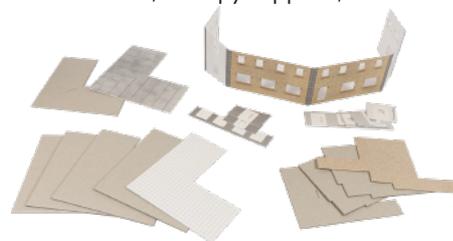
These bottles come in a pack of 3 and are best used with Speed Bond and UHU, simply unscrew the top and fill with the glue.



Extracting the components

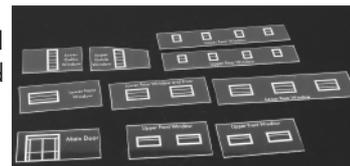
To prevent the components from falling off the sheets they are held secure with scorelines, marked with a → These are cuts that only go about 75% of the way through the card. To release them carefully run the point of your knife along these scorelines and they will come seamlessly away, be very careful your blade does not run off the score and damage the components. Use a steel ruler as a guide especially if using a new sharp blade. Keep the components organised and away from your work area on a piece of card or tray that we will call your builders yard.

At this stage only extract the window frames, walls etc. Leave the small components - roof walls, canopy supports, etc. on the base sheet so they don't get lost.



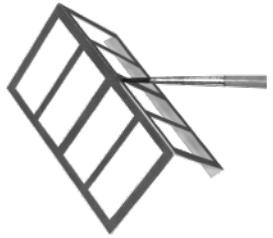
Windows

Carefully cut out the windows along the outer white line from the glazing sheet, organise and place on a dark piece of card (so that you can see them and they don't get lost) and place within your builders yard until required.



Painting the exposed edges

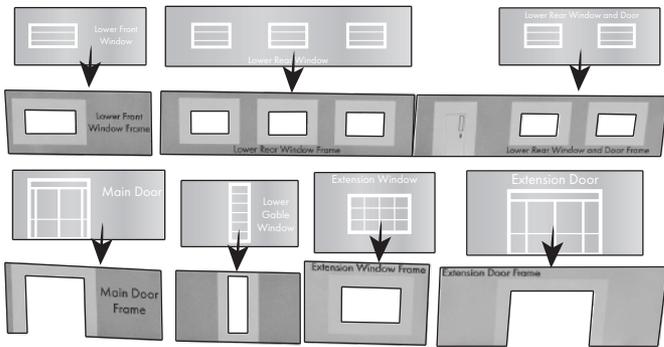
The exposed edges, undersides and folds of the roof sections and wall ends will need to be coloured to match the printed surface. Use some water paints, mix the colour with lots and lots of water, test against the leftover bleed on the base sheet to get the correct shade and colour. The card only has to be tinted, as a solid painted line will make it look worse. Quickly wipe away any excess paint off the printed surface before it dries.



LET'S START TO BUILD!

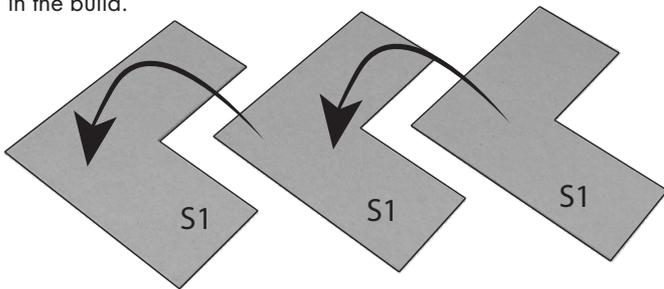
1 Window & Door Frames

Start by matching the window glazing to the corresponding window frames, carefully align the windows to the openings and place back into the builders yard until needed. Leave the canopy glazing for the time being.

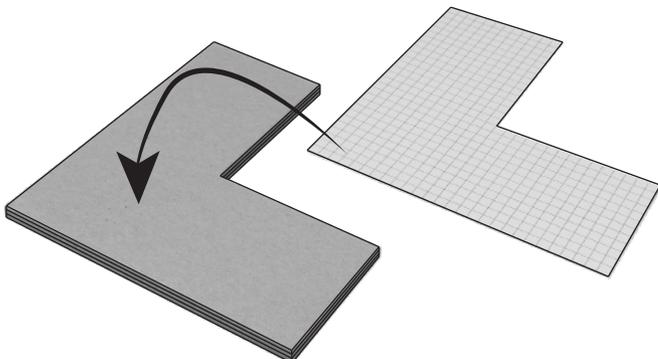


2 Main Building

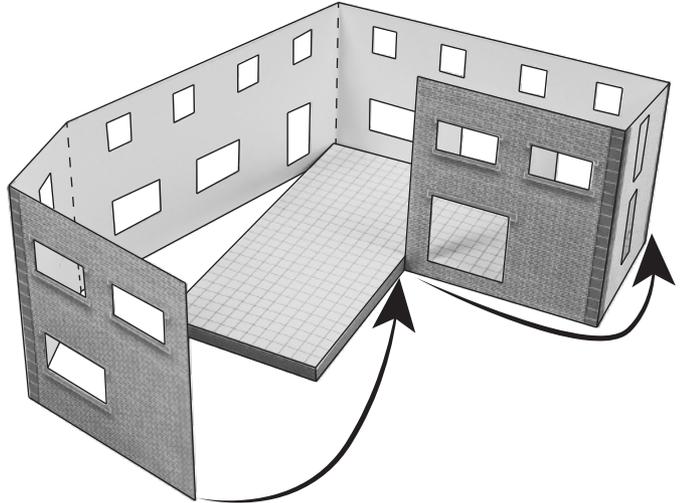
There are four S1 strengtheners. Combine three of the S1 base strengtheners to make a solid block, keeping all edges flush. Leaving one S1 strengthener to use as the first floor later in the build.



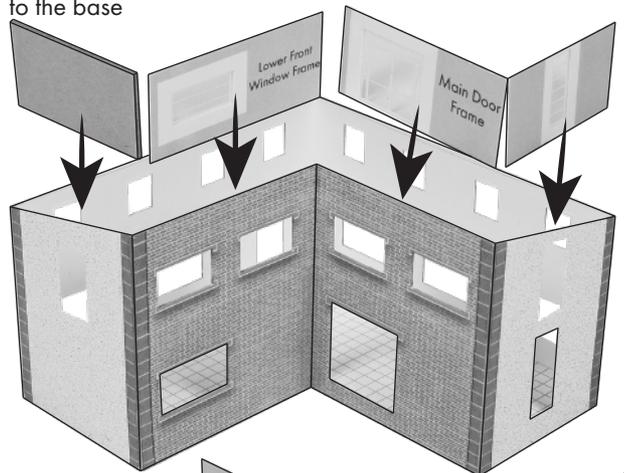
Now add the Main Floor to the S1 block, again keeping all edges flush.



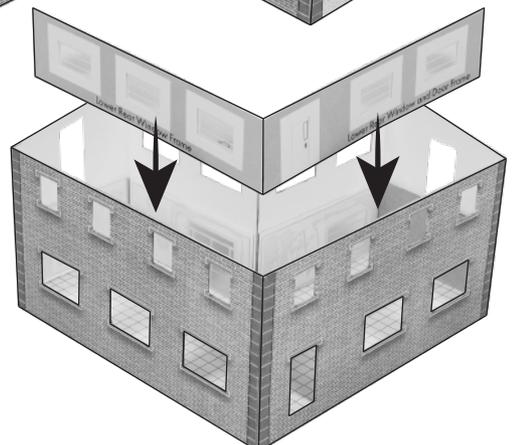
Now add the Main walls, start with the section with the doorway. Fit tight into the corner of the 'L' shaped base, then follow the walls around the whole base. Be sure that the bottom of the walls are flush with the underside of the base.



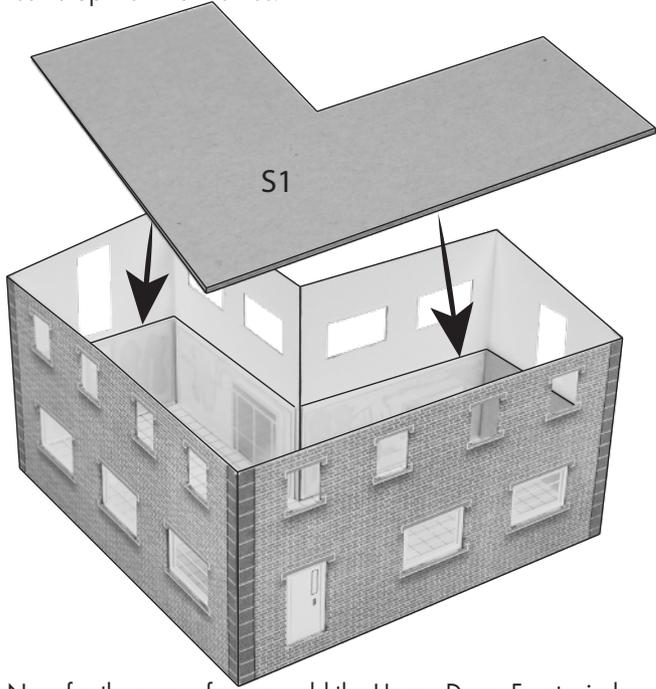
Now add the Lower Front window, Main Door, Lower Gable and S5 Inner Wall support. Carefully align the windows/doorway to the openings on the outer wall and flush to the base



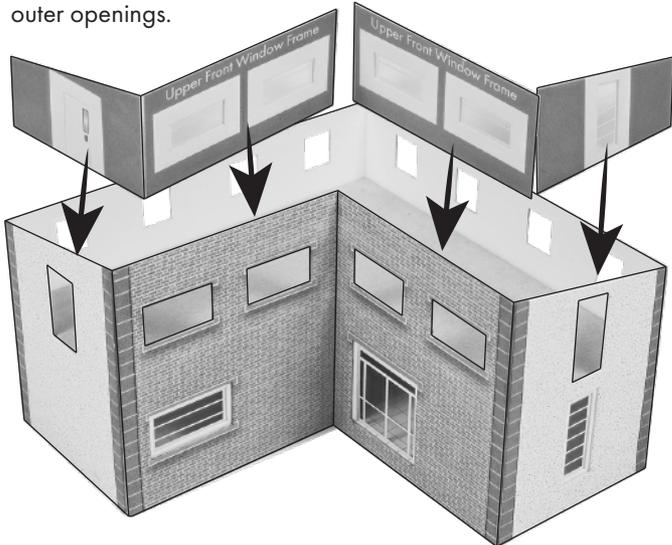
Repeat with the Lower Rear window and door frames.



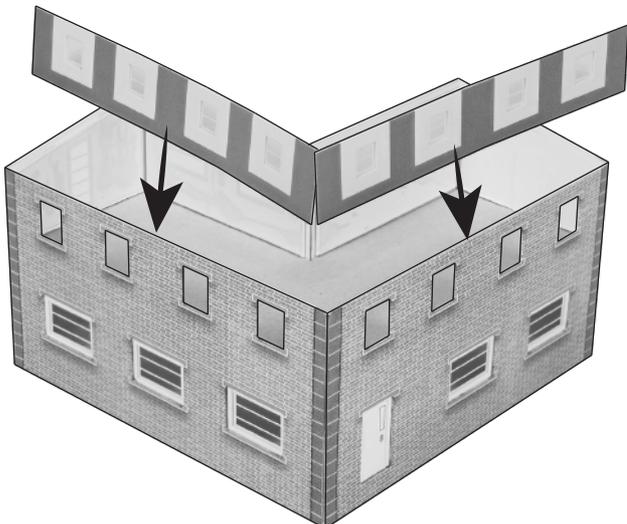
Add the final S1 strengthener, this rests on top of the lower window frames. This is a tight fit so take care to get it positioned flush atop the inner frames.



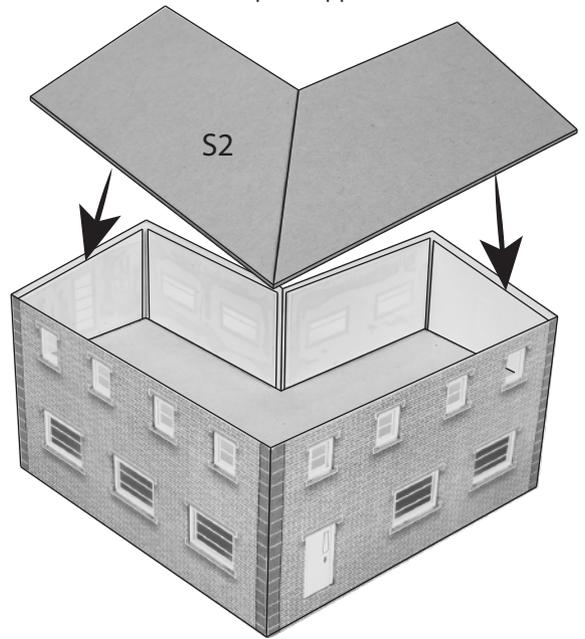
Now for the upper frames, add the Upper Door, Front windows and gable frames. Again carefully align the windows with the outer openings.



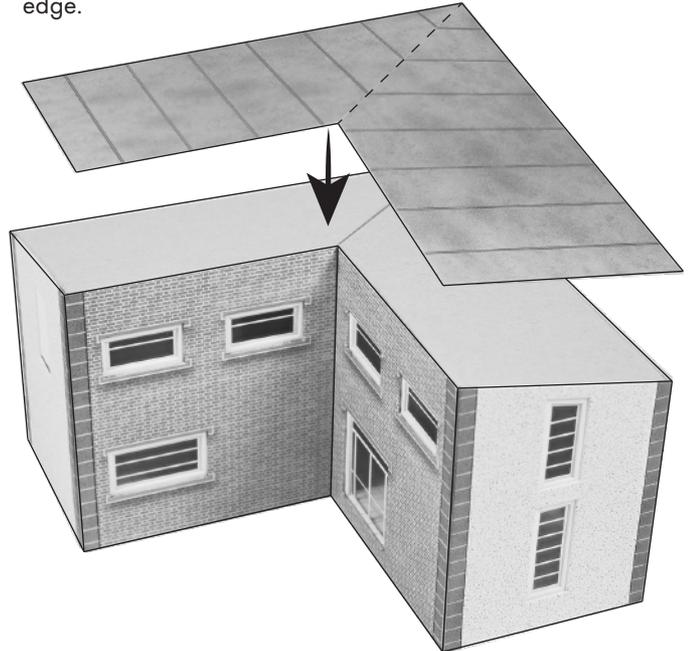
Lastly the upper rear frames.



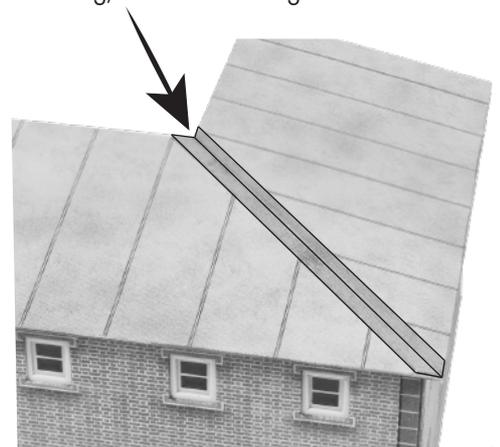
Next add the Roof support S2. This fits flush to the top of the main walls and rests atop the upper window frames.



Now fit the Main Roof, position with an even overhang on each edge.

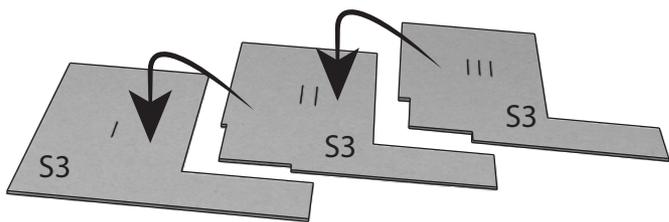


To finish the main building, add the Roof ridge tile.

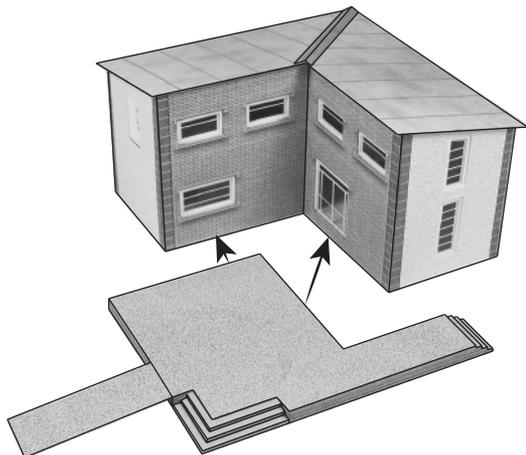
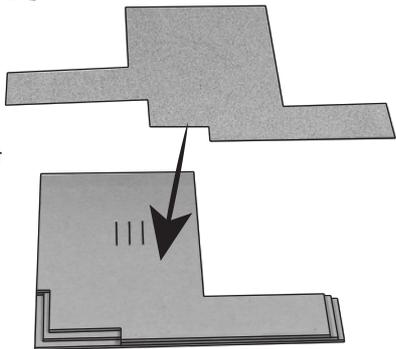


3 Courtyard

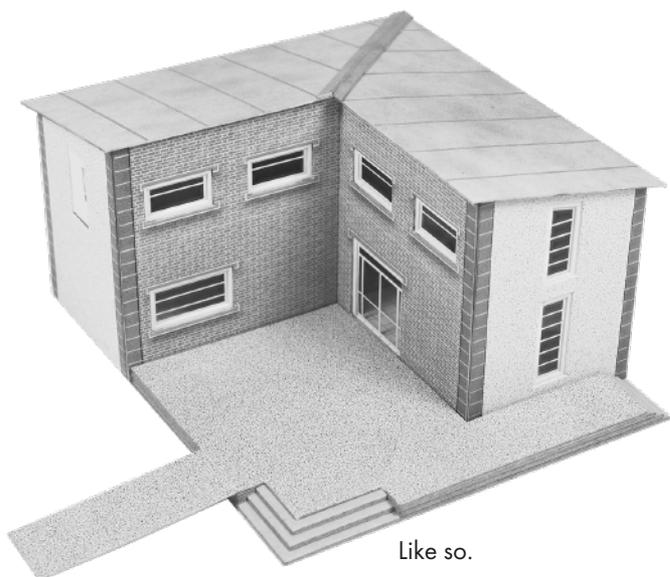
Combine the three S3 Courtyard base strengtheners together. I at the bottom III at the top. Keep the edges flush.



Now add the Courtyard top to the S3 block. Again keeping the edges flush, the ramp section left free.



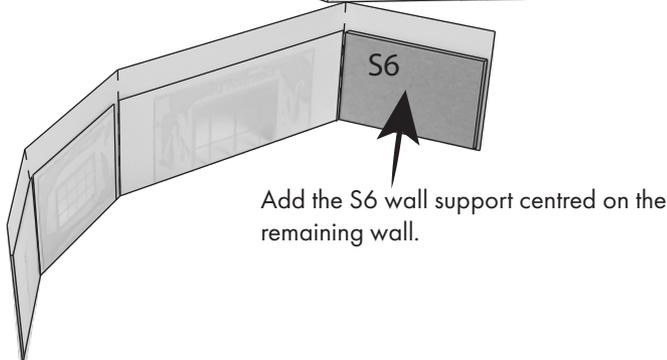
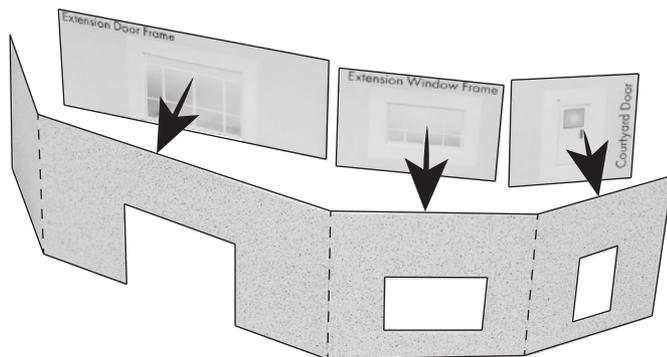
Add the Courtyard to the main building.



Like so.

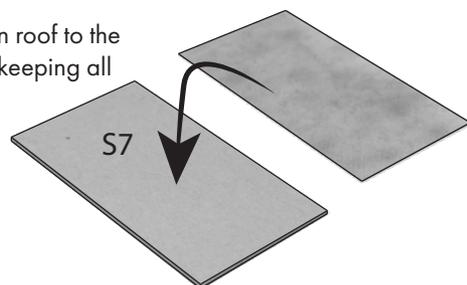
4 Extension Building

Align the extension door, window and courtyard door with the openings on the extension walls and glue flush with the bottom of the walls.

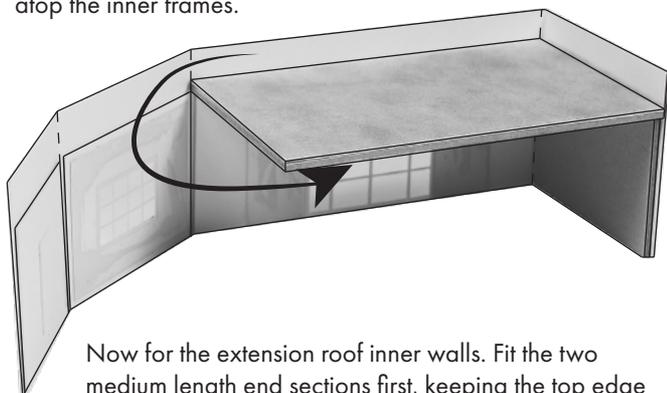


Add the S6 wall support centred on the remaining wall.

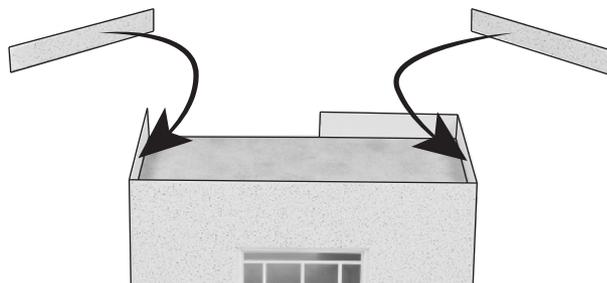
Add the extension roof to the S7 roof support, keeping all the edges flush.

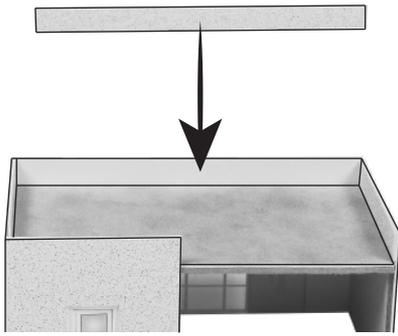


Then wrap the extension walls around the roof, the roof sitting atop the inner frames.



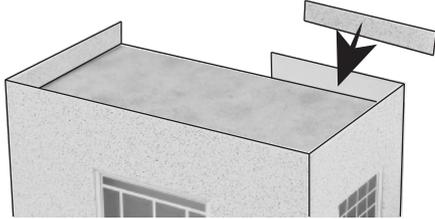
Now for the extension roof inner walls. Fit the two medium length end sections first, keeping the top edge flush with the outer wall.



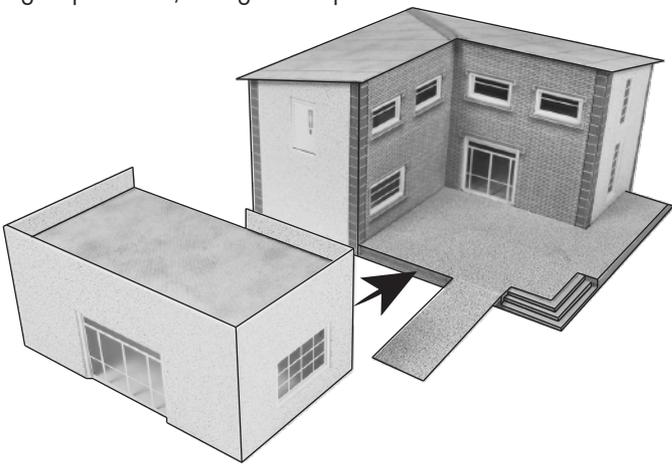


Then the long section, test the fit first! You may find that you need to trim it slightly to get a perfect fit.

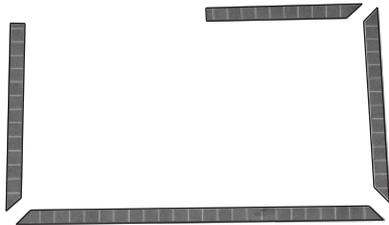
Finally the small section of inner wall.



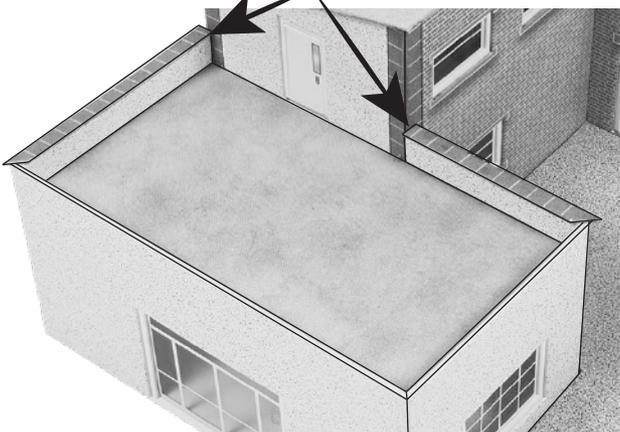
Now add to the main building. Test then fit and take note of the glue points first, then glue into place.



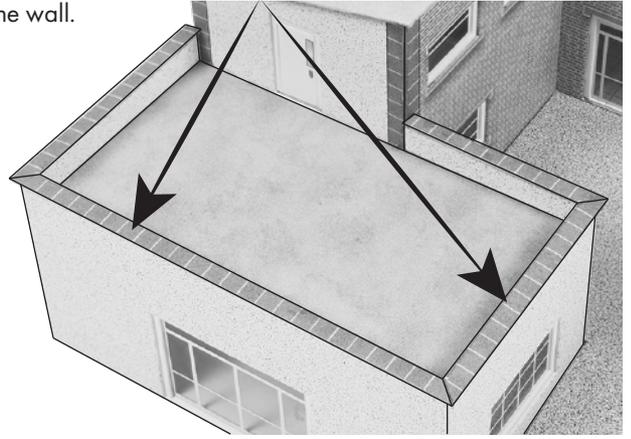
Arrange the Roof wall capping stones as shown below.



Start with the end sections, centre them along the length of the wall and flush to the Main building cornerstones.



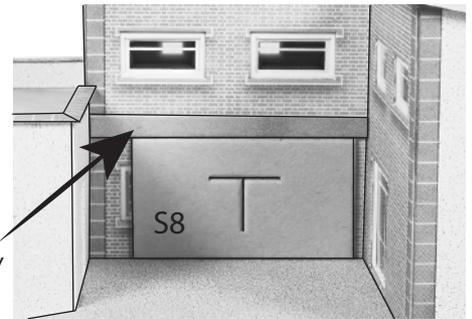
Then the two 'angle ended' sections, again keep centred over the wall.



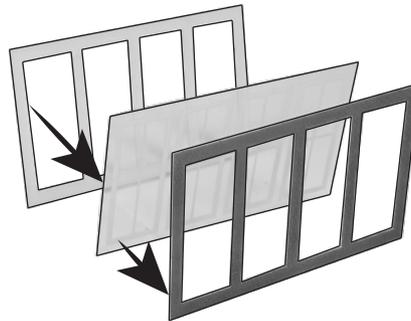
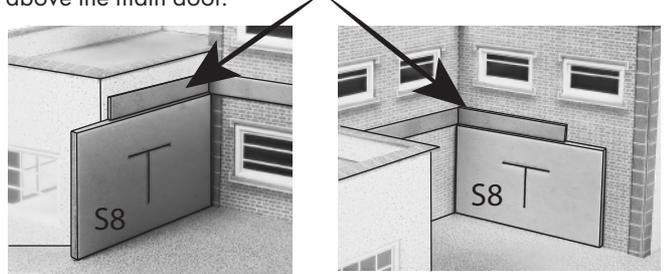
5 Canopies

The Main Canopy above the courtyard first.

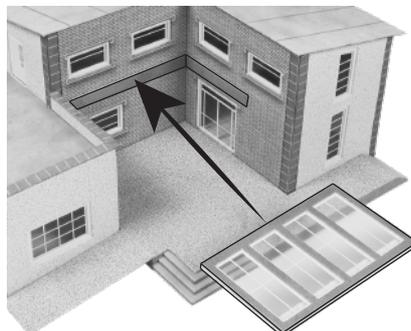
Using the S8 main canopy spacer as a guide, glue the long Main canopy support in place first.



Then the two shorter main canopy supports to either side of the long support, one on the extension building and the other above the main door.



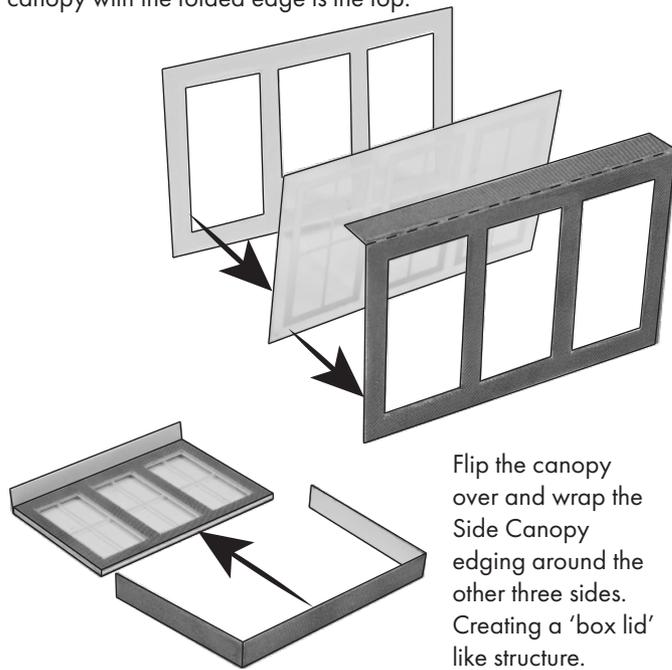
Next, sandwich the main canopy glazing between the two Main canopies, carefully aligning the windows with the openings.



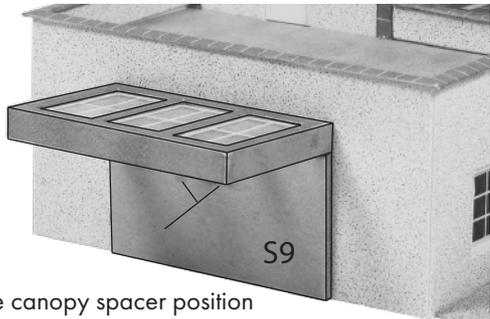
Then glue the canopy into place, resting atop the canopy supports in the courtyard.

Now the Side Canopy.

Sandwich the side canopy glazing between the two Side canopies aligning the windows with the openings. The Side canopy with the folded edge is the top.



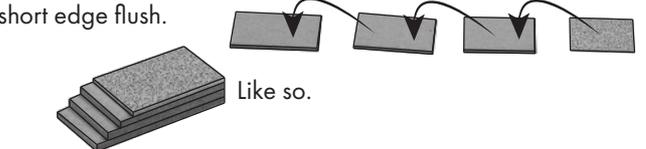
Flip the canopy over and wrap the Side Canopy edging around the other three sides. Creating a 'box lid' like structure.



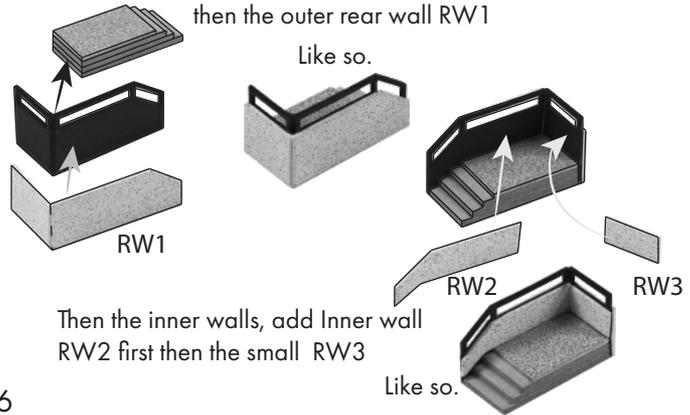
Using the S9 Side canopy spacer position above the extension doorway.

6 Walls & Railings

Rear Steps. Combine the three S4 rear steps, then add the printed rear top step to the top of the block, keep both the long edges and one short edge flush.

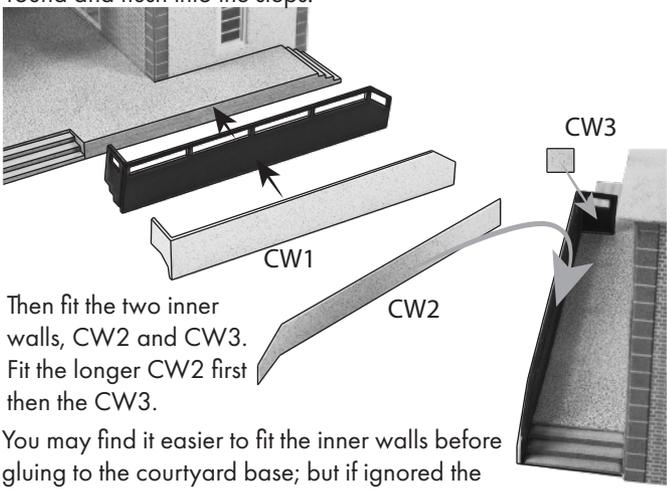


Now add the short rail from the laser sheet, then the outer rear wall RW1



Then the inner walls, add Inner wall RW2 first then the small RW3

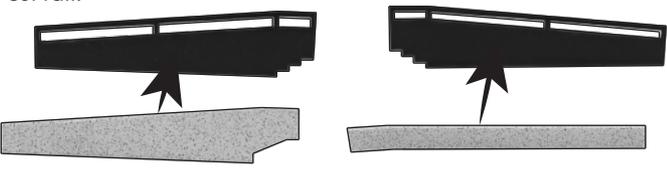
Courtyard wall. Add the Outer courtyard wall, CW1 to the long rail from the laser sheet, then fit to the edge of the courtyard base, bending round and flush into the steps.



Then fit the two inner walls, CW2 and CW3. Fit the longer CW2 first then the CW3.

You may find it easier to fit the inner walls before gluing to the courtyard base; but if ignored the advice to read through the instructions first and you're reading this for the first time, then you'll have to do it this way.

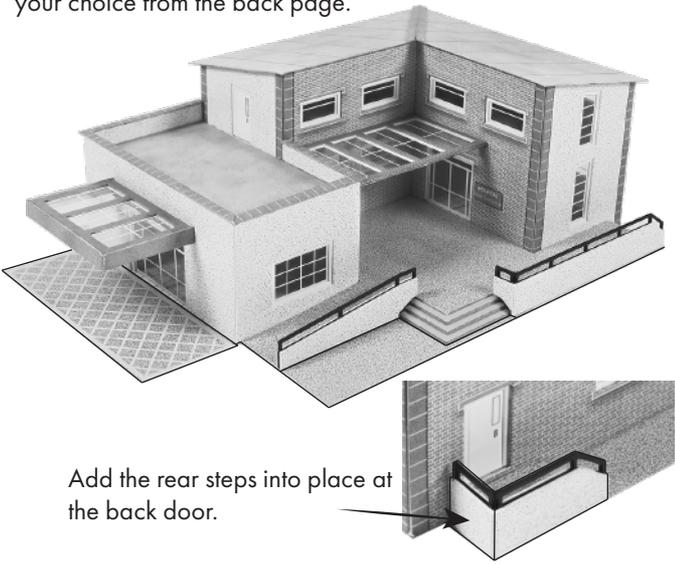
Ramp wall. Add the Outer and Inner ramp walls to each side of the laser cut rail.



Add the ramp wall, keeping the inner wall flush to the ramp and fixing the ramp into position.

7 Finishing Touches

Now carefully position the whole build onto the base, add the "No stopping tarmac strip" if required along with the signs of your choice from the back page.

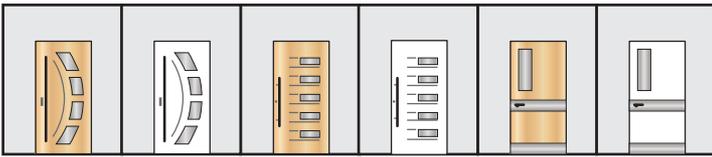


Add the rear steps into place at the back door.

8 Signs & Alternative Door Styles



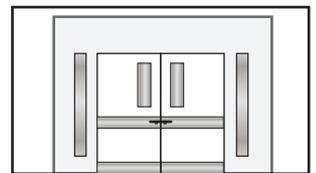
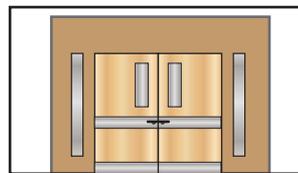
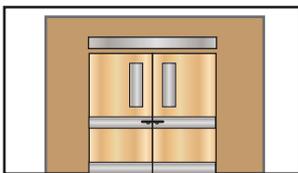
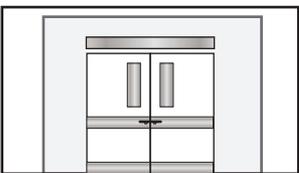
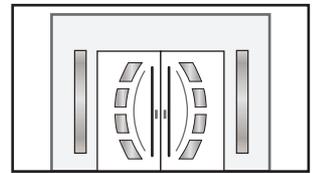
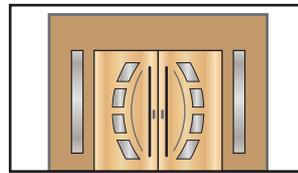
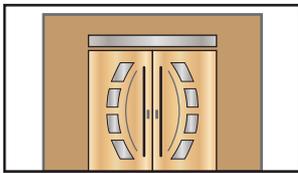
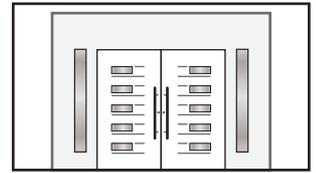
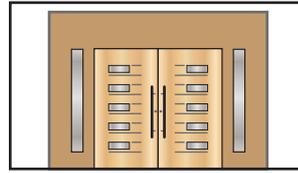
Alternative door styles



Alternative Main door styles



Alternative Extension door styles



These instructions and this sheet are available to download off our website: www.metcalfemodels.com, simply navigate to this product and click on the downloads tab underneath the main picture.