

Hotel Wednesday INSTRUCTIONS

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)

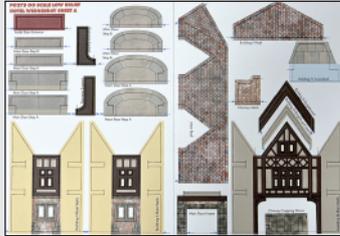
PLEASE - PAY ATTENTION
Read through the instructions and familiarise yourself with the kit before you start any building. Follow these step by step instructions carefully to make this wonderfully detailed kit.

Kit Component Check List

The kit contains the following sheets

Sheet A.

Printed sheet with most of the components to buildings II & IV.



Sheet B.

Printed sheet with most of the components to buildings I & III.



Sheet C.

Small Printed sheet with the window/door frame components.



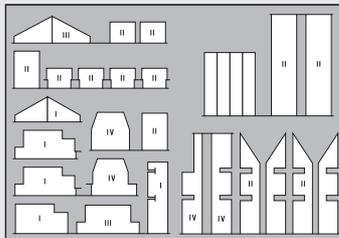
Glazing sheet.

Clear plastic glazing to fit behind the window openings.



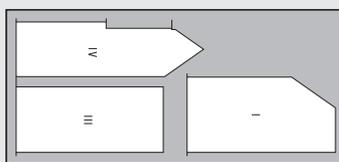
Large Strengtheners sheet.

A thick grey card with internal strengthening parts.



Small Strengtheners sheet.

A thick grey card with rear strengthening parts.



Ridge Tile Sheet

A thin card with red and blue/grey ridge tile strips.



Glues

We recommend using a combination of glues, Speed bond and Rocket card glue, both are produced by Deluxe materials. **Rocket 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. Only extract the components for each building as you come to build them.

Strengtheners Cards

Notice each of the strengthener components are marked with a Roman numeral this signifies which building they belong to. Extract the components as required for each building.

Windows

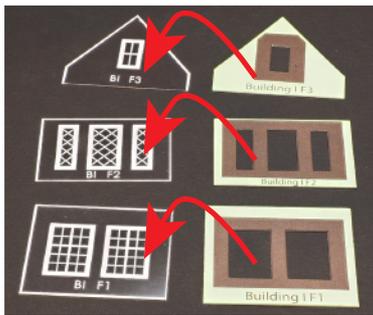
Carefully cut out the windows along the outer white line from the glazing sheet, organise and place on a dark piece of card (so that you can see them and they don't get lost) and place within your builders yard until required.

LET'S START TO BUILD!

PART A - Building I

1 Gathering the components

Find all the components for Building I and extract them from the base sheets, along with the strengtheners and windows place into your builders yard.



Match the windows with the window frames - for example BI F1 window to Building I F1 frame. Carefully align the window outlines through the window openings in the frames. and place back into the builders yard.

Like so.

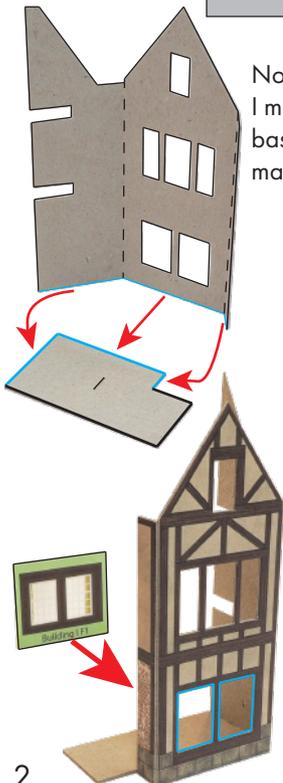
If you want curtains, add these now, see page: 11

2 Main Walls

Take this base card from the strengtheners.



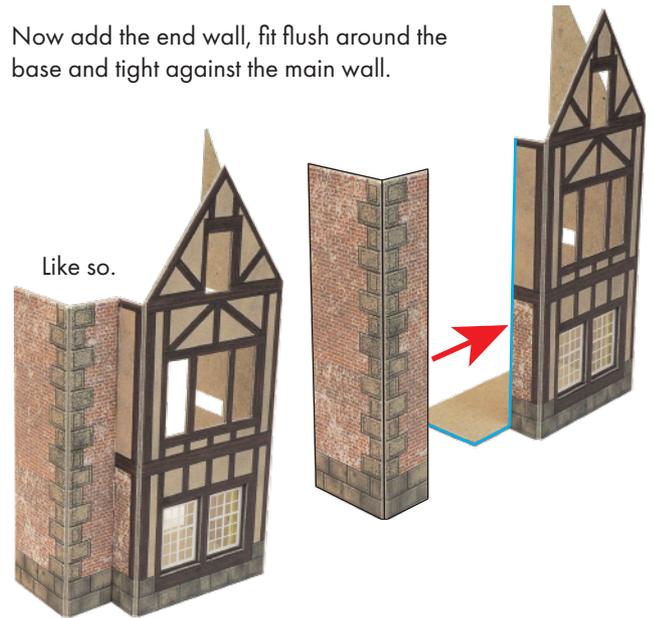
Now wrap the Building I main walls around the base along the 3 sides marked in blue.



Add the F1 window frame, align the windows carefully to the bottom openings on the main wall.

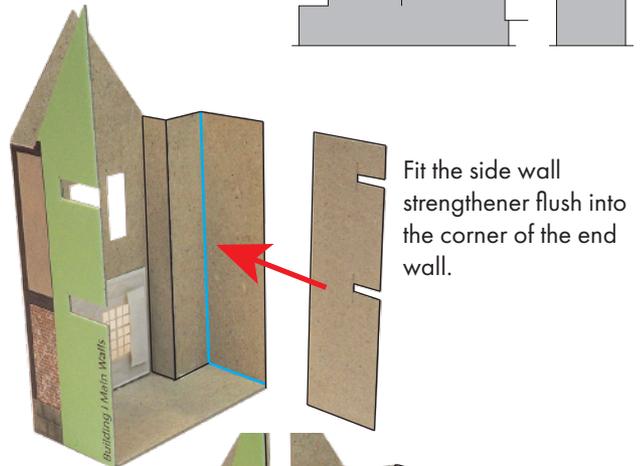
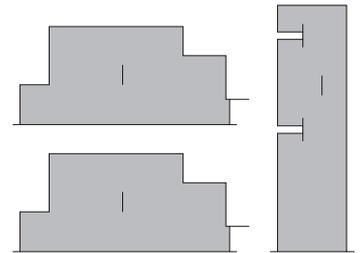
2

Now add the end wall, fit flush around the base and tight against the main wall.



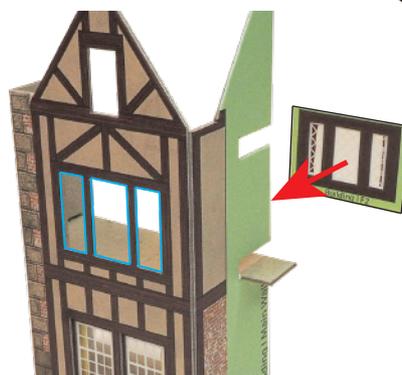
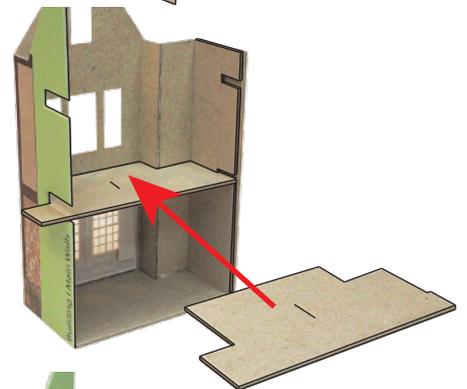
3 Internal Build

Now take these strengtheners, two floors and one side wall from the builders yard.



Fit the side wall strengthener flush into the corner of the end wall.

Then slot one of the floor strengtheners into place, the side 'tabs' fitting into the side strengthener and through the main wall slot.



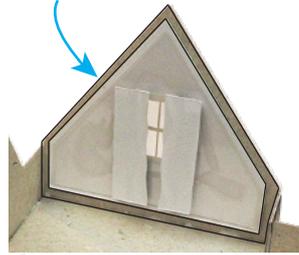
Add the F2 window frame, align the windows carefully to the middle openings on the main wall.



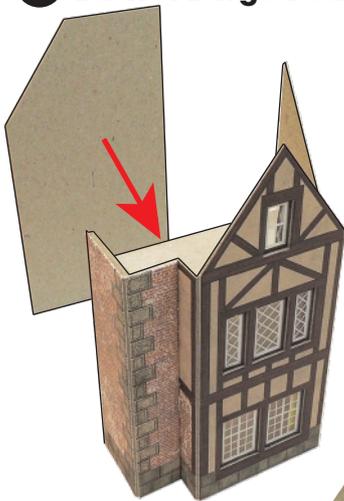
Add the second floor strengthener into place, the side 'tabs' fitting like the first, into the side strengthener and through the main wall slot.



Add the F3 window frame, carefully aligning the window through the opening on the main walls. Be sure that the frame leaves an even 1 mm recess from the outer main walls. This is for the roof strengthener to rest upon later.



4 Back & Barge Boards



Now add the back from the small strengthener sheet to the build. This sits on top of the base and flush to the inner strengthener parts.

Add the green bargeboard spacer, keeping the edges flush with the main wall.



Then the bargeboard, position over the green spacer, again keeping the edges flush.

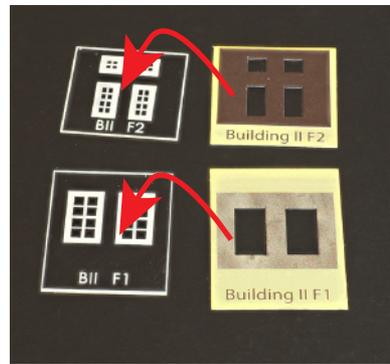


Now put building I to one side, the roof gets added later.

PART B - Building II

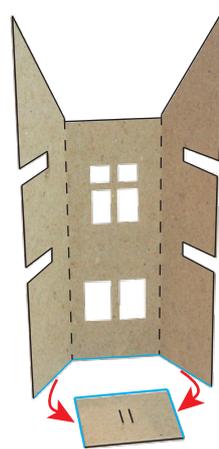
5 Component gathering

Find all the components for Building II and extract them from the base sheets, along with the strengtheners and windows, place into your builders yard. Note there are 2 Building II's to make, the photo below shows the components needed for 1.



Match the windows with the window frames - for example BII F1 window to Building II F1 frame. Carefully align the window outlines through the window openings in the frames. and place back into the builders yard. If adding curtains do this now - see page: 11

6 Main Walls

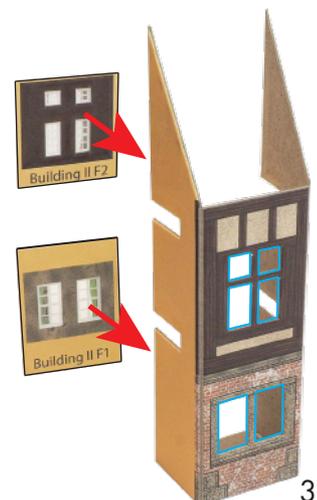


Take this base card from the strengtheners.



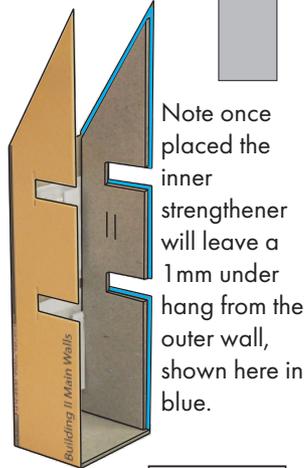
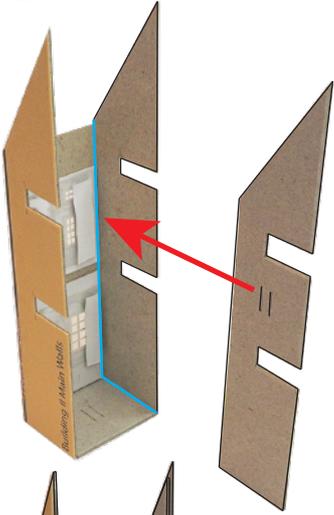
Now wrap the Building II main walls around the base along the 3 sides marked in blue.

Add the F1 & F2 window frames, align the windows carefully to the openings on the main wall.

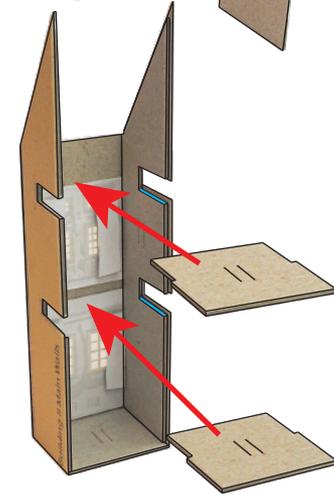


7 Internal Work

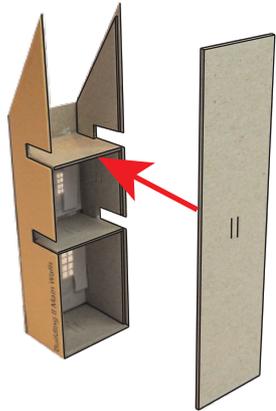
Now add the 2 side strengtheners, these fit flush into the corner, resting on the base. Repeat on the opposite side.



Note once placed the inner strengthener will leave a 1mm underhang from the outer wall, shown here in blue.

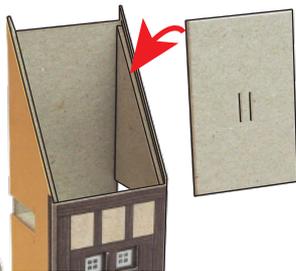


Now add the 2 floor strengtheners, these fit flush up against the inner window frames the rear side tabs fitting flush on top of the side strengthener and level with the outer wall openings.



Add the house back, resting on the base and flush to the rear inner strengtheners.

Finally add the roof support, this rests on the side strengtheners and fits tight to the front wall and flush with the side wall tops.



Like so.



Put the two building II's to one side and on to the next.

PART C - Building III

8 Component gathering

Find all the components for Building III and extract them from the base sheets, along with the strengtheners and windows, place into your builders yard. Note there are 2 options for the main door step - a straight and a curved option, also 2 styles for the main door a modern door with windows and an old style. Choose which you'd like to use and leave the unused version to one side.



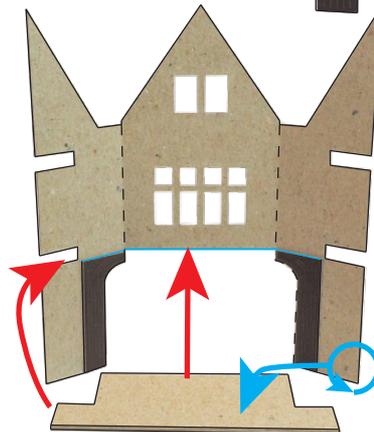
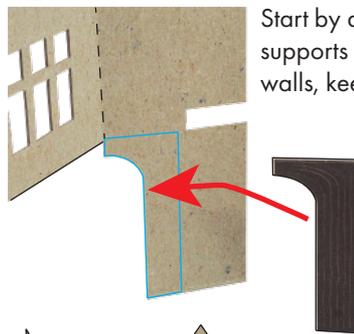
Match the windows/door with the window/door frames - for example BIII F2 window to Building III F1 frame. Carefully align the window outlines through the window openings in the frames. and place back into the builders yard.

If adding curtains do this now - see page: 11

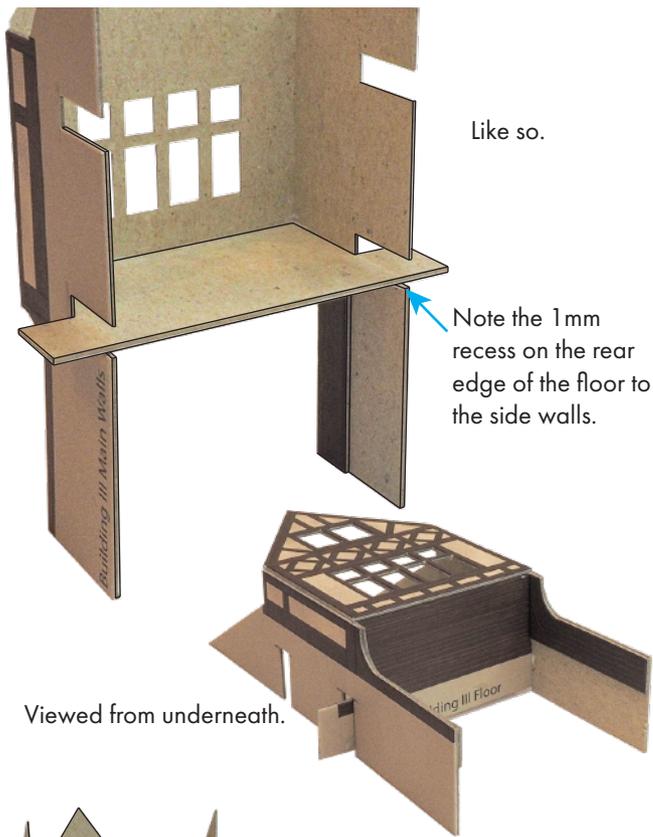


9 Main Walls

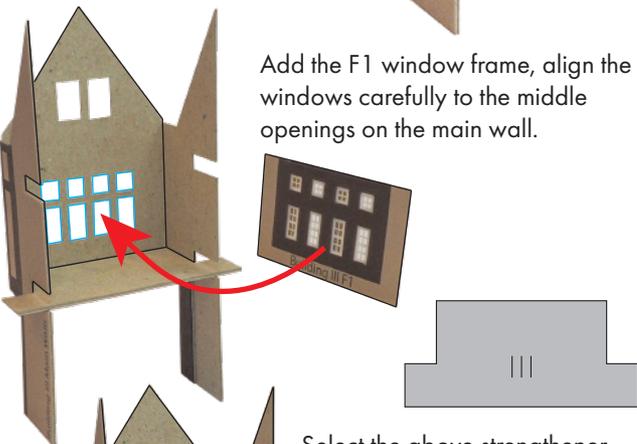
Start by adding the two doorway supports to the inside of the main walls, keeping the front edges flush.



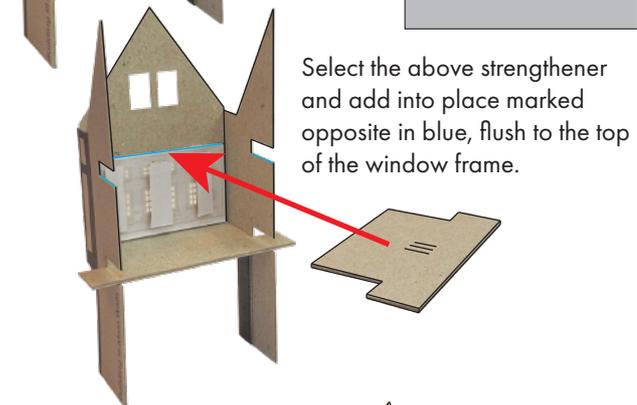
Now take the Building III floor, turn upside down so that the printed side is facing down and rests on top of the doorway supports with the front edge up against the front wall, wrap the side walls flush and glue into place - see next page for finished look.



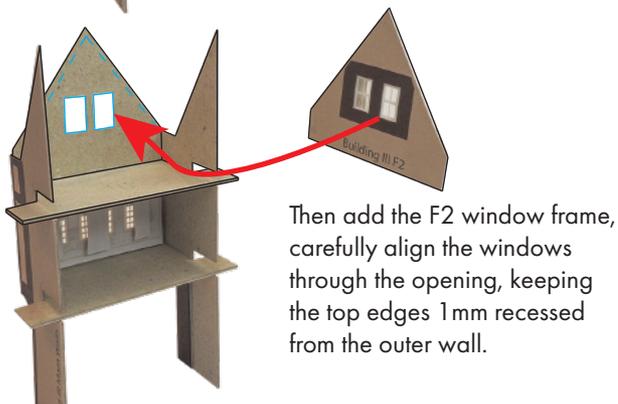
Viewed from underneath.



Add the F1 window frame, align the windows carefully to the middle openings on the main wall.

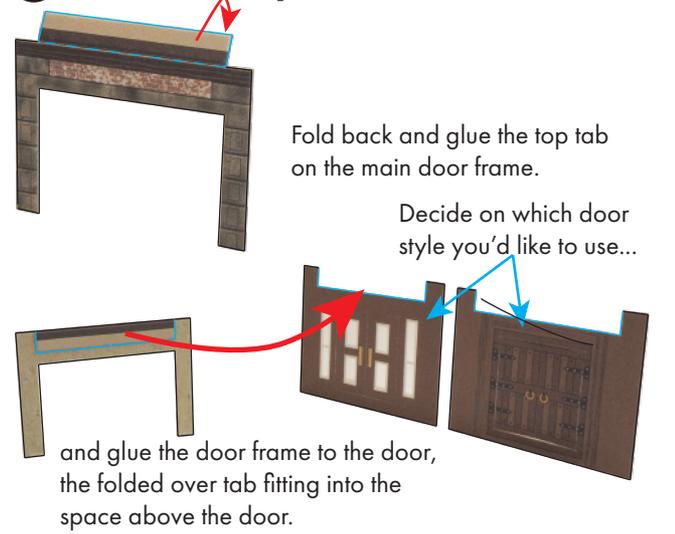


Select the above strengthener and add into place marked opposite in blue, flush to the top of the window frame.



Then add the F2 window frame, carefully align the windows through the opening, keeping the top edges 1mm recessed from the outer wall.

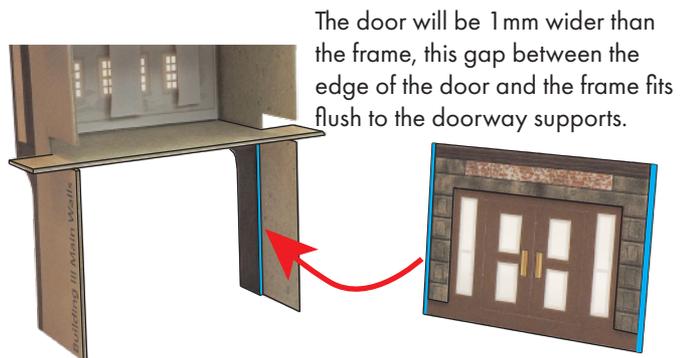
10 Main Doorway



Fold back and glue the top tab on the main door frame.

Decide on which door style you'd like to use...

and glue the door frame to the door, the folded over tab fitting into the space above the door.



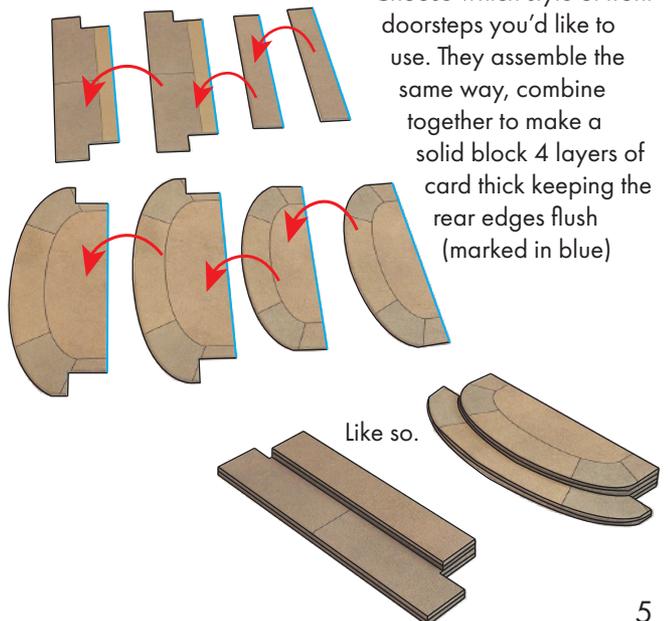
The door will be 1mm wider than the frame, this gap between the edge of the door and the frame fits flush to the doorway supports.



Like so.

This gap is for the doorsteps to fit to.

11 Front Steps

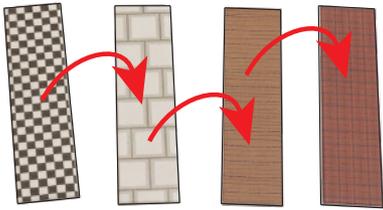


Choose which style of front doorsteps you'd like to use. They assemble the same way, combine together to make a solid block 4 layers of card thick keeping the rear edges flush (marked in blue)

Like so.

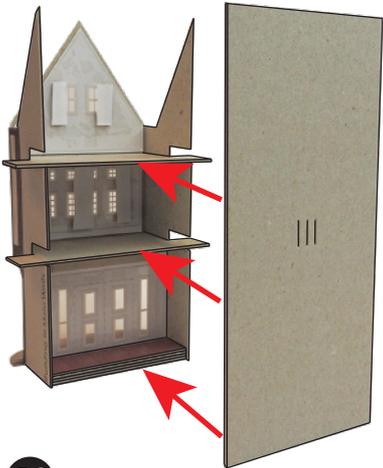
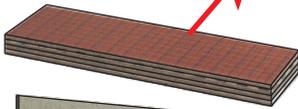


Slot the steps into place flush up against the door with the stone pillars of the door frame resting on top of the steps.



Choose which floor style you'd like for the inside of the door entrance, keeping your choice at the top combine the rest of the floors to create a solid block 4 layers thick.

Then add the block to the rear of the main door.



Add the house back, flush against the door entrance and the floor strengtheners

12 Barge boards & Sign

Add the light brown barge board spacer, keeping the top edges flush with the main wall.



Then the Building III barge board, again keeping the top edges flush.

Lastly add a sign above the doorway.



Put the building III to one side and onto the last building.

PART D - Building IV

13 Component gathering

So for the last time, all the remaining components should be for building IV, along with the base and roof sections.

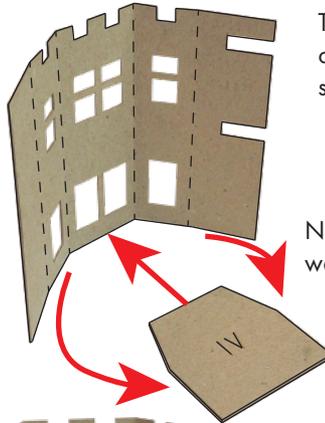
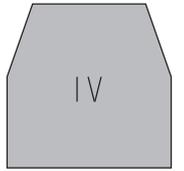


Match up the remaining windows with the window frames and place back in the builders yard, adding curtains if required see page: 11



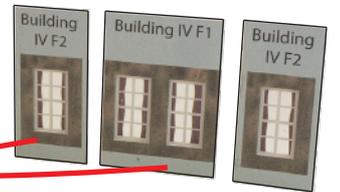
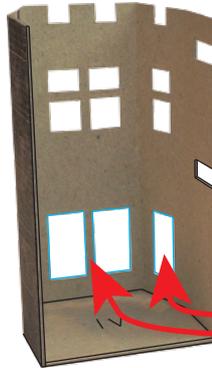
14 Turret construction

Take this base card from the strengtheners.

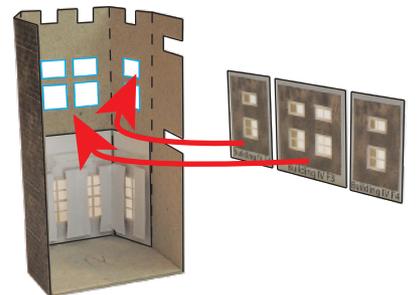


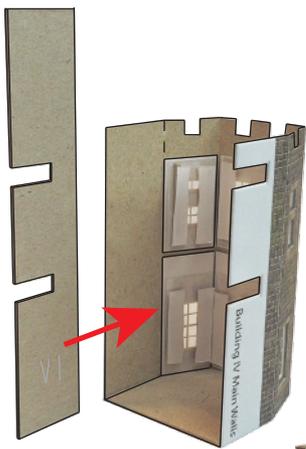
Now wrap the Building IV main walls around the base.

Add the F1 window first then the 2 side windows - F2, carefully aligning the windows through the openings on the main wall.



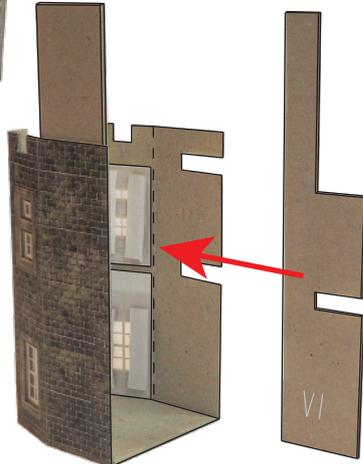
It's easier to add the upper windows at this point, again start in the middle with F3 then the 2 F4's, align carefully leaving at least a 1mm even gap between the two sets of window frames.



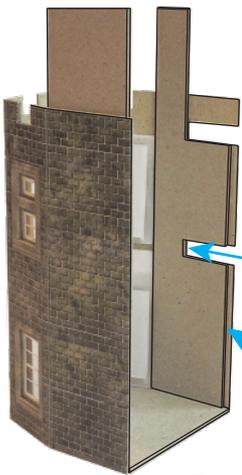


Now add the side wall supports, make sure you have them the correct way round the IV is at the bottom of the strengthener and fits to the outer walls. Fit up against the window frames leaving a 1mm gap at the rear.

Repeat with the opposite support this one with the cutaway section at the top, aligning the floor slots with the outer wall.



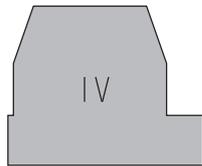
Like so.



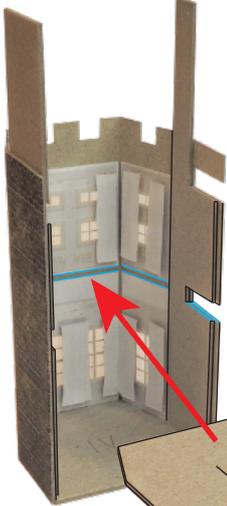
floor slots aligned.

1mm gap at the rear.

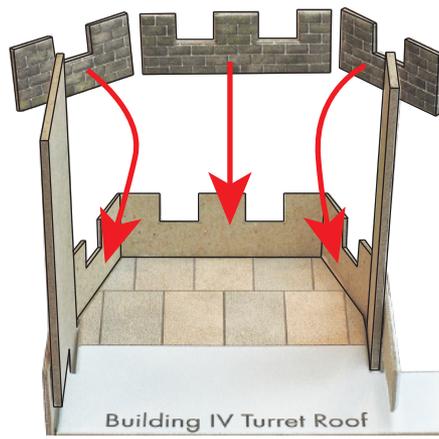
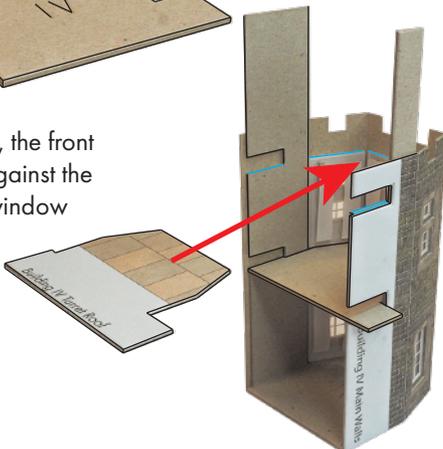
Take this floor card from the strengtheners.



Slot the floor strengthener into place, the front edge fitting in between the window frames.



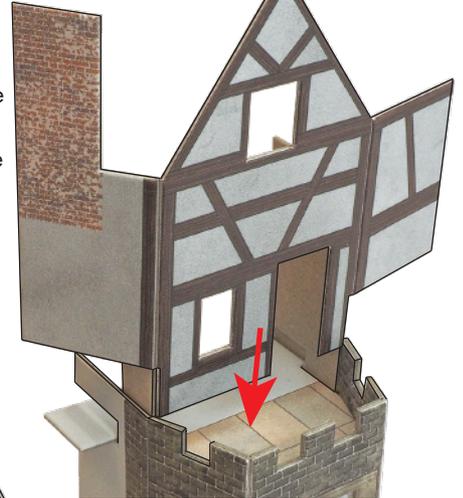
Then the Turret roof, the front edge fitting flush against the tops of the upper window frames.



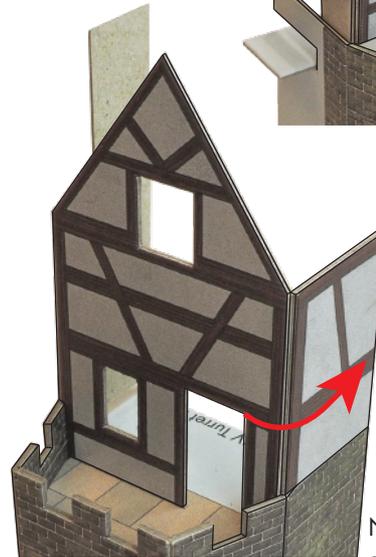
Carefully align the turret inside walls, start with the middle section then add the two side sections, keep the crenellations flush.

15 Upper House Construction

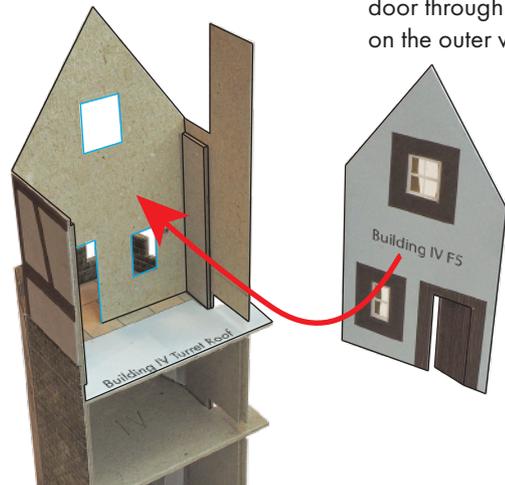
Test this fit before applying glue - it's a snug fit. Slide the upper walls down between the inside turret wall and the side support.

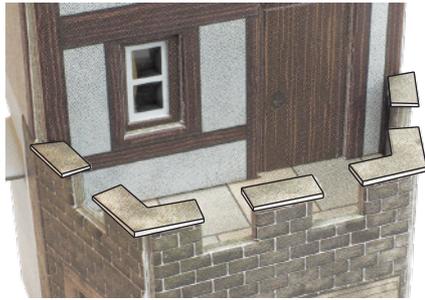
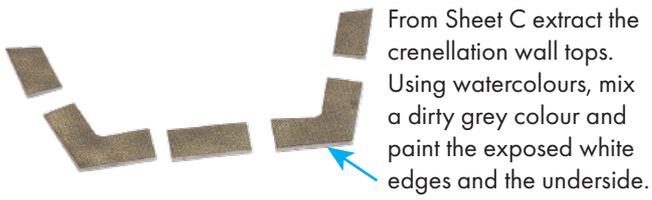


Then wrap the side walls around and fit flush to the turret walls, make sure the rear edges align.



Now fit the F5 window/-door inner frame, carefully aligning the windows and door through the openings on the outer wall.

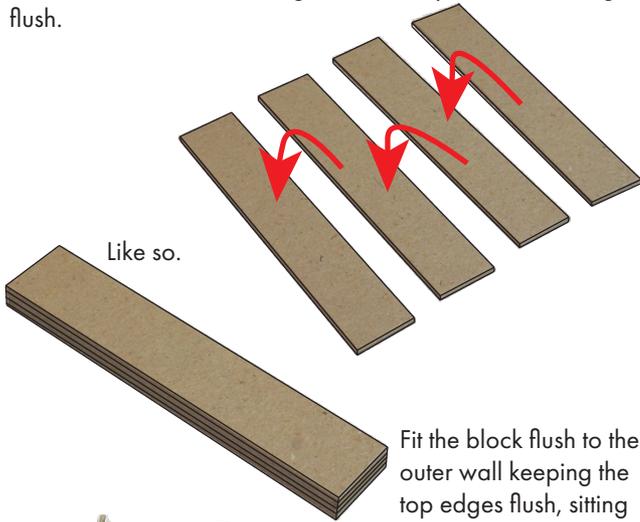




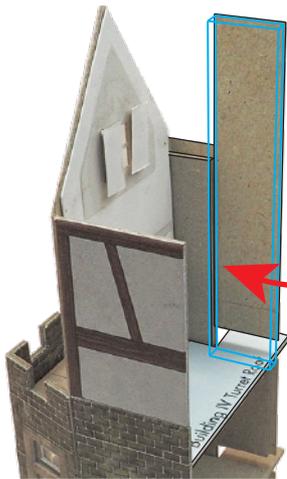
Then carefully centre the crenellation tops on the turret battlements.

16 Chimney & Roof

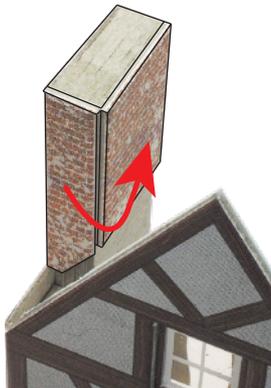
There are 4 unmarked strips of card on the strengthener sheet, combine these to form a single block 4 layers thick, all edges flush.



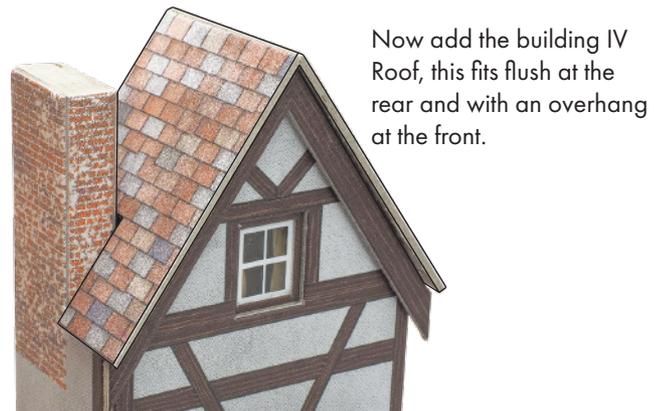
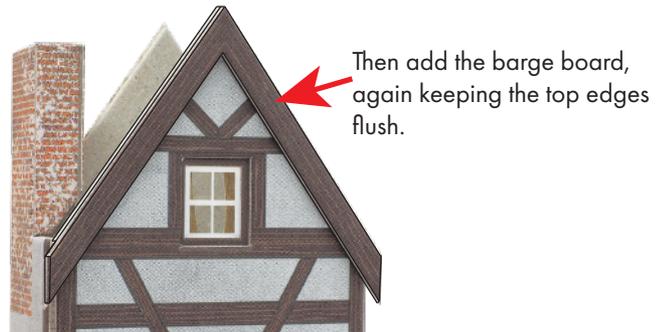
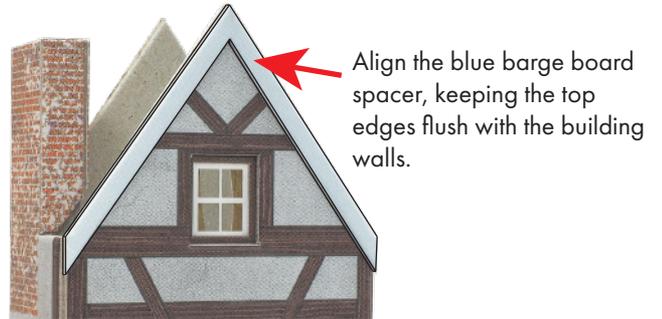
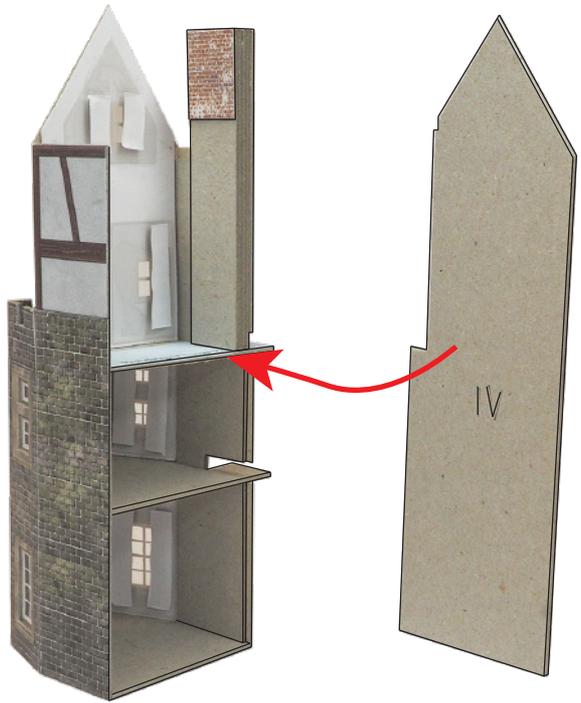
Fit the block flush to the outer wall keeping the top edges flush, sitting on the turret roof.

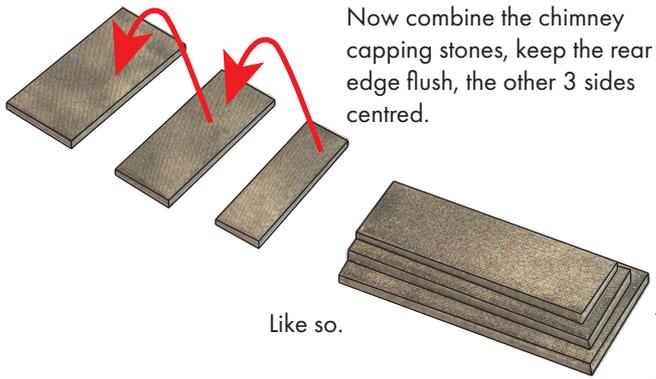


Wrap the chimney stack around the top of the chimney block keeping the top edges flush.



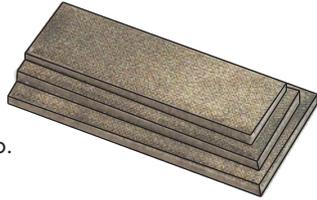
Now add the house back, test the fit noting how the chimney stack fits into the cutaway section of the back.





Now combine the chimney capping stones, keep the rear edge flush, the other 3 sides centred.

Like so.



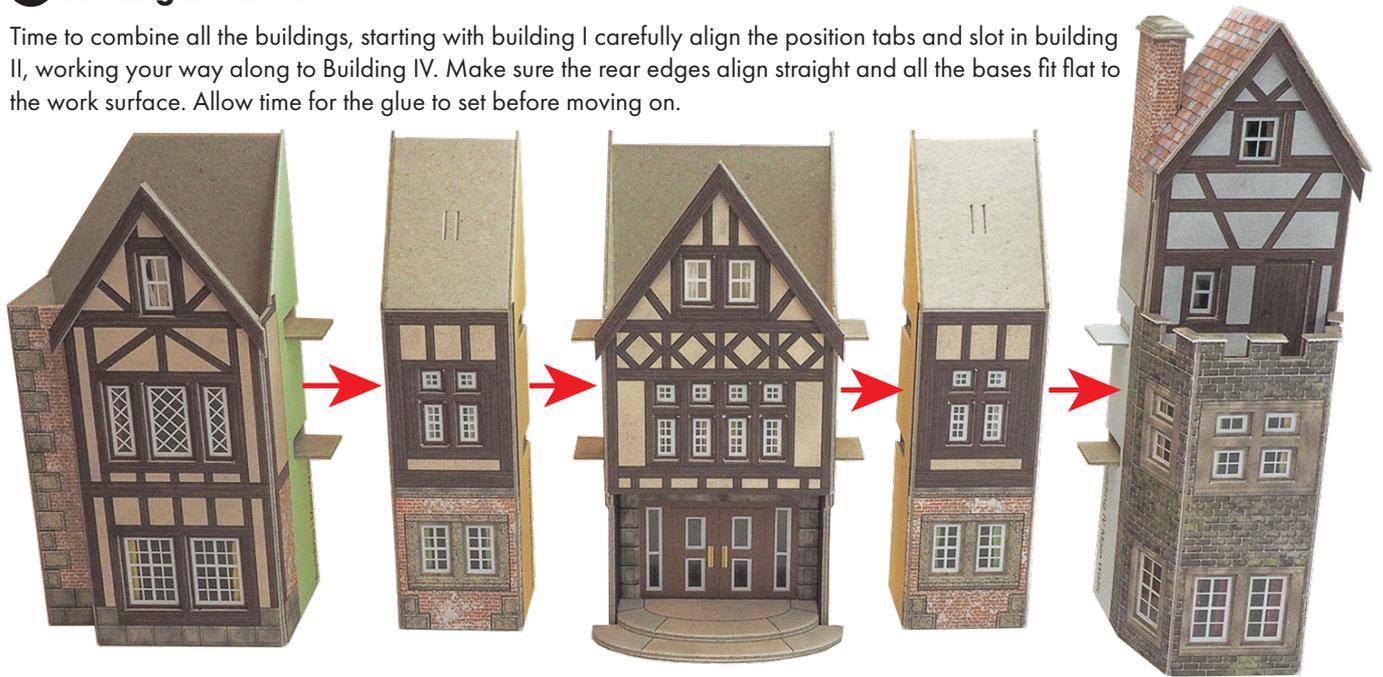
Then add to the chimney stack, keep the rear edge flush with an even overhang on the other 3 edges.



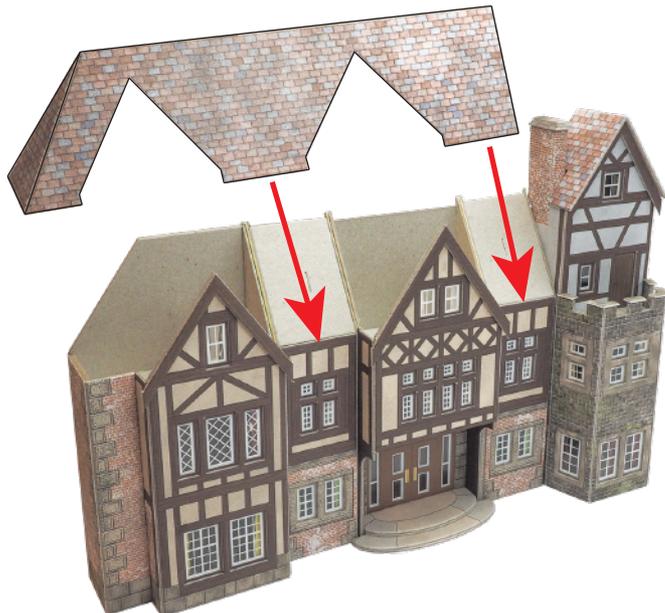
PART E - Combining the Buildings

17 Adding the Roofs

Time to combine all the buildings, starting with building I carefully align the position tabs and slot in building II, working your way along to Building IV. Make sure the rear edges align straight and all the bases fit flat to the work surface. Allow time for the glue to set before moving on.



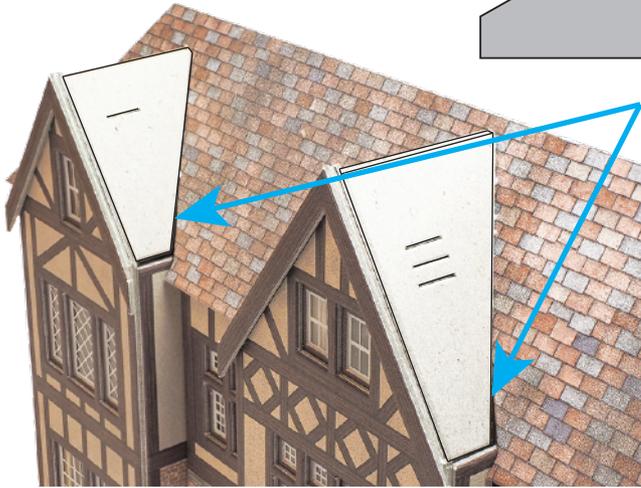
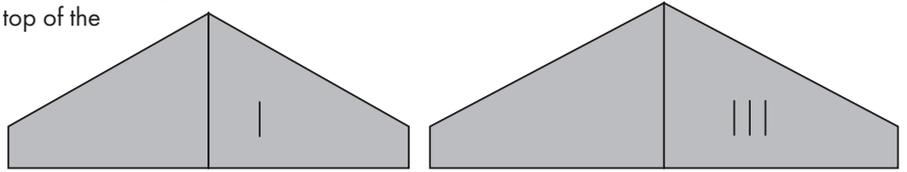
Add the main roof, test the fit first, notice how the end folds and fixes to Building I. Apply glue and allow to set.



Like so.



Time to add the Building I and III roof formers, these fit, resting on the inner window frame and flush with the top of the dormer walls and barge boards.



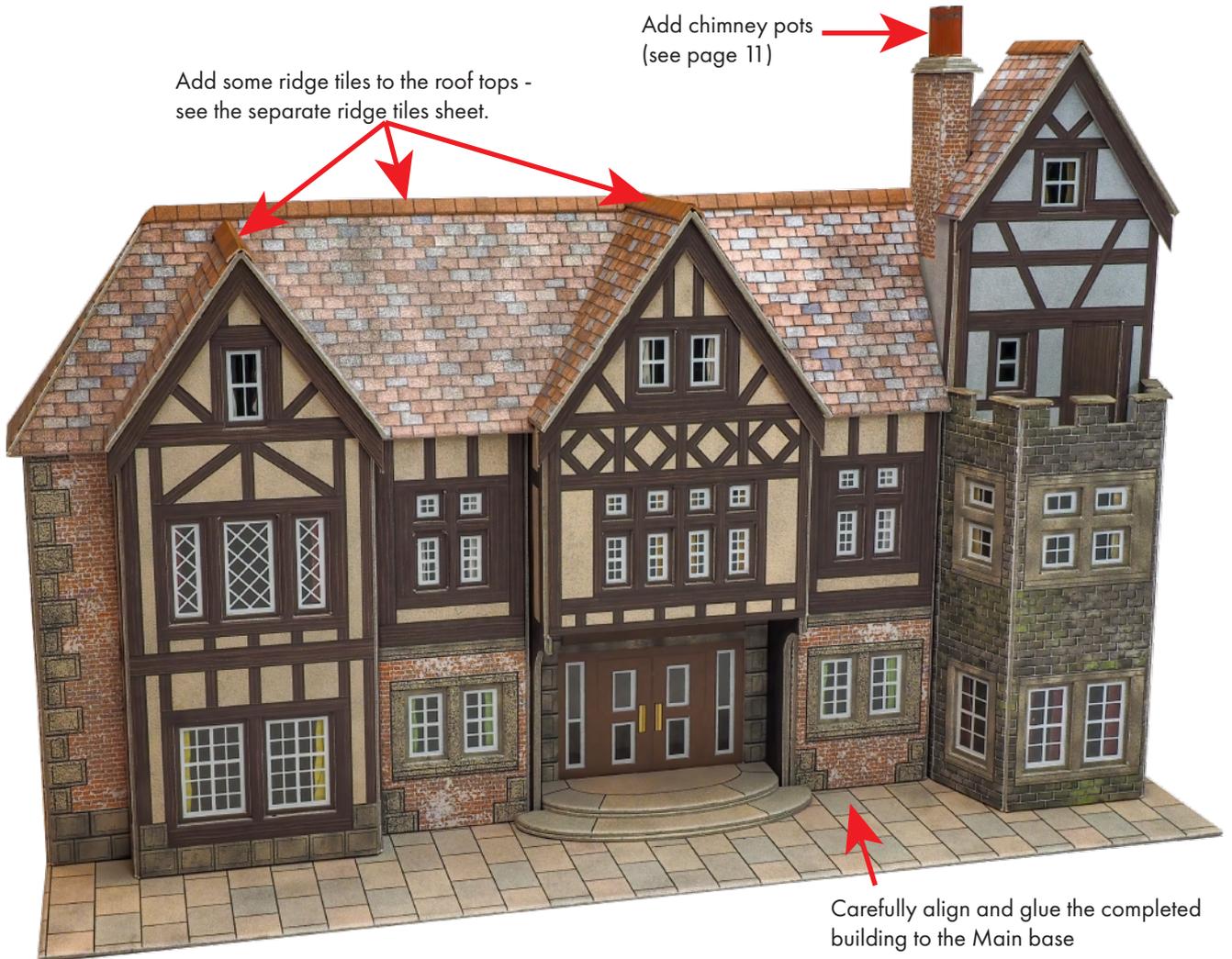
Don't worry if there are small gaps between the strengtheners and the main roof, they will be covered with the roof.

Now add the Dormer roofs for Building I and III, test the fit first so you don't accidentally get them mixed up.



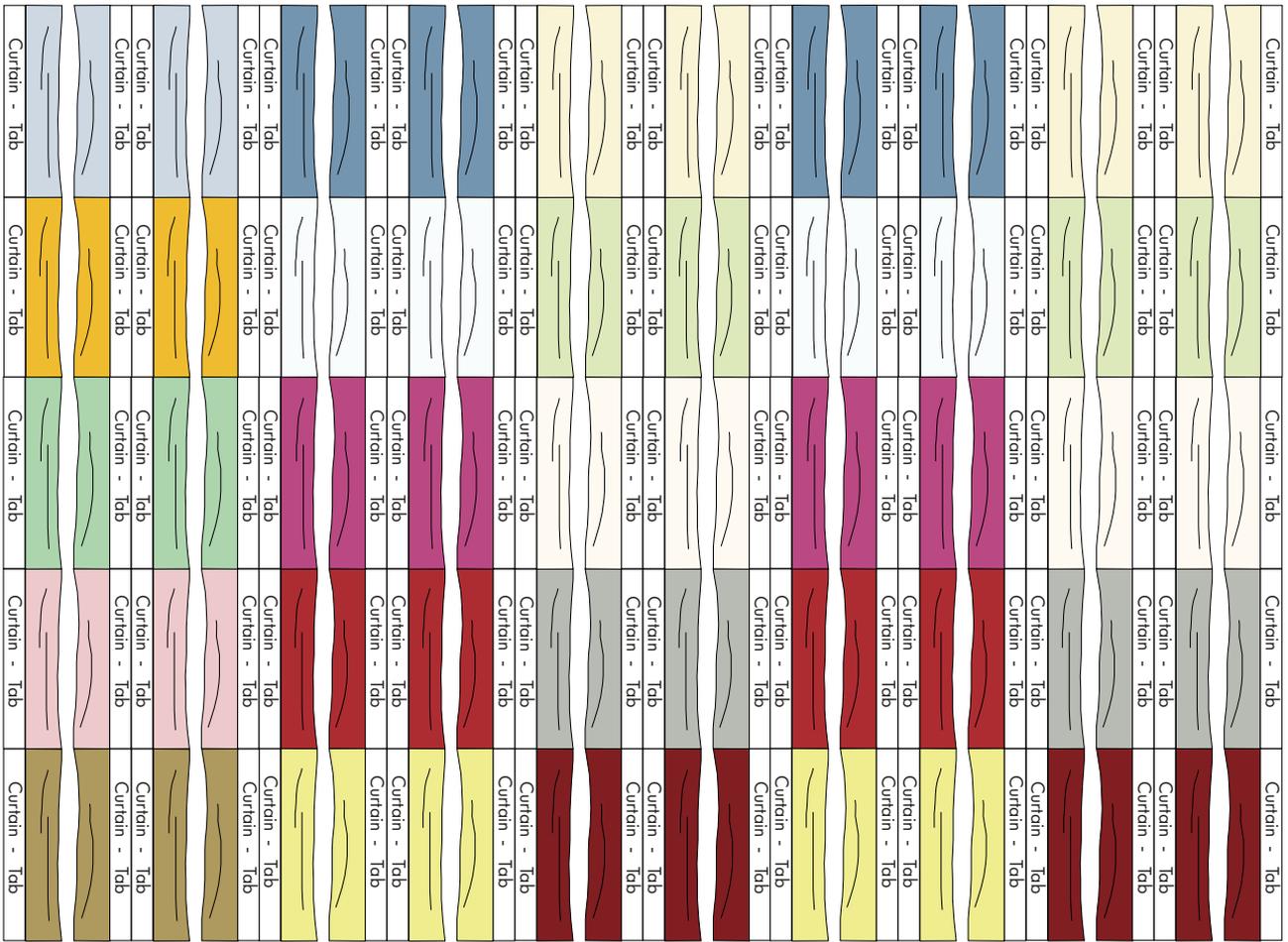
Add some ridge tiles to the roof tops - see the separate ridge tiles sheet.

Add chimney pots (see page 11)

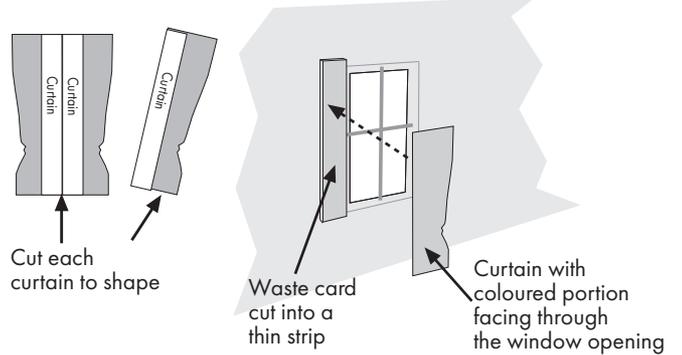


Carefully align and glue the completed building to the Main base

Curtains, Chimneys and extras



To fit curtains fix a small strip of waste card to each side of the window, then glue the curtain to the waste card so that it shows through the window (the waste card will space the curtain back from the window a little giving a greater effect of depth).



This sheet can be downloaded, along with the instructions at our website: www.metcalfe-models.com

Alternative Signs

- Chateau de Bois*
- Lakeside Hotel
- Model View Manor
- Townhead Inn
- Country House Hotel
- Metcalfe Manor

OO Scale chimney pots

Cut into strips then roll tightly around a nail or screw (apx. 4mm dia.) and fix the end with a tiny spot of glue.

Roll up tight then unroll the end enough to smear with a little glue then roll back up and hold tight until fast.

