#### PO271 00/HO LOW BANK & SHOP

#### SHEET 1

# READ THROUGH ALL THE INSTRUCTIONS BEFORE YOU START.

To construct this kit you will need the following:

- 1. A Modellers knife.
- 2. A pair of sharp pointed scissors.
- 3. A steel ruler.
- Glue UHU Clear Adhesive or Bostik Clear Adhesives are best.
   Plastic Glue for the steps.
   Make sure you get the tubes with the narrow nozzle for easy application.
- nozzle for easy application.

  5. A cutting surface a sheet of card or a cutting mat.
- 6. Tweezers to hold the smaller components.

#### **PLEASE NOTE**

Each component is fastened to the sheet by means of a score line.

These are cut lines that have only gone about three quarters of the way through the card. To detach each component from the sheet, locate the score line that is holding it in place.

(most of these are clearly marked with blue arrows) and carefully run the point of your knife along the scoreline and the item will come seamlessly away.

CAUTION - be very careful when running the point of your knife along these score lines, it is easy to run out of the groove and cut something you shouldn't.

#### **Your Work Surface**



Keep it tidy. When you have extracted all the components from the sheet, place them in neat piles, FACE UP on sheets of thick card, so you can move them around as needed. TAKE CARE WITH SMALL COMPONENTS PLACE MULTIPLES IN PILES TOGETHER. DON'T THROW ANYTHING AWAY. Offcuts can come in handy for bracing etc. and it also reduces the risk of accidentally throwing anything away.

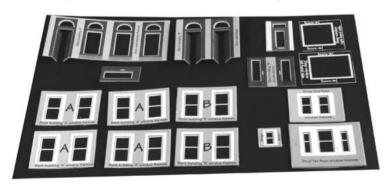
## NOTE: Small components without descriptions actually printed on them should be left on the sheets until needed.

CHECK LIST This kit pack should contain the following:

- 1 x SHEET A Main building walls for the bank.
- 1 x SHEET B Shop walls & small bits for both buildings.
- 1 x SHEET C Window frames & roofs.
- 2 x GREY SHEETS Inner strengthening components.
- 1 x Small sheet of Interiors & window displays.
- 1 x GLAZING SHEET.
- 2 x INSTRUCTION SHEETS.

#### Fig. 1. WINDOWS.

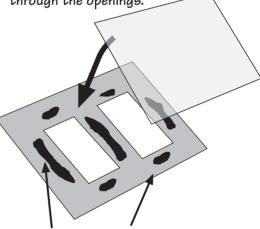
Before you do anything else, start by cutting out all the glazing components and carefully attach each one to the corresponding window frames and door openings.



Complete ALL the windows except the shop windows and put to one side until needed.

Note: There are two sets of shop windows. A spare set is included just in case you mess up first time see Fig.xx.

Fit the glazing to the back of the window frames so that the matt printed side faces through the openings.



Place tiny spots of glue on the back of the card window frames.

#### **UHU GLUE TUBES**

Although the 20ml. tubes of UHU have narrow nozzles, they are still a bit too big



To make the nozzle smaller, put a piece of wire from a medium size paper clip or a large pin inside.

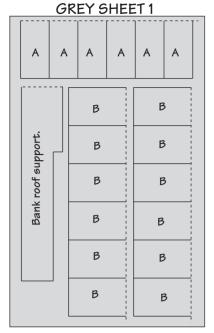


Then with a pair of pliers nip one side of the nozzle tightly, so that it squeezes the soft metal around the pin.

Keep the pin in the nozzle when not in use to stop it from blocking up. If using the glue frequently, it is not necessary to keep replacing the pin in the nozzle. To stop the glue running out, simply place the tube upright in an empty cup when not in use.

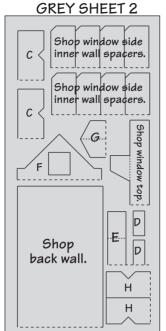
#### PLAIN GREY CARD STRENGTHENERS

There are three plain grey cards that contain internal strengthening components



A = Bank building A side wall spacers  $x \in B$  = Bank building B side wall spacers  $x \in B$ .

## ONLY REMOVE THESE COMPONENTS AS NEEDED.



C = Shop 1st. floor inner side walls x 2

D = Shop upper inner wall spacers x 2 E = Shop window L/hand base.

F = Shop upper inner wall.

G = Shop window R/hand base. H = Shop 2nd. floor inner side walls x 2.

J = Bank roof supports x 3.

K = Inner's for bank B ornamental top.

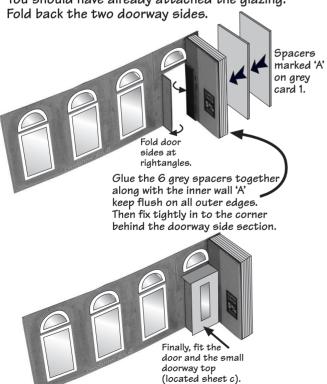
L = Inner's for bank A ornamental top.

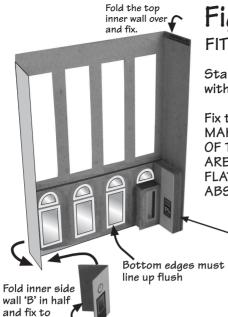
M = Bank B door inner spacers x 7.

#### Fig. 2. BANK BUILDING 'A'.

The bank is made up with two separate buildings that are joined together after the windows and inner floors have been fitted.

Start with bank building 'A' door and window frames. You should have already attached the glazing.





# Fig. 3. FIT WINDOWS TO WALLS.

Stand the walls on a flat surface with the side walls folded around.

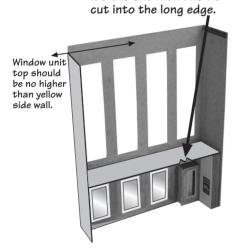
Fix the windows and door unit inside MAKE SURE THE BOTTOM EDGES OF THE WALLS AND THE WINDOWS ARE PRESSED DOWN ONTO THE FLAT SURFACE SO THEY ARE ABSOLUTELY FLUSH, hold until fast.

Note: When the window unit is fitted that the outer wall should be slightly longer.
This is to allow for the back wall to sit inside when fitted later.

side wall

Fit the inner 1st floor.

It's the one with two V's

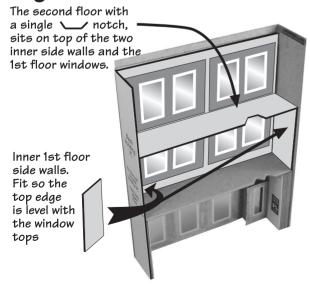


Fix the four windows marked 'A' to the back of the upper window openings.
Centre each window on each opening.

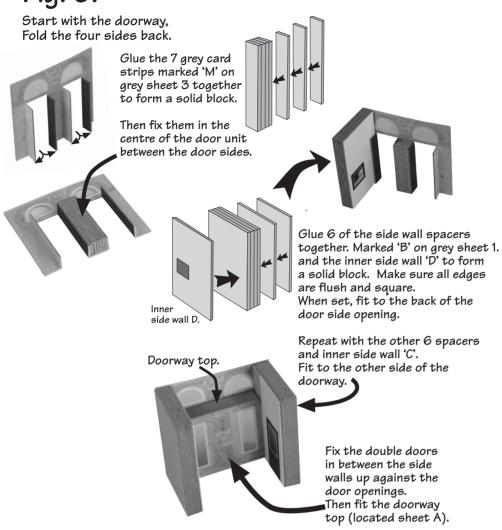
Then fit the whole unit inside the building so the windows face through the long openings. MAKE SURE YOU FIT IT THE CORRECT WAY UP, the description 'Bank building 'A' is the top.

When fitting, push it tight down on to the inner floor. The top edge of the window unit should be level with the top of the yellow side wall. Test first, if it sits higher, trim down to the same height.

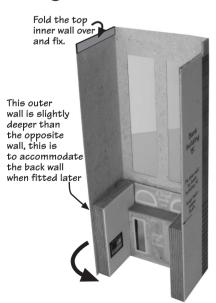
#### Fig. 4. INNER 2nd. FLOOR.



#### Fig. 5. BANK BUILDING 'B'.



#### Fig. 6. FIT DOOR UNIT, WINDOWS & UPPER FLOORS.



Stand building walls on a flat surface as you did with building 'A' and fold the sides around and fix to the doorway unit, making sure all bottom edges are flush.

When the doorway is fast, start by fitting the 1st floor. (located on grey sheet 3, it's the one with the two V's cut out).

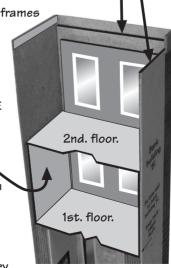
Then fix the two window frames marked 'B' to the upper window opening sheet.

When fast, fit the whole unit to the back of the two long openings. PUSH DOWN ON TO THE INNER 1st FLOOR.

Next, fit the two Inner
1st. floor side walls
(located sheet A).
and sit the 2nd. floor on
top so its front edge
fits in the slot between
the windows.

2nd. floor located on grey sheet 3.

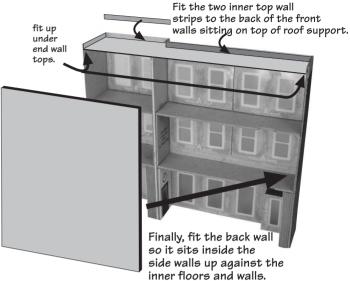
Push window unit down on to 1st floor. The top edge should line up with the top of yellow side wall. Check before you glue.



# Fig. 7. FIX THE TWO BUILDINGS TOGETHER. Glue the inner yellow together so the back edges line up flush from top to bottom. Hold tight until fast.

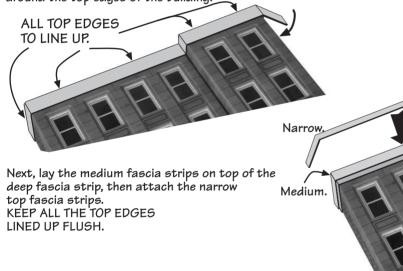
#### Fig. 8. FIX THE ROOF SUPPORT.

The roof support (located grey sheet 1) sits on top of the centre wall and the window units (that is why they all need to be the same height). the ends fix up to the underside of the two end wall tops.

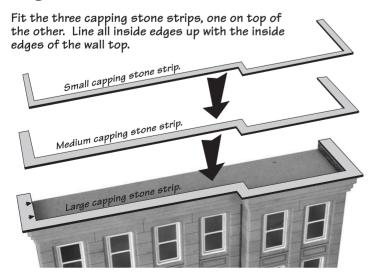


#### Fig. 9. WALL TOP FASCIA STRIPS.

Lay the building on its back while you fit these.
These fit on to the top of the bank walls in three layers.
Start with the two deep fascia strips, fix them all the way around the top edges of the building.



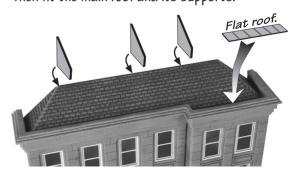
## Fig. 10. WALL TOP CAPPING STONE STRIPS.



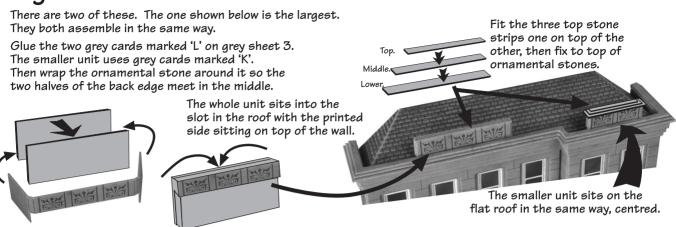
#### Fig. 11. ROOF.

Fit the small flat roof to the front of building B. Then fit the main roof and its supports.

The signs
fit the same way.
Position them so they
are level with the windows.
There is a choice of three names.

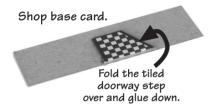


#### Fig. 12. ORNAMENTAL TOP STONES.





The shop is built around the window unit, so this is where you start.



Fit the right and left hand window frames to the base card. The front sections sit over the

l eft.

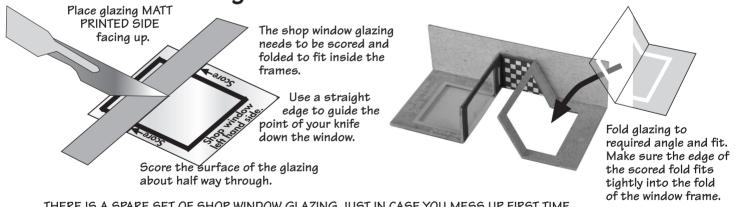
hand side.

Right

hand side.

edge of the base card. The inner sections fold in and fix to the side of the step. Hold steady until fast.

#### Fig. 14. SHOP WINDOW GLAZING.



THERE IS A SPARE SET OF SHOP WINDOW GLAZING JUST IN CASE YOU MESS UP FIRST TIME.

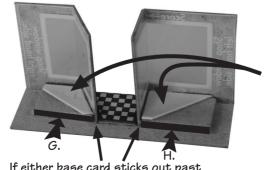
#### Fig. 15. INTERIOR.

There are two small grey cards marked 'E' and 'G' on grey card 2. These both fold in half to make double thickness.





These inner window base cards fit tightly inside the base of the windows.

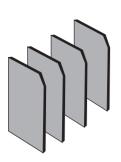


There are two cream coloured window shelves (sheet B) They fit here. The window displays fits against the angled edges.

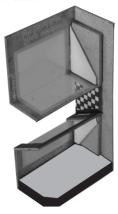
If either base card sticks out past the edge of the window frame, trim it down

#### Fig. 16. SIDE WALLS & TOP.

Glue four of the shop window side spacers together to form a solid block, then fix it to the back of the window frame and on to the base card.



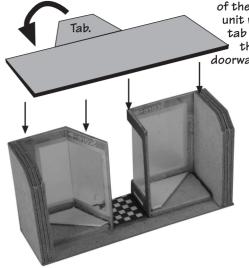
When fixing, it is a good idea to stand on end so that the ends of the base and window frame all sit flush with the side wall.



Repeat with the other side.

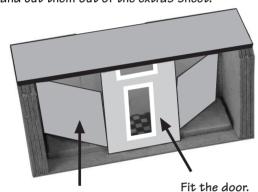
Grey top is a mirror of the base.
Fold tab around and fix.

Fit to the top of the window unit with the tab against the upper doorway sides.



#### Fig. 17. WINDOW DISPLAY & DOOR.

Chose which window displays you require and cut them out of the extras sheet.



Fit them into the window openings at an angle up against the window shelves.

The inner surround fits on to the front of the window unit with the 1st. floor folded down on top.



The finished window unit should now look like this.
A sturdy base for the rest of the building to be constructed around.

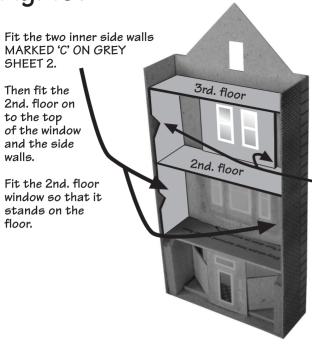
Fig. 18. SIDE & FRONT WALLS

Starting with the two side walls.
Fold each corner stone strip around and then fix them to the window unit. Stand on a flat surface and hold the edges firmly until fast.

Fit the front wall next without any windows. Make sure the side walls fit up against the edges of the front wall.

When the walls are fast, fit the first floor window frame with its glazing.
PUSH THE BASE OF THE WINDOW DOWN AGAINST THE 1st. FLOOR.

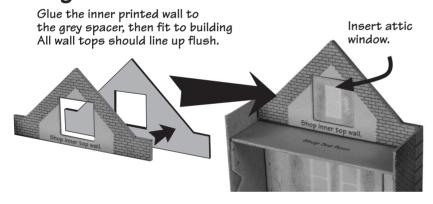
Note: the white of the window frames is deeper at the bottom, this is to allow for the stone window sills when fitted later. Fig. 19. INNER FLOORS.



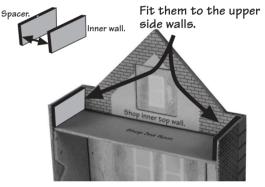
Fit the two inner side walls
MARKED 'H' ON
GREY SHEET 2.
Note: these side
walls are slightly
shorter than the
lower side walls.

Fit the 3rd, floor.

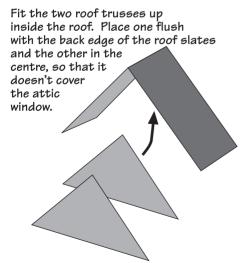
#### Fig. 20. INNER TOP WALLS.

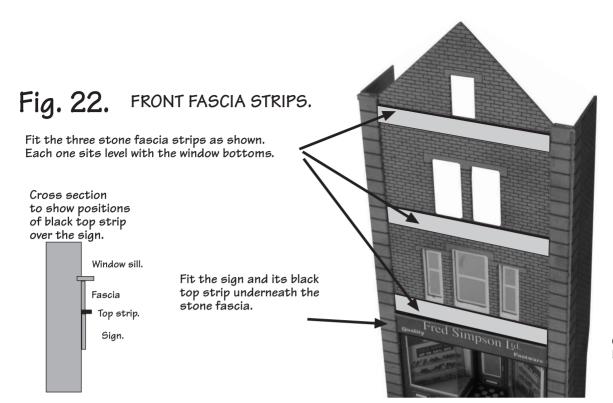


The two inner side walls fix to the two grey spacers marked 'D' on grey sheet 2.



## Fig. 21. ROOF.





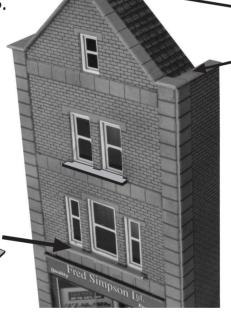
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WINDOW SILLS & TOP STONES.

The first and second floor windows have fine cit window sills that fit into the recessed openings. With tiny spots of glue placed under the edges and a fine tweezers, these can be fitted neatly into place.

The two black shop window sills fit in the same way.



The top coping stone strip folds in the middle and sits over the gable wall top, overhanging equally front and back.

The side capping stones overhang as well. When fitting against another building, the overhang will need trimming off.



Sit them on top of the green window frame pushed up against the glazing.

Fit this black sheet to the shop back wall so that is shows through the door.

