

# Installation Instructions

## File includes 6 pages

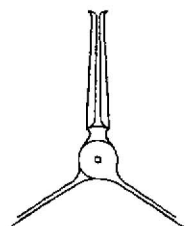
Standard Cupolas - 2 pages

President Cupolas - 2 pages

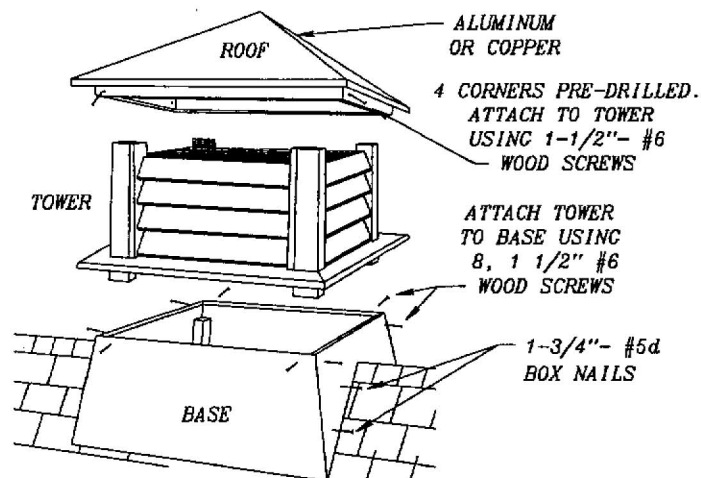
Estate and Govenor Cupolas - 2 pages

## 7 INSTALL CUPOLA ROOF:

Set the roof onto the tower making sure the attachment moulding is outside of all four posts. Using the pre-drilled holes in the attachment moulding as a guide, pre-drill the post and fasten with the four 1-1/2" #6 screws provided. See drawing below.



*NOTE: Mount weathervane shaft on the cupola roof before installing the roof on the tower section.*



## 8 INSTALL WEATHERVANE:

Complete the installation of the weathervane, making sure the directions are pointed correctly and the staff is plumb. When this is done, the arrow will turn freely with the wind.

C W Ohio, Inc. reserves the right to change specifications without notice.

COPYRIGHT © 1994  
PRINTED IN USA

# SUGGESTED ASSEMBLY & INSTALLATION OF STEPHENSON CUPOLAS® (STANDARD SERIES)

## IMPORTANT

If this quality Stephenson Cupola® features a copper roof, it is a high-grade bright COPPER. Some PRECAUTIONS are required to insure the copper surface is not blemished:

- ① Use clean gloves to remove unit from box and during installation to prevent skin acidity from blemishing copper.
- ② After final installation clean copper roof with approved copper cleaner (like BRASSO® brand cleaner). This will remove any residual handling marks.

NOTE: This authentic copper roof will gradually turn colors; from its present bright finish, to brown, then eventually to a pleasant green patina. The length of time to complete color change depends upon the local climate and conditions.

SUPPLIED IN CARTON: ROOF, TOWER, BASE (4) PIECES.

(12) 1-1/2" #6 WOOD SCREWS, (1) SCREEN (USE OPTIONAL)

MATERIALS REQUIRED TO ASSEMBLE CUPOLA AND MOUNT TO A STRUCTURE

1-1/2" 4d FINISHING NAILS, 3" 10d BOX NAILS,

1-3/4" 5d BOX NAILS, 2 X 2 PIECES, CAULK

IF INSTALLED TO VENTILATE: 1/2" PLYWOOD, FLASHING

CAUTION: Cupoles ARE NOT WATERPROOF. Certain weather conditions may FORCE WATER infiltration.

ALL NAILS AND SCREWS TO BE EITHER STAINLESS STEEL OR HOT DIPPED GALVANIZED\*

## 4d NAIL USAGE CHART

	STANDARD					
MODEL:	24	27	30	36	42	48
ASSEMBLE BASE	8	8	12	12	16	16
MAX SQUARE HOLE SIZE	11"	13.1/4"	15.1/2"	20.1/4"	24.3/4"	29.1/4"

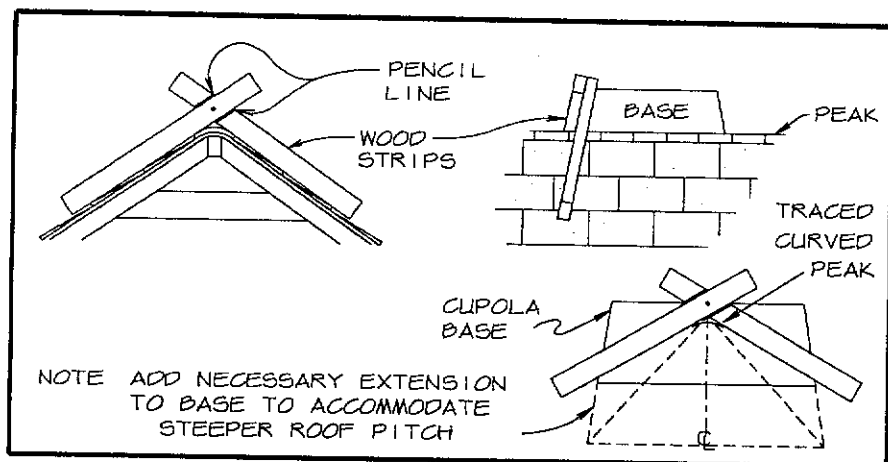
PRE-DRILL ALL NAIL AND SCREW HOLES TO  
PREVENT THE WOOD FROM SPLITTING  
(MOUNTING NAILS ARE NOT FURNISHED)

## SUGGESTED TOOLS NEEDED FOR INSTALLATION

- |                   |                         |
|-------------------|-------------------------|
| 1. Pencil         | 5. Hammer               |
| 2. Framing Square | 6. Drill                |
| 3. Saw            | 7. Phillips Screwdriver |
| 4. Level          | 8. Caulking Gun         |

\* As recommended by the Western Red Cedar Lumber Association.

# CUT TWO BASE PANELS:



The cupola base will have to be trimmed to fit the structure. First nail two wood strips together at one end (yard sticks will do). Lay these strips along each side of the roof peak. Place the longer edge of one base panel onto the roof peak against the wood strips. Lean the wood strips against the mitered base edge, letting them intersect at the peak as shown above. Mark pencil lines on the wood strips where they cross each other. Mark a vertical center line on two opposite sides of the base. Lay the wood strips on the base making sure the pencil lines are visible. They must meet the lower corners of the base and also meet the center line where they cross, as shown. Mark the resulting cutting lines on the base. In most cases the roof peak will not meet at a sharp point. Use part of the cupola box to make a template of the roof peak and transfer it onto the base panel. Mark a second panel and cut both.

## 2 ASSEMBLE BASE:

Nail base together using 4d finishing nails. Nail into base blocking (see chart for quantities).

## 3 PAINT CUPOLA:

Both the inside, outside, and all edges should have finish applied prior to installation.

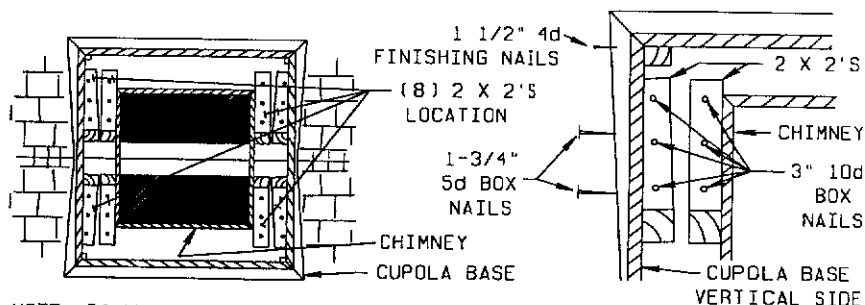
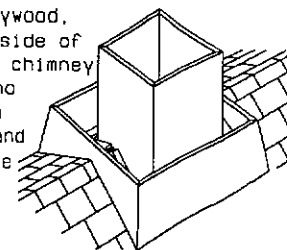
1. Stained:
  - a. Semi-transparent: two coats exterior alkylid semi-transparent wood preserving stain.
  - b. Solid color: two coats solid color exterior stain.
2. Painted:
  - 1st coat: alkylid exterior wood primer.
  - 2nd & 3rd coats: latex flat or gloss house paint, or oil base gloss house paint.

**NOTE:** The use of an alkylid FLAT finish without first applying a coat of exterior alkylid undercoat is not recommended.

## 4 TO INSTALL CUPOLA AS A VENTILATOR:

Cut opening in roof (see chart for maximum hole size.) Four pieces of 2 x 2's will be used to fasten the base to the roof, and four more to fasten the chimney to the roof. The inside of base and outside of

chimney must be flush with 2 x 2's. Do not cut through roof ridge or rafters. Using 1/2" plywood, build chimney with inside of chimney and outside of roof opening to be the same measurement. Cut chimney to match roof pitch. The height should be no higher than the top of louver opening. Fasten chimney to 2 x 2's using 1-3/4" 5d box nails, and flash to the roof on all four sides. Cover the top of the chimney with supplied screening. See drawings below and right for chimney attachment.



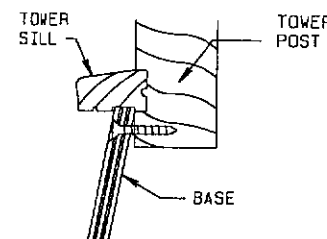
**NOTE:** If the pitch of the roof is too steep for the base included in the carton, An extension base can be ordered.

## 5 INSTALL BASE:

Make sure the base is level, then fasten it to the roof using four equal lengths of 2 x 2 (not supplied). Begin with the assembled cupola base placed on roof, then set 2 x 2's against each vertical side and nail them to the roof using 3", 10d box nails. When the 2 x 2's are secured to the roof, nail cupola base to 2 x 2's using 1-3/4" 5d box nails (see drawings above). Caulk between the base and roof on sloped sides only.

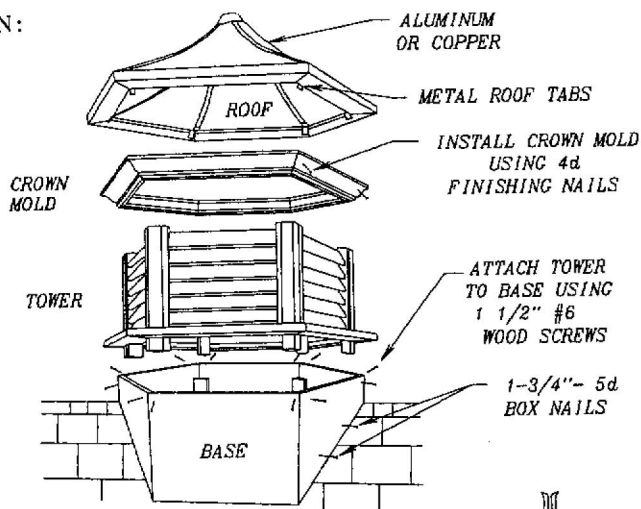
## 6 INSTALL TOWER SECTION:

After the base is nailed into position, set the tower on the base. The groove in the bottom of the tower sill should set on the top edge of the base, and the post under the tower sill must extend inside of the base. Attach the tower section to the base using (8) 1-1/2" #6 wood screws, two per side. Pre-drill holes 1/2" below top edge of base, and drive screws through base and into the tower posts. See drawing at right.

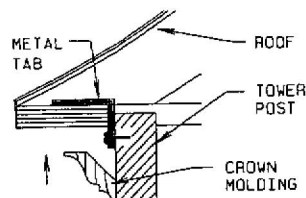


## 6 INSTALL TOWER SECTION:

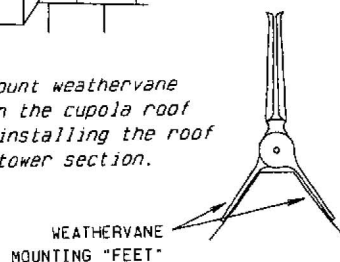
After the base is nailed into position set the tower on the base. The groove in the bottom of the tower sill should set on the top edge of the base, and the post under the tower sill must extend inside of the base. Attach the tower section to the base using 1-1/2" #6 wood screws, 2 per side. Pre-drill holes 1/2" below top edge of base, and drive screws through base and into the tower posts. See drawing.



(BEND TAB DOWN TO SIDE OF TOWER POST AND NAIL TO POST WITH ROOFING NAILS)



NOTE: Mount weathervane shaft on the cupola roof before installing the roof on the tower section.



## 7 INSTALL CUPOLA ROOF:

Set assembled crown mold "square" with the smallest opening downward, over the top of the tower, and slide it down to the sill. This MUST be done BEFORE fastening the roof to the tower. Bend all metal tabs so that they will be on the outside of the tower posts. Set the roof onto the tower and nail the metal roof tabs to the outside of the four corner posts using the roofing nails. The metal tabs will be covered by the crown mold. See drawing above.

## 8 ATTACH CROWN MOLD

Slide the crown mold assembly vertically until the top rests against the underside of the cupola roof. Make sure metal tabs are covered, if not, bend exposed tabs upward and flatten against post. Use 4d finishing nails to fasten the crown mold to the cupola as shown.

## 9 INSTALL WEATHERVANE:

Complete the installation of the weathervane, making sure the directionals are pointed correctly, and the staff is plumb. When this is done, the arrow will turn freely with the wind.

C. W. Ohio, Inc. reserves the right to change specifications without notice.

COPYRIGHT © 1994  
PRINTED IN USA

# SUGGESTED ASSEMBLY & INSTALLATION OF STEPHENSON CUPOLAS® (PRESIDENT SERIES)

55283-E  
3/99-1/09

## IMPORTANT

If this quality Stephenson Cupola® features a copper roof, it is a high-grade bright COPPER. Some PRECAUTIONS are required to insure the copper surface is not blemished:

- ① Use clean gloves to remove unit from box and during installation to prevent skin acidity from blemishing copper.
- ② After final installation clean copper roof with approved copper cleaner (like BRASSO® brand cleaner). This will remove any residual handling marks.

NOTE: This authentic copper roof will gradually turn colors: from its present bright finish, to brown, then eventually to a pleasant green patina. The length of time to complete color change depends upon the local climate and conditions.

SUPPLIED IN CARTON: ROOF, TOWER, BASE (6) PIECES, CROWN MOLD ASSEMBLY, 1-1/2" #6 WOOD SCREWS, (1) SCREEN (USE OPTIONAL).

### MATERIALS REQUIRED TO ASSEMBLE CUPOLA AND MOUNT TO A STRUCTURE:

SMALL ROOFING NAILS, 1-1/2" 4d FINISHING NAILS (SEE CHART),  
3" 10d BOX NAILS, 1-3/4" 5d BOX NAILS, 2 X 2 PIECES, CAULK.  
IF INSTALLED TO VENTILATE: 1/2" PLYWOOD, FLASHING

CAUTION: Cupolas ARE NOT WATERPROOF. Certain weather conditions may FORCE WATER infiltration.

ALL NAILS AND SCREWS TO BE EITHER STAINLESS STEEL OR HOT DIPPED GALVANIZED

### NAIL & SCREW USAGE CHART

MODEL:	NAIL	HEXAGON		OCTAGON
		3637	4248	4372
ASSEMBLE BASE	4d	24	24	48
MOUNT ROOF TO TOWER	ROOF	6	6	8
MOUNT CROWN MOULD	4d	12	12	16
MOUNT TOWER TO BASE	SCREW	12	12	16
MAX SQUARE HOLE SIZE		14" X 14"	17" X 17"	22.1/2" X 22.1/2"

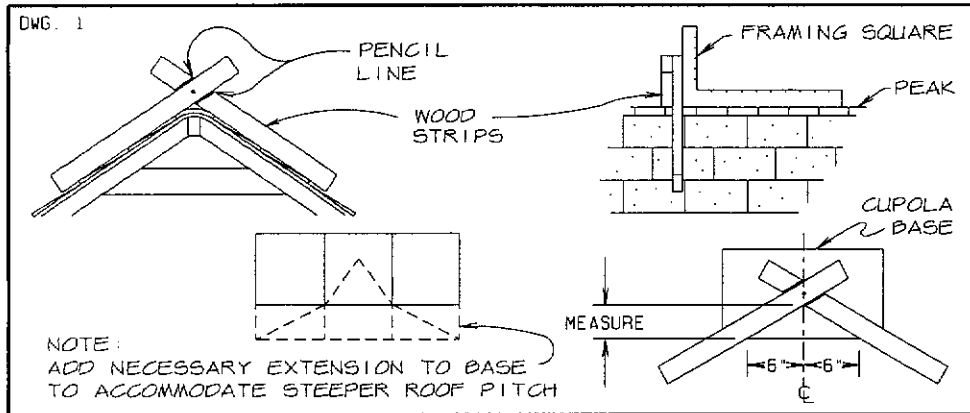
PRE-DRILL ALL NAIL AND SCREW HOLES TO  
PREVENT THE WOOD FROM SPLITTING  
(MOUNTING NAILS ARE NOT FURNISHED)

### SUGGESTED TOOLS NEEDED FOR INSTALLATION

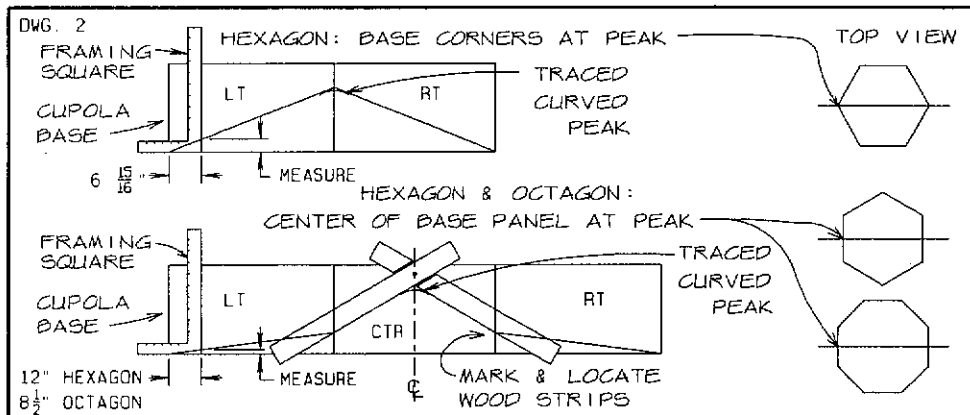
- |                   |                         |
|-------------------|-------------------------|
| 1. Pencil         | 5. Hammer               |
| 2. Framing Square | 6. Drill                |
| 3. Saw            | 7. Phillips Screwdriver |
| 4. Level          | 8. Caulking Gun         |

x As recommended by the Western Red Cedar Lumber Association.

## CUT REQUIRED BASE PANELS:



The cupola base will have to be trimmed to fit the structure. First, nail two wood strips together at one end (yard sticks will do). Lay these strips along each side of the roof peak against a framing square to keep them perpendicular to the ridge, letting them intersect at the peak as shown. Mark pencil lines on the wood strips where they cross each other. Mark a vertical center line on two opposite sides of the base. On the bottom of the base measure 6" left, and 6" right of center line. Lay the wood strips on the base making sure the pencil lines are visible. They must meet at the 6" lines at the edge of the base, and also meet the center line as shown in DWG. 1. Accurately measure along center line from the bottom edge of the base panel to the intersection of the wood strips.



Place the mitered ends of the base panels next to each other. Lay a framing square along the bottom edge of the left base panel so that the proper measurement (see DWG. 2) is located. Mark the "measured distance" from DWG. 1 on the base panel as shown in DWG. 2. Draw a straight line connecting the left lower corner to this marked point. Extend the line to the other side of the base panel. Repeat for right base panel. If a center panel is needed, mark the sides of the center panel where the left and right extended lines touch the center panel. Lay the wood strips on the center base making sure the pencil lines are visible. They must meet the marked points on each side of base, and also meet the center line

where they cross as shown. Mark the resulting cutting lines on the base. In most cases the roof peak will not meet at a sharp point. Use part of the cupola carton to make a template of the roof peak, and transfer it onto the base panel. Repeat above for the other set of base panels. Recheck, and cut the base panels.

## 2 ASSEMBLE BASE:

Nail base together using 4d finishing nails. Nail into base blocking (see chart for quantities).

## 3 PAINT CUPOLA:

Both the inside, outside, and all edges should have finish applied prior to installation.

## 1. Stained:

- Semi-transparent: two coats exterior alkyd semi-transparent wood preserving stain.
- Solid color: two coats solid color exterior stain.

## 2. Painted:

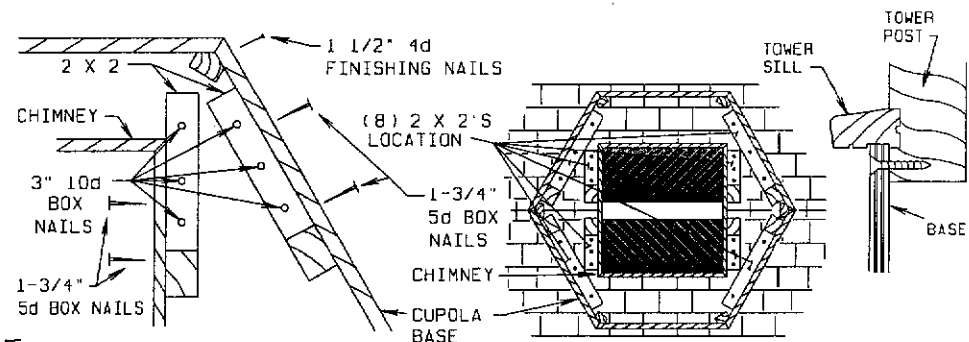
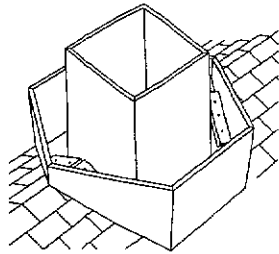
- 1st coat: alkyd exterior wood primer.
- 2nd & 3rd coats: latex flat or gloss house paint, or oil base gloss house paint.

**NOTE:** The use of an alkyd FLAT finish without first applying a coat of exterior alkyd undercoat is not recommended.

## 4 TO INSTALL CUPOLA AS A VENTILATOR:

Cut opening in roof (see chart for maximum hole size.)

Four pieces of 2 X 2's will be used to fasten the base to the roof, and four more to fasten the chimney to the roof. The inside of base and outside of chimney must be flush with 2 X 2's. Do not cut through roof ridge or rafters. Using 1/2" plywood, build chimney to fit with inside of chimney and outside of opening to be the same measurement. The height of the chimney should no higher than the top of the louver opening. Fasten the chimney to 2 X 2's using 5d box nails, and flash to roof on all four sides. cover the top of the chimney with supplied screening. See drawings below and right for chimney attachment.

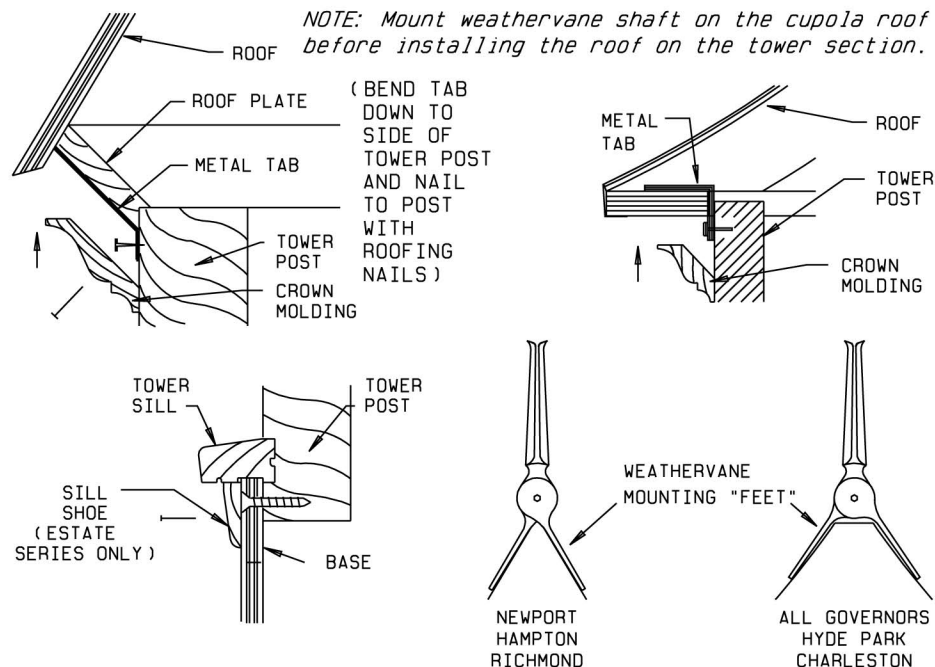


## 5 INSTALL BASE:

Make sure the base is level, then fasten it to the roof using four equal lengths of 2 x 2 (not supplied). Begin with the assembled cupola base placed on the roof, then set 2 x 2's against each vertical side and nail them to the roof using 3" 10d box nails. When the 2 x 2's are secured to the roof, nail cupola base to 2 x 2's using 1-3/4" 5d box nails (see drawings above). Caulk between the base and roof on sloped side only.

## 7 INSTALL CUPOLA ROOF:

Set assembled crown mold "square," with the smallest opening downward, over the top of the tower, and slide it down to the sill. This MUST be done BEFORE fastening the roof to the tower. Bend all metal tabs so that they will be on the outside of the tower posts. Set the roof onto the tower and nail the metal roof tabs to the outside of the four corner posts using the roofing nails. The metal tabs will be covered by the crown mold. See drawings below.



## 8 ATTACH CROWN MOLD & SILL SHOE:

Slide the crown mold assembly vertically until the top rests against the underside of the cupola roof. Make sure metal tabs are covered, if not, bend exposed tabs upward and flatten against the post. Use 4d finishing nails to fasten the crown mold to the cupola as shown. Attach the "sill shoe" (Estate series only) to the base, below the sill using 4d finishing nails as shown.

## 9 INSTALL WEATHERVANE:

Complete the installation of the weathervane, making sure the directionals are pointed correctly and the staff is plumb. When this is done, the arrow will turn freely with the wind.

C W Ohio, Inc. reserves the right to change specifications without notice.

COPYRIGHT © 1994  
PRINTED IN USA

SUGGESTED

55598-D

# ASSEMBLY & INSTALLATION OF STEPHENSON CUPOLAS® (GOVERNOR & ESTATE SERIES)

## IMPORTANT

If this quality Stephenson Cupola® features a copper roof, it is a high-grade bright COPPER. Some PRECAUTIONS are required to insure the copper surface is not blemished:

- ① Use clean gloves to remove unit from box and during installation to prevent skin acidity from blemishing copper.
- ② After final installation clean copper roof with approved copper cleaner (like BROSSO® brand cleaner). This will remove any residual handling marks.

NOTE: This authentic copper roof will gradually turn colors; from its present bright finish, to brown, then eventually to a pleasant green patina. The length of time to complete color change depends upon the local climate and conditions.

**SUPPLIED IN CARTON:** ROOF, TOWER, BASE (4) PIECES, CROWN MOULD ASSEMBLY, (16) 1-1/2" #6 WOOD SCREWS, (1) SCREEN (USE OPTIONAL)

### MATERIALS REQUIRED TO ASSEMBLE CUPOLA AND MOUNT TO A STRUCTURE

1-1/2" 4d FINISHING NAILS, 3" 10d BOX NAILS,  
1-3/4" 5d BOX NAILS, 3 X 2 PIECES, CAULK

IF INSTALLED TO VENTILATE: 1/2" PLYWOOD, FLASHING

CAUTION: Cupolas ARE NOT WATERPROOF. Certain weather conditions may FORCE WATER infiltration.

ALL NAILS AND SCREWS TO BE EITHER STAINLESS STEEL OR HOT DIPPED GALVANIZED\*

### NAIL USAGE CHART

MODEL:	NAIL	GOVERNOR			ESTATE				
		2533	2845	3655	CHARLESTON	HAMPTON	RICHMOND	HYDE PARK	NEWPORT
ASSEMBLE BASE	4d	12	16	16	16	16	24	24	24
MOUNT ROOF TO TOWER	ROOFING	4	4	4	4	8	8	4	8
MOUNT CROWN MOULD	4d	8	8	8	8	8	8	8	8
MOUNT SUB SILL SHOE	4d	-	-	-	16	16	16	16	16
MAX SQUARE HOLE SIZE		16"	19"	24"	15"	15"	18"	18"	18"

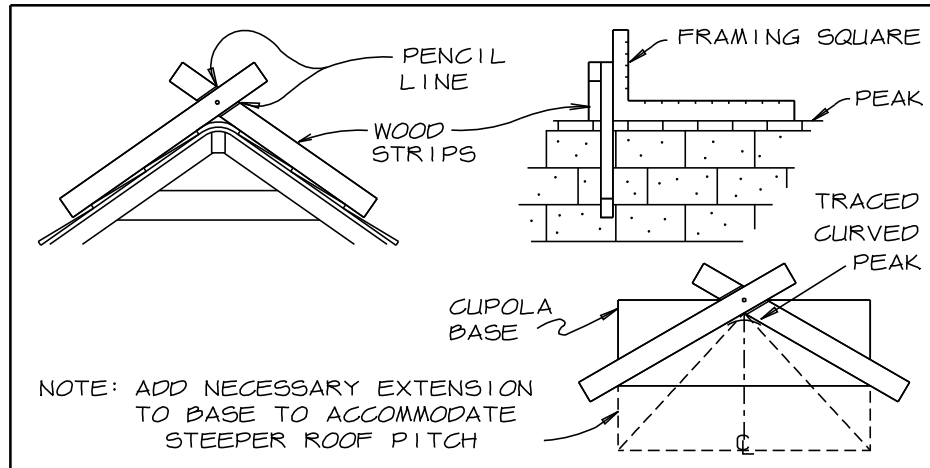
PRE-DRILL ALL NAIL AND SCREW HOLES TO  
PREVENT THE WOOD FROM SPLITTING  
(MOUNTING NAILS ARE NOT FURNISHED)

### SUGGESTED TOOLS NEEDED FOR INSTALLATION

- |                   |                         |
|-------------------|-------------------------|
| 1. Pencil         | 5. Hammer               |
| 2. Framing square | 6. Drill                |
| 3. Saw            | 7. Phillips Screwdriver |
| 4. Level          | 8. Caulking Gun         |

\* As recommended by the Western Red Cedar Lumber Association.

## 1 CUT TWO BASE PANELS:



The cupola base will have to be trimmed to fit the structure. First nail two wood strips together at one end (yard sticks will do). Lay these strips along each side of the roof peak against a framing square to keep them perpendicular to the ridge, letting them intersect at the peak as shown. Mark pencil lines on the wood strips where they cross each other. Mark a vertical center line on two opposite sides of the base. Lay the wood strips on the base making sure the pencil lines are visible. They must meet the lower corners of the base and also meet the center line where they cross, as shown. Mark the resulting cutting lines on the base. In most cases the roof peak will not meet at a sharp point. Use part of the cupola box to make a template of the roof peak and transfer it onto the base panel. Mark a second panel and cut both.

## 2 ASSEMBLE BASE:

Nail base together using 4d finishing nails. Nail into base blocking (see chart for quantities).

## 3 PAINT CUPOLA:

Both the inside, outside, and all edges should have finish applied prior to installation.

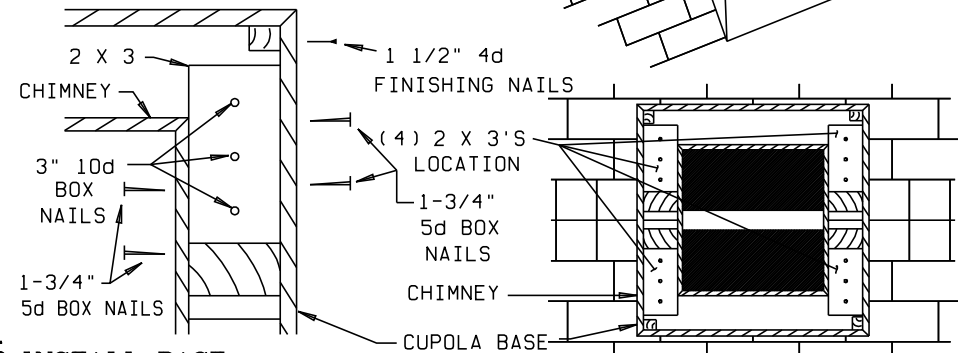
1. Stained:
  - a. Semi-transparent: two coats exterior alkyd semi-transparent wood preserving stain.
  - b. Solid color: two coats solid color exterior stain.
2. Painted:
  - 1st coat: alkyd exterior wood primer.
  - 2nd & 3rd coats: latex flat or gloss house paint, or oil base gloss house paint.

**NOTE:** The use of an alkyd FLAT finish without first applying a coat of exterior alkyd undercoat is not recommended.

## 4 TO INSTALL CUPOLA AS A VENTILATOR:

Cut opening in roof (see chart for maximum hole size.) The inside of base and outside of chimney must be flush with 2 x 3's. DO NOT CUT THROUGH ROOF RIDGE OR RAFTERS. If a 2533 or 2845 is to be installed, the 2 x 3 blocking must be ripped to a width of 1 15/16". Using 1/2"

plywood, build chimney with inside of chimney and outside of roof opening to be the same measurement. Cut the bottom of chimney to match the pitch of roof. The height should be no higher than the top of the lower opening. Fasten chimney to 2 x 3's using 1-3/4" 5d box nails, and flash to the roof on all four sides. Cover the top of the chimney with supplied screening. See drawings below and right for chimney attachment.



## 5 INSTALL BASE:

Make sure the base is level then fasten it to the roof using four equal lengths of 2 x 3 (not supplied). Begin with the assembled cupola base placed on roof, then set 2 x 3's against each vertical side and nail them to the roof using 3", 10d box nails. When the 2 x 3's are secured to the roof, nail cupola base to 2 x 3's using 1-3/4" 5d box nails (see drawings above). Caulk between the base and roof on sloped sides only.

## 6 INSTALL TOWER SECTION:

After the base is nailed into position set the tower on the base. The groove in the bottom of the tower sill should set on the top edge of the base, and the post under the tower sill must extend inside of the base. Attach the tower section to the base using (8) 1-1/2" #6 wood screws, 2 per side. Pre-drill holes 1/2" below top edge of base, and drive screws through base and into the tower posts. See drawing.

