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CIVIK

English ASSEMBLY INSTRUCTIONS

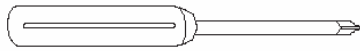
Text Instructions Begin on Page 10



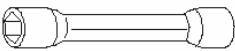
Ø 8x300 12x120 14x150 mm



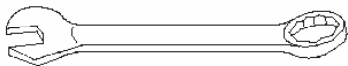
Ø 2,5 3,5 4,5 9 mm



PH 2



12 / 13 mm



13 17 19 30 mm



2,5 3 5 12 mm

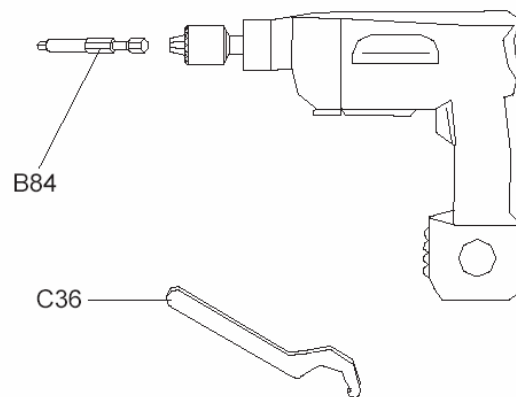
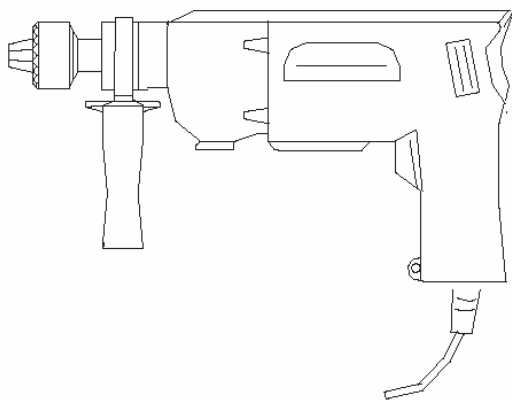
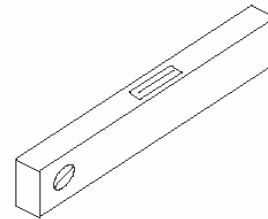
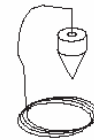
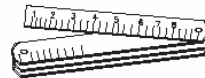
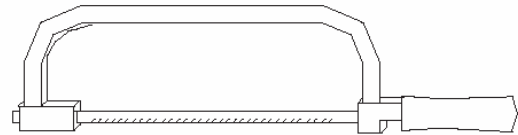
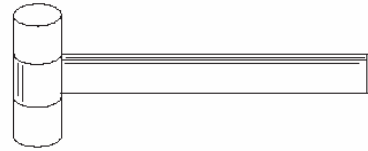


FIG. 1

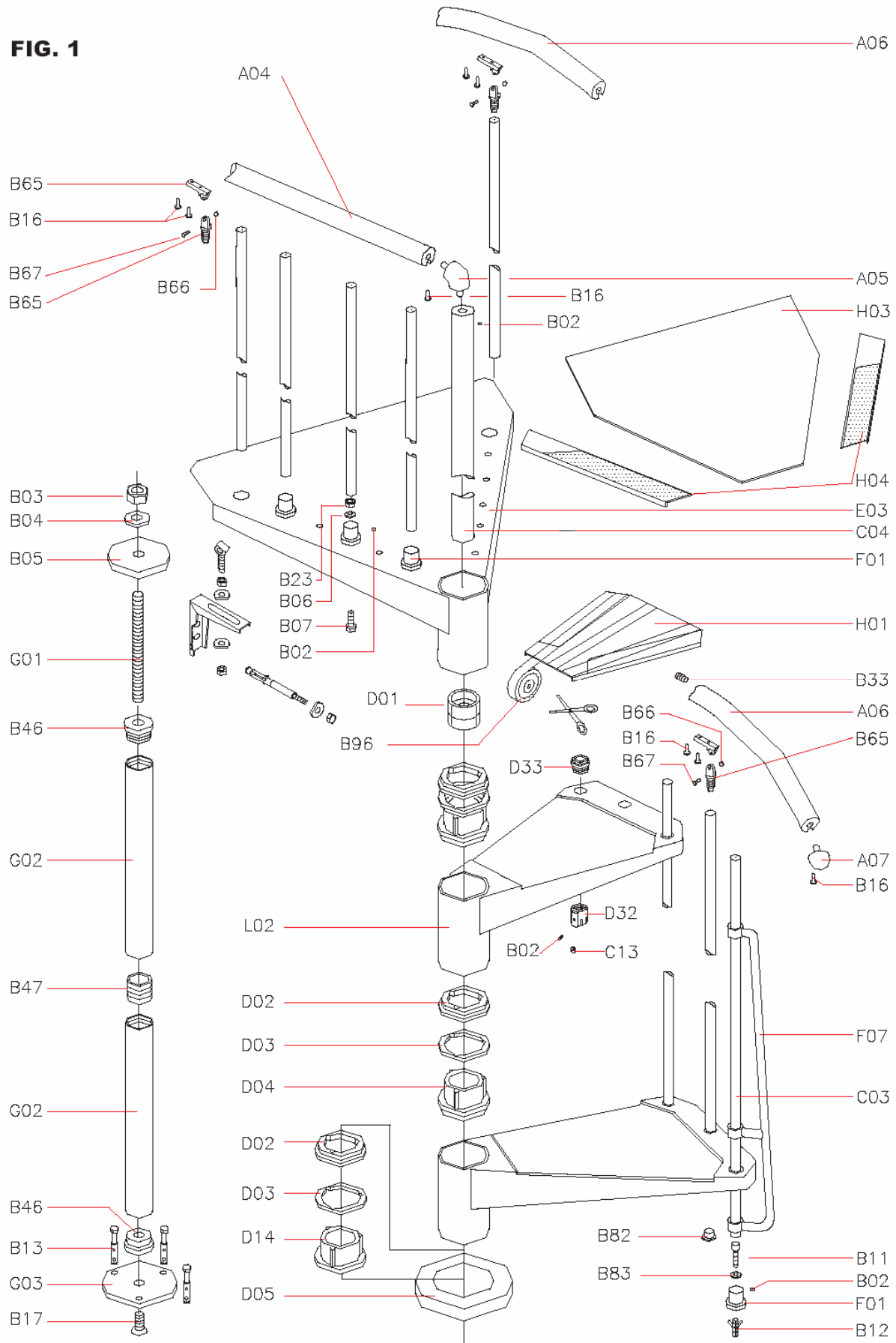


FIG. 2

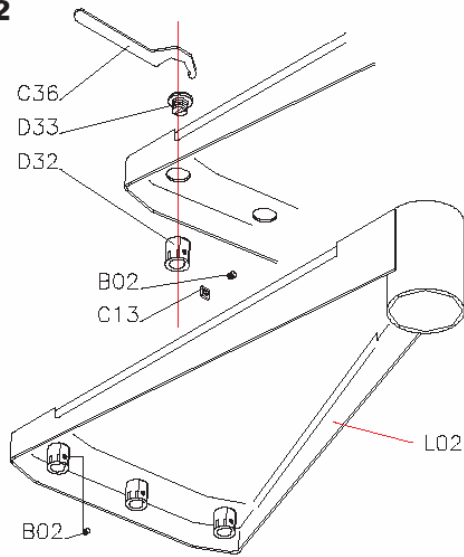


FIG. 3

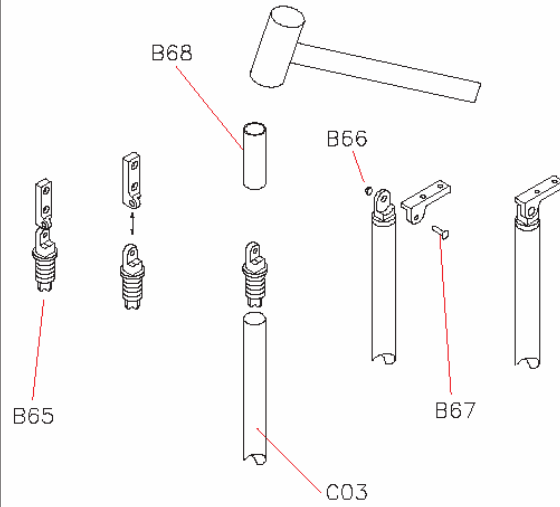


FIG. 4

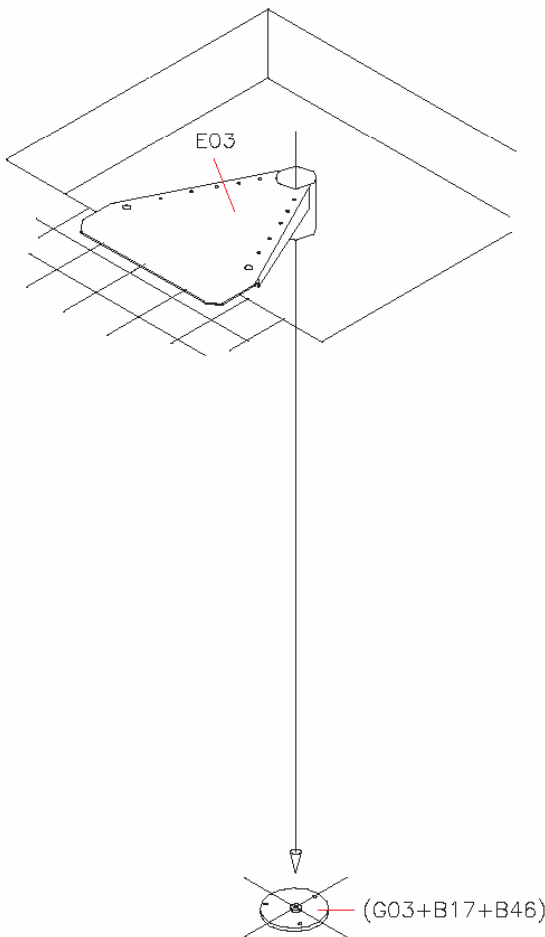


FIG. 5

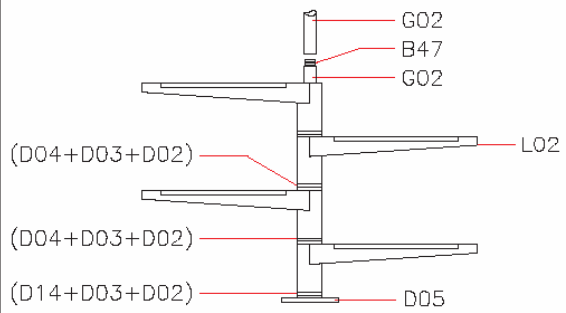
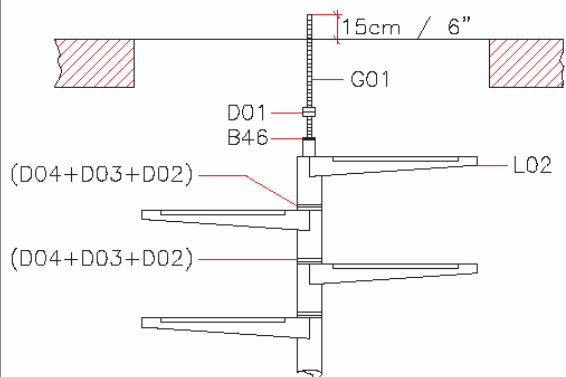
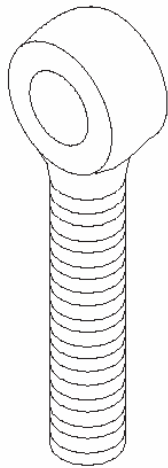


FIG. 6

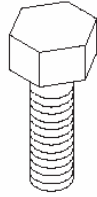




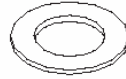
B74



B75



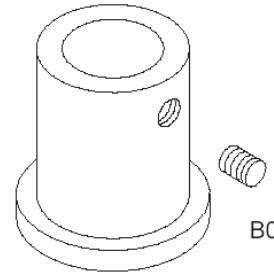
B07



B06

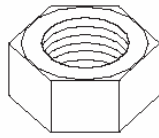


B23

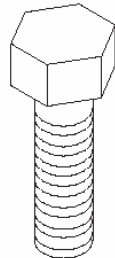


F01

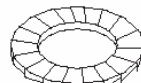
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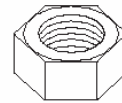
B71



B73



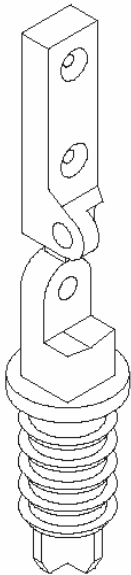
B72



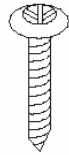
B78



B84



B65



B16



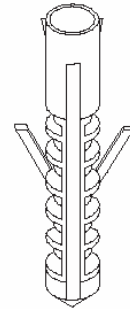
B83



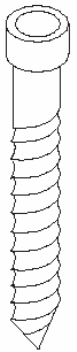
B82



C13



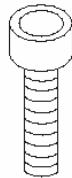
B12



B11



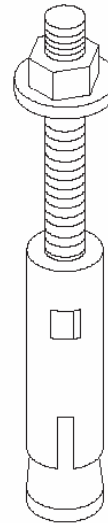
B68



B85



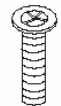
B86



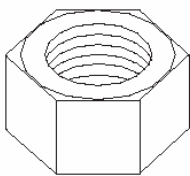
B87



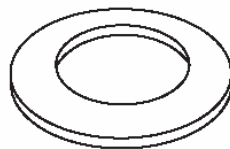
B66



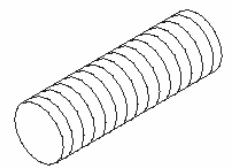
B67



B03



B04



B33

FIG. 7

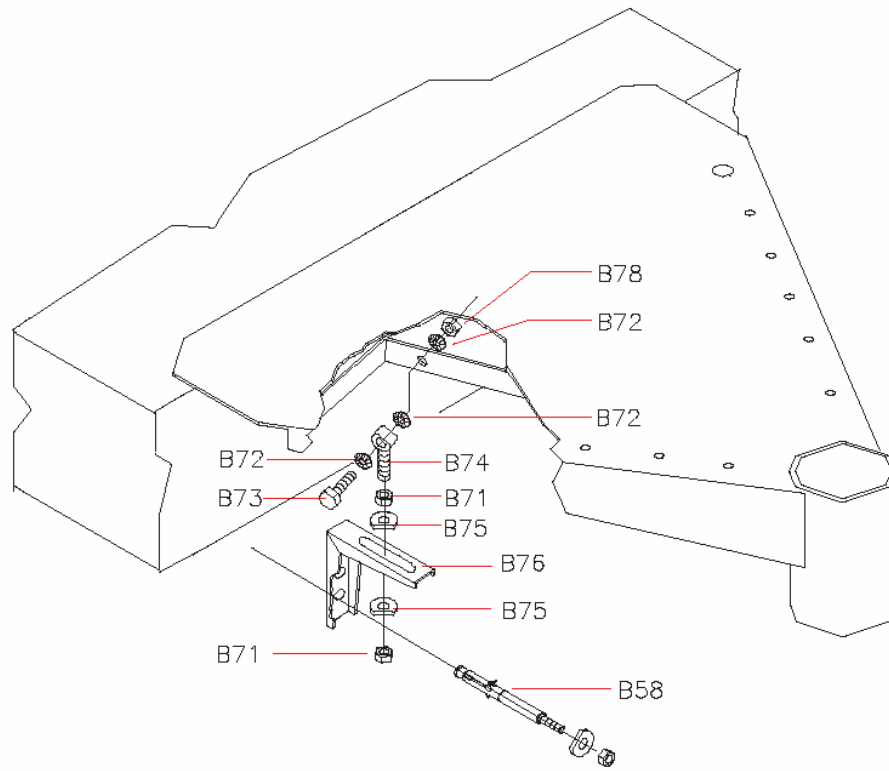


FIG. 8

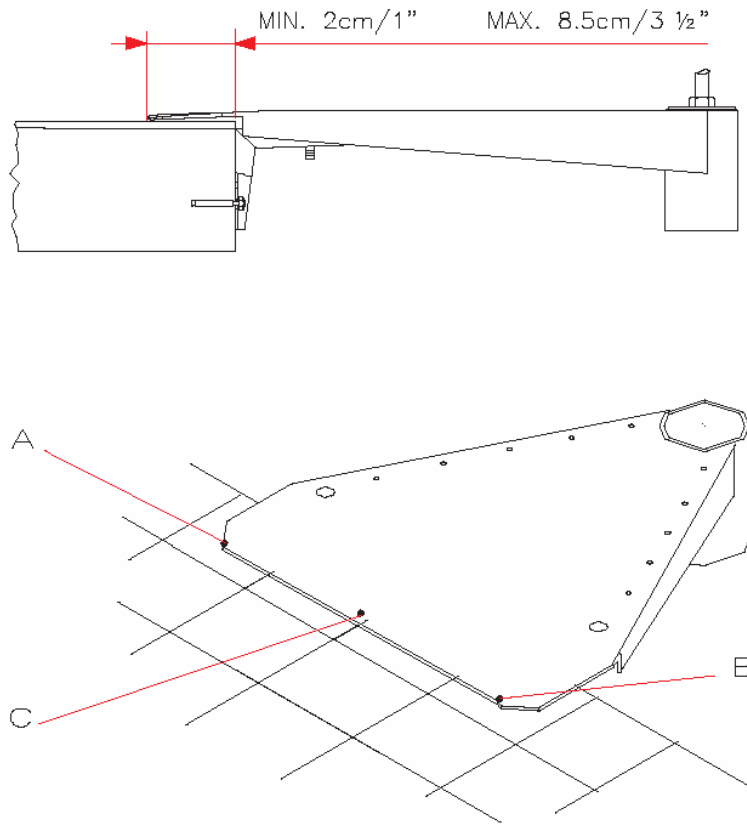


FIG. 9

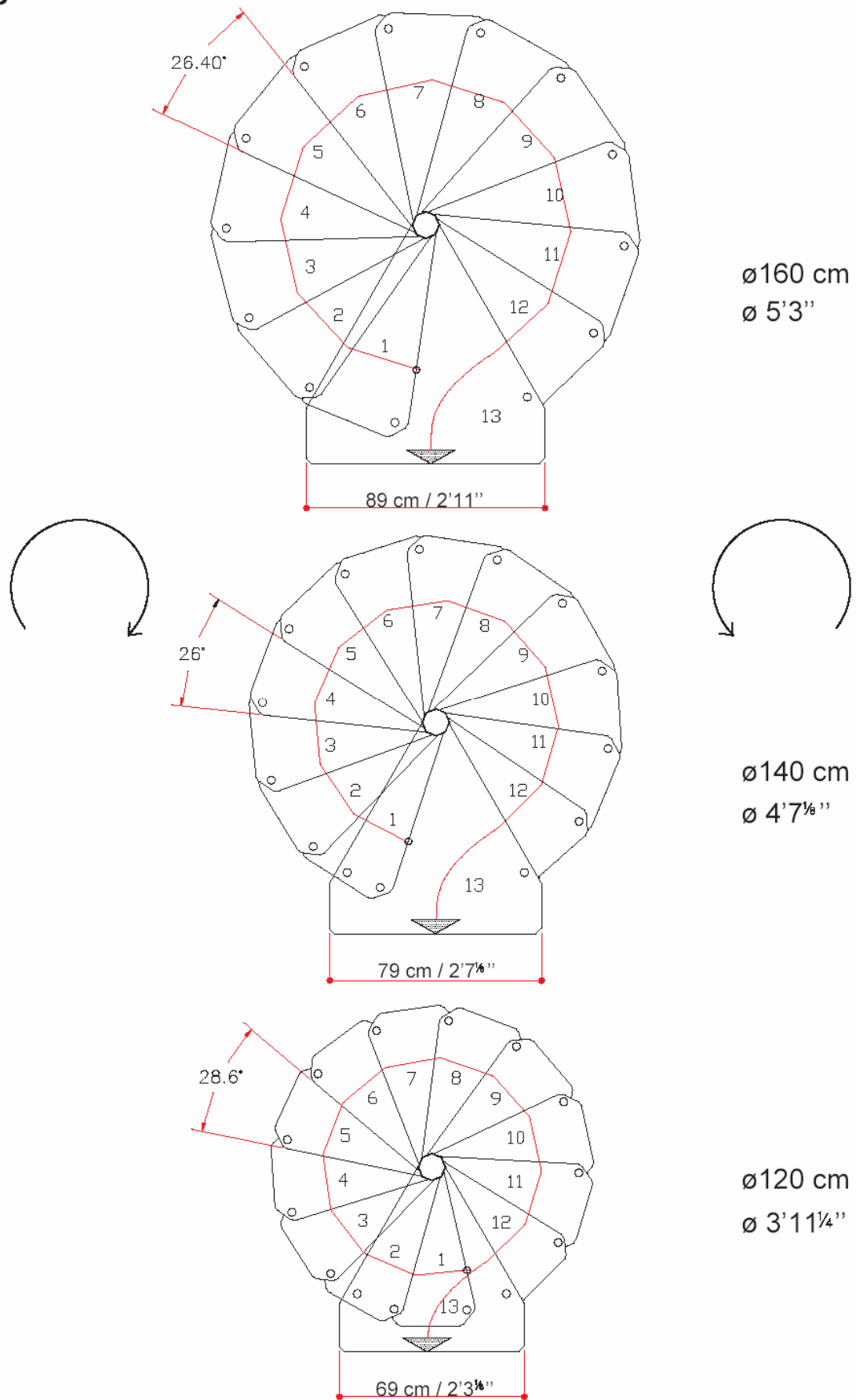


FIG. 10

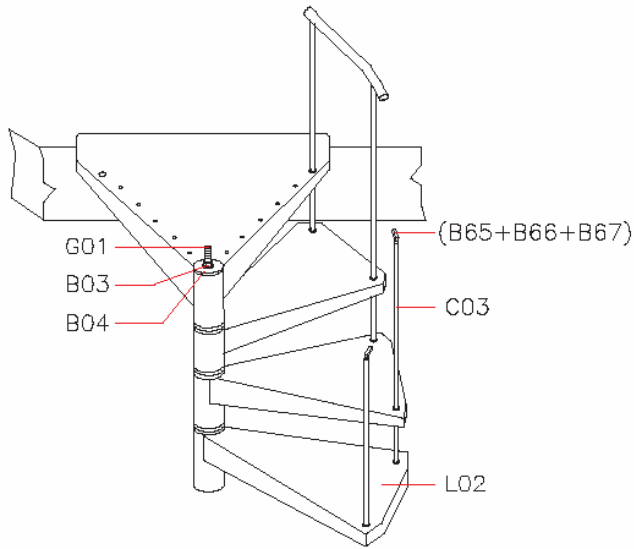


FIG. 11

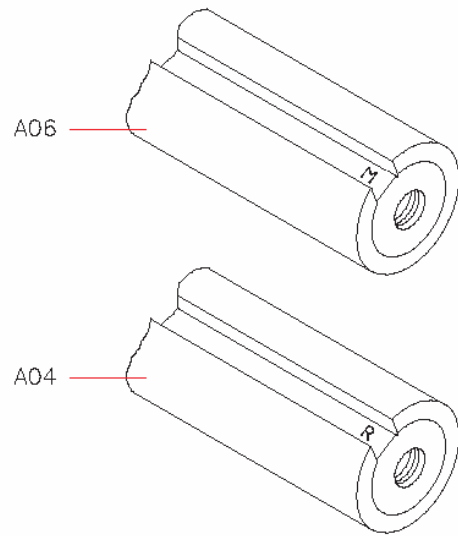


FIG. 12

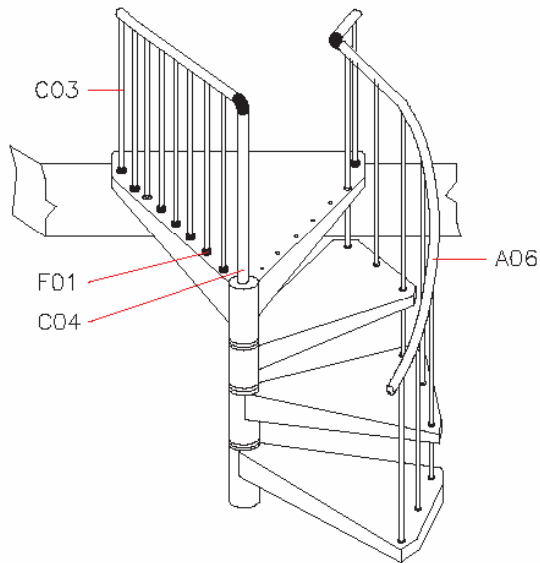


FIG. 13

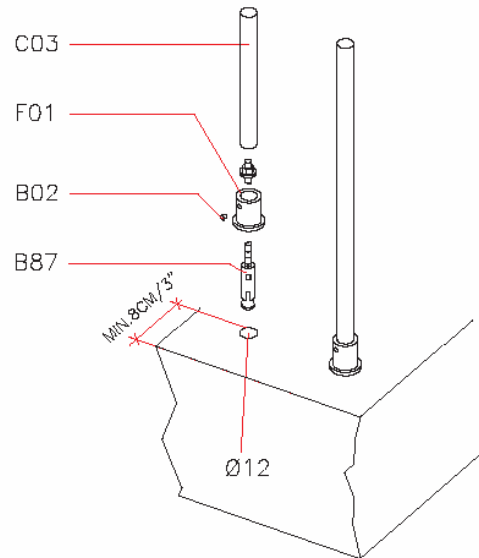
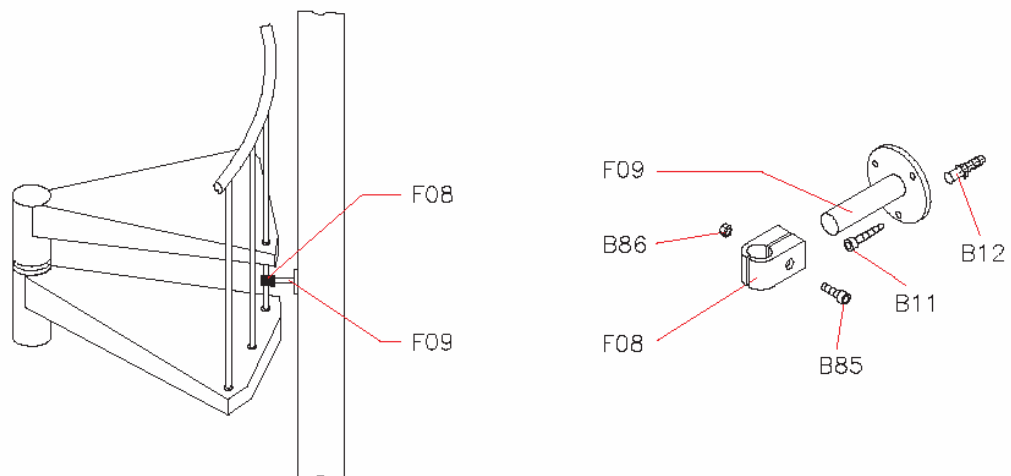
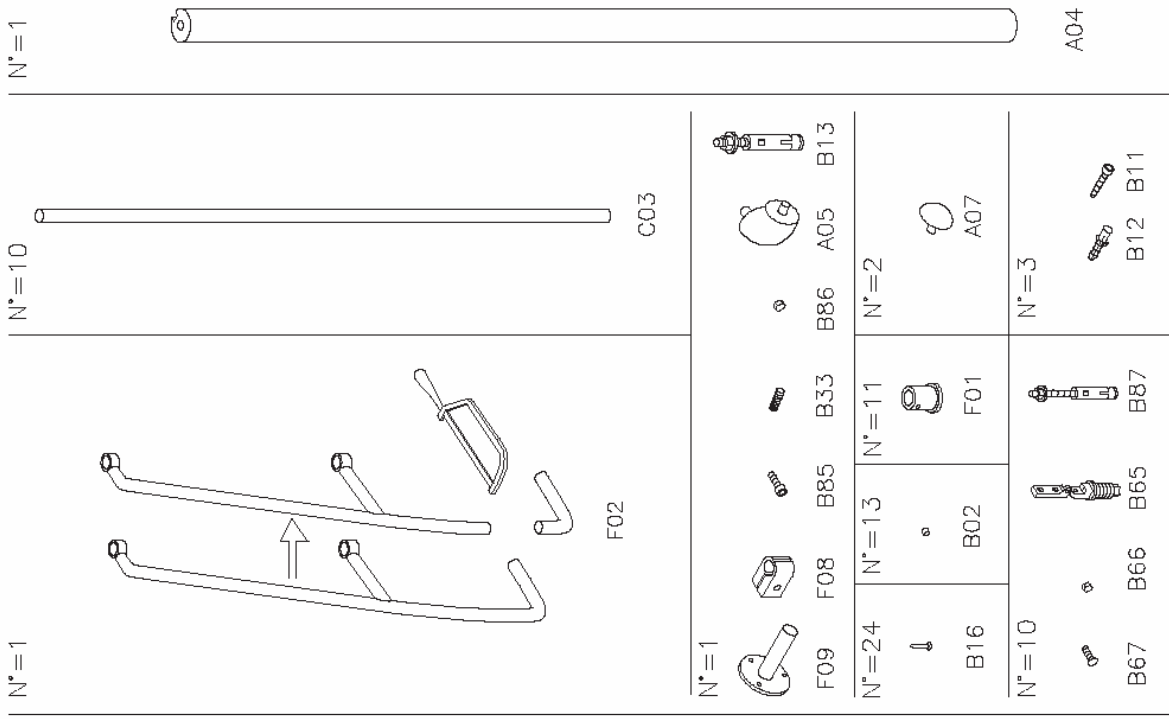
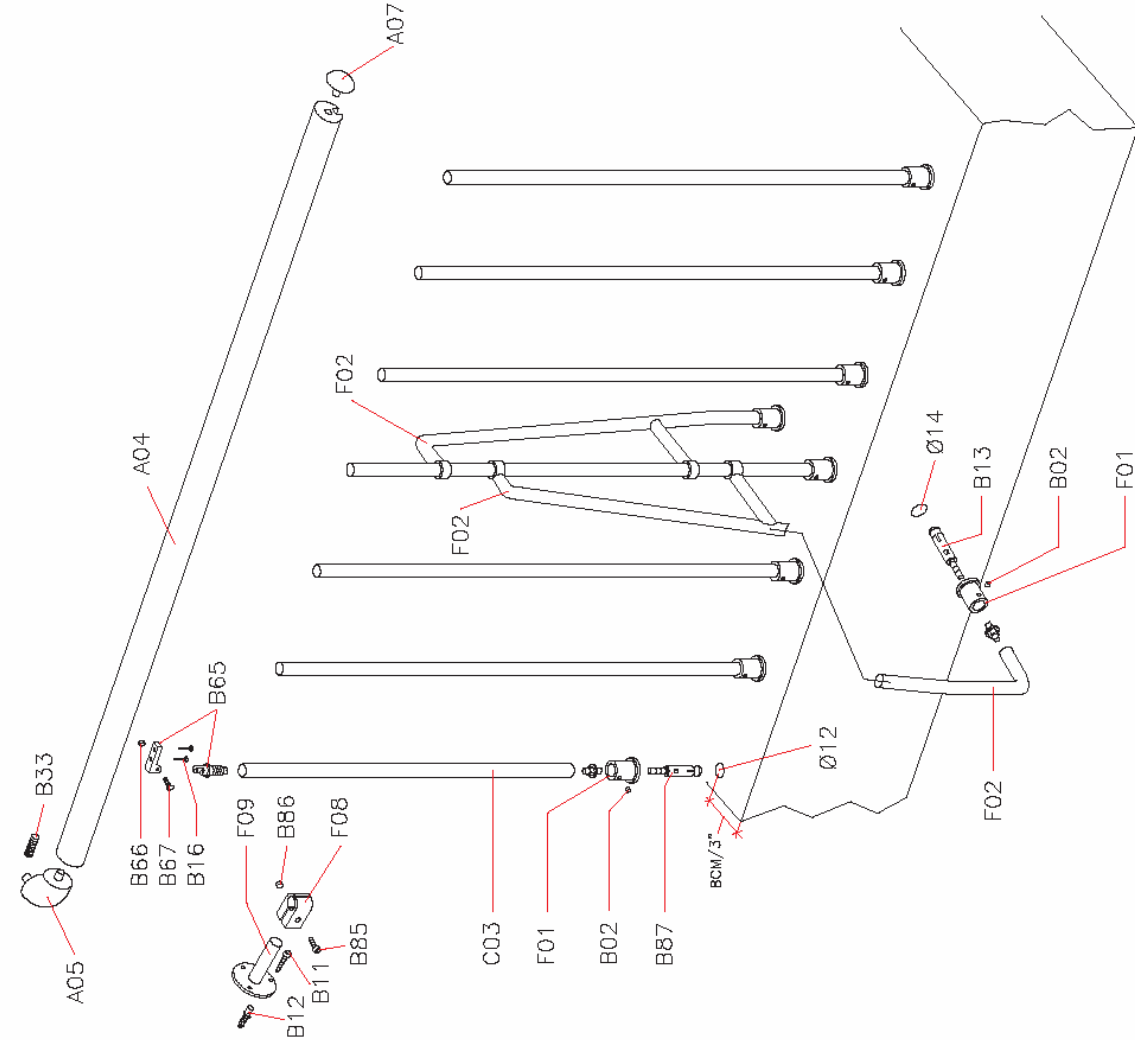


FIG. 14





Before starting the assembly process, unpack all components of the staircase. Lay them out on a large surface and check the quantity of all the pieces, by consulting the table TAB.1 (A = Code, B = Quantity). Inside the staircase box you will also find a video tape which we suggest watching before proceeding to assemble.

For the USA only: call the customer support line at 1-888 STAIRKT, should you have any case of need.

Preliminary Assembly

1. Screw the part B02 into the treads (L02) (fig. 2).
2. Carefully measure the floor-to-floor height and determine the required number of spacers (D03) (TAB.2).
3. Assemble the spacers (D14, D03, D02) together in one piece. Do the same for the spacers (D04, D03, D02) (fig. 1)
4. Assemble the parts B65, B66, B67 into the baluster (C03), by using the part B68 (fig. 3).
5. Assemble the parts B72, B73, B74, B78 into the landing E03, without tightening (fig. 7).
6. Assemble the base G03, B17 and B46 (fig. 1).

Assembly

7. Determine and mark on the floor the center of the hole, then position the base (G03+B17+B46) (fig. 4).
8. Drill with drill bit \varnothing 14 and fix the base (G03+B17+B46) into the floor by means of the parts B13 (fig. 1).
9. Screw the pole (G02) into the base (G03+B17+B46) (fig. 1).
10. Insert the base plate cover (D05) (fig. 5).
11. Insert the spacers (D14+D03+D02) (fig. 5).
12. Insert the first tread (L02) into the pole (G02). Then continue with the assembly, by adding alternatively one spacer (D04+D03+D02) and one tread (L02). At this stage we suggest to position the treads alternately one to the right and one to the left, in order to distribute the weight in a balanced way (fig. 5).
13. When you reach the end of the pole (G02), screw the part B47 on it, then add the second pole (G02) and continue with the stair assembly (fig. 5)
14. When you reach the end of the pole (G02), screw on it the part B46 and the part G01. (Screw the part G01, until its upper end sticks out approximately 15cm (6") from the stair height (fig. 6). Continue adding the treads, by using the part D01 inserted into the spacers (D04+D03+D02).
15. Finally add the stair landing (E03). Fasten the parts B05, B04 and screw the part B03 sufficiently (fig. 1) but keeping in mind that the treads still have to be rotated to their final position and that the points A and B of the landing (E03) have touch the floor (fig. 8).

Fitting of the Landing

16. Screw the part B71 into the element B74, making it run till the end. Insert the parts B75, B76, B75 - in this order – and then again the element B71, without tightening too hard (fig. 7).
17. Approach the part B76 to the ceiling. Determine the position, then drill with drill bit \varnothing 14 and fix completely by using the part B58 (fig. 7).
18. Screw the lower part B71 till the points A, B and C touch the floor (fig. 8).
19. Block the upper part B71 on the part B76 (fig. 7).
20. Finally, block the part B73 (fig. 7).

Assembly of the Railing

21. Spread-out the treads (L02) fan-like, after having chosen the rotation direction. The stair is now ready to use.
22. Starting from the landing (E03), insert the longer railing balusters (C03), that build the connection between the treads. Face them with the part B65 showing the part with the holes turned upwards (fig. 10). Tighten only the part B02 of the lower tread (fig. 2).
23. Check very carefully the vertical position of the inserted balusters C03. This control is very important for insuring the best results.
24. Tighten the part B03 completely (fig. 10).
25. Tighten the part B02 of the upper tread completely (fig. 2).
26. Check once more the vertical position of the railing balusters (C03) and, if necessary, correct it, by repeating the previous operations.
27. Set the first baluster (C03) together with the reinforcing part (F07). Cut one long baluster (C03) to obtain the same size as all others you assembled previously.
28. Fix into the floor in relation to the first baluster (C03), the part F01, by drilling with drill bit \varnothing 8 tip. Use the parts B11, B12, B83 and B02 (fig. 1).
29. Find the handrail piece marked with letter "M" (A06) and the one with letter "R" (A04) which will be used for the railing of the landing (E03) (fig. 11).
30. Start to model the handrail pieces (A06) marked with "M", in order to give it the handrail staircase's shape most alike (fig. 1).
31. Beginning from the baluster (C03) on the landing (E03), start to fix the handrail (A06), that you have already slightly bent in the previous operation. Use the parts B16 together with the screw driver and the item B84.

32. Connect all other handrail pieces (A06), by screwing, gluing and shaping them. Use the parts B33 and the glue (X01).
33. When you reach the first baluster (C03) at the bottom of the stair, cut the excess piece of the handrail with a hacksaw
34. Complete the handrail (A06) by assembling the part A07. Use the parts B16 and the glue (X01) (fig. 1).
35. Fit all remaining railing balusters into the treads (L02), tighten the part B02 and fix to the handrail (A06), paying attention to the vertical position (for the stairs with a diameter larger than 140cm (4' 7 1/8"), we suggest that you first assemble the shorter balusters) (fig. 12).
36. Check again the regular shape of the handrail (A06) and, if necessary, correct it with a rubber hammer.
37. Complete the railing assembly by fitting the parts B82 into the lower part of the balusters (C03) (fig. 1).

Assembly of the Balustrade

38. Screw the baluster (C04) into the part G01 that sticks out from the landing (E03) (fig. 10).
39. Assemble the parts F01 into the holes of the landing (E03), using the parts B07, B06, B23 (fig. 1).
40. Position the shorter balusters (C03) and tighten the part B02 (fig. 1)
41. Fix the part A05 into the baluster (C04), by using the part B02 (fig. 1).
42. Fix the handrail (A04) marked with the letter "R", using the parts B16 (fig. 1).
43. In case there were walls around the stair and depending on their position, it could be necessary to set one or two more balusters (C03) (fig. 12).
44. In that case it is necessary to consider either the distance between all other balusters, or otherwise the distance from the wall. For the fixing it is suggested to drill the landing (E03) with drill bit Ø9 and to use the fixing parts F01, B02, B07, B06, B23. Whereas for the fixing into the floor it is suggested to drill with drill bit Ø 12 and to use the parts F01, B02, B87 (fig. 13).

Final Assembly

45. In order to tighten the staircase at the intermediate points, you must fix into the wall the parts F09 and connect them to the balusters (C03) by using the part F08. Drill the wall with a drill bit Ø 8 and use the parts B85, B86, B11, B12 (fig. 14).
46. Stick the panels (H06) to the treads (L02) using the part B96 (fig. 1).
47. Stick the panels (H03, H04), to the landing (E03) using the part B96 (fig. 1).

We would appreciate any suggestions or comments to us by visiting our web site at www.arkestairs.com

TAB. 1 PARTS LIST

A	B		
	$\varnothing 120$ 3' 11 1/4"	$\varnothing 140$ 4' 7 1/8"	$\varnothing 160$ 5' 3"
A04	1	1	1
A05	2	2	2
A06	5	5	5
A07	3	3	3
B02	48	61	62
B03	1	1	1
B04	1	1	1
B05	1	1	1
B06	7	8	9
B07	7	8	9
B11	7	7	10
B12	7	7	10
B13	3	3	3
B16	70	96	98
B17	1	1	1
B23	7	8	9
B33	6	6	6
B46	2	2	2
B47	1	1	1
B58	2	2	2
B65	33	46	47
B66	33	46	47
B67	33	46	47
B68	1	1	1
B71	4	4	4
B72	6	6	6
B73	2	2	2
B74	2	2	2
B75	4	4	4
B76	2	2	2
B78	2	2	2
B82	26	38	38
B83	1	1	1
B84	1	1	1
B85	2	2	3
B86	2	2	3
B87	2	2	2
B96	1	1	1
C03	33	46	47
C04	1	1	1
C13	38	50	50
C36	1	1	1
D01	4	4	4
D02	13	13	13
D03	65	65	65
D04	12	12	12
D05	1	1	1
D14	1	1	1
D32	38	50	50
D33	38	50	50
E03	1	1	1
F01	8	9	10
F07	1	1	1
F08	2	2	3
F09	2	2	3
G01	1	1	1
G02	2	2	2
G03	1	1	1
H01	12	12	12
H03	1	1	1
H04	2	2	2
L02	12	12	12
X01	1	1	1

TAB.2

To determine the necessary number of spacers (D03), you must look-up the table TAB.2 (H = Height, A = Rises).

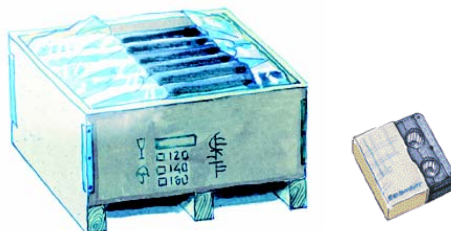
Example: given a floor-to-floor height of 298cm (9' 9 3/8") and a staircase with 13 treads, you must proceed as follows;

1. At height (298cm (9' 9 3/8")) in the row H) look-up the number of necessary spacers (i.e. 50 spacers in the row A/13)
2. Distribute the spacers (D03), one at a time, among the combined parts D14-D04 and D02 all (for the single spacer D14 you can use at the most 3 spacers (D03); for the spacers (D04) you can use at the most 5 spacers (D03).
3. The final result is the following: 3 spacers (D03) between D14 and D02, 3 more spacers (D03) on a spacer chosen between D04 and D02 and 4 spacers (D03) between D04 and D02 of the remaining eleven spacers.

For further information pertaining to these assembly instructions, additional parts or general questions regarding products or assembly please call, fax or email us at:

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