



HOW-TO-BUILD GUIDE

INTERNAL TIMBER SHUTTERS

WHAT YOU CAN BUILD USING THIS GUIDE

This guide shows you how to measure up, order and install internal window shutters. These are a window treatment alternative to curtains or blinds for providing privacy and control of light. Shutters can be solid, or have fixed or adjustable louvres.

BEFORE YOU BEGIN

You have choices to make about the type of shutter you want, the timber you prefer, and louvre, frame and mounting options.

SHUTTER TYPE

The shutter configuration can be full height (often referred to as “plantation”), or a tier-on-tier layout to provide variation of opening, or a café style covering the bottom part of the window only (Figure 1). The most popular configuration for a window opening is the double bi-fold layout as it minimises the space taken when open (Figure 2).

Timber

Shutters can be built from a variety of woods, particularly shutters which are imported. Cedar and radiata pine are commonly available in New Zealand.

Louvres

Louvres are available in a variety of sizes from 32 mm to over 100 mm. Generally, larger shutters will use larger louvres. The louvre shape can be flat, or an aerofoil (Figure 3). The louvres can be fixed, or adjustable with a central control rod.

With or without frame

Shutters can be installed with or without a frame. Some suppliers provide only the shutters, and leave the installer to provide the frame. Shutters installed without a frame in an existing window opening are likely to have greater clearances and admit some light when closed. Those which have a frame can have a full frame, or three sides only (similar to a door frame). If fitting of shutters is intended to reduce the heat loss through the window, a full frame is recommended. Shutters provided with a frame will have closer tolerances than an installation without a frame. Frames can have different profiles, such as rectangular, L, or Z shape (Figure 4).

Mounting options

An inside mount places the shutters between the window jambs. This location reduces intrusion into the room, but has some restrictions (Figure 5) such as:

- clearance from the opened louvres is required to any window hardware. Generally a small louvre size is used.
- fitting tolerances are more critical. A clearance from any sill board will be needed.
- opening of the shutters may be restricted to about 120° unless the hinge is proud of the trim (Figure 6).
- An outside mount allows larger tolerances, and can allow 180° opening of the shutters. An outside mount may require removal of existing trim (Figures 7).

MEASURING, ORDERING AND INSTALLING

1. Measure the existing window. Take three measurements of the horizontal space – one at the top, one in the middle and one at the bottom – and use the smallest. Do the same for measuring the vertical dimension. Allow 2 mm for continuous packing. Take diagonal measurements to check for square.
2. Consult with the supplier. Although standard sizes are available, most installations will be custom-built to dimensions and configurations ordered. In some cases the shutters are supplied as a disassembled kitset.
3. On receipt of the shutters, check all dimensions against the order.
4. Where the frame is supplied assembled, place the frame in the opening. Position it square and level. Use continuous packing to provide 1-2 mm clearance for shutters on all sides.
5. Where a frame is to be built, cut the head for a sliding fit between the window jambs. Position the head square and level. Packing should only be required if the window head is not level. Check that there will be 1-2 mm clearance for the shutter at both the head and sill board. Fix the head (through any packing that has been used). Cut and fit the jambs square and vertical. Check there will be 1-2 mm clearance each side and between the shutters. Fix the jambs in place (through any packing that has been used).
6. If the hinges have already been fitted, reassemble the shutters in position.
7. If the frame has been built on site, mark and cut the hinge housings in both the jambs and the shutter styles. Fix the hinges to the shutters. Hold the shutter at right angles to the frame while securing the top hinge with one screw. Secure the lower hinge with one screw. If the clearances are correct, the remaining screws can be inserted.

Figure 1

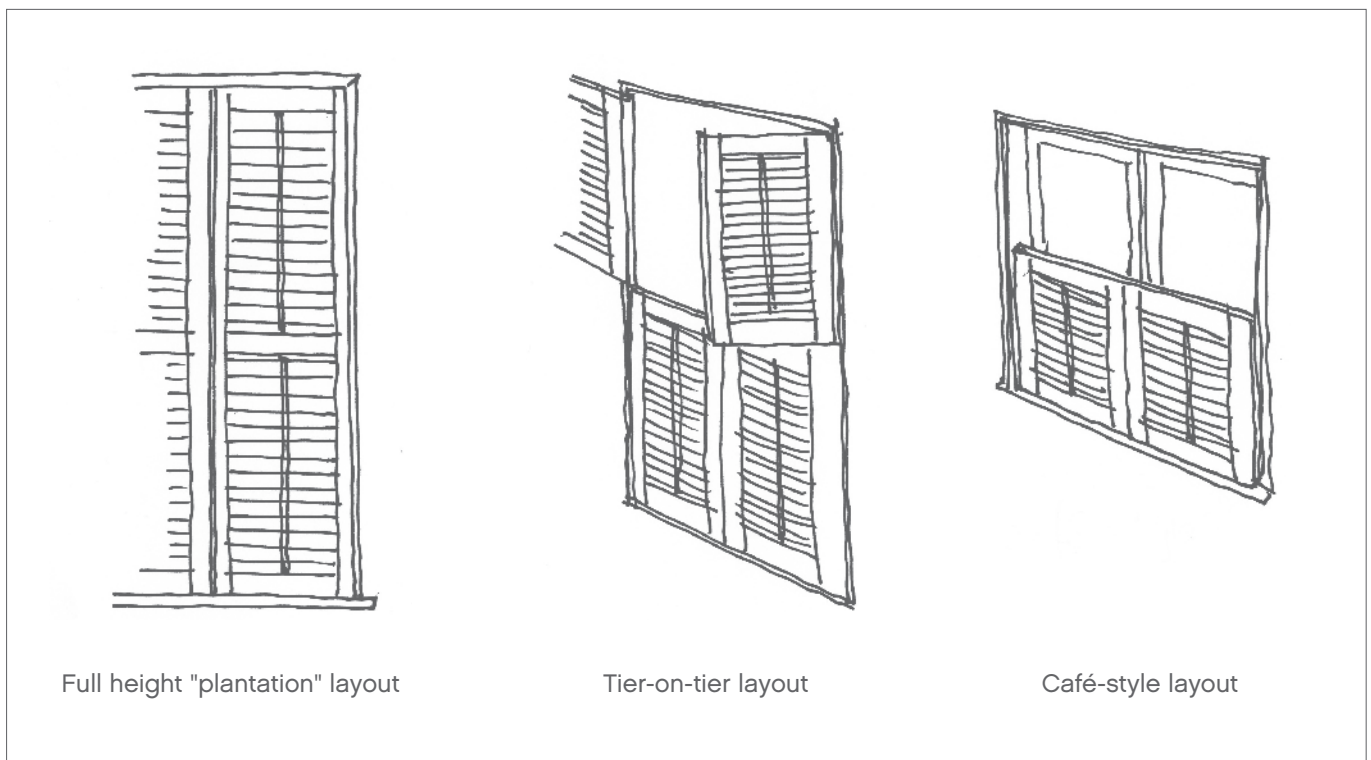


Figure 2

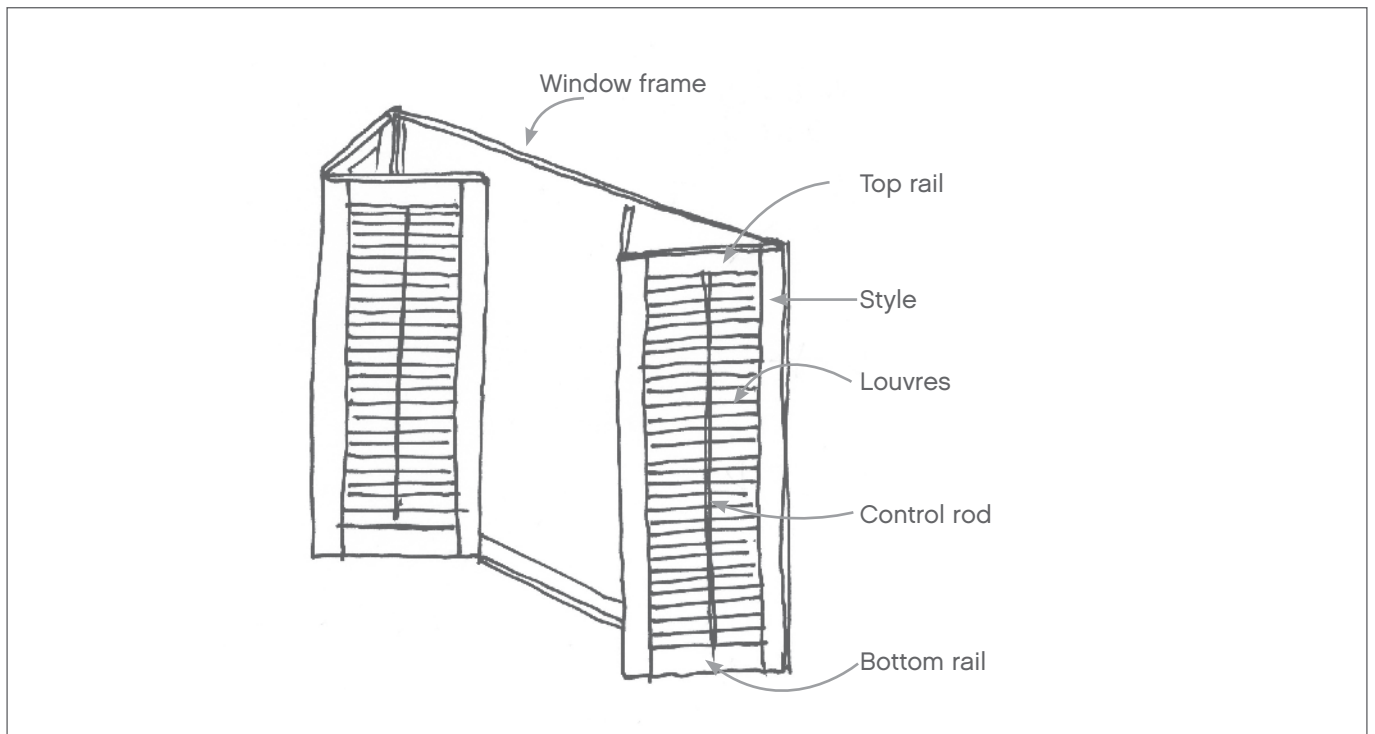


Figure 3 – Typical louvre profiles

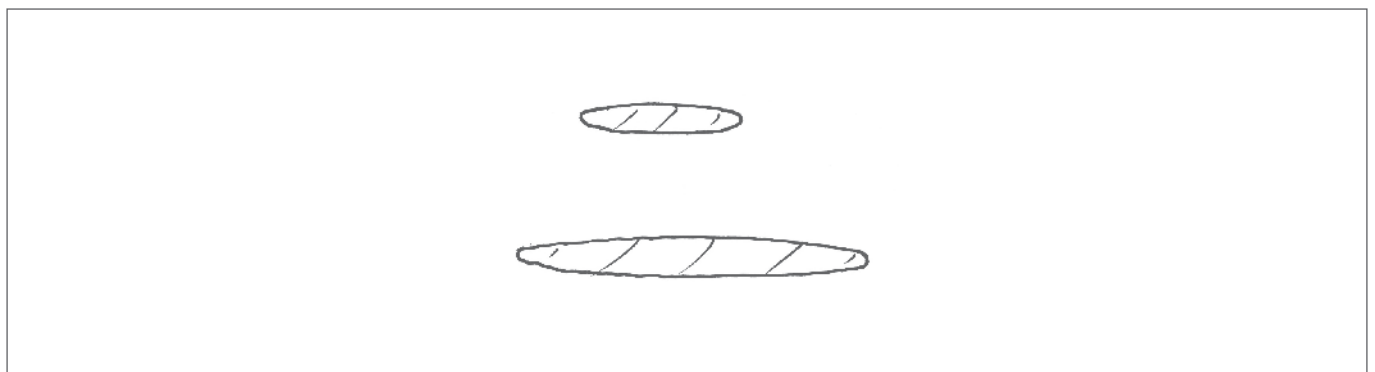


Figure 4 – Shutter frame profiles

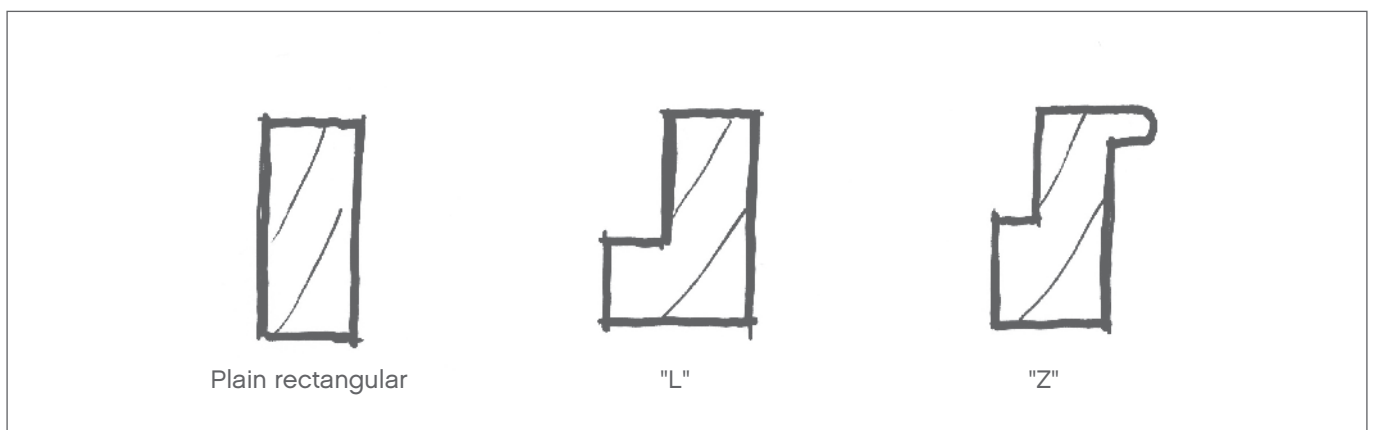


Figure 5 – Inside mount, full frame shutter

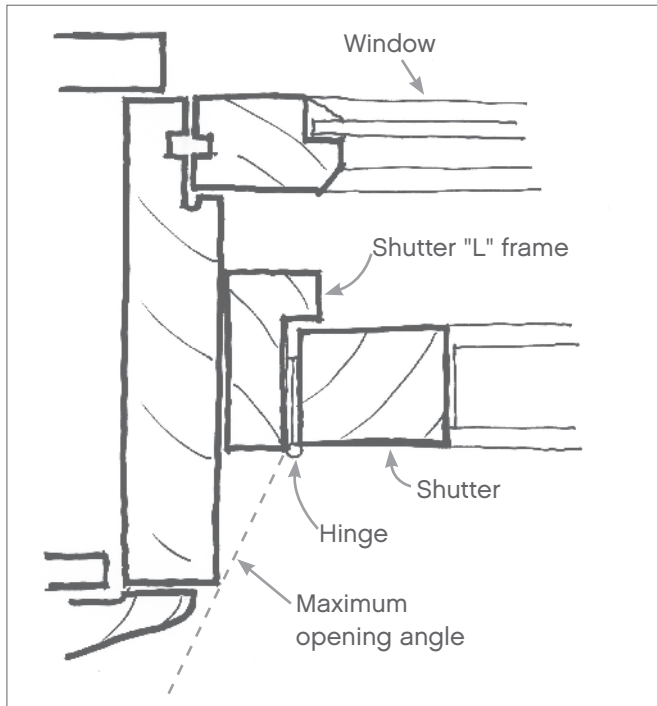


Figure 6 – Inside mount, 3/4 frame

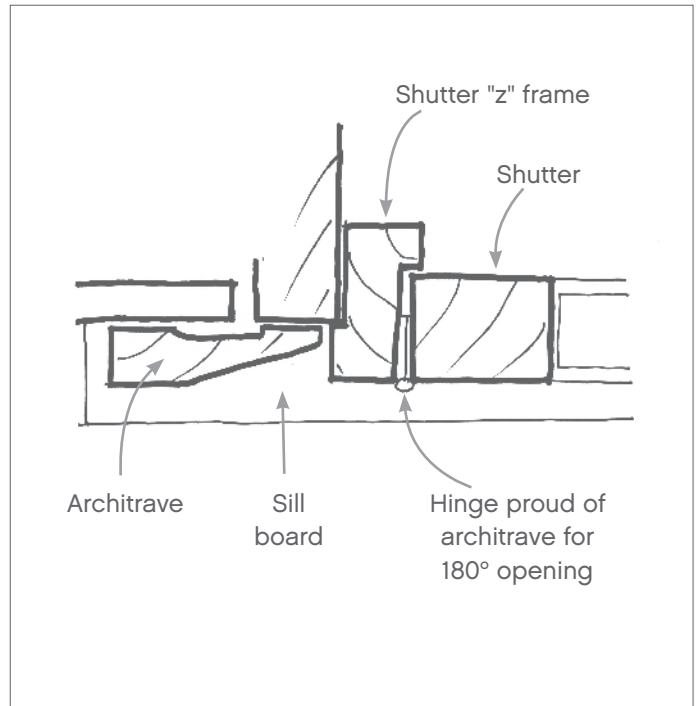
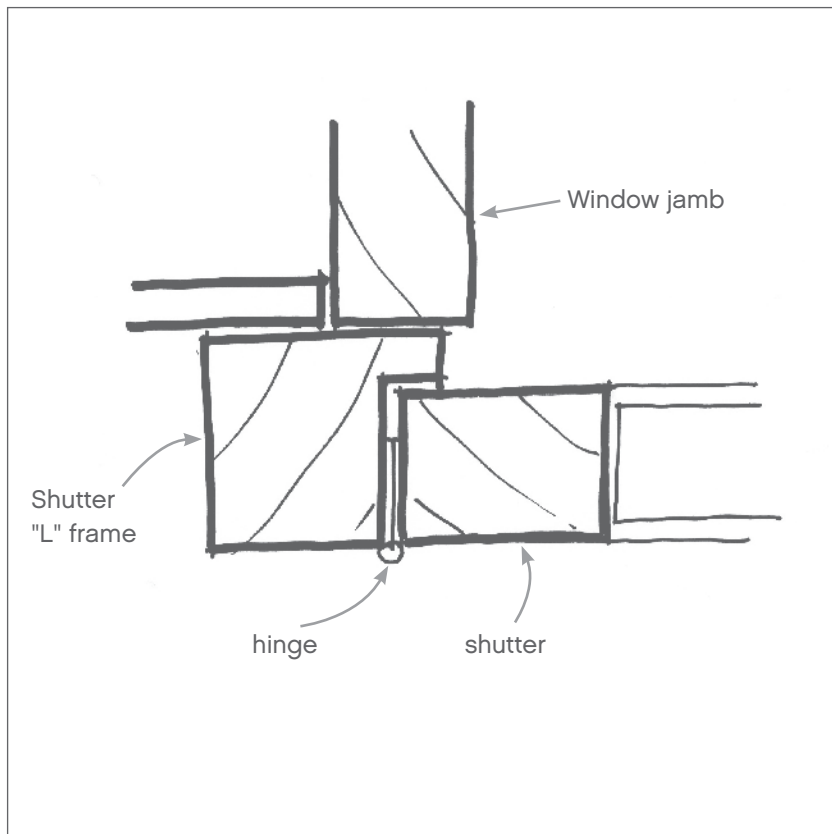


Figure 7 – Outside mount, full frame shutter



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