

# TWX-2170 Yard Office

## Assembly Instructions

Tools required for assembly of this model include;

- Sharp hobby knife
- 220 grit sandpaper
- Tite Bond II<sup>®</sup> wood glue
- Cyanoacrylate glue (super glue) & Accelerator (Kicker)
- Elmers white (school) glue
- Blue painters' tape (or miniature squeeze clamps)

Like most model kits the parts are held to their respective frets with small sprues, we recommend you cut sprues on one side of the part, then break the other side off when removing the part. Use the 220-grit sandpaper to completely remove the sprue and ensure the edge is smooth before assembling any parts in a step.

We recommend using Tite Bond II<sup>®</sup> wood glue for gluing all of the MDF parts, it only takes a few minutes to cure and provides a solid bond. Some steps it is recommended that you use super glue, we will point these out, so if it is not specified use the wood glue when gluing MDF parts together.

As we progress through this assembly instruction you will see the parts begin to take on color and weathering. We will point out times where it is best to paint certain components (to minimize the need for masking later).

### Step 1 Smoke Stack & Roof

Remove both pieces of B6 and both pieces of B7. These components make up the smoke stack. The thinner pieces (B6) are sandwiched between the wider pieces (B7). Using the super glue create two halves of the smoke stack, ensuring the mounting tabs are all on the same end. Be sure to line up the mortar lines of B6 with the edge lines of B7, to keep the mortar lines consistent around the stack. (Photo 1).



Photo 1

Use the accelerator to immediately set the super glue, next glue the two stack halves together to create the smoke stack. (Photo 2)



Photo 2

Locate the roof of the Yard Office (B8). Remove this and clean up the sprues. The top of the roof has the line etched around the 4 mounting holes. (Photo 3)



Photo 3

Using the wood glue, glue the bottom of the smoke stack to the top of the roof, inserting all 4 tabs of the stack into the holes on the roof. (The stack will serve as the handle to remove the roof, should you choose to use this structure to house your turntable controller, so it is imperative this be a solid joint!). (Photo 4)

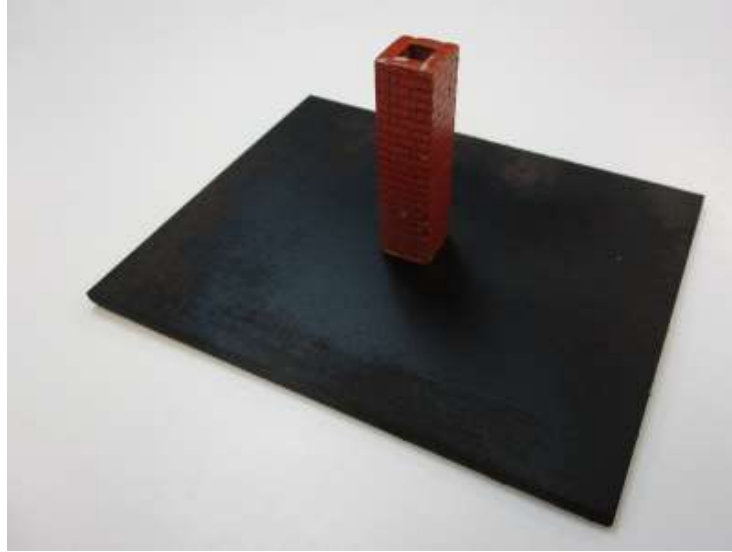


Photo 4

\*\*Note; Now is a good time to put the base coat on the stack, on our model we used an orange color as the base. It is also a good time to paint the top of the roof flat black.

Locate the small bag of fine gravel included with the kit. This gravel will be glued on top of the roof.  
(Photo 5)



Photo 5

Using Elmers white glue coat the entire top surface of the roof (try not to get glue on the base of the stack if possible). Once an even coat of white glue has been applied carefully dump the gravel on top of the roof and ensure it is spread around evenly. Set this aside to cure completely. (photo 6 and 7)



Photo 6



Photo 7

## Step 2 Doors and Windows

Locate sheet D, which has the windows and doors. Remove the door parts; D3 and D4 (two sets of door parts total). (Photo 8)

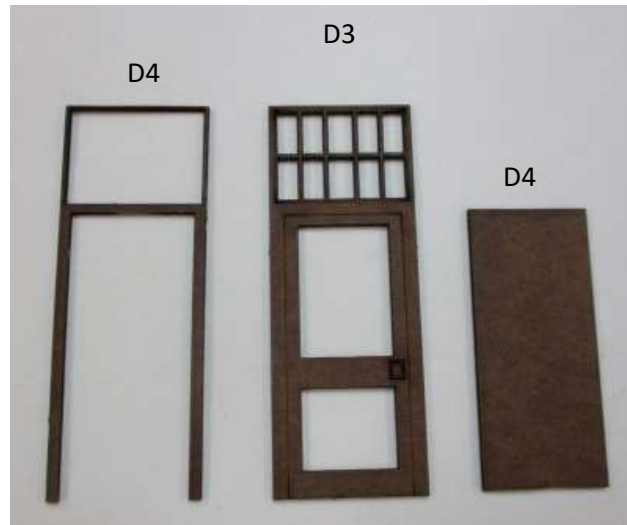


Photo 8

\*\*Notice that there are two parts marked as D4, the door backer on the right is inside the door frame!  
Be sure not to discard this part.

Cut the white adhesive protective coating just below the top windows on part D3 and remove the paper to expose the adhesive behind the door. Using the large piece of D4 apply it to the back of part D3 to create the recessed door panel. (Photo 9a and 9b)



Photo 9

\*\*Do not remove the protective adhesive paper from the back of the recessed panel!



Photo 9b

Now remove the protective adhesive paper from the door frame (D4) and position it on top of part D3. (Photo 10)



Photo 10

Make two door assemblies in total. Remember to leave the adhesive protective paper on the window side, it will be removed later when we install the doors.

Now remove 12 pieces each of parts D1 and D2. (Photo 11)

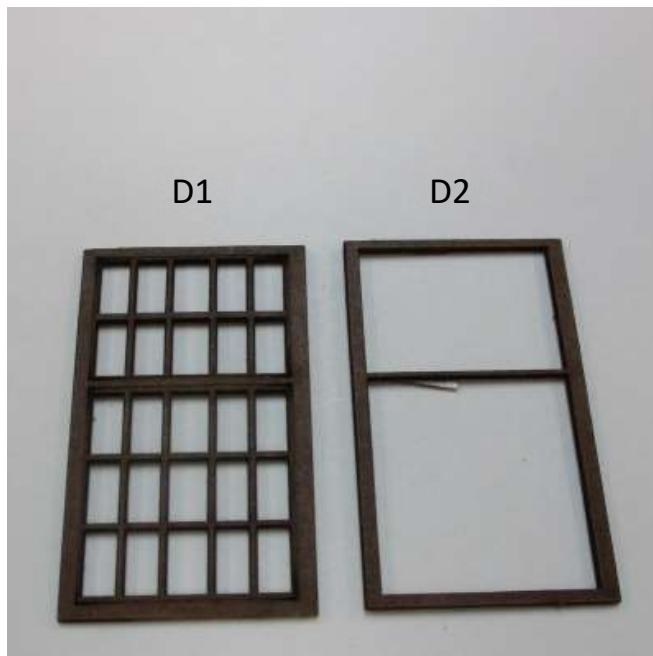


Photo 11

Remove the white adhesive protective coating from the back of part D2 and place on top of part D1 to create the window frame. (Photo 12)

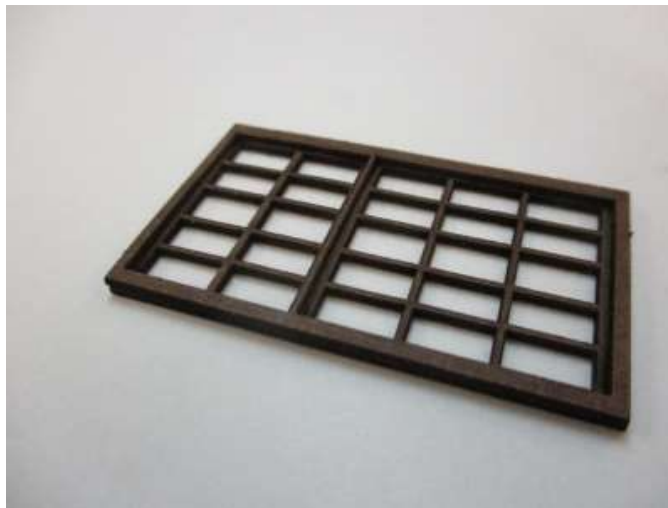


Photo 12

Remove 8 pieces each of the basement windows; parts D5 and D6. (Photo 13)

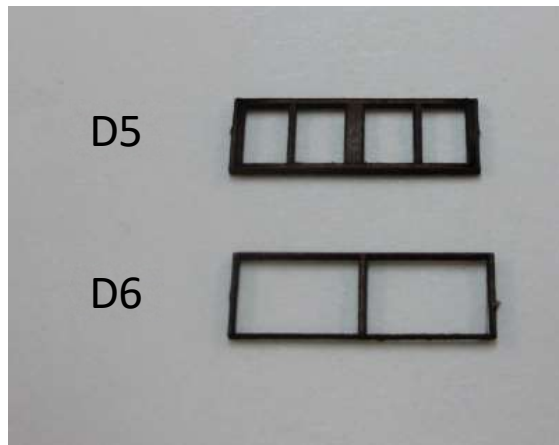


Photo 13

Remove the white adhesive protecting film from the back of part D6 and place it on top of part D5 to create the window frame. (Photo 14)



Photo 14

**\*\*Note;** At this point all the doors and windows are assembled and should be painted and weathered.



### Step 3 Assembling the Hidden Turntable Control Panel

If you will be using the Yard Office to house your Millhouse River Studios' Turntable controller follow the instructions in this section, if you are not using the Yard Office for this feature you can skip to Step 4, Assembling the Structure.

Locate and remove the controller mount; part A3 and clean up the sprues. We recommend you paint this part flat black at this time. (you will see through these steps that we drybrushed our panel, this is something you can do to enhance the appearance of the panel and make the wording "pop" better). Once you have prepared the controller panel to your liking place the controller into the controller mount. (Photo 15)



Photo 15

Locate a 3/32" drill bit and drill. Flip the panel over and using the drill, drill a total of 4 mounting holes through the controller mounting panel. (Photo 16)



Photo 16

Once the four holes have been drilled you can mount the control panel to the controller mount (you can also wait until you have completed assembly of the structure, although accessing the nuts becomes much more difficult! (Photo 17)



Photo 17

(Notice how the drybrushing really makes the wording pop out)

#### **Step 4 Assembling the Structure**

Remove the four inner walls from the A sheet; A1, A2, A4 and A5. Clean up the sprues using the 220-grit sandpaper. (If you are not using the Yard Office for the turntable controller also remove part A3.)

The inner structure assembly uses interlocking tabs between the controller panel and the four walls. In the photo please notice the position of the controller panel (specifically the orientation of the wording) and how this corresponds to the orientation of the walls. Both end walls with doors and ONE long wall will be positioned with the “clean” side facing outward. The long wall (on the bottom of the controller panel) will be positioned with the “lasered” side facing outward. (If this is not done the controller panel will not line up properly with the inner walls!) See photo 18 below for the orientation of the inner walls.

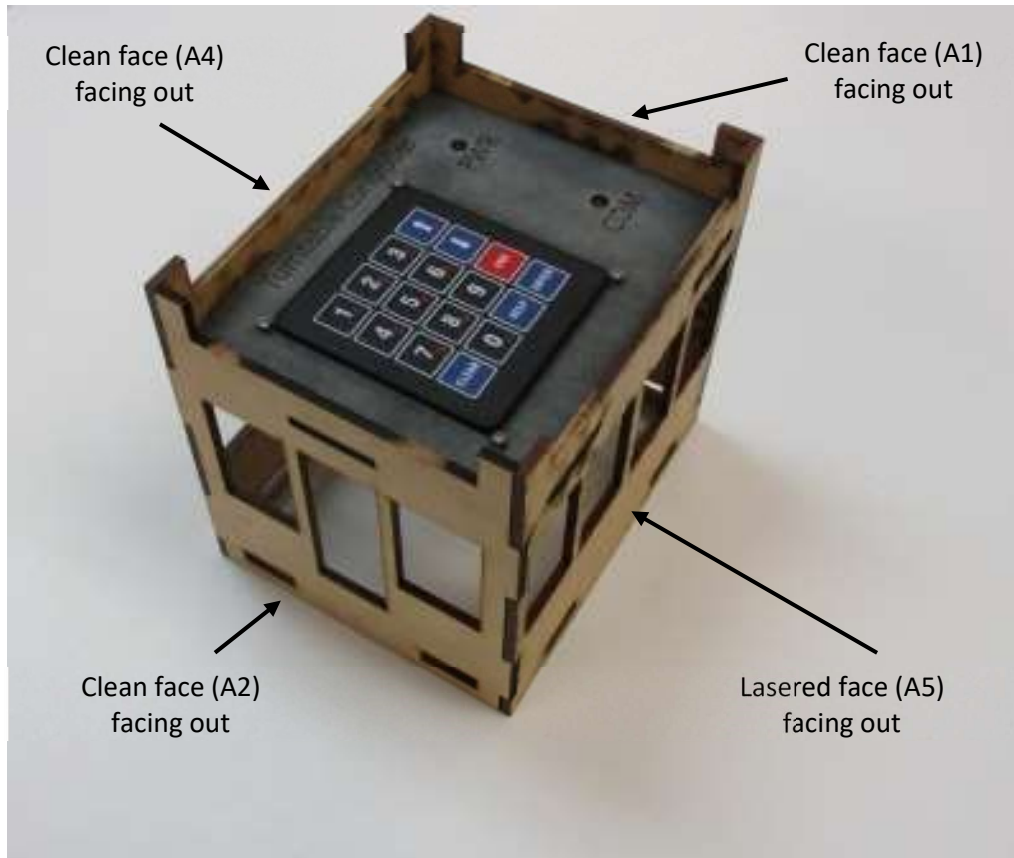


Photo 18

It is very important that all the joints in this assembly be tight! Be sure to use painter tape to tape the joints until the Tite Bond wood glue sets up completely! If these joints are not tight it will throw off the alignment of the exterior laminate walls!

Locate and remove the exterior laminate walls from the B sheet; parts B1, B2, B4 and B5. Using the 220-grit sandpaper clean up the sprues. The long walls should be glued first, as the short walls overlap the ends of the long walls. So, it is imperative that you get the long walls aligned with the top, bottom and sides of the interior wall so the short walls mount up snugly against the edges of the long walls.

Use the Tite Bond wood glue to adhere the exterior walls to the inner walls. Do one side at a time, starting with both long walls first.

Photo 19 shows the exterior laminate walls mounted in place. Photo 20 shows how the short walls overlap the ends of the long walls.

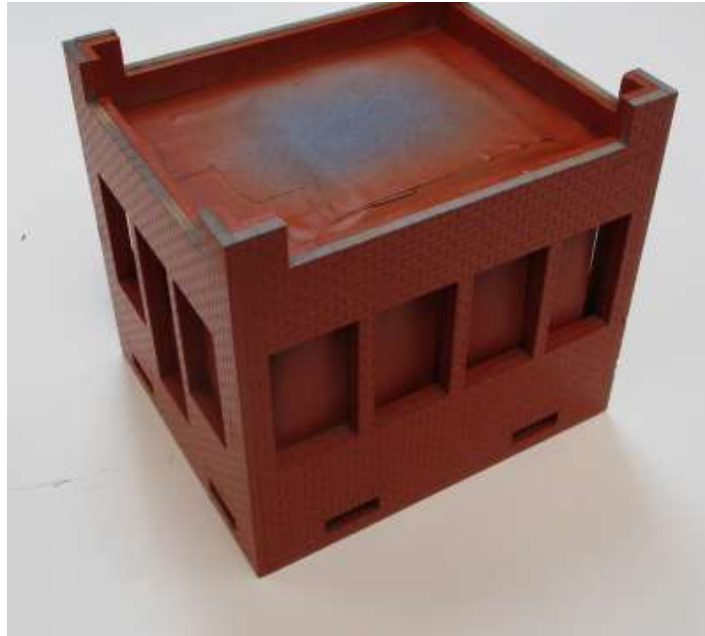


Photo 19



Photo 20

**\*\*Note:** Now is a great time to paint the base coat and any weathering you want to do to the brick exterior. As we proceed we will be installing the frosted window film, windows and doors and painting the brick detail will become much more difficult!

## Step 5 Installing the Capstones

Locate and remove the 8 capstones; four straight pieces A6 and A7 as well as the four corner capstones, B3. Clean up the sprues with the 220-grit sandpaper. Now would be a good time to paint the capstones, if you want them to be a different color than the brick.

If you are using the Yard Office for your turntable controller it will be imperative that you mount the capstones so the edges facing the interior of the structure are even with the interior edges of the building. (Photo 21)



Photo 21

We used super glue to mount the capstones in place. Again, the interior edges of the capstones **MUST** be even with the interior edge of the inner walls, to allow the removable roof to be removed and repositioned with no interference issues! (Photo 22)



Photo 22

If you are not using the Yard Office to conceal a controller, then you can place the roof on top of the controller panel and mount the capstones with an even amount of overhang one each wall.

Photo 23 below illustrates the capstones positioned for a removable roof.



Photo 23

## Step 6 Installing the Windows & Doors

Locate the frosted vinyl sheet (Sheet C) and remove all the components C1, C2, C3 and C4. The frosted vinyl will mount on the inside of the interior walls and provide a solid backing for the windows and doors to mount to. Using superglue apply a bead of glue along the top interior edge of the long wall and along the bottom edge of the window openings. Position part C1 on the inside of the long wall. (Photo 24)



Photo 24

Glue part C3 so it is aligned with the basement windows as shown above in photo 24. Repeat this step for both long walls.

Using superglue, glue the short wall frosted vinyl in place as well as the basement window strip as shown in photo 25.



Photo 25

Installing the windows is very simple. Just remove the protective backing from the back side of the windows and insert them into their respective openings, ensuring the adhesive is firmly mounted against the frosted vinyl. (photo 26)



Photo 26

Repeat this step to mount the basement windows as well as the doors. Notice the position of the large windows (this style aligns the windows with the window over top of the entry doors)! (Photo 27)





Photo 27

### Step 7 Building the Stairways

Remove the 4 staircase steps from the E panel; E1, E2, E3 and E4. Clean up the sprue marks using the 220-grit sandpaper. (Photo 28)

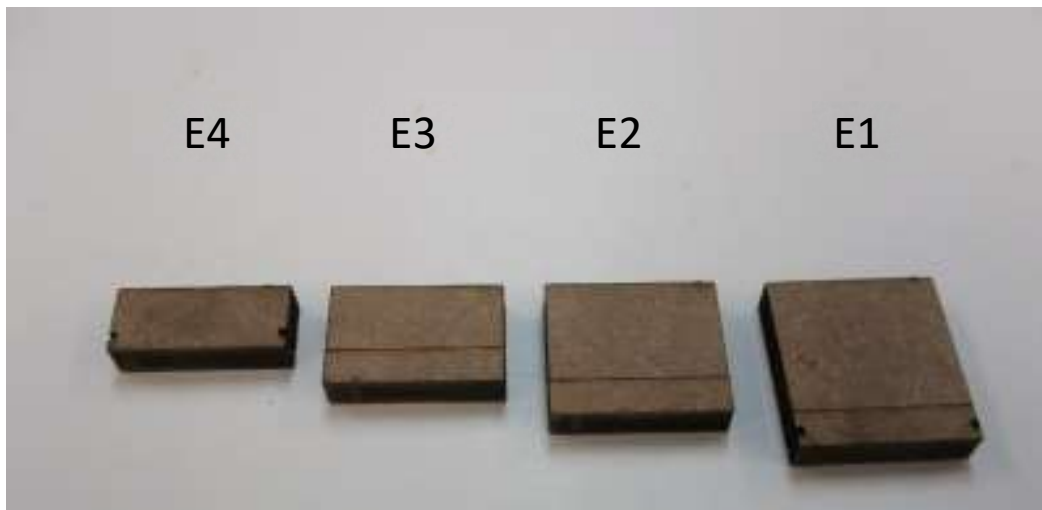


Photo 28

The stairs are designed with an alignment strip on parts E1, E2 and E3. Simply glue E2 on top of E1, E3 on top of E2 and so on. Notice the position the handrail holes on step E4, the holes should be closer to the steps. (photo 29 & 30)



Photo 29



Photo 30

Assemble both stairways in this manner.

**\*\*Note:** Now is the time to paint the staircases, before the railing is mounted.

Locate the F sheet and remove four handrails; 2 pieces of F1 and 2 pieces of F2. Decorate the handrails to your liking.

Now mount the handrails to the staircases as shown in photo 31, using two small dabs of superglue.



Photo 31

To finish the model, simply glue the staircases to the ends of the structure, aligning them with the doorway. (Photo 32)



Photo 32

Below are some examples of our model.





We decided not to illuminate the interior of our Yard Office due to the phone cable that connects the controller to the turntable (or transfer table), however, on one of our models we did install some hat lamps from Ogre Lighting. (You will notice we also remove the basement of the structure for this application!).



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