Greenhouse Stores

ASSEMBLY GUIDE

Apollo 2500

6x4 Vitavia greenhouse



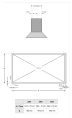
9
steps, base first

2
people needed

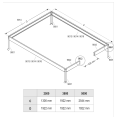
1310 + 70 mm × 1942 mm
base size (A × B)

Online version with every size: www.greenhousestores.co.uk/instructions/vitavia-apollo-2500-5000/

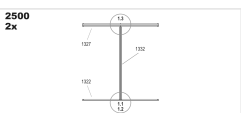
The build at a glance



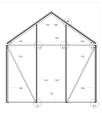
0A
Prepare the foundation



0B
Build the steel base



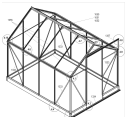
1
Build both side frames



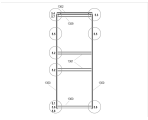
2
Build the back gable



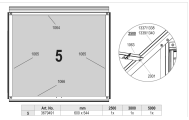
3
Build the door gable



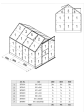
4
Join the frame



5
Build and hang the door



6
Build and fit the vent



7
Fit the glazing

Drawings: Vitavia (Vitavia manual 061.01.1703 (Apollo 2500, 3800, 5000)). Words and layout: Greenhouse Stores, greenhousestores.co.uk. Keep this guide with your greenhouse.

READ THIS FIRST

Before you start

Six golden rules

1. Build frames loose; tighten only when the whole greenhouse stands square on its base.
2. Measure both diagonals; they must be equal.
3. Never overtighten nuts 1002: maximum 3 Nm. Overtightening strips aluminium and cracks glass.
4. Fit extra bolts when instructed; you cannot add them after bar ends are capped.
5. Build with two people.
6. Always anchor your greenhouse. An unanchored greenhouse can blow away.

Get ready

- [ ] Read the whole guide once before you start.
- [ ] Gather flat/PH2 screwdrivers, 10 mm socket spanner/wrench, 10 mm combination spanner, knife, tape measure, spirit level. Set cordless drill adjustable torque low.
- [ ] Wear gloves, safety glasses, sturdy shoes and a hat. Aluminium edges are sharp. Clear up broken glass straight away.
- [ ] Open one bundle at a time and keep opened bundles apart. Mixed bundles are the main cause of lost-part searches.
- [ ] Check every part against the parts check pages. Contact Greenhouse Stores before you begin if anything is missing.
- [ ] Read single-frame drawings as views from inside the greenhouse. Read double-frame drawings as views from outside.
- [ ] Choose a sunny spot with as much shelter from wind as possible.

Read next: 10 common greenhouse installation mistakes (and how to avoid them)

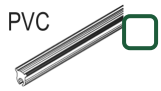
Single frame: inside view Double frame: outside view

BEFORE STEP 1

Parts check

Open one bundle at a time. Tick each part as you find it. The number in green is how many your Apollo 2500 should have.

Bars and profiles



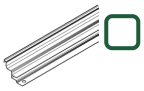
1020
Glazing seal (reel)
45000 mm **×1**



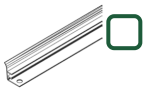
1050
Ridge bar
1240 mm **×1x**



1063
Vent sill
635 mm **×1x**



1064
Vent top bar
602 mm **×1x**



1065
Vent side bar
520 mm **×2x**



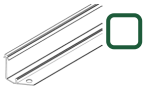
1066
Vent bottom bar
602 mm **×1x**



1067
Window opener
295 mm **×1x**



1285
1776 mm **×1x**



1286
1776 mm **×1x**



1320
614 mm **×1x**



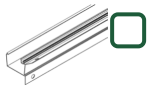
1321
614 mm **×1x**



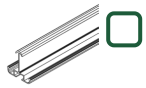
1322
Sill bar
1240 mm **×2x**



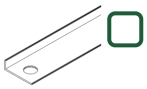
1323
Sill bar
1862 mm **×1x**



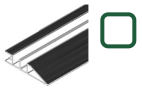
1327
Eave bar
1240 mm **×2x**



1332
Side upright
1214 mm **×2x**



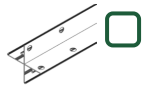
1333
Diagonal brace
1304 mm **×8x**



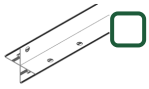
1334
Door runner bar
1922 mm **×1x**



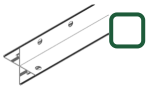
1335
Gable brace
1854 mm **×1x**



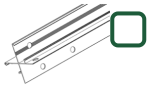
1336
Corner bar
1214 mm **×4x**



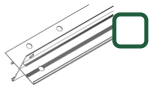
1337
Gable roof bar
1156 mm **×1x**



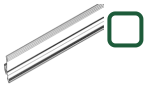
1338
Gable roof bar
1156 mm **×1x**



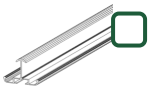
1339
Door gable roof bar
1156 mm **×1x**



1340
Door gable roof bar
1156 mm **×1x**



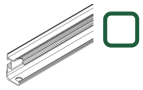
1341
Gable upright
1666.5 mm **×1x**



1342
Gable upright
1666.5 mm **×1x**



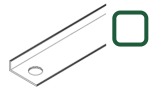
1343
Corner plate
170 mm **×4x**



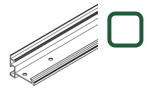
1347
Door runner bar
1257 mm **×1x**



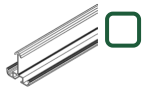
1348
Door header bar
628.5 mm **×1x**



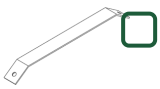
1349
Door gable bar
600 mm **×2x**



1350
Door side bar
1728 mm **×2x**



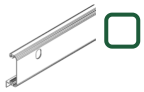
1355
Roof glazing bar
1132.5 mm **×2x**



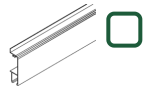
1356
Roof brace
255 mm **×1x**



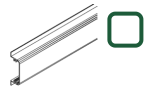
1357
Door runner support
393 mm **×1x**



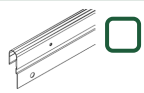
1359
Door upper bar
621 mm **×1x**



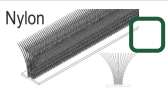
1360
Door bottom bar
621 mm **×1x**



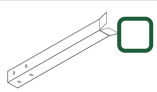
1361
Door middle bar
621 mm **×2x**



1362
Door top bar
613 mm **×1x**



3021
Door seal
1800 mm **×2x**



9001
Anchor leg
520 mm **×4x**



9006
100 mm **×4x**

9013
1300 mm **×2x**

9014
1922 mm **×1x**



9042
Base length
644 mm **×1x**



9043
Base length
644 mm **×1x**



9046
122 mm **×2x**

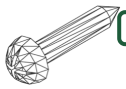
Fixings and small parts



1001
Bolt
M6 × 12 **×116x**



1002
Nut
M6 **×118x**



1003
Screw
3.5 × 16 **×16x**



1006
Screw
3.5 × 6 **×6x**



1007
Nut
M4 **×2x**



1009
Washer
Ø8/4 **×2x**



1011
Glazing spring clip
70 **×148x**



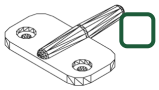
1012
Glass retaining clip
11 **×36x**



1014
Door glider
20 **×2x**



1015
Door roller
Ø22 **×2x**



1016
Window fixer
40 **×2x**



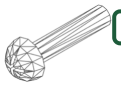
1017
End cap
46 **×4x**



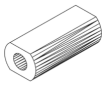
1018
End cap
43.7 **×8x**



1019
Plastic cap
15 **×1x**



1304
Bolt
M4 × 18 **×2x**



1310
Spacer
30.4 **×1x**



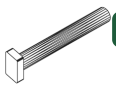
1500
Bolt
M6 × 5 **×2x**



1515
Nut
M6 **×2x**



2001
Corner bolt
M6 × 12 **×1x**



4201
M6 × 45 **×1x**



6060
Washer
Ø12/6 **×1x**



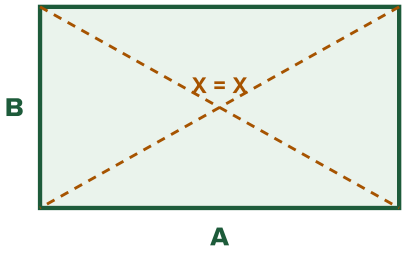
9002
Clip
19 **×14x**

STEP 0A

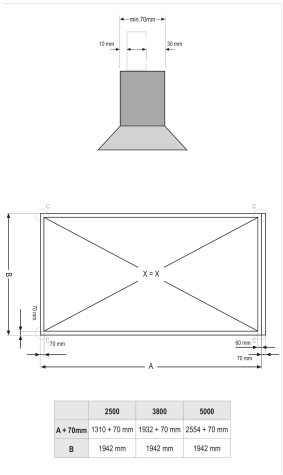
0A Prepare the foundation

Greenhouse Stores

Prepare a square, level foundation before you assemble the steel base.



	APOLLO 2500
A	1310 + 70 mm
B	1942 mm



Vitavia drawing 0A. The circled numbers match the pictures below.

WATCH OUT

Check the base carefully: everything above it depends on it being square and level. Glass will not fit a frame that is out of square.

0A.1

Check that the base is exactly square and level. Measure both diagonals as shown by X = X; they must match.

0A.2

Only applies if you build your own stone or concrete foundation. Follow drawing 0A and page sizes A and B. Table A sizes are lengths plus 70 mm. The section shows foundations at least 70 mm wide under the base. Foundations must reach below frost level.

0A.3

If you use the anchor legs supplied with the steel base, make a hole at each point marked C. Fill these holes with concrete after the greenhouse is fully assembled.

DO THIS NOW

Only on a very windy, exposed site, drill through both the greenhouse bottom profile and the steel base. Bolt them together with nuts and bolts.

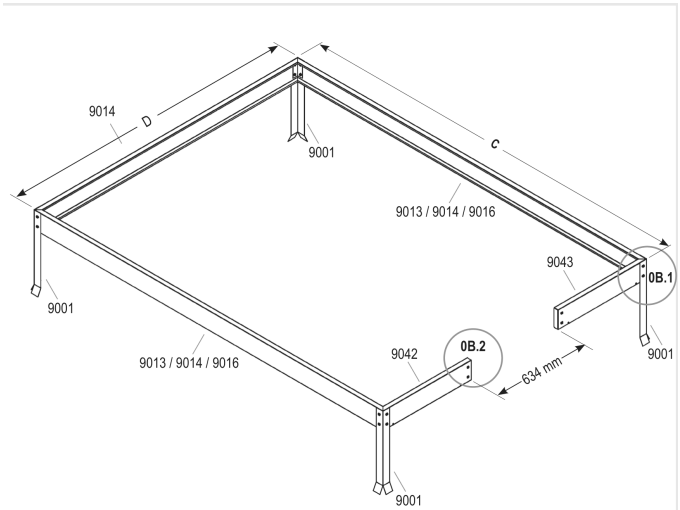
STEP 0B

0B Build the steel base

Assemble the supplied zinc-coated steel base with bolts 1001 and nuts 1002.

YOU NEED

- **1001** ×20
- **1002** ×20
- **9001** ×4
- **9006** ×4
- **9013** ×2
- **9014** ×1
- **9042** ×1
- **9043** ×1
- **9046** ×2



	2500	3800	5000
C	1300 mm	1922 mm	2544 mm
D	1922 mm	1922 mm	1922 mm

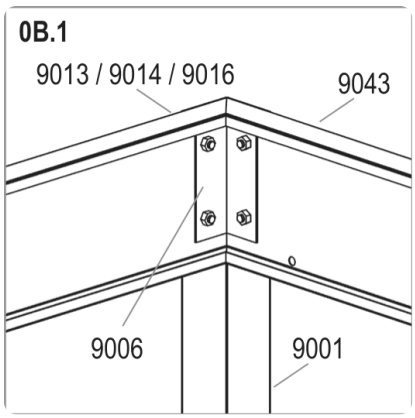
Vitavia drawing 0B. The circled numbers match the pictures below.

INSTALLER TIP

Use anchor legs 9001, as Vitavia recommends.

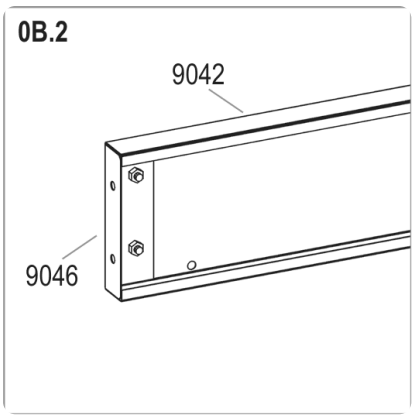
WATCH OUT

Measure the 634 mm door gap before you continue. Door runner bar 1334 fits across it in step 4.



0B.1

Join your side rail (9013, 9014 or 9016) to the back rail 9014 or front base length as shown. Fit corner bracket 9006 and anchor leg 9001 at each corner.



0B.2

Bolt bracket 9046 to the end of base length 9042 at the door gap, as shown.

DO THIS NOW

Leave exactly 634 mm between the inside ends of front base lengths 9042 and 9043. Check outside base sizes C and D against the table for your model.

DO THIS NOW

Bend the anchor leg ends so they hold firmly in concrete, then place the steel base on the prepared foundation. Wait until the greenhouse is completely assembled before you pour concrete.

STEP 1

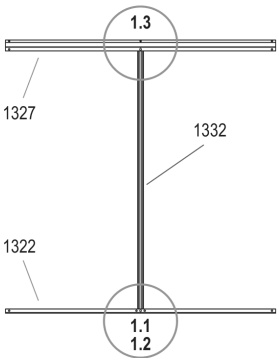
1 Build both side frames

Build two identical side frames flat on the ground, and leave the nuts loose.

YOU NEED

- **1001** ×4
- **1002** ×4
- **1322** ×2
- **1327** ×2
- **1332** ×2

2500
2x



Vitavia drawing 1. The circled numbers match the pictures below.

INSTALLER TIP

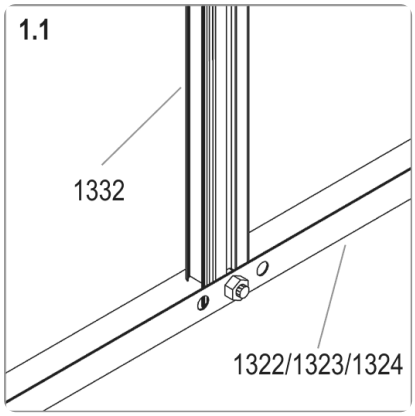
We recommend a blanket or lawn beneath the parts to protect the finish. Leave every nut loose so the frames can flex during step 4.

WATCH OUT

Use the correct number of uprights 1332 per side: 1 for the 2500, 2 for the 3800, 3 for the 5000.

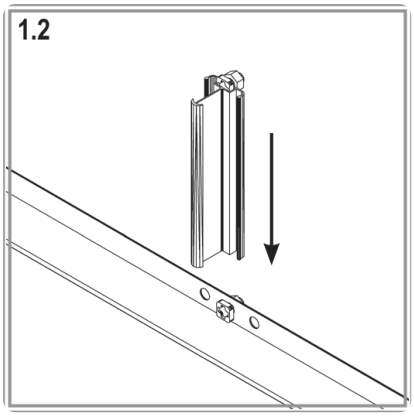
Watch: Build the sides

Scan with your phone camera. Vitavia video.



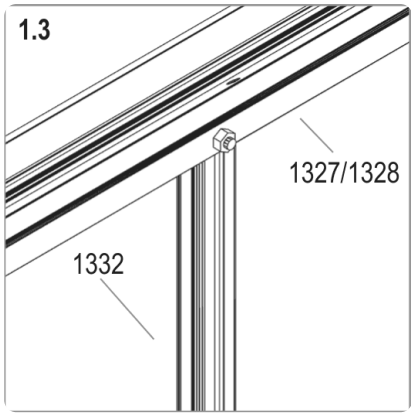
1.1

Bolt the bottom of each upright 1332 to your sill bar (1322, 1323 or 1324).



1.2 OUTSIDE VIEW

Slide bolts 1001 into the bar's channel through its open end, then line them up with the holes. Insert them before you close off the end.



1.3

Bolt the top of each upright 1332 to your eave bar (1327, 1328 or 1329).

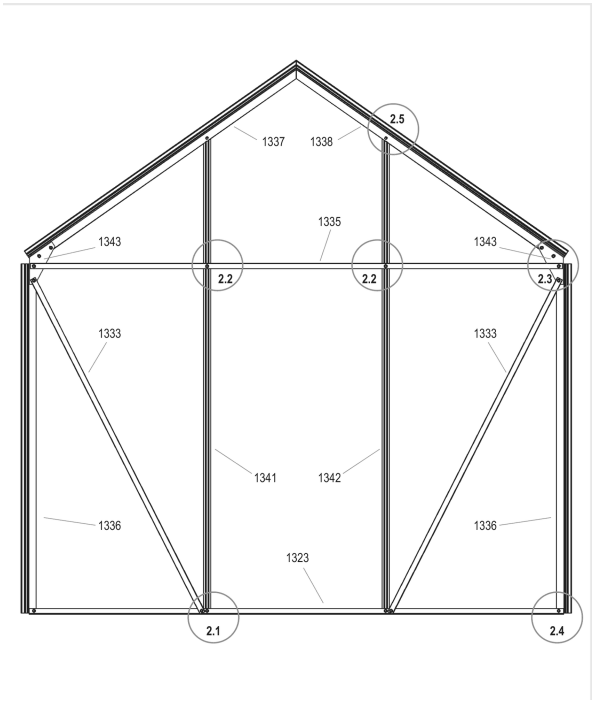
STEP 2

2 Build the back gable

Assemble the plain back gable flat on the ground, and leave the nuts loose.

YOU NEED

1001 ×18	**1002** ×18
1323 ×1	**1333** ×2
1335 ×1	**1336** ×2
1337 ×1	**1338** ×1
1341 ×1	**1342** ×1
1343 ×2	



Vitavia drawing 2. The circled numbers match the pictures below.

INSTALLER TIP

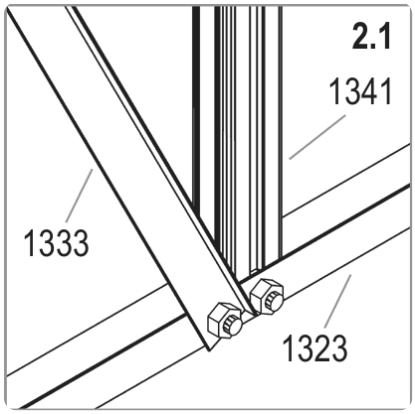
Build from the bottom upwards. Slide each extra bolt into its channel before you fit the bar above it.

WATCH OUT

Insert both extra bolts for brace 1335 before the bar ends are capped. These bolts are easy to miss.

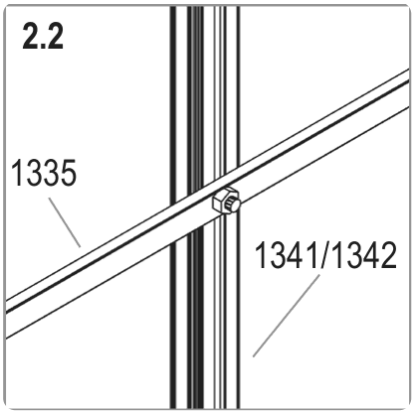
Watch: Rear gable end

Scan with your phone camera. Vitavia video.



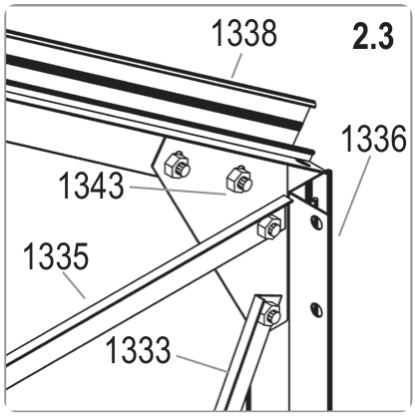
2.1

Bolt the bottom of upright 1341 and diagonal brace 1333 to sill bar 1323.



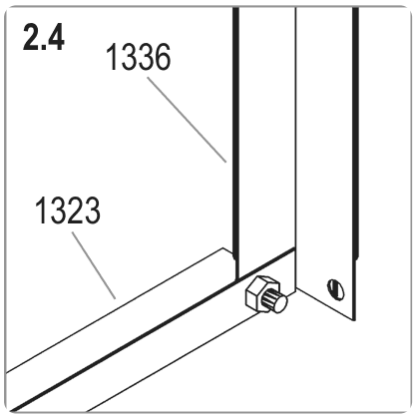
2.2

Insert one extra bolt into each of uprights 1341 and 1342 for horizontal brace 1335. Bolt brace 1335 across both uprights.



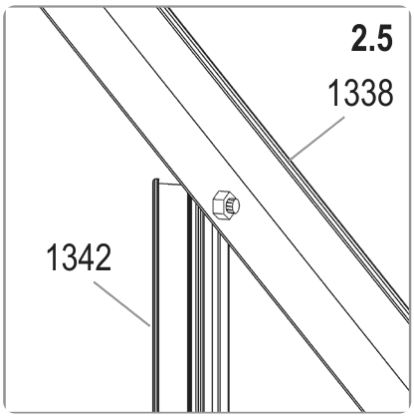
2.3

At each top corner, use corner plate 1343 to join corner bar 1336, roof bar 1338 and brace 1335. Join diagonal brace 1333 at the same plate, as shown.



2.4

Bolt corner bar 1336 to sill bar 1323 at each bottom corner.



2.5

Bolt the top of upright 1342 to roof bar 1338.

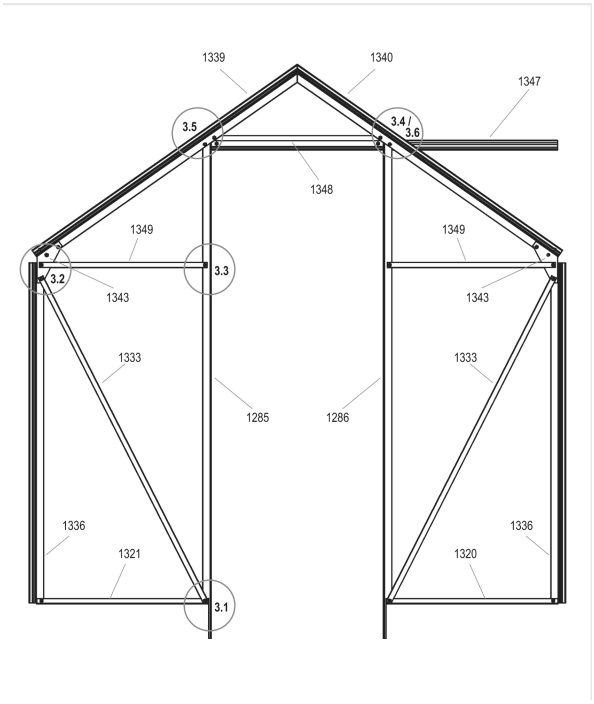
STEP 3

3 Build the door gable

Build the front gable flat with nuts loose; keep bottom bars 1321 and 1320 separate across the doorway.

YOU NEED

1001 ×20	**1002** ×20
1285 ×1	**1286** ×1
1320 ×1	**1321** ×1
1333 ×2	**1336** ×2
1339 ×1	**1340** ×1
1343 ×2	**1347** ×1
1348 ×1	**1349** ×2



Vitavia drawing 3. The circled numbers match the pictures below.

INSTALLER TIP

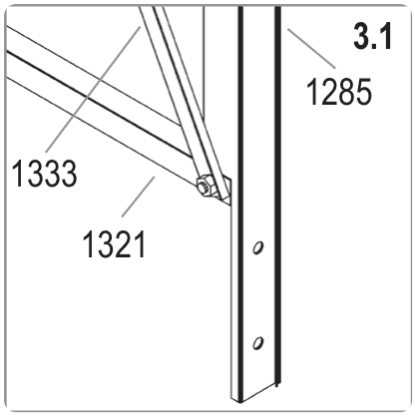
Choose the door direction now, usually towards your path and away from the prevailing wind. Changing it later means taking the gable apart.

WATCH OUT

If parts will not line up, check for bars fitted upside down or back to front. Do not force them.

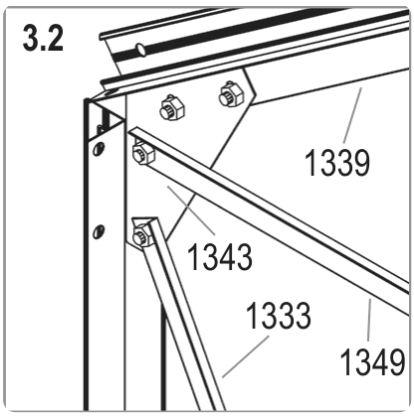
Watch: Door frame (front gable)

Scan with your phone camera. Vitavia video.



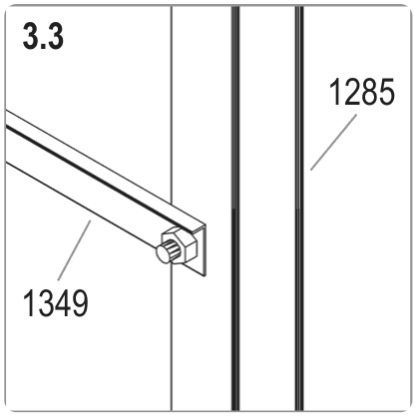
3.1

Bolt door post 1285 and diagonal brace 1333 to left bottom bar 1321. Repeat with door post 1286, diagonal brace 1333 and right bottom bar 1320.



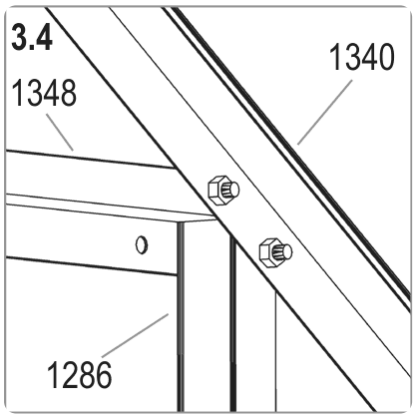
3.2

At each top corner, join roof bar 1339, bar 1349 and diagonal brace 1333 with corner plate 1343.



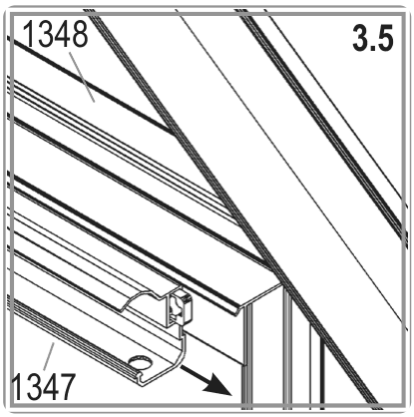
3.3

Bolt bar 1349 to door post 1285.



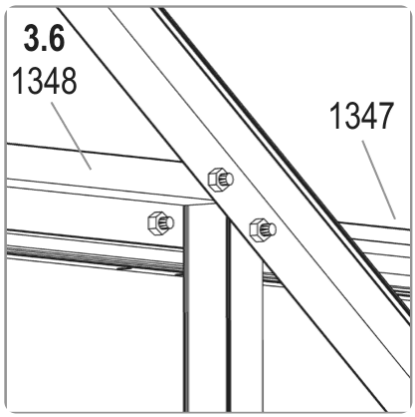
3.4

Bolt roof bar 1340 to door header bar 1348 and door post 1286.



3.5 OUTSIDE VIEW

Slide door runner bar 1347 onto header bar 1348. Bolt them loosely from the outside with two nuts and bolts.



3.6

Line up door runner bar 1347 to the left or right, according to which way you want the door to open.

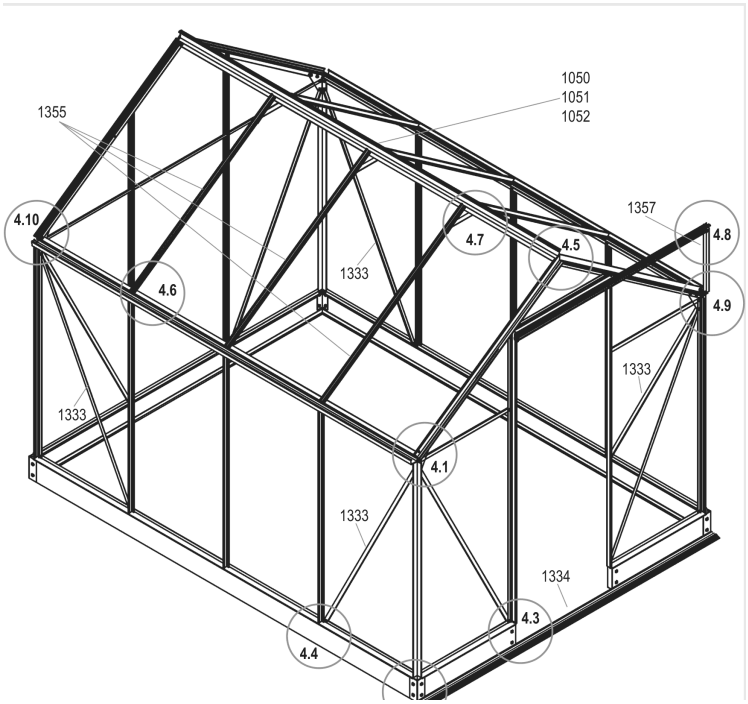
STEP 4

4 Join the frame

Work with another person to join the frames on the prepared steel base, with clips 9002 fitted loosely.

YOU NEED

1001 ×40	**1002** ×41
1017 ×4	**1018** ×8
1050 ×1	**1310** ×1
1333 ×4	**1334** ×1
1355 ×2	**1356** ×1
1357 ×1	**4201** ×1
6060 ×1	**9002** ×14



Vitavia drawing 4. The circled numbers match the pictures below.

INSTALLER TIP

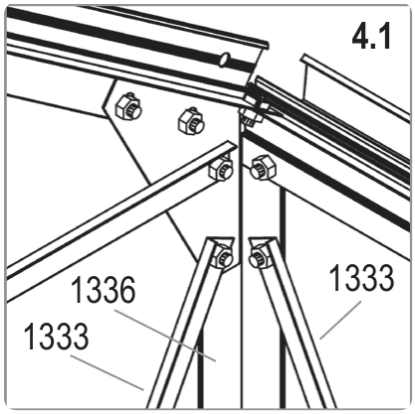
Count the extra roof bolts on your drawing before you fit any end cap. The number depends on greenhouse size and vent position.

WATCH OUT

Keep all fixings loose until the whole greenhouse is on its steel base and square. You cannot adjust the frame once the glass is fitted.

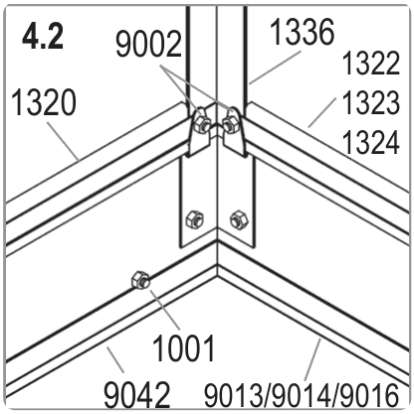
Watch: Front and roof bars

Scan with your phone camera. Vitavia video.



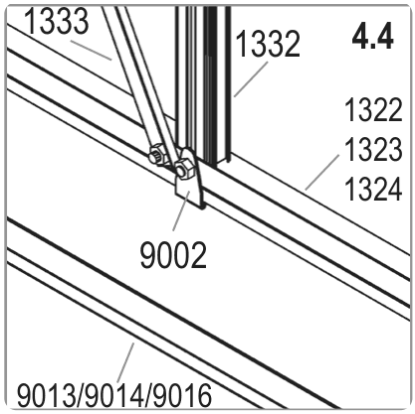
4.1

Bolt the side frames to the gable ends at the top corners, where corner bar 1336 and diagonal braces 1333 meet.



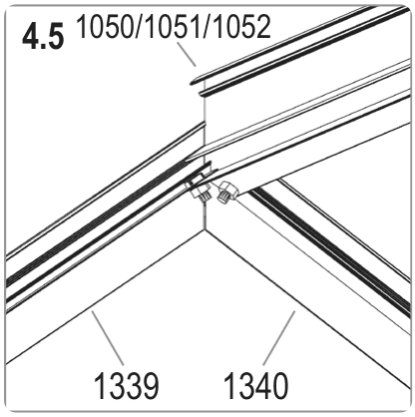
4.2

Join your sill bar (1322, 1323 or 1324), corner bar 1336 and bottom bar 1320 as shown. Fix to base length 9042 and your side rail (9013, 9014 or 9016) with clip 9002 and bolt 1001.



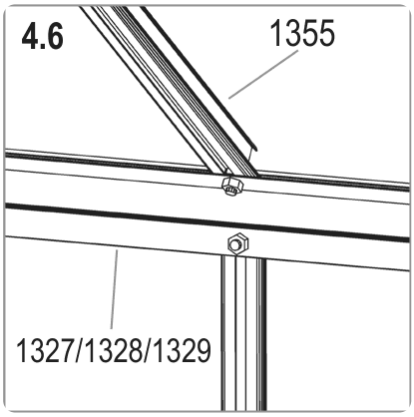
4.4

Fit diagonal side brace 1333 between the eave bar and sill bar at each corner. Clip the sill bar loosely to the steel base with clip 9002, as shown.



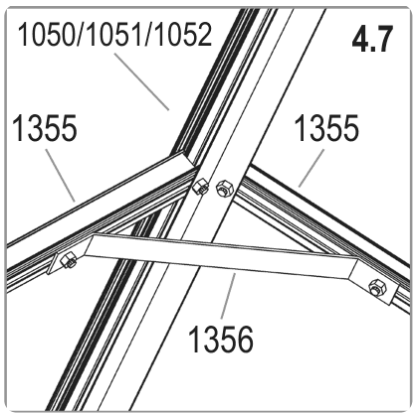
4.5

Bolt your ridge bar (1050, 1051 or 1052) to both gable tops, onto roof bars 1339 and 1340.



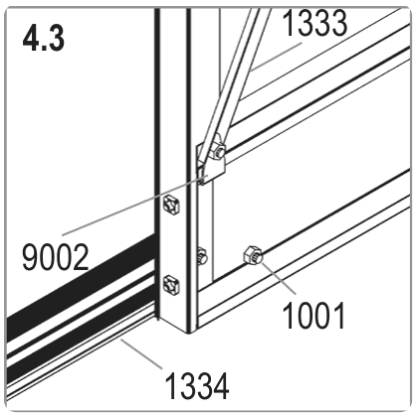
4.6

Bolt roof glazing bars 1355 to your eave bar (1327, 1328 or 1329).



4.7

Bolt glazing bars 1355 to the ridge; insert an extra bolt in each for roof brace 1356, then fit the braces. Insert another extra bolt into each of the 2 vent glazing bars.

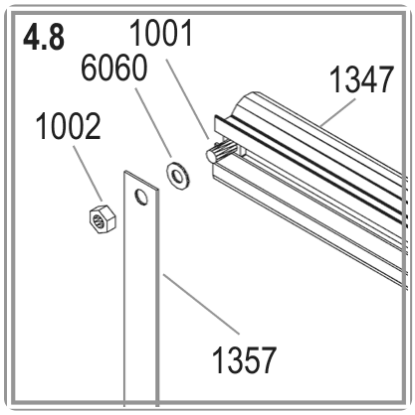


4.3

Slide bolts 1001 into the channel of door runner bar 1334 and fit it across base lengths 9042 and 9043. Fit clip 9002 and bolt 1001 at the end as shown.

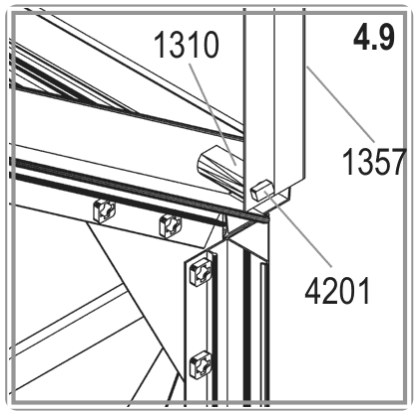
DO THIS NOW

Adjust the greenhouse until it is completely square, with matching corner-to-corner measurements, just like the base. Only then tighten all bolts to a maximum of 3 Nm.



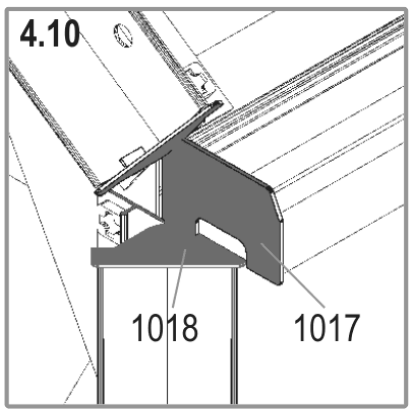
4.8 OUTSIDE VIEW

Fit door runner support 1357 to door runner bar 1347 with bolt 1001, washer 6060 and nut 1002.



4.9 OUTSIDE VIEW

Fix the other end of support 1357 to the gable with bolt 4201 and spacer 1310.



4.10 OUTSIDE VIEW

Press end caps 1017 and 1018 onto the open profile ends.

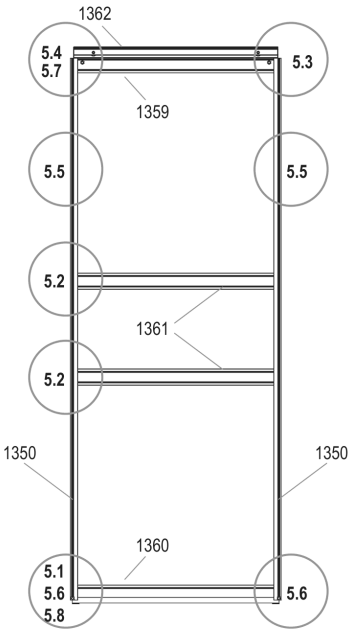
STEP 5

5 Build and hang the door

Assemble the sliding door, fit its seals and rollers, then hang it in the tracks.

YOU NEED

	**1001** ×3		**1002** ×3
	**1003** ×16		**1007** ×2
	**1009** ×2		**1014** ×2
	**1015** ×2		**1304** ×2
	**1350** ×2		**1359** ×1
	**1360** ×1		**1361** ×2
	**1362** ×1		**1500** ×2
	**1515** ×2		**3021** ×2



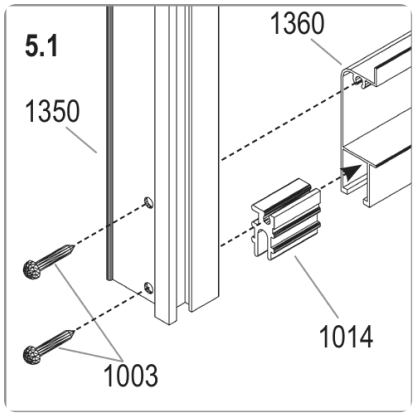
Vitavia drawing 5. The circled numbers match the pictures below.

INSTALLER TIP

If the door binds or jumps the track, check that the frame is square. Do this before you force the door.

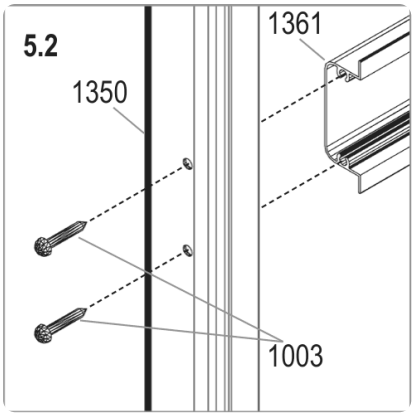
WATCH OUT

Never stand the assembled door on gliders 1014. This damages them.



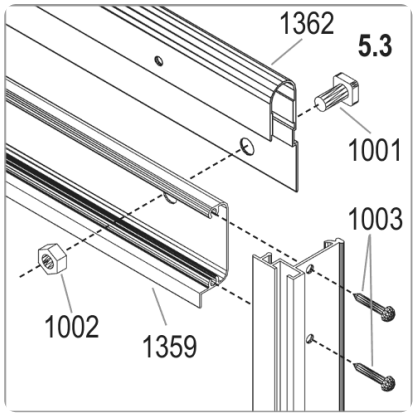
5.1

Push a door glider 1014 onto each end of bottom door bar 1360. Screw side bars 1350 to it with screws 1003.



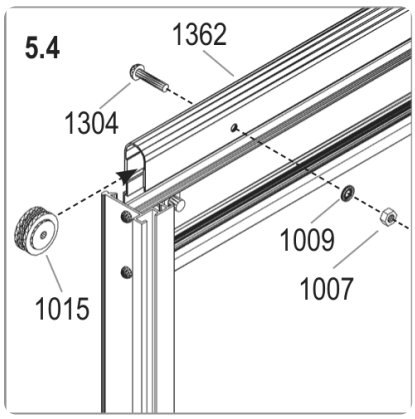
5.2

Screw middle bars 1361 between side bars 1350 with screws 1003.



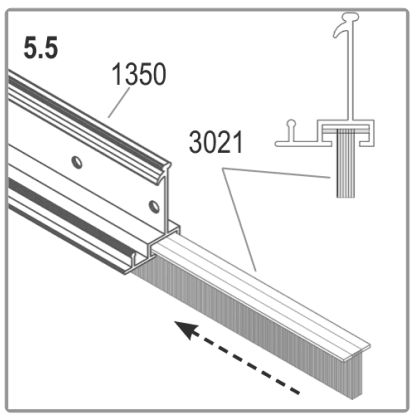
5.3

Bolt door top bar 1362 to upper bar 1359 with bolt 1001 and nut 1002. Screw upper bar 1359 to side bars 1350 with screws 1003.



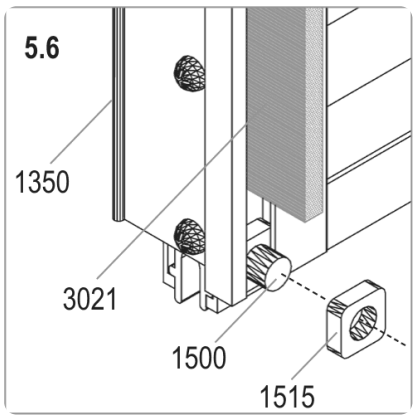
5.4

Fix the two door rollers 1015 to top bar 1362 with bolt 1304, washer 1009 and nut 1007.



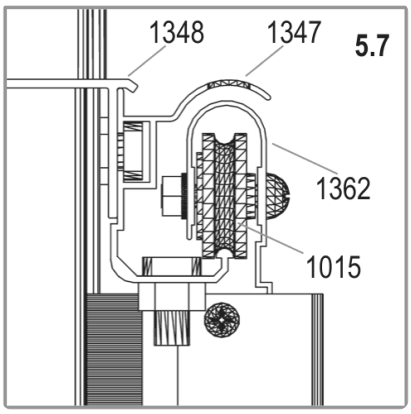
5.5 OUTSIDE VIEW

Slide brush seals 3021 into both side bars 1350. Cut the seals to length.



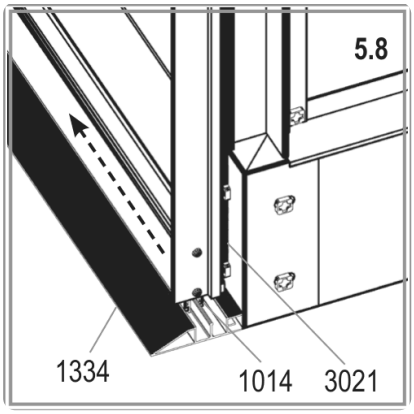
5.6

Slide bolt 1500 into the bottom of the brush seal channel and secure it with nut 1515. This stops the seal from sliding out.



5.7 OUTSIDE VIEW

Lift the door and hang rollers 1015 in door runner bar 1347.



5.8 OUTSIDE VIEW

Check that gliders 1014 run in bottom door runner bar 1334; fit a nut and bolt at bar 1347's end. This is the door stop; adjust the door until it slides freely.

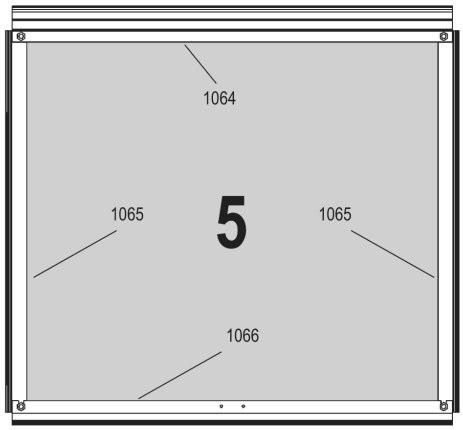
STEP 6

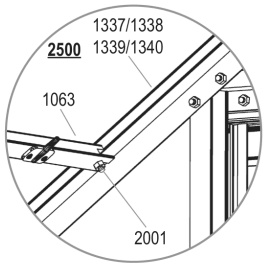
6 Build and fit the vent

Assemble the roof vent, fit its glass, then hook it into the ridge bar.

YOU NEED

- **1001** ×4
- **1002** ×5
- **1006** ×6
- **1016** ×2
- **1019** ×1
- **1063** ×1
- **1064** ×1
- **1065** ×2
- **1066** ×1
- **1067** ×1
- **2001** ×1





	Art. No.	mm	2500	3800	5000
5	3679491	600 x 544	1x	1x	1x

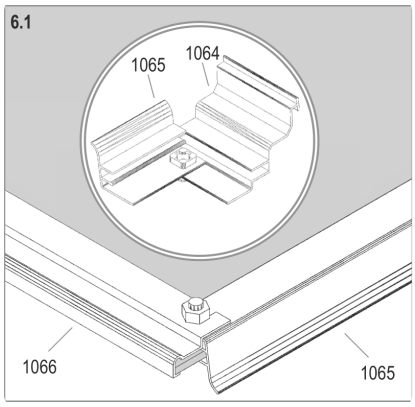
Vitavia drawing 6. The circled numbers match the pictures below.

INSTALLER TIP

Fit vent sill 1063 flat edge up, with its grooved lip down towards the pane below. Recheck it if that pane will not sit snugly.

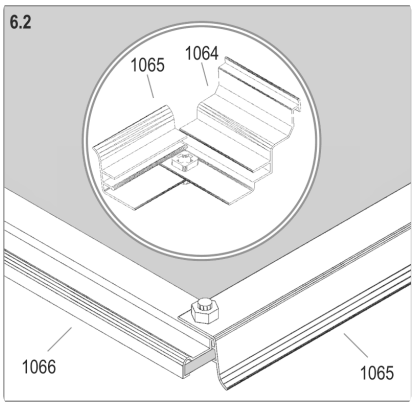
Watch: Build and fit the window

Scan with your phone camera. Vitavia video.



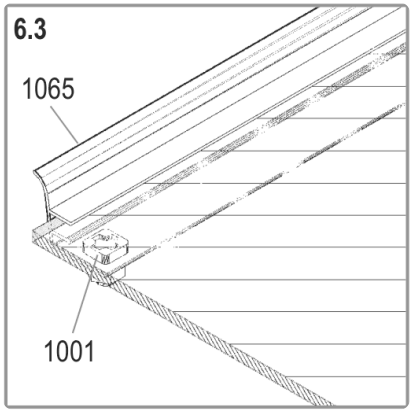
6.1

For glass up to 4 mm thick, join vent side bars 1065 and top bar 1064 as shown.



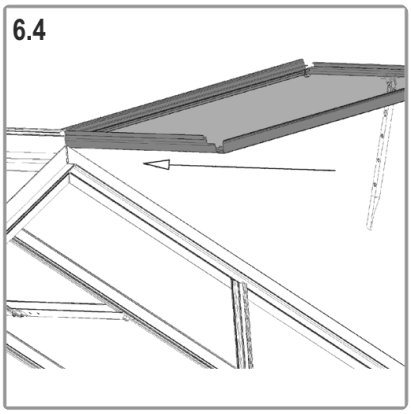
6.2

For glass 4 mm or thicker, join vent side bars 1065 and top bar 1064 as shown in this drawing.



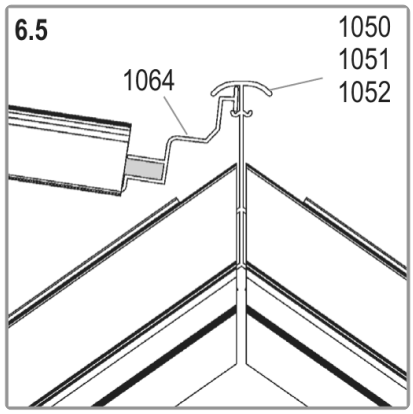
6.3 OUTSIDE VIEW

Put the bolts for bottom bar 1066 into the prepared holes; slide the glass into side bars 1065's tracks. Fit bottom bar 1066 and check the vent is square before you tighten it.



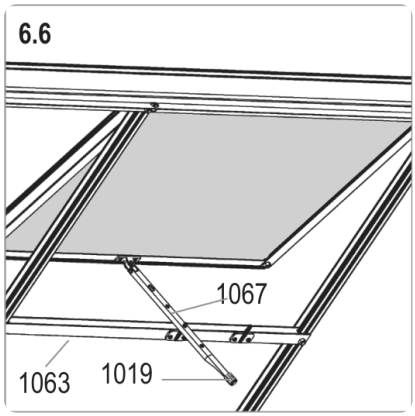
6.4 OUTSIDE VIEW

Hook the vent into the ridge bar from one end of the greenhouse.



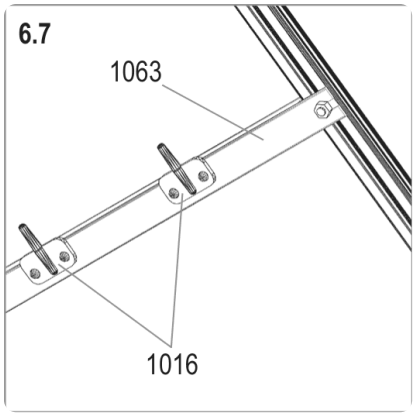
6.5 OUTSIDE VIEW

Hook vent top bar 1064 over your ridge bar (1050, 1051 or 1052), as shown.



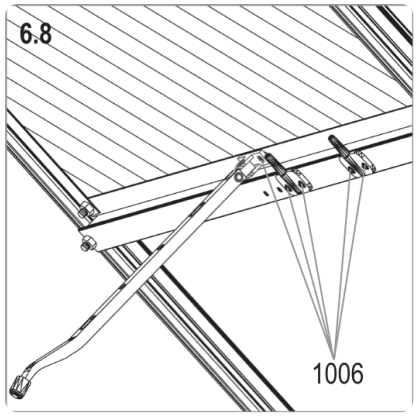
6.6

Slide the vent along to your chosen position. Push plastic cap 1019 onto the end of window opener 1067.



6.7

Fix vent sill 1063 to the extra bolts left in the roof glazing bars. For a corner vent, use bolt 2001 instead of bolt 1001 on the corner bar.



6.8

Screw window opener 1067 to vent bottom bar 1066 with screws 1006. Screw both window fixers 1016 onto vent sill 1063 with screws 1006.

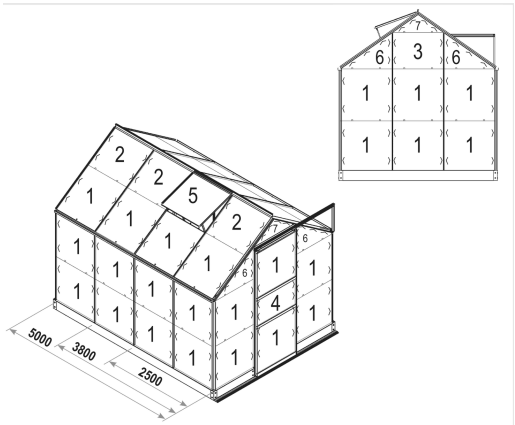
STEP 7

7 Fit the glazing

Fit the rubber glazing seals, then glaze the roof before the walls.

YOU NEED

- **1011** ×144
- **1012** ×36
- PVC **1020** ×1



	Art. No.	mm	2500	3800	5000
1	3679011	610 x 610	24x	30x	36x
2	3679411	610 x 544	3x	5x	7x
3	3679421	610 x 467	1x	1x	1x
4	3679331	610 x 343	1x	1x	1x
5	3679491	600 x 544	1x	1x	1x
6	3679441	610 x 464/38	4x	4x	4x
7	3679451	610 x 20/234/20	2x	2x	2x
Total			36x	44x	52x

Vitavia drawing 7. The circled numbers match the pictures below.

INSTALLER TIP

We recommend soaking the whole seal reel in hot soapy water first so it softens and presses on more easily. Glaze the roof before the walls to avoid leaning over fitted side glass.

WATCH OUT

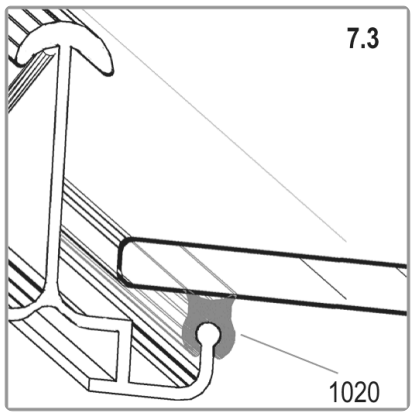
Never force a pane, as this cracks the glass. If it will not seat, correct the frame's squareness first.

Watch: Fitting the glazing rubber

Scan with your phone camera. Vitavia video.

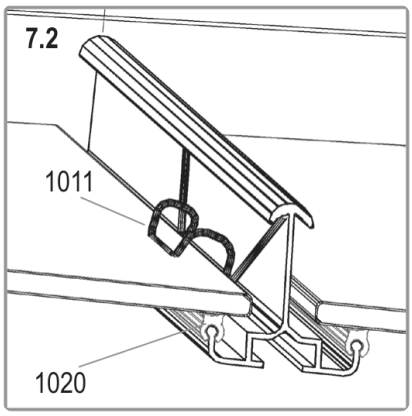
Watch: Glazing with horticultural glass

Scan with your phone camera. Vitavia video.



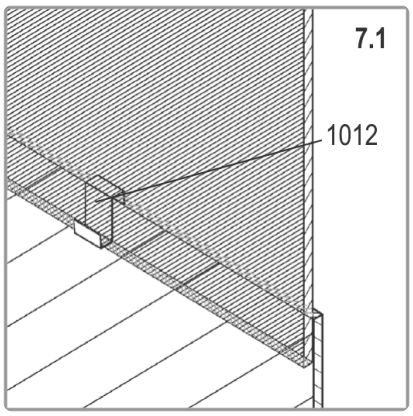
7.3 OUTSIDE VIEW

Press rubber glazing seal 1020 onto the aluminium profiles and cut it to length.



7.2 OUTSIDE VIEW

Start the roof glazing at the eave. Fix the first pane with glazing spring clips 1011.



7.1 OUTSIDE VIEW

Overlap each next pane over the pane below it. Fit glass retaining clips 1012 between the panes to hold them.

DO THIS NOW

Glaze the sides from the bottom upwards. If you chose polycarbonate sheets, follow the instructions supplied with them.

Horticultural glass for your greenhouse

PANE	SIZE (MM)	APOLLO 2500
1	610 × 610	24
2	610 × 544	3
3	610 × 467	1
4	610 × 343	1
5	600 × 544	1
6	610 × 464/38	4
7	610 × 20/234/20	2
	Total	**36**

Pane numbers match the glazing layout in the drawing above.

LAST JOBS

Finish and look after it

Finish

- [ ] Fill the anchor leg holes with concrete.
- [ ] Fix the steel base to the foundation with screws and plugs, which are not supplied.
- [ ] If you wish, seal the edges with neutral silicone, which is not supplied.
- [ ] Stick the warning label inside the greenhouse.
- [ ] Stick the model label onto door top bar 1362. You will need it to order spare parts.
- [ ] Keep this guide somewhere safe.

Looking after it

- [ ] Shut the door and vent in high winds.
- [ ] Clear the roof or support it in heavy snow. Heat the greenhouse in winter.
- [ ] Wash the greenhouse occasionally with a mild detergent that does not attack aluminium or the glazing clips.
- [ ] Keep the upper and lower door tracks clean to prevent grit build-up.
- [ ] Add the greenhouse to your home insurance. Check local building rules about where you can put it.

Drawings reproduced from the Vitavia assembly instructions (Vitavia manual 061.01.1703 (Apollo 2500, 3800, 5000)). Greenhouse Stores, greenhousestores.co.uk.