

# INSTALLATION INSTRUCTIONS

## DIRECT MOUNT INSTALLATION

Ceilume Signature Ceiling Tiles can be installed directly to ceilings or walls using staples, finishing nails, adhesive or certain combinations of these. The installation method is determined by the surface to which the ceiling tiles will be secured.

## SURFACE TYPES & METHODS OF INSTALLATION

### Drywall, Gypsum Board & Sheetrock

Ceiling tiles should be installed using a combination of adhesive and staples that are at least ½” long, or adhesive and mounting tape.

### Plywood

Ceiling tiles should be installed using a combination of adhesive and staples, adhesive and finishing nails or adhesive and mounting tape.

### Existing Fiberboard and Mineral Fiber Ceiling Tiles

It is recommended that the existing fiberboard or mineral fiber ceiling tiles be removed and new drywall, plywood or wood furring strips be installed. The appropriate method of installation would then be based on the new installation surface. If the existing fiberboard or mineral fiber ceiling tiles cannot be removed, a combination of adhesive and nails long enough to penetrate through the fiber and into the surface beneath should be used.

### “Popcorn” Ceilings

Ceiling tiles cannot be installed directly to “popcorn” ceiling surfaces. It is recommended that the rough finish of the ceiling be removed, leaving the existing drywall exposed. Wood furring strips or a new layer of drywall can also be installed over the “popcorn” finish. The appropriate method of installation would then be based on the new installation surface.

### Wood Furring Strips

Ceiling tiles should be installed directly to the wood furring strips with staples or finishing nails. Please note that wood furring strips need to be on 23 ¾” centers in both directions.

## PREPARATION OF INSTALLATION SURFACE

The installation surface should be smooth, solid, clean and dry. If there is excessive damage or gaps, taping and bedding, patching or sanding may be necessary.

# INSTALLATION INSTRUCTIONS

For new construction, ceiling drywall can be installed with the backside facing out in order to eliminate the edge indentation made for the seam tape.

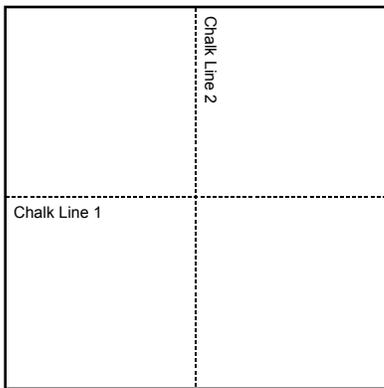
Special consideration must be given to “popcorn” ceilings. The rough finish should be scraped off of the ceiling, and the remaining drywall surface smoothed and cleaned. Alternatively, wood furring strips or another layer of drywall may be installed over the existing ceiling.

Visit The Natural Handyman (<http://www.naturalhandyman.com/iip/infpai/popcornoff.html>) or Ron Hazelton’s House Calls ([http://www.ronhazelton.com/howto/popcorn\\_ceiling\\_removal.htm](http://www.ronhazelton.com/howto/popcorn_ceiling_removal.htm)) for more information about removing popcorn ceilings.

## TOOLS REQUIRED FOR INSTALLATION

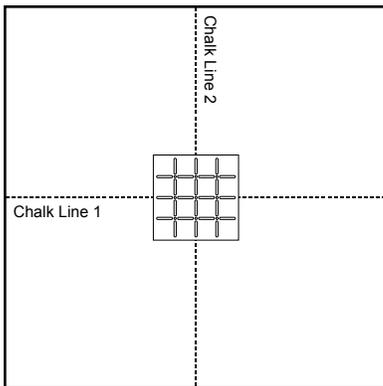
- Tape Measure
- Pencil
- Chalk Line
- Scissors, Utility Knife, or Lightweight Shears
- Staples and Staple Gun, Finishing Nails and Hammer, Screws and Electric Screwdriver, or 3M 1” Double Sided Mounting Tape (This is dependant on the installation surface, please see “Surface Types & Methods of Installation”.)
- Adhesive Caulk and Caulking Gun, or Bulk Adhesive and Saw Tooth Trowel

## STEP 1 - CEILING TILE LAYOUT



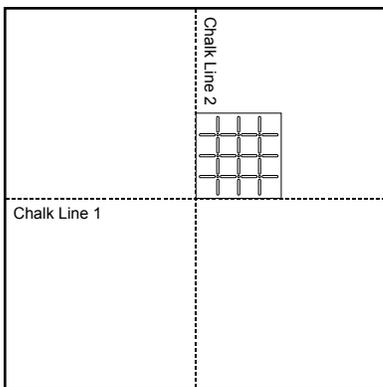
Begin the ceiling tile layout by finding the center of the ceiling. Place a chalk line in the center of the ceiling from one wall to the opposite, parallel wall (Chalk Line 1). Find the wall perpendicular to the first wall and place a chalk line in the center of the ceiling from that wall to its opposite parallel wall (Chalk Line 2).

# INSTALLATION INSTRUCTIONS



Ceiling tiles should be installed starting from the center of the ceiling and working to the outside. The first ceiling tile should be placed at the intersection of Chalk Line 1 and Chalk Line 2, or in the corner created by the intersection of Chalk Line 1 and Chalk Line 2. Please keep in mind that ceilings are often not perfectly square and chalk lines may need to be adjusted.

It is recommended that edge trim be used around the border of the ceiling when the border is too small to accommodate full tiles. Edge trim refers to those ceiling tiles that have been designed with a minimum pattern that lends itself to cutting and trimming (see “Step 3 - Edge Trim Installation” below).



## STEP 2 - CEILING TILE INSTALLATION

Apply a  $\frac{1}{4}$ " wide flat film of adhesive to the backside of the ceiling tile  $\frac{1}{2}$ " inside the perimeter and another in the center area of the tile along a high relief area. A “high relief area” is a point on the ceiling tile that will touch the ceiling once the tile is installed. Avoid placing large daubs of adhesive anywhere on the ceiling tile, as this may be visible through the tile. Any excess adhesive can be removed immediately with warm water or mineral spirits.

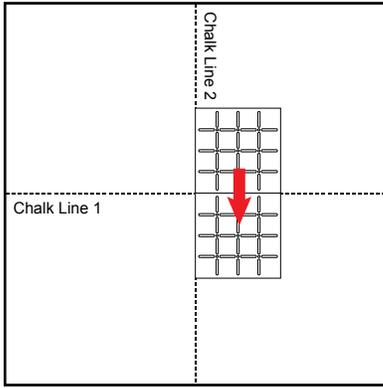
Position the ceiling tile and firmly hold it in place, making sure that the adhesive makes good contact with the ceiling surface for proper adhesion.

Along each side of the ceiling tile, apply three staples (or finishing nails) within  $\frac{1}{4}$ " of the tile's outer edge. The close outer edge placement ensures that the staples will be covered by the decorative joint strip, which will be centered over the joint between the tiles.

If staples or finishing nails will not be used to hold the ceiling tiles in place, four 1" x 1" pieces of 3M

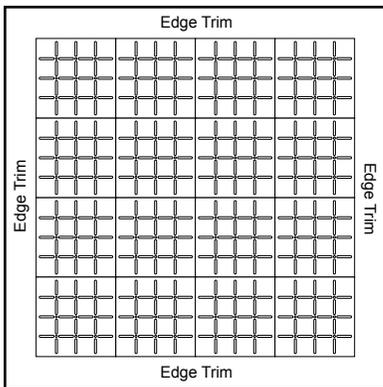
# INSTALLATION INSTRUCTIONS

Double Sided Mounting Tape should be applied to the center of the tile in addition to the adhesive. The tape will hold the ceiling tile in place while the adhesive sets and bonds.

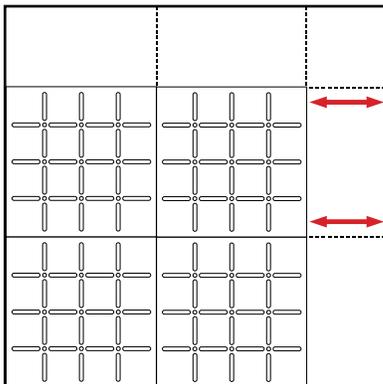


Once the first ceiling tile is installed, begin placing the adjacent tiles. The second ceiling tile should be placed directly against the first. Repeat the installation process with the remaining ceiling tiles. When all of the center ceiling tiles have been installed, proceed to the next section.

## STEP 3 - EDGE TRIM INSTALLATION



Edge trim refers to those ceiling tiles that have been designed with a minimum pattern that lends itself to cutting and trimming. Edge trim is used around the perimeter of the room, between the center tiles and the wall.



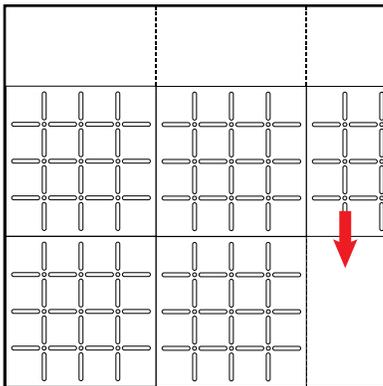
To begin, choose a non-corner edge trim tile location. Measure the distance from the edge of the center ceiling tile to the wall, and cut the edge trim piece to size.

# INSTALLATION INSTRUCTIONS

Apply a ¼" wide flat film of adhesive to the backside of the edge trim tile ½" inside the perimeter and another in the center area of the tile.

Position the ceiling tile and firmly hold it in place, making sure that the adhesive makes good contact with the ceiling surface for proper adhesion.

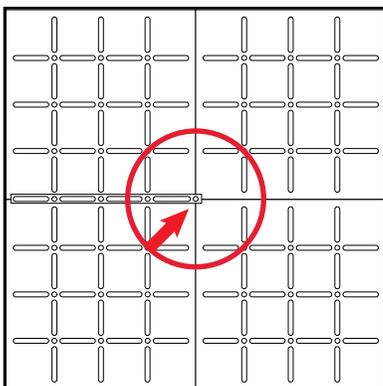
Along every side of the edge tile except for the side that meets the wall, apply staples within ¼" of the tile's outer edge.



Repeat the installation process with the remaining edge trim tiles, proceeding from one adjacent ceiling tile to the next until the border is complete.

## STEP 4 - DECORATIVE JOINT STRIP INSTALLATION

Decorative joint strips are 23.75" long with an adhesive backing, and are designed to cover the joints between ceiling tiles. Each strip has a decorative pattern that begins with a dot and ends with a dash.

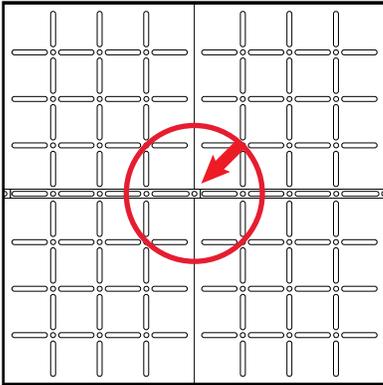


Before removing the peel surface on the adhesive backing, it is recommended that the strips be dry fit. Place the dot end of the decorative joint strip directly over the intersection of four ceiling tiles, and the length of the strip along the joint of two of those tiles. If the strip needs to be trimmed simply cut it to size appropriately.

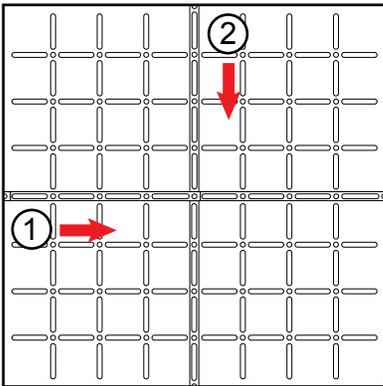
Do not remove the peel surface on the adhesive backing until the strip is ready to be installed. If the adhesive comes into contact with dust, oil or grease of any kind it will not adhere to the ceiling tile's edge

# INSTALLATION INSTRUCTIONS

surface. If the decorative strip does not adhere for any reason, a small amount of adhesive can be applied.



Remove the peel surface on the adhesive backing and press the strip firmly into place making sure to once again line the dot end of the strip with the intersection of four ceiling tiles and its length along the joint of two of those tiles. Butt the next decorative strip directly against the first, creating a repeating pattern – the first dot on the second strip placed over the intersection of the next four ceiling tiles and so on.



After all of the decorative joint strips running in one direction have been installed begin installing the strips perpendicular to the first set. Dry fit and trim as necessary before removing the peel surface and installing.

Once all decorative joint strips are in place, the direct mount installation process is complete.

## GRID MOUNT INSTALLATION

Ceilume Signature Ceiling Tiles may also be suspended by means of an approved ceiling suspension system using a standard 1" face t-bar grid system, per the grid manufacturer's instructions. Check building codes as required.

Tiles measure 23.75" x 23.75" and are installed by simply laying them in place within the suspension grid desired.

In perimeter situations where t-bar sections are irregular or not a full 24" x 24", our edge trim tiles can be easily trimmed to fit.

# INSTALLATION INSTRUCTIONS

## DECORATIVE GRID STRIP INSTALLATION

Decorative grid strips are 24" long with an adhesive backing, and are designed to cover the face of the t-bar. Each strip has a decorative pattern that begins with a dot and ends with a dash.

Before removing the peel surface on the adhesive backing, it is recommended that the strips be dry fit. Place the dot end of the decorative grid strip directly over a four-way grid intersection and the length of the strip along the face of the grid between two ceiling tiles. If the strip needs to be trimmed simply cut it to size appropriately.

Do not remove the peel surface on the adhesive backing until the strip is ready to be installed. If the adhesive comes into contact with dust, oil or grease of any kind it will not adhere to the ceiling tile's edge surface. If the decorative strip does not adhere for any reason, a small amount of adhesive can be applied.

Remove the peel surface on the adhesive backing and press the strip firmly into place making sure to once again line the dot end of the strip with the four-way grid intersection and its length along the face of the grid between two ceiling tiles. Butt the next decorative grid strip directly against the first, creating a repeating pattern – the first dot on the second strip placed over the next four-way grid intersection and so on.

After all of the decorative grid strips running in one direction have been installed begin installing the strips perpendicular to the first set. Dry fit and trim as necessary before removing the peel surface and installing.

Once all decorative grid strips are in place, the grid mount installation process is complete.

## PAINTING

Ceilume Signature Ceiling Tile products can be painted before or after installation. Be sure ceiling tiles and decorative strips are clean and dry and experiment on a sample ceiling tile with your paint of choice before painting the ceiling in its entirety. Do not use solvent type thinner or cleaners.

## CLEANING

Ceilume Signature Ceiling Tiles require no special cleaning agents – just wipe with a soft, damp rag. There is no risk of water damage during cleaning and there is no need for scheduled professional cleaning and resurfacing to prevent environmental and aesthetic problems. Small, stubborn spots can be

# INSTALLATION INSTRUCTIONS

handled with cleaners such as Fantastik® or Windex®.

Cleaners containing organic solvents or other aggressive ingredients should not be used because they may affect the surface appearance of the tile. Examples of such cleaners are chlorine bleach, liquid grease remover, strong soaps and detergents containing organic solvents, nail polish remover and furniture polish/cleaners.

## STORING

Do not store ceiling tiles or panels in direct sunlight or in contact with any heat source that may reach temperatures of over 110 degrees Fahrenheit. When temperatures reach these levels, the vinyl is likely to distort.