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How to Install Drop Ceiling Tiles

All Ceilume ceiling tiles and panels can be installed in an approved ceiling suspension system using standard 15/16 in. (often called 1 in.) face T-bar grid. Many 0.030 in. thick Signature styles may also be installed in slimline 9/16 in. drop ceiling grid. Visit www.ceilume.com for more information.

Check building codes as required.

Install Your Grid Tape or Strips FIRST

If you are not using tape or strips, skip ahead to the "Install Your Ceiling Tiles" section.

Before You Begin

- Your ceiling grid must be even and level. Grid tape/strips will not adhere properly to bent and/or damaged T-bar.

- The temperature of your room should be between 60-80°F, otherwise the tape/strip adhesive may not adhere properly.

- Keep the protective peel surface over the adhesive on the back of the tape/strips until you are ready to install. If the adhesive comes in contact with dust, oil, or other contaminants it will not adhere to your grid.

Start with an Empty Ceiling

Remove your old ceiling tiles to give yourself access to your ceiling grid in its entirety. This is absolutely necessary to both properly clean your grid and to firmly press your tape/strips into place when installing.

The next installation steps will fail if you do not start with an empty grid.

Clean Your Ceiling Grid

Thoroughly clean your grid and remove any contaminants (dust, oil, spackle, etc.), then wipe it down with a damp rag to dissipate static electricity, which attracts dust to the T-bar. **To ensure good adhesion, your ceiling grid must be clean and dry!**

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Dust and oil can accumulate during construction and remodeling, so even brand new grid should be thoroughly cleaned!

Install Your Grid Tape

If you are using strips instead of tape, skip ahead to the "Install Your Strips" section.

You'll begin by applying tape to the grid around the perimeter of your room. Peel off the backing on your tape to expose 1-2 ft. of adhesive. Beginning in a corner, grasp the backside of the grid with one hand and press the tape against the front of your grid with the other. Adhere about 2 in. of tape to your grid at a time, aligning the next section carefully before pressing it firmly into place. Press firmly and evenly over the full surface of the tape (a small roller can be helpful) to ensure that the adhesive forms a firm and consistent bond with your grid.

When you reach another corner, trim the tape to fit. Cut precisely, and when beginning your next run **do not overlap any portions of tape**.

After you've finished applying the tape to the perimeter of your room, move on to your ceiling mains (long seamless portion of grid), and then finish with your ceiling T's (shorter cross pieces of grid). Cut precisely, and do not overlap any portions of tape, particularly where the cross T's intersect the mains.

Install Your Strips

You'll begin by applying your strips to your ceiling mains (long seamless portion of grid), and then finish with your ceiling T's (shorter cross pieces of grid). "Dry-fit" your first strip by placing one end of the strip over the intersection of four ceiling tiles, and its length over the grid between two adjacent tiles. If installing decorative strips, center the "dot end" of the strip over the intersection. Trim to length if necessary.

Peel off the backing of your strip to expose the adhesive. Line the strip up as before and press firmly into place. Grasp the backside of the grid with one hand and press hard and evenly over the full surface of the strip with the other to ensure that the adhesive forms a firm and consistent bond with the grid.

Butt the beginning of the next strip directly against the end of the first (do not overlap!). If you are installing decorative strips, pay close attention to the repeating dot-dash pattern; the dot on your second strip should land over the next intersection of four ceiling tiles.

Install all of the strips running in one direction (ceiling mains), and then finish by installing the set of

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strips that run perpendicular to the first (ceiling T's), trimming as necessary. If installing decorative strips, you'll need to trim the dot off the end of each strip in the second set in order to keep the dot-dash pattern consistent.

Install Your Ceiling Tiles

Remove your existing tiles (if you have them and you haven't already!) to give yourself full grid access, and then pop your new tiles into place.

If you are refacing an existing ceiling, slide your new refacing ceiling tiles (with features projecting down and into the room) under your old, existing tiles and resettle them in your grid.

Border Tiles

In all likelihood, your ceiling will have some less than full-size grid squares (usually around the perimeter of your room). Border tiles have been designed with a minimum relief pattern that lends itself to trimming and installing in these smaller areas.

Simply measure each of your partial grid squares, cut your border tiles to size with scissors or snips, and then place them into your grid.

Drop Ceiling Insulation

To install Soniguard™ Drop Ceiling Insulation, simply drop your ceiling tiles and insulation into your grid in pairs: one Soniguard™ piece resting on top of one ceiling tile.

If using standard insulation, attach it to the "real" ceiling surface above your grid. Do not roll out the insulation over your grid and ceiling tiles. The weight of the insulation may cause the tiles to bow.

Recessed Lights

Grid-mounted can lighting is a great illumination option. Choose a tile design that has sufficient flat area in the middle to accommodate the light opening and trim ring, and choose light fixtures that come with grid-suspension brackets so that the weight of the light is supported by your T-bar and not by your tile.

Measure the fixture to determine the size of the opening needed for the light and trim ring, make a simple cutting template, mark the location of the opening on your tile, and use a utility knife, scissors,

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or snips to cut the hole. Then pop your tile into place in your drop ceiling grid, position your light fixture above it, and install the trim ring.

Coffered ceiling tiles may require additional steps. Please contact us for more information.

Ceiling Panels Below Light Fixtures

Translucent and frosted ceiling panels will obscure the light fixtures above your lay-in ceiling grid, so inexpensive fluorescent units work well. Clear ceiling tiles, while not "window clear", provide full visibility to everything above them, so extra consideration about light fixtures should be made.

For best results, install at least 6 in. below your light fixtures, and use translucent and frosted panels in conjunction with AcoustoTherm® Backpanels, which will obscure dust and insect accumulation.

Ceiling Level Temperature

As a general rule, Ceilume ceiling tiles and panels will not be affected by ceiling level temperatures up to 120°F. In **some** installations involving halogen lights, metal heat registers, and radiant heat sources (wood stoves, kitchen ovens, etc.), localized ceiling and ceiling tile temperatures can be much higher than anticipated. Please contact us for specific advice if your installation has any of these special conditions.

Fire Sprinklers

When fire suppression sprinklers are involved with your drop ceiling installation, your first and most important step is to consult with your local building and fire of officials to make sure that your intended use will conform with the appropriate local codes.

All fire ratings, approvals, certifications, and compliance documents can be found on our website at www.ceilume.com/fire-ratings.cfm.

Sprinklers Penetrating Ceiling Panels

When a fire suppression sprinkler passes through a panel, the panel cannot interfere with sprinkler operation in the event of a fire. If it is necessary for your sprinklers to penetrate/pass through your Ceilume ceiling panels and be visible in the room, you must...

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Cut the opening in the ceiling tile a minimum of 0.25 in. larger than the outer diameter of the sprinkler head or trim ring/escutcheon (whichever is larger). This enables the tile to fall from the ceiling grid without becoming entangled with the sprinkler or interfering with its operation.

or

Use a 0.030 in. thick Signature style panel backed by a mineral fiber ceiling panel at each sprinkler penetration. This holds the tile in place and keeps it insulated, preventing it from interfering with sprinkler operation.

Never use a restraining-type trim ring/escutcheon at a sprinkler penetration without an appropriately sized tile opening or mineral fiber ceiling panel backer.

Drop-Out Ceiling Panels <u>Beneath</u> Sprinklers

All Ceilume ceiling panels are approved for installation beneath fire sprinklers in Light Hazard and Ordinary Hazard Group I occupancies. When exposed to heat from a developing fire, these drop-out ceiling panels soften, distort, and fall from the ceiling grid. Heat from the growing fire activates the sprinkler which, unimpeded by the panels, controls or extinguishes the fire.

All Ceilume ceiling panels are listed and approved for use beneath Standard Response (SR) sprinkler systems rated with an activation temperature of 165°F or above, where allowed by local safety authorities.

Additionally, Ceilume's 0.013 in. thick Feather-Light styles are listed and approved for use beneath Quick Response (QR) and Standard Response (SR) sprinkler systems rated with an activation temperature of 155°F or above, where allowed by local safety authorities.

Please note: Grid tape and strips have not been tested for use in drop-out installations, though there is no mechanical reason that their use, when installed properly, would affect the panels' ability to drop from your grid.

Consult with your local building and fire officials to make sure that your intended use will conform with the appropriate local codes.

Painting

All of our ceiling tiles and strips can be painted before or after installation.

- Be sure that everything is clean and dry before painting.

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- Do not use solvent type thinners or cleaners.
- Experiment on a sample with your paint of choice prior to working on your ceiling in its entirety.
- **Painting voids all ratings, approvals, and certifications.**

Cleaning

Your new ceiling tiles require no special cleaning agents - just wipe them down with a soft, damp rag. Small, stubborn spots can be handled with an all-purpose cleaner.

Panels are 100% waterproof so 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.

Do not use cleaners containing organic solvents or other aggressive ingredients as they may affect the surface appearance of your tiles. Examples of these types of cleaners include chlorine bleach, liquid grease remover, strong detergents, and nail polish remover.

Storing

Store any extra boxes of ceiling tiles upright in a single layer (do not stack) in a cool spot out of direct sunlight.

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How to Install Glue-up (Butt Joint) Ceiling Tiles

Ceilume's butt joint ceiling tiles can be mounted directly to an existing ceiling surface using adhesive. Tiles butt together and decorative or smooth strips are used to cover the joints between tiles.

Check building codes as required.

Before You Begin Installing Your Tiles

- Your installation surface needs to be flat and sound. Texturing like popcorn will need to be removed, and patching, or sanding may be necessary if your ceiling is damaged or uneven.

- Your hands, work surfaces, and ceiling must be smooth, clean, and dry. Dust, oil, grease, and other contaminants can affect the adherence of your ceiling tiles and strips.

- Pre-test your materials before starting to ensure the best results for your specific installation.

Measure Twice, Glue Once

Map out your ceiling. Measure and mark all of your walls, hallways, closets, and doorways. Locate and draw any lights, heating vents, and ceiling-mount fixtures. Decide and illustrate how to best create an even border around the perimeter of your room.

Using your map and taking into account the variables above, snap two chalk lines along your ceiling's midpoints, forming a cross in the center of your ceiling. Keep in mind that ceilings are rarely square and chalk lines may need to be adjusted.

Install Your Tiles

Apply a 1/8 in. bead of adhesive along the perimeter and down the center of the backside of your ceiling tile. For a flat tile, a bead around the edge and a simple center pattern is all that is required. For a three-dimensional tile, an additional bead near the formed features will ensure a good bond. As you are applying your adhesive, remember it isn't how much adhesive you use, but that you use the right amount of adhesive in the right places.

Position your ceiling tile about 1/4 in. offset from your chalk lines and lightly press it to the ceiling. Slide it into place against the chalk lines, allowing the adhesive to spread just a bit. Press and rub firmly over the glued areas, smoothing out any bumps in the glue and seating the tile firmly into place.

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Once your first ceiling tile is installed, begin placing adjacent tiles. Your second ceiling tile should be placed directly against the first. Seams between tiles may vary slightly, so do not butt the tiles together with force, simply slide them into place. All joints will be covered with decorative or smooth strips in the final phase of installation so do not worry about any small gaps between your tiles.

Border Tiles

In all likelihood, your ceiling will have some areas that are smaller than a full-size ceiling tile, usually around the perimeter of your room. Border tiles have been designed with a minimum relief pattern that lends itself to trimming and installing in these smaller areas.

For these border areas, simply measure from the edge of an installed tile to the wall and cut your border tiles to size with scissors or snips. Install with the cut edge toward the wall.

When your installation is complete, clean tools with warm water and paper towels while the ceiling tile adhesive is still wet. Dried material can be scraped or chipped off if needed.

Before You Begin Installing Your Strips

- Thoroughly clean your tiles and remove any contaminants (dust, oil, dried adhesive, etc.). Dust and oil can accumulate during construction and remodeling, so even brand new ceiling tiles should be thoroughly cleaned before you apply your strips!

- Your ceiling tiles must be installed correctly. Strips will not adhere properly to uneven, bumpy, or poorly installed tiles.

- The temperature of your room should be between 60-80°F, otherwise the strip adhesive may not adhere properly.

- Keep the protective peel surface over the adhesive on the back of the strips until you are ready to install. If the adhesive comes in contact with dust, oil, or other contaminants it will not adhere to your tiles.

Install Your Strips

"Dry-fit" your first strip by placing the beginning of the strip over the intersection of four ceiling tiles, and its length over the joint between two adjacent tiles. If installing decorative strips, center the "dot end" of the strip over the intersection. Trim to length if necessary.

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Peel off the backing of your strip to expose the adhesive. Line the strip up as before and press firmly into place. Press hard and evenly over the full surface of the strip to ensure that the adhesive forms a firm and consistent bond with the tiles.

Butt the beginning of the next strip directly against the end of the first (do not overlap!). If you are installing decorative strips, pay close attention to the repeating dot-dash pattern; the dot on your second strip should land over the next intersection of four ceiling tiles.

Install all of the strips running in one direction, and then finish by installing the set of strips that run perpendicular to the first, trimming as necessary. If installing decorative strips, you'll need to trim the dot off the end of each strip in the second set in order to keep the dot-dash pattern consistent.

Painting

All of our ceiling tiles and strips can be painted before or after installation.

- Be sure that everything is clean and dry before painting.
- Do not use solvent type thinners or cleaners.
- Experiment on a sample with your paint of choice prior to working on your ceiling in its entirety.
- **Painting voids all ratings, approvals, and certifications.**

Cleaning

Your new ceiling tiles require no special cleaning agents - just wipe them down with a soft, damp rag. Small, stubborn spots can be handled with an all-purpose cleaner. Panels are 100% waterproof so 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.

Do not use cleaners containing organic solvents or other aggressive ingredients as they may affect the surface appearance of your tiles. Examples of these types of cleaners include chlorine bleach, liquid grease remover, strong detergents, and nail polish remover.

Storing

Store any extra boxes of ceiling tiles upright in a single layer (do not stack) in a cool spot out of direct sunlight.

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How to Install Glue-up (Lap Joint) Ceiling and Wall Tiles

Ceilume's lap joint ceiling tiles are mounted directly to a sound installation surface using adhesive. These tile have a unique overlapping edge that allows them to be installed without the use of decorative or smooth strips.

Check building codes as required.

Before You Begin

- Your ceiling or wall needs to provide a flat and sound installation surface. Texturing like popcorn will need to be removed, and taping and bedding, patching, or sanding may be necessary if your surface is excessively damaged, gapped, or uneven.

- Your hands, work surfaces, and installation surface must be smooth, clean, and dry. Dust, oil, grease, and other contaminants can affect the adherence of your ceiling tiles.

- Pre-test your materials before starting to ensure the best results for your specific installation.

- The installation instructions below assume you are installing your new tiles to your ceiling, but are also applicable for wall or other surface installations. Please follow the steps below either way, adapting for your specific situation.

Measure Twice, Glue Once

Map out your ceiling. Measure and mark all of your walls, hallways, closets, and doorways. Locate and draw any lights, heating vents, and ceiling-mount fixtures. Decide and illustrate how to best create an even border around the perimeter of your room.

Using your map and taking into account the variables above, snap two chalk lines along your ceiling's midpoints, forming a cross in the center of your ceiling. Keep in mind that ceilings are rarely square and chalk lines may need to be adjusted.

Break Out the Adhesive

Apply a 1/8 in. bead of adhesive along the perimeter of the backside of your ceiling tile just outside the dot-dash pattern. Add another bead along the dot-dash pattern at the center of the tile going in both directions. Make sure to place this bead to the left or the right of the pattern where the tile will

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make contact with your installation surface once installed.

Finally, add an "X" of adhesive in the center of each major design feature that will make contact with your installation surface once installed. As you are applying your adhesive, remember it isn't how much adhesive you use, but that you use the right amount of adhesive in the right places.

Position your ceiling tile about 1/4 in. offset from your chalk lines and lightly press it to the ceiling. Slide it into place against the chalk lines, allowing the adhesive to spread just a bit. Press and rub firmly over the glued areas, smoothing out any bumps in the glue and seating the tile firmly into place.

Apply adhesive to the back of your second tile then tilt it into place overlapping the dot-dash pattern along the edge of the second tile with that of the first. As you press the tile firmly into place, wiggle it a bit to allow the adhesive to spread and to encourage the tiles to nest together. Press and rub firmly over the glued areas, smoothing out any bumps in the glue and seating the tile firmly into place.

Repeat with your remaining tiles, proceeding from one adjacent tile to the next. Spend an extra 15 seconds or so holding down the dots in the corners of the tile where they overlap to encourage them to lie flat.

Use a soft, damp rag to wipe up any excess adhesive. When your installation is complete, clean tools with warm water and paper towels while the ceiling tile adhesive is still wet. Dried material can be scraped or chipped off if needed.

Ceiling Borders

In all likelihood, your ceiling will have some areas that are smaller than a full-size ceiling tile, usually around the perimeter of your room. For these border areas, simply measure from the edge of an installed tile to the wall and cut your border tiles to size with scissors or snips. Install with the cut edge toward the wall.

When your installation is complete, clean tools with warm water and paper towels while the ceiling tile adhesive is still wet. Dried material can be scraped or chipped off if needed.

Painting

All of our ceiling tiles can be painted before or after installation.

- Be sure that everything is clean and dry before painting.
- Do not use solvent type thinners or cleaners.
- Experiment on a sample with your paint of choice prior to working on your ceiling in its entirety.

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Cleaning

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Panels are 100% waterproof so 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.

Do not use cleaners containing organic solvents or other aggressive ingredients as they may affect the surface appearance of your tiles. Examples of these types of cleaners include chlorine bleach, liquid grease remover, strong detergents, and nail polish remover.

Storing

Store any extra boxes of ceiling tiles upright in a single layer (do not stack) in a cool spot out of direct sunlight.