

TopTile™ Stuck-On Fiberglass Ceiling Tiles Installation Instructions for 1'x2' tiles

ADHESIVE

TopTile™ STUCK-ON Fiberglass Ceiling Tiles can be installed directly on flat and dry ceiling surfaces with TopTile™ # 6518 Acoustical Adhesive ONLY.

WARNINGS!

Warranty is void if any adhesive other than TopTile™ Acoustical Adhesive is used during installation. Follow the installation directions on the adhesive container for proper use and application.

VENTILATION & SAFETY

Be sure the work site has proper ventilation during installation. Also, the use of a NIOSH dust respirator is recommended when cutting the tiles to prevent dust inhalation. Avoid contact to the skin and eyes. Wear eye protection and long sleeve clothing.

ACCLIMATIZATION

It is critical (for proper installation) that the jobsite has the HVAC operational before installation, during installation, and after installation at room temperature between 59°F to 85°F. Relative humidity should not exceed 72%. Remove tiles from the packaging for proper acclimatization to room temperature. Materials (tiles and adhesive) should be stored in the room of installation for a minimum of 24 hours before installation. TopTile™ Acoustical Tiles are for INTERIOR installations only. Failure to follow these important steps will void the warranty.

TOOLS REQUIRED

Safety glasses, dust mask (NIOSH approved), tape measure, chalk line, straight edge, carpenters square, utility or razor knife, dry wall saw (for cutting curves or round cut-outs), trowel (see step 3 for proper size) & pencil.

SURFACE PREPARATION

TopTile™ STUCK-ON Fiberglass Ceiling Tiles can be installed directly to ceilings with the following surfaces through the use of TopTile™ Acoustical Adhesive:

- Flat, dry plasterboard
- Flat, dry cement
- Flat, non-embossed paneling
- Plywood (min. ¼" grade A or B plywood – no knots). Particle Board or OSB is **NOT** approved
- Popcorn ceilings – TopTile™ Stuck-On Ceilings Tiles **cannot** be installed directly over existing popcorn ceilings. Remove the popcorn ceiling textures, or add new plywood or drywall, or install wood furring strips. Direct application to the popcorn ceiling will void the warranty

Surfaces composed of porous materials, including (but not limited to) mineral fiber or hardboard, must be covered with either plasterboard or thin plywood securely affixed to the base.

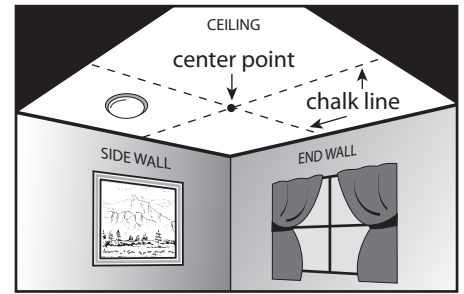
Remove any peeling or loose paint with paint remover, or sand the surface. Oil-based paint should be covered with plasterboard or thin plywood.

Holes, gaps, or uneven areas in the ceiling need to be covered with a patching compound. Allow at least 24 hours for the patching compound to dry, so as to ensure a smooth, level, sanded surface for installation of the TopTile™ STUCK-ON Fiberglass Ceiling Tiles.

Unusual surfaces should be tested prior to installation by adhering several tiles in one corner and waiting 48 hours to determine if there is an adverse reaction, such as poor adhesion (i.e. adhesive that has not thoroughly dried, or tiles that can be easily removed without much pressure).

STEP 1 LAYOUT OF ROOM

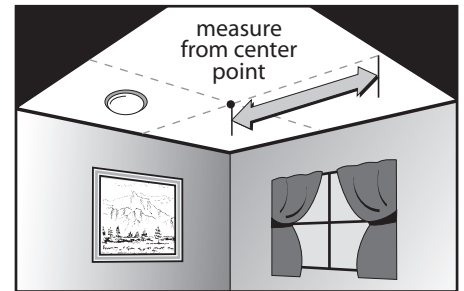
Treat the room as a rectangle and disregard offsets, alcoves, etc. Find the center points of the two end walls and snap a chalk line between them. Find the center of the chalk line and, using a carpenter's square or tile, draw a second chalk line at right angles to the first line and extend it to the side walls. The room is now divided into four equal parts.



STEP 2 ADJUSTMENT OF BORDER

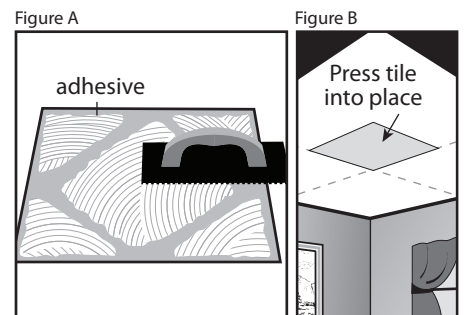
Starting at the center of the room where the two chalk lines intersect, measure from the center point to the end wall and divide by 24". If the measurement is less than 12", move the center line 12" nearer to the opposite wall. Do this in both directions. All borders will now be wider than 1/2" the tile and will be easier to cut and will provide the best visual appearance.

NOTE: We recommend installation of 1' x 2' tiles in a brick pattern or staggered pattern to avoid "four corner pin holes". Adjust your starting point accordingly.



STEP 3 INSTALL TILES

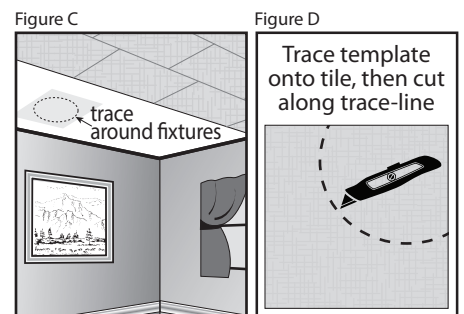
Surfaces must be dry and free from material that may deter adhesion. Spread a thin layer of the TopTile™ #6518 adhesive to cover a 4" x 4" area in each corner of the tile by using the trowel provided or by using a fine notched trowel (1/32" x 1/16" x 1/32" U-notched). Also spread a thin layer of adhesive to cover a 6" x 6" area in the center of each tile (Figure A). Immediately press into place (Figure B). Too much adhesive or too little adhesive will reduce the initial strength of the adhesive, and failure may occur. Once the tile is in place, do not pull down or bend into place in the next tile. The "spring load" will cause the adhesive to release. Always follow the directions on TopTile™ #6518 Adhesive label before installation.



STEP 4 FITTING AROUND IRREGULAR OBJECTS

(Pipes, Light fixtures, Sprinklers, Smoke detectors, etc.)

Make a pattern out of heavy paper or use template supplied by lighting manufacturer (Figure C). Place the template over the face of the tile and trace with a pencil. Double-check the placement of the template and/or measurements of the marks BEFORE making any cuts. Cut along the trace-lines with a utility knife, razor knife, or drywall saw (Figure D). Dry fit the tile for proper fit before mounting with adhesive and adjust as needed.



HELPFUL HINTS

Always use clean hands to avoid soiling the tile during handling and installation.

CARE & MAINTENANCE

- To keep your TopTile™ Tiles looking their best, vacuum the tiles with a soft bristle brush attachment. Do not apply too much pressure when vacuuming, as it may cause damage to the tiles
- To remove dirt or grime, use a mixture of mild detergent & water and lightly wipe with a soft, clean cloth or sponge
- Do NOT use any bleach, abrasive cleaners, or strong chemical detergents

Questions regarding installation of TopTile™ STUCK-ON Fiberglass Ceiling Tiles should be directed to our Customer Service Department at info@halsteadcw.com... or visit our website at www.toptileceilings.com for more information about our products.