

Installation Instructions

Tools Required for Installation

Safety glasses, dust mask (NIOSH approved), tape measure, utility knife, fine-blade power saw or hand saw

Caution

- **Use protective eyewear at all times**
- **Make sure the worksite is properly ventilated**

Acclimatization

For best results, the jobsite should have the HVAC operational before installation, during installation, and after installation. Room temperatures must be between 32°-120° Fahrenheit (0°-49° Centigrade); relative humidity should not exceed 95%.

Remove tiles from the packaging for proper acclimatization to room temperature. Tiles 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.

New Drop Ceilings vs. Replacement Ceilings

- Start at Step 1 for installation of new drop ceiling
- Start at Step 2 for ceiling tile replacement using existing grid system

Step 1 – Installation of Ceiling Grid System

Follow the Ceiling Grid Manufacturer's installation instructions.

Step 2 – Installation of Ceiling Tiles

Angle the tiles up through the open spaces in the grid system; straighten and lower into place so that they rest flat on the tees. Cut the perimeter panels with a utility knife for flexible material, or use a fine blade power saw or hand saw to cut most rigid panels. The cut-edge should rest on the wall angle. Make the cut-outs for fixtures and vents prior to installation of the panels.

Maintenance Instructions

Fiberglass (15mm, Lay-in) Collection

Remove any loose dirt or dust by either **gently** brushing or using a vacuum cleaner with the appropriate attachments (those used for cleaning upholstery or walls). Only clean in one direction, so as to avoid rubbing dust into the surface. You may also clean using a lightly-dampened cloth or sponge (i.e. using a **minimal** amount of water).

Installation & Maintenance Questions

Questions about installation & maintenance can be sent via email to info@halsteadcw.com or via mail to: Halstead C&W Corp., 29 Oakwood Ave., Norwalk, CT 06850 USA (postage to be paid by sender)