

FULL INSTRUCTIONS ONLINE AT WWW.MYNEWCEILING.COM

How To Install Your New Suspended Ceiling Tiles



As Easy As 1-2-3

After removing your old tiles, simply pop your new tiles into place in your suspended ceiling.

How's that for easy?

Edge Trim

In all likelihood, you will have some less than full-size grid squares around the perimeter of your room. Measure each of these partial grid squares, cut your border tiles to size with scissors or aviation snips, and then place them in your grid.

Refacing Existing Drop Ceiling Tiles

If you are refacing an existing suspended ceiling, slide your new refacing tiles (with features projecting down and into the room) under your old ones. Sometimes a bit of wiggling (of the stacked tiles, not your hips) is required to get your ceiling tiles to fall into place in your grid.

Drop Ceiling Lighting

Translucent ceiling tiles can be installed directly under lighting fixtures, or throughout the entirety of your grid for a fully-illuminated ceiling. In both cases, make sure your tiles are at least 6" below your lights.

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Grid-mounted (can) lighting is another great illumination option. Choose 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.

Drop Ceiling Insulation

To install Acoustotherm Backpanels and Soniguard Drop Ceiling Insulation, simply drop your ceiling tiles and insulation into your grid in pairs: one Acoustotherm or Soniguard resting on top of one ceiling tile (we call this the “ceiling tile sandwich”... we don’t get out much...).

Drop-Out Ceiling Tiles

All Ceilume Ceiling Tiles are certified for use beneath fire suppression sprinkler systems, where allowed by local fire safety authorities. If you are planning on installing your tiles beneath sprinklers, please check the website for more thorough installation instructions.

Decorative Grid Tape

To ensure good adhesion, **thoroughly clean your grid and ceiling tiles with rubbing alcohol or Formula 409® and a soft rag.** Remove any dust and grease, and dissipate static electricity, to avoid attracting dust to the tiles and T-bar. Dust and oil can accumulate during installation, so even brand new grid **must** be cleaned before you apply your tape.

Install your decorative grid tape **before** your ceiling tiles, as this will allow you to hold your T-bar grid from above while applying the firm pressure required to properly secure your tape.

Beginning in a corner, peel off the backing of your tape to expose about 2’ of adhesive. Press about 2” of the tape onto your grid and align the remaining exposed tape carefully before pressing it firmly into place. Reach behind the grid with your free hand to support the back of the T-bar as you apply strong pressure to firmly stick the tape into place. Once that first bit of tape has been applied, repeat the process. When you reach a corner, trim the tape to fit.

When you’ve finished applying the tape to the outside border of grid around the perimeter of your room, move on to your ceiling mains (long seamless portion of grid), and finish with your ceiling T’s. Trim to fit and do not overlap portions of tape.

For more detailed instructions, please visit www.mynewceiling.com.

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How To Install Your New Direct Mount / Glue-Up Ceiling Tiles



Before You Begin

Your installation surface (fancy term for “ceiling”) needs to be smooth, clean, and dry.

It is also important to pre-test your materials before installing all of your ceiling tiles to ensure the best results for your particular installation.

Tools

You will need a tape measure, pencil, chalk line, scissors or aviation snips, and adhesive.

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 edges of your ceiling.

Taking into account the room variables listed above, snap two chalk lines along your ceiling’s midpoints, forming a cross in the center of your ceiling.

Break Out the Adhesive

Apply a bead of glue around the perimeter of the backside of your ceiling tile and a simple,

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pattern appropriate bead in the middle.

Position your ceiling tile about 1/4" offset from your chalk lines and lightly press it to the ceiling. Then slide it into its final position directly 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 your ceiling tile firmly into place.

Edge Trim

In all likelihood, you will need less than full-size ceiling tiles around the perimeter of your room. Measure the distance from an installed tile to the wall, cut your border tile to size with scissors or aviation snips, and then install.

Decorative Strips

Decorative Strips are 2' long, self-adhesive, and designed to cover the joints between ceiling tiles in glue-up installations and the T-bar grid in drop ceiling installations. Each strip has a decorative pattern that begins with a dot and ends with a dash.

To ensure good adhesion, thoroughly clean your ceiling tiles with rubbing alcohol or Formula 409® and a soft rag. Remove any dust and grease, and dissipate static electricity, to avoid attracting dust to the tiles.

Dry-fit each strip by placing the dot at the beginning of the strip directly over the intersection of four ceiling tiles, and its length over the joint between two adjacent tiles. Trim to length if necessary.

Remove the backing on your strip, exposing the adhesive, line it up as before, and press **firmly** into place.

Butt the next strip directly against the end of the first, creating a repeating dot-dash pattern. The dot on your second strip will land over the next intersection of four ceiling tiles.

Install all of the Decorative Strips running in one direction, and then finish by installing the set of strips that run perpendicular to the first. Trim strips to fit and do not overlap.

For more detailed instructions, please visit www.mynewceiling.com.