

# TopTile™ Polyester Ceiling & Wall Tiles

## Installation Instructions

### for Lay-In Grid & Stuck-On 2'x2' Tiles

**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.

**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.

**ADHESIVE** TopTile™ STUCK-ON Polyester Ceiling & Wall Tiles can be installed directly on flat and dry ceiling and wall surfaces with TopTile™ # 6518 Acoustical Adhesive ONLY.

**WARNINGS!** Warranty is void if any adhesive other than TopTile™ # 6518 Acoustical Adhesive is used during installation. Follow the installation directions on the adhesive container for proper use and application.

## Lay-In Grid Tile Installation

### INSTALLATION OF NEW DROP CEILINGS

#### 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.

NOTE: Install tiles with ceiling clips so the tiles remain stationary.

### CEILING TILE REPLACEMENT USING EXISTING GRID SYSTEM

Follow Step 2 above for placing tiles into the grid.

TopTile™ Polyester Tiles can be installed for both Lay-In Grid or Stuck-On (glued) applications. The tiles have a beveled edge which should be facing out for both types of installations.

## Stuck-On 2'x2' Tile Installation

### SURFACE PREPARATION

TopTile™ STUCK-ON Polyester Ceiling & Wall Tiles can be installed directly to ceilings & walls 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 or walls – TopTile™ Stuck-On Ceilings Tiles **cannot** be installed directly over existing popcorn ceilings or walls. Remove the popcorn textures, or add new plywood or drywall, or install wood furring strips. Direct application to the popcorn ceiling or wall 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.

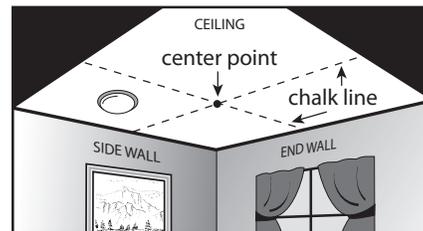
Holes, gaps, or uneven areas in the ceiling need to be covered with a patching compound. Allow at least 24 hours for the patching compound to dry, so as to ensure a smooth, level, sanded surface for installation of the TopTile™ STUCK-ON Polyester Ceiling & Wall Tiles.

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).

# Stuck-On 2'x2' Ceiling & Wall Tile Installation Instructions

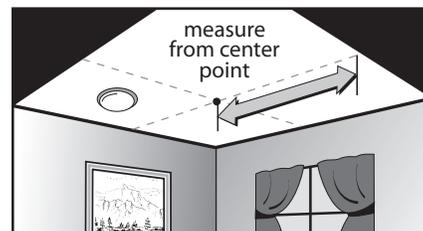
## STEP 1 LAYOUT OF ROOM

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.



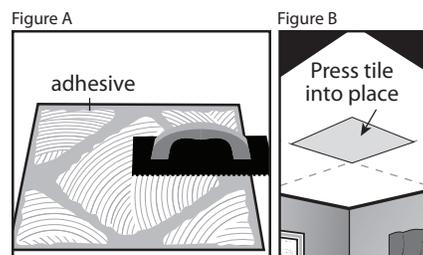
## STEP 2 ADJUSTMENT OF BORDER

Starting at the center of the room where the two chalk lines intersect, measure from the center point to the end walls and divide by 24" (for 2'x2' tiles). 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.



## STEP 3 INSTALL TILES

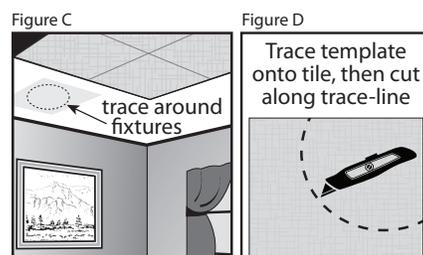
Surfaces must be dry and free from material that may deter adhesion. Spread a thin layer of the TopTile™ #6518 adhesive to cover a 4" x 4" area in each corner of the tile by using the trowel provided or by using a fine notched trowel (1/32" x 1/16" x 1/32" U-notched). Also spread a thin layer of adhesive 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 it to 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

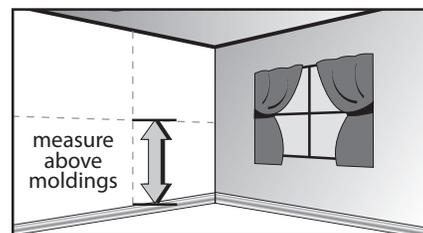
(Pipes, Light fixtures, Sprinklers, Smoke detectors, etc.)

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.



## STEP 5 INSTALLATION ON WALLS

TopTile™ Polyester tiles can be installed exactly the same way on walls as they are on the ceiling using the TopTile™ Adhesive (only). You will lay out the starting point on the wall as described above in steps 1 & 2. However you will need to take into consideration any base board molding or chair rail moldings you plan on using. The tiles should rest on top of any moldings installed. Simply dry fit those moldings and mark with a pencil. Then, start your measurements to find the starting point. Adjust the starting point to avoid small border pieces less than 12". When installing polyester tiles with a bevel edge, be sure to install facing out.



## HELPFUL HINTS (LAY-IN GRID & STUCK-ON)

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

Polyester composition does not always provide absolute sharp corners. We recommend staggered (brick) pattern installation which eliminates 4 corner occasional pin holes.

## CARE & MAINTENANCE (LAY-IN GRID & STUCK-ON)

- To keep your TopTile™ Polyester Ceiling & Wall 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 Polyester Ceiling & Wall Tiles should be directed to our Customer Service Department at [info@halsteadcw.com](mailto:info@halsteadcw.com)... or visit our website at [www.toptileceilings.com](http://www.toptileceilings.com) for more information about our products.