

# access ceiling system

The following are guidelines given in good faith to help avoid common errors. They are not intended to be a step-by-step list of instructions or a checklist, and it is assumed the installer has general construction knowledge. Conwed bears no responsibility for any installation actions taken or not taken, and is not responsible for installer selection.

## Inspection

**Freight Damage:** Inspect cartons for obvious damage before accepting and note on delivery ticket.

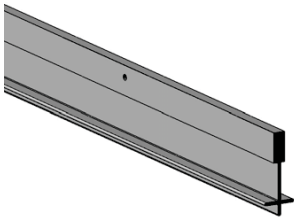
**Concealed Damage:** Notify Conwed of any concealed damage within 5 business days of receipt. Claims beyond 5 days will be honored at the discretion of Conwed or the freight company.

Do not install panels of unacceptable quality. Contact your sales representative immediately. Conwed will not be responsible for installation or removal costs of unacceptable panels.

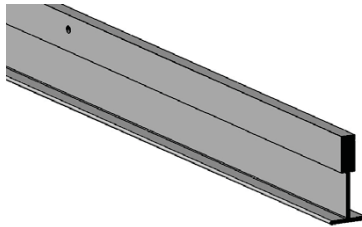
## Handling and storage

- Clean white gloves must be used whenever handling ceiling panels.
- Store panels on a flat, dry, solid surface. Do not store on edge.
- Keep panels dry, clean and free from dust and damage.

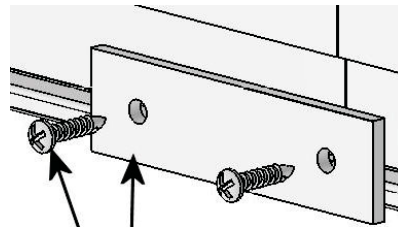
## System components



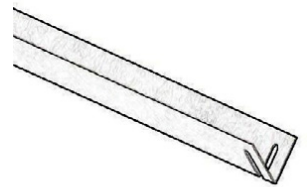
Cruciform grid



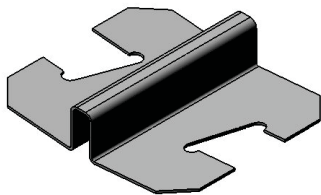
Perimeter grid



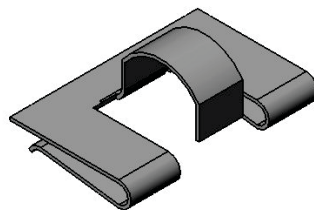
Grid Connector



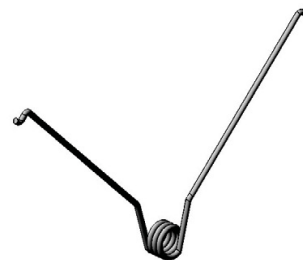
Spacer bar



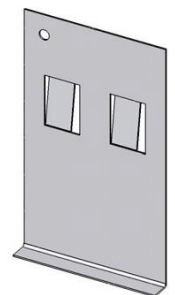
Saddle clip



Spring retainer clip



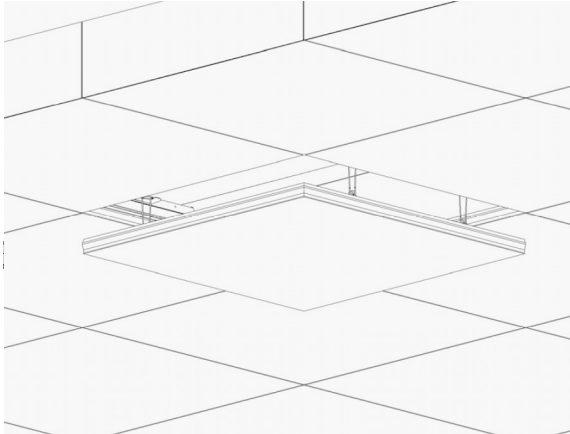
Torison spring



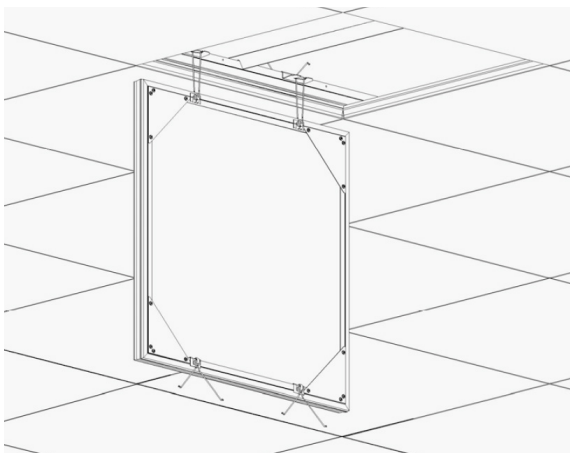
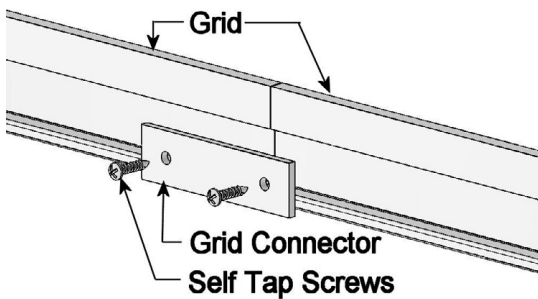
Panel pull tool

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## System installation



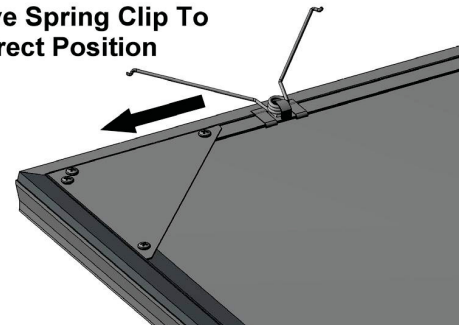
- 1** Review layout drawings and determine location of hardware. Panels are labeled on the back to correspond with installation drawings.



- 2** Hang Grid Mains using methods for standard grid (ASTM C636). A minimum of one (1) wire every 4' along grid mains is recommended, follow local codes.

- 3** Install Grid Connectors as required at grid joints. Fasten onto the web of the grid joint with 2 self tapping screws (below).

### Move Spring Clip To Correct Position

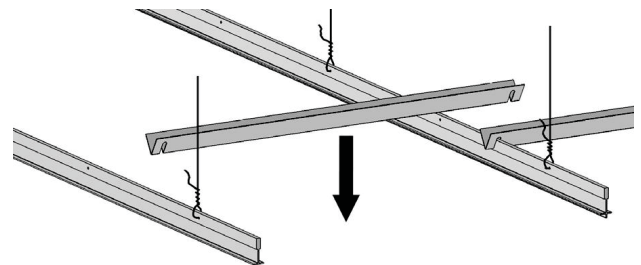


- 4** Install Spring Retainer Clips and Torsion Springs

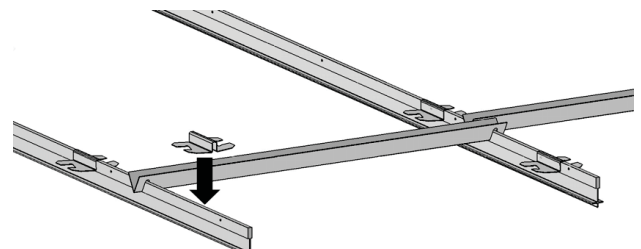
- A.** On the long side of the panel (unless otherwise specified) apply 1 spring on each end as shown. Add additional springs (and center) depending on length: More than 36" add 1, more than 60" add 2, more than 84" add 3, more than 108" add 4 (total of 6 springs per side, or 12 per panel).
- B.** If the panel has a return on one end, add an additional spring near the return.
- C.** Note that spring hardware positioning is flexible; however do not use less than the recommended amount of springs!

- 5** Install Spacer Bars and Saddle Clips.

- A.** Transfer the spacing of the Spring Retainer Clips on the panels to the grid and apply Saddle Clips.

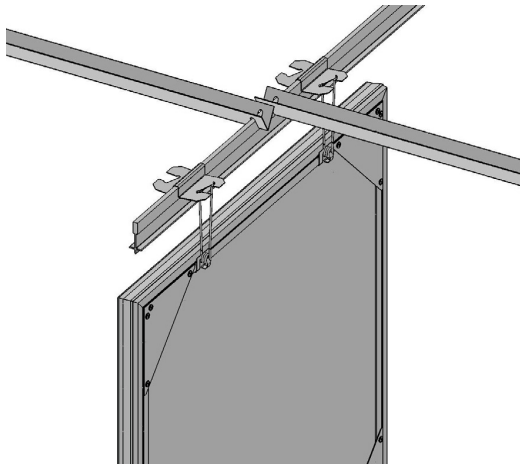


- B.** Install Spacer Bars as shown. Note: When working around ceiling obstructions, the Spring Retainer Clips and Saddle Clips can be moved when necessary.

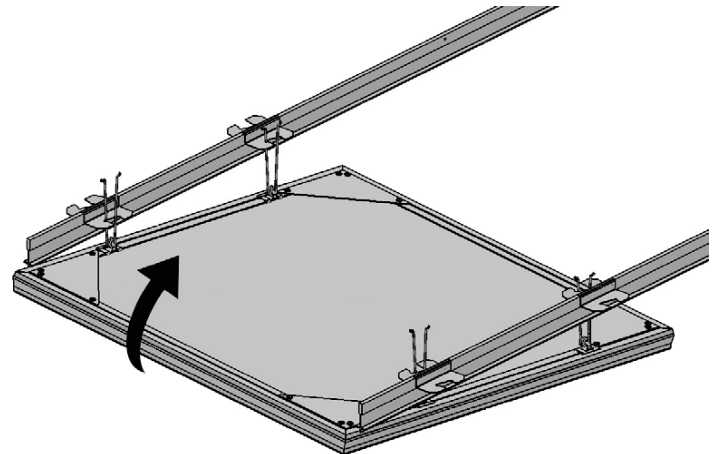
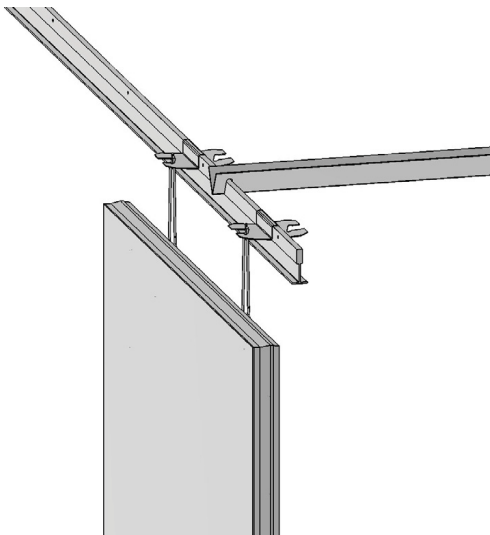
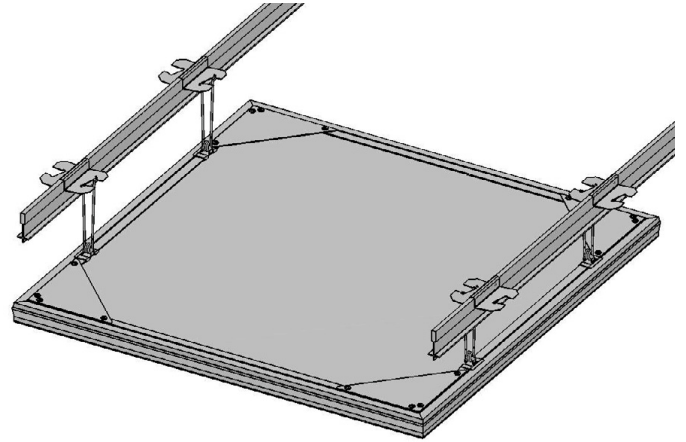


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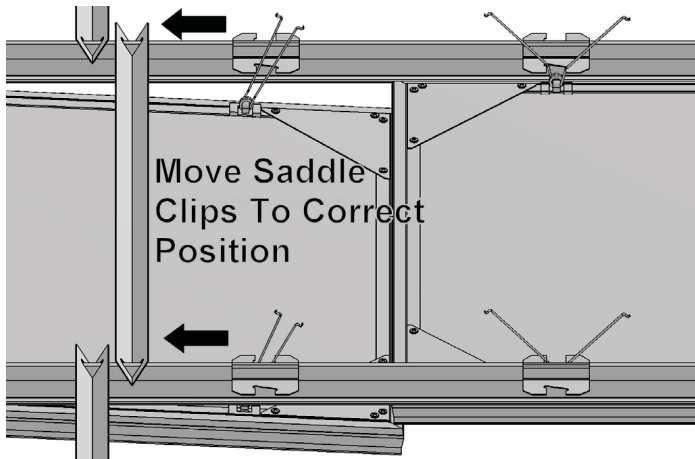
- 6** Hang each panel from one side by securing the Torsion Springs into the Saddle Clips. Note that interior panels and perimeter panels hang from opposite sides of the Saddle Clip!



- 7** Swing the panel to a horizontal position and attach the remaining springs. Engage as shown. Common practice is to install one row at a time.



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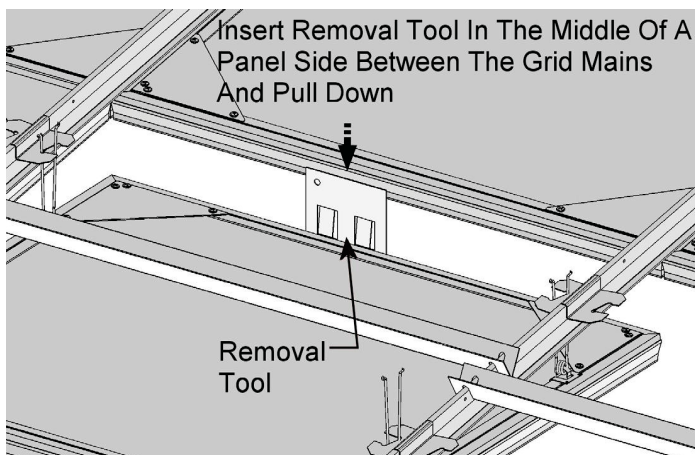


- 8** Panels must be aligned one-at-a-time as installed. Usually, aligning Saddle Clips or Spring Retainer Clips to ensure springs are in the right place and vertical will resolve alignment issues. Attempting to install all panels and then aligning as a second step will result in failure!!!

## Penetrations

- Penetrations are handled similar to most drop-ceiling applications. Use escutcheon plates where appropriate for penetrations.
- Avoid cutting near panel frames. 3" minimum is recommended.
- Independently support all suspended items including sprinklers, lights, diffusers and etceteras.

## Removal



## Cleaning Guidelines

For fabric and painted finishes, general maintenance for dust removal is light brushing or vacuuming. Fingerprints and light soiling can often be removed using a dry chemical sponge or an art gum eraser. For more vigorous treatments on fabric covered panels, the fabric manufacturer should be consulted. Most polyester fabrics clean well by sponging with the foam from a mild detergent or upholstery shampoo, followed by rinsing with a clean sponge. Other cleaning agents, including solvent-based cleaners can be used to remove spotting, however always pretest in an unseen area.

