



Suspended Ceiling Installation Guide

– How to fit a Suspended Ceiling

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Suppliers to trade and
general public

Look out for this icon , this is where you will find out top tips which will help you along the way.

Tools Needed:





- Tape Measure
- Spirit Level/Laser Level
- Drill/Screwdriver
- Tinsnips
- Stanley Knife
- Safety Glasses
- Heavy Duty Gloves
- Pen/Pencil for marking out

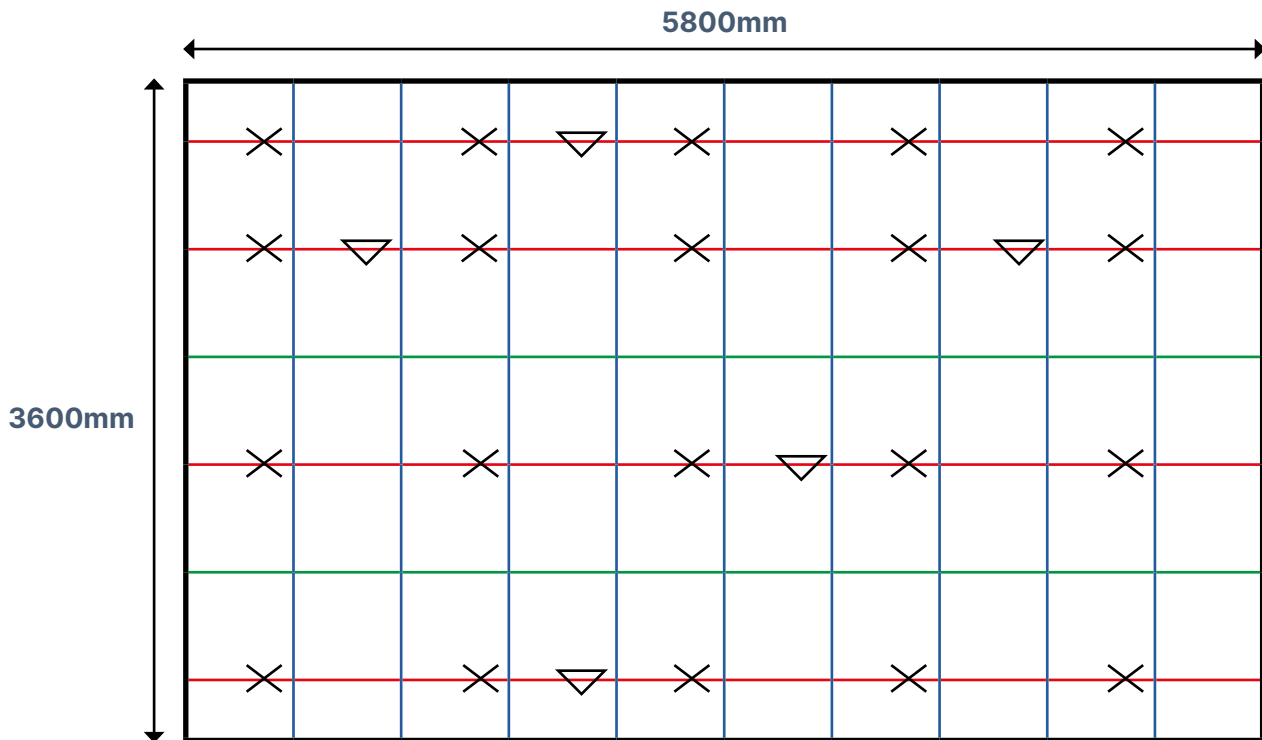
Steps:

- Planning and Designing a Suspended Ceiling
- Installing Perimeter/Edge Trim
- Positioning and Fixing the Suspension Points for the Main Runners
- Installing the Main Runners 3600mm (Main Tees)
- Installing the Cross Tees 1200 & 600mm (Noggins)
- Fitting the Ceiling Tiles

Planning and Designing a Suspended Ceiling

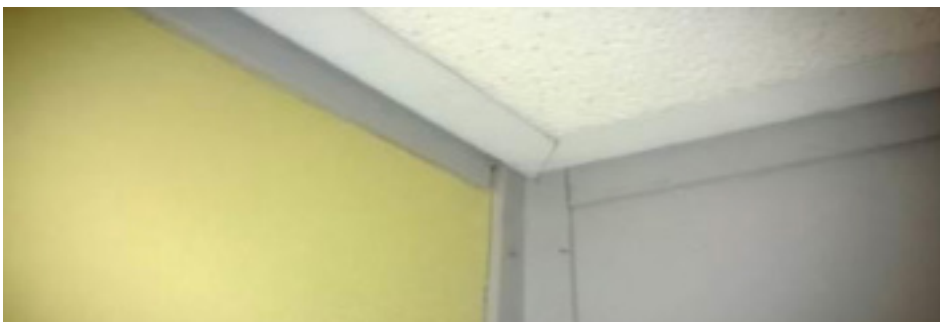
If you have purchased your Suspended Ceiling Kit from Ceiling Tiles UK you will have likely received a drawing to show the layout of your ceiling. This will show the position of the components required to complete your project. However, if you have chosen not to receive a drawing or you want further assistance on planning the lay out of your ceiling, please find below the information you will require.

- You will need to have the dimensions of the room or rooms you will be installing your ceiling in.
- Draw the dimensions as close to scale as possible.  (graph paper can help you with this).
- You can choose from either a 600 × 600mm or a 600 × 1200mm configuration. The configuration you pick will determine the material requirements for your ceiling.
- You can now draw the layout onto your graph paper.  Remember whichever option you have selected (600 × 600mm or 1200 × 600mm) you must set the Main Runners at 1200mm centres. Position the tees so that the cuts around the perimeter are equal on both sides and are as large as possible  (this will make it easier to cut the tiles to size).
- If you are using a 600 × 1200mm configuration, space the 1200mm cross tees 600mm apart. For a 600 × 600mm configuration, add 600mm cross tees between the midpoints of the 1200mm cross tees.
-  (If you are also putting recessed lights in the ceiling now is the time to plan where they will be going as it's easier to move the position of these on paper first).




Installing Perimeter / Edge Trim

- Decide the height the ceiling will be suspended at. Remember you will need to ensure that you have left a minimum of 100mm clearance between the new ceiling and the ceiling it is suspended from. ♦ (Remember if you are installing recessed lights into the ceiling additional clearance will be needed, we recommend 200mm – 300mm).
- When you are satisfied you are happy with the height of the ceiling, use a level to draw a line around the room indicating where the perimeter trim will be fixed. ♦ (If you are able to use a laser level this will give you the best results and also cut down on the time it takes to complete this section of the installation).
- Fasten the perimeter trim securely to the wall (32mm edge) at all points using masonry nails for block walls or drywall screws stud walls. (Fixings @ 350mm centres approx.)
- Position the perimeter trim to your level line ensuring that you keep the perimeter trim as square as possible to prevent problems further down the line.
- When you come to the corners where the trims meet, overlap them and using your tinsnips cut the bottom perimeter trim at an angle to give a mitred finish. ♦ (see picture below).



Positioning and Fixing the Suspension Points for the Main Runners

- Please refer to the drawing that Ceiling Tiles UK has provided you as this will show the location of the Main Runners. These will be shown on the drawing as a Red line .
- Measure and mark out the position of each main tee along the perimeter trim. ⚠️ (the clip on the end of the Main Runner have to be cut off on the end that will rest on the trim).
- You now have to secure your Ceiling Brackets (if the ceiling is to be suspended from Timber Joists) or Purlin Clips (if suspended from Metal Purlins) the third option is Wire Hangers (if suspended from a concrete ceiling).



Ceiling Bracket



Purlin Clip



Wire Hanger

- Now you will need to straighten the suspension wire to enable you to hang the Main Runners. ⚠️ (If you can secure a hook or vine eye into a drill you can attach a length of wire to a fixed secure point and the other end is wrapped around the hook of vine eye in the drill. When you spin the drill this will pull the wire straight. Please only do this until the wire is straight as overdoing this can snap the wire and **ALWAYS ensure that you have correct safety glasses and gloves on when doing this.**
- Measure how long the wire has to be cut based on the drop you originally calculated (the distance from the original ceiling to the new suspended ceiling. ⚠️ (add 300mm to the length you need to allow you to have plenty of wire to wrap round to secure the Main Runner).
- Fix the wire to the fixings that have been provided by putting the wire through the location holes and securely wrapping the wire round. ⚠️ (give the wire a hard tug to confirm it is secure).
- Fix the first suspension wire for each main tee at 400mm – 600mm from the perimeter trim. Check the drawing we have provided you with for the locations.
- Attach a suspension wire every 1200mm along the line of the main runner.

Installing the Main Runners 3600mm (Main Tees)

- Most main Runners are 3600mm long and have cross tee slots punched every 100mm beginning 50mm from each end.
- The First Main Runner that you put in place will be the one closest to the Perimeter Trim, ensuring that the slot for the first Cross Tee is in line with the location of the Cross Tee as per your drawing.
- Now proceed to measure and cut the main tees to size, always checking that the slots on the Main Runner are kept in line with locations or the Cross Tees. ♦ (Use a string line across the room where the first row of cross tees will be located. This lets you know where the first pre-punched slots need to be. Place the main tee on the wall angle).
- If the room that you are installing the ceiling in is shorter than 3.6m long, cut the Main Runner to size remembering when you are cutting the clips on the end will have to be removed also.
- For rooms wider than 3600mm, the main tee can be joined. ♦ (see picture).



- Install the main tees so that they're all level with the perimeter trim already mounted, to do this stretch a line from wall trim to wall trim at 90 degrees.



Installing the Cross Tees 1200 & 600mm (Noggins)

- The Cross Tees connect to the Main Runner by fitting into the slots. ♦ (see picture).



- Depending if you have selected to install a ceiling with 600 × 600mm or 600 × 1200mm, this will determine the location of the Cross Tees. Please refer to your drawing.
- To install the Cross Tees; The 1200 Cross Tees go into Main Runner & 600 Cross Tees go into centre slot of 1200 Cross Tees, this will form 600 × 600mm squares. ♦ (If you are installing 1200 × 600mm tiles this will sometimes mean that you do not have to use any 600mm Cross Tees and vice versa on smaller 600 × 600mm Ceilings 1200mm Cross Tees may not be needed).
- ♦ (Before cutting and fixing the perimeter cross tees, drop a few full tiles into the grid to ensure the grid remains square).
- The perimeter cross tees are cut to size and rest on wall angle. ♦ (see picture).



- On the drawing we will send you the 1200mm Cross Tees will be shown as a Blue line  .
- On the drawing we will send you the 600mm Cross Tees will be shown as a Green Line  .

Fitting the Ceiling Tiles

- Now the grid is in place and ridged the tiles can be put into place. Angle the tiles up through the grid and gently lower the tiles into place. ♦ (please remember if you have a tile with a pattern make sure the tile is aligned correctly before installing and also it is a good idea to use gloves when handling the tiles to ensure no fingerprints are left on the tiles).
- When you cut the tiles to go on the edges of the ceiling this can be done very simply with a Stanley Knife. Please see below the step by step guide to this process.

Step 1: Measure the size of the cut tile needed



Step 2: Mark the cut on the tile with a pencil



Step 3: Score the front of the tile



Step 4: Cut the tile



Step 5: Separate the tile



We hope that the above guide is helpful.

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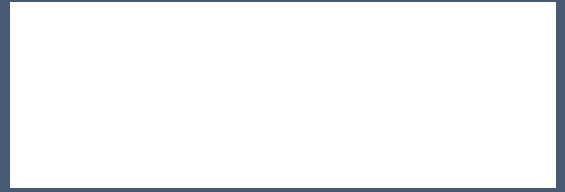
We are the UK's leading online distributor of ceiling tiles and stock a huge range of commercial interior products from suspended ceiling tiles, to ceiling kits, office partition kits, gridwork suspension systems to insulation and lighting.

From creative spaces to special applications, our vast ceiling range offers performance and aesthetics for any project.

We have gained experience from over 40 years in the commercial interiors industry. Our experience allows us to evaluate all enquiries we get as accurately as possible and suggest the best solution to meet your needs.

We are based in one central sales office and use a combination of our vehicles, manufacturer's distribution networks and nationwide couriers to deliver our products.

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