ATTENTION: If you have additional Questions after reviewal of this manual please contact your local ASI representative or an ASI professional at our headquarters (952)448-5300

ASI MANUFACTURES DECORATIVE ACOUSTICAL PANELS AND PRODUCTS THAT MUST BE HANDLED WITH CARE. PRODUCTS SHOULD ONLY BE INSTALLED BY EXPERIENCED INSTALLERS.

#### **RECEIVING**

Prior to unloading a crate from the delivery truck, check it for any obvious shipping damage. If no evidence of damage is present on the crate, offload it onto a dry/controlled area and inspect it for dents, breakage, or any lesser-noticeable crate damage that may affect enclosed panels or trim. If damage has been identified on the crate itself, record it/photograph it, and open the crate to inspect for concealed damage. If damage from the crate was transferred onto the panels or trim, document/photograph the issues.

The Bill of Lading (BOL) must be signed as "Damaged" if any type of claim is required. Failure to do so will disqualify the project for any type of claim, and the provided product will be considered accepted as delivered. Furthermore, do not simply estimate the number of damaged goods; receiving parties are responsible for verifying the actual count of damaged product(s) and noting the information on the BOL after checking for exact quantities. After signing the BOL as "Damaged", please accept the delivery and contact ASI immediately regarding the occurrence. Be prepared to provide a detailed description of the issue(s), an accurate count of what was affected, information regarding identifiers (panel tags or numbers, etc.), and photographic documentation. Do not install damaged product. Instead, get in touch with ASI as soon as possible so that we may address the issue and provide a working plan for potential solutions and replacements.

If any panel or trim pieces appear to have manufacturing defects, *do not install*. ASI's only obligation is replacing materials proved to be defective and that are returned for credit within the terms and conditions of the sale. Damaged material must remain crated and in customer's possession until a decision on the claim is reached. At that time, the carrier responsible for the delivery will pick up the damaged product at the delivery site. Do not dispose of damaged product unless otherwise expressly instructed to do so by an ASI representative. In the event this occurs, documented acknowledgment will be required from all parties involved.

If no damage is observed, verify that all materials ordered for the job have been received and are in the proper style(s) and correct quantities.

#### **WARRANTY NOTICE**

The above recommended installation instructions are reliable for most installations, but are not meant to imply any warranty or guarantee for which ASI assumes responsibility. This warranty notice does not supersede ASI's Standard 1 Year Warranty.

The installer must undertake testing and verification as to specific applications to determine suitability for them prior to installation. The manufacturer's only obligation is to replace any material proven to be defective, rather than the installation or removal of the same, for a period of one year from the date of shipment. Faulty installation shall be corrected by the installing contractor. Beyond the purchase price of the materials supplied, the manufacturer assumes no liability for damages of any kind and the user accepts the product "as is" without warranties expressed or implied. The suitability of the product for an intended use shall be solely up to the user.

All wood and wood composite products sold by ASI are warranted to be free of defects in workmanship for a period of one year from the date of shipment, based on the following conditions:

Products with obvious flaws must be reported to ASI within 30 days of shipment to the customer. Wood products must me acclimated to site conditions prior to installations per our acclimation instructions. After installation, the space must be maintained within a relative humidity range of 25%-55%. Temperature range should be maintained within a range of 55-80 degrees Fahrenheit. The area must be enclosed; doors and windows installed, and the HVAC systems must be functioning properly and in continuous operation. Any maintenance or cleaning of our products must be done in accordance with the instructions found on our website.

ASI warranties are subject to typical conditions. Unusual conditions include any type of accident or any form of abuse, adhesives or tape, standing water, excessive or moderate humidity, excessive or moderate temperatures, vibrations, or exposure to chemicals or fumes. All products should be maintained to avoid dirt or dust buildup, which could provide a medium for microbial growth. The growth of mold or mildew is not covered by this warranty nor is it the responsibility of ASI.

Our wood products will have natural variations, due to the characteristics of the wood or veneers. This warranty does not cover variations in texture, color, or grain. Appearances and colorings of wood products, stains and finishes can vary over time and as site conditions change and are therefore excluded from the warranty.

All products must be installed in accordance with written ASI installations instructions and/or approved shop drawings. Any lighting, ventilation, or other mounting parts must be suspended independently and supported securely by the substructure.

ASI shall have no responsibility for defective processing or alteration to the products by others after shipment. This warranty is limited to materials defects only. ASI reserves the right to repair or replace at our discretion.

The warranty does not cover removal or reinstallation or labor to do so of any kind.

## **ACCLIMATION AND STORAGE**

All wood products purchased from ASI must be acclimated to site conditions before installation. Failure to acclimate product will void the warranty. This is particularly important in Northern United States climates where low atmospheric humidity typically cause more wood movement than the higher humidity of Southern climates.

Once the installation site has been acclimatized to the temperature and humidity levels that will be the norm when occupied, all wood products should be moved into the site installation area for a minimum of 72 hours prior to any installation activity. Panels should be stored in a dry, fully-conditioned interior space on a flat surface in opened cartons. Relative humidity should be maintained between 25% and 55%. Temperatures should be maintained between 55 and 80 degrees Fahrenheit. To acclimate wood products, remove all packaging materials from the outside of the crate, leaving only the wood products. Exposure to conditions outside of this range will void the warranty. Panels should be handled with care and set on protective cushions while cutting.

Grille products can be left on the crates just as they were packaged. Linear wood planks and flat panels should be carefully stacked with three or four slats stacked face to face and back to back, perpendicular to the stack allowing for air circulation. Separate stacks of flat panels and wood planks on the skids from each other carefully to prevent from scratching the product.

#### MINERAL STREAKING OR BLUE STAIN IN OAK

Occasionally this may occur in oak panels by natural tannic acid in the wood. This does not show up in the manufacturing process, only after the veneer has come in contact with moisture. Should this occur, the stains can be removed, contact the varnish manufacturer for recommendations. Stained panels can also be used by cutting out streaked areas and installing as cut or end panels.

### **CLASS A VARNISH FIRE RETARDANT PANELS**

Panels that are chemically treated for flame resistance, Class 1, 0-25 flame spread, may be slightly discolored or have a whitish cast. This may occur if the panels are subject to high humidity conditions. The manufacturer assumes no liability if this condition occurs.

#### **MOUNTING AND NRC**

Most conventional woodworking techniques are acceptable for working with ASI panels. Special mounting techniques are required to install perforated acoustical panels including perforated Fusion, Microperf and Audition planks. In all of these cases the space behind the panel, including the insulation or acoustically absorptive materials, work in conjunction with the panel to provide the noise reduction performance anticipated. The architect's details and/or shop drawings must be followed to achieve the look and NRC specified.

### **INSTALLATION**

Good wood working tools are needed to install wood panels. Care needs to be taken when cutting and fitting around windows, light switches and other fixtures. To achieve this, the following tools are recommended:

- Trim Nailer
- Table Saw
- Miter Saw
- Jig Saw
- Router
- Biscuit Jointer
- Hole Saw
- Iron
- Edge Band Trimmer
- Standard Details pamphlet

Blades and bits need to be sharpened, fine-tooth carbide. Jigsaw blades a medium tooth.

Panels should be cut face up when cutting on the table saw and miter box. When cutting with a circular saw or up cut jig saw blade, cut face down. Blade teeth should always cut into the face of the veneer. All panels need to be handled as fine furniture would be handled. Padded material should be used to avoid scratching or marring the face of the panels. Some panels come predrilled for anchors, mounting, and safety clips. The holes have been engineered to accept the screws provided. Pilot holes should always be drilled. For example, to use a #8 screw a pilot hole of 3/32" diameter should be used. Do not drill pilot holes more than 5/8" deep. Care needs to be taken not to overtighten screws or anchors. Overtightening will lessen the holding power of the screw and may damage the face of the panel.

Penetrations in product (i.e. sprinklers, lighting, light switches, and outlets) should be cut with a jigsaw, router, or hole saw using sharp blades or bits (see sheets 8-13 of the standard details). Test cuts should

be made on scrap planks to determine the proper tool speeds for cutting and routing. Field cuts should be sealed with finish material provided.

Care should be taken so as not to break the grooved edges. Clips are shipped loose for field attachment. Refer to the tools recommended for installation of wood panels. All field cuts should be sealed with the finish materials provided.

ASI recommends painting the walls or ceilings black at the perimeter to help conceal the expansion joints at the edges of the wall or ceiling system.

### **LINEAR CEILING INSTALLATION**

Wood naturally varies in color and grain characteristics. It is recommended that panels be presorted before installation to assure a uniform final appearance. Plan the plank layout using the centerline of the ceiling such that the cut planks or reveals will be equal in width on both sides. Lay out the T-grid so that T-grid mains run perpendicular to the linear planks.

Linear planks are designed to be installed on 15/16" heavy duty T-grid. T-grid mains and cross tees shall conform to heavy duty classification ASTM C635. Install main tees 24" O.C. and not more than 4" from each parallel wall with #12 pre-straightened galvanized steel wire not more than 4' O.C., wrapped tightly at least three full turns. Cross tees shall be installed 2' or 4'O.C. Always refer to the T-grid manufacturer's installation instructions. Hanger wire and cross tees are to be installed according to local codes and seismic requirements. If grid system is existing, use a variable placement of cross tees 4" from each parallel wall to form a 2' module. Install extra hanger wires at lights or as required to support the wood panel system (see sheets 8-13 of the standard details). Check with the grid system manufacturer for proper O.C. hanger spacing, if in doubt.

Starter planks must be placed at room center either centered on the edge of the plank face or center of plank (see sheet 3 of the standard details). Snap linear T-grid clips provided onto T-grid (24" O.C. max) with thumb and slide into kerf on plank edge to secure planks. Once secured, bend the ears on the clip to increase the tension holding the clip to the T-grid. Starter plank is to be back screwed to T-grid Mains 2' O.C. max. Confirm that the starter plank is true before proceeding. If direct attaching clips to T-grid, use a tin snips to cut the ears off of the clips so the clip may be screwed directly to T-grid. Do not overtighten screws.

Install the remaining planks by seating the grooved edge of the planks onto the installed clips holding up the starter plank, and clipping the next row of linear T-grid clips onto T-grid (24" O.C. max) to secure opposite edge of plank. Splice all joints directly under T-grid mains, this will help with end alignment and avoid joint sag — maximum of 4" cantilever. Install a 1/4" wood dowels (do not glue) at the end joint to keep planks level and flush. Continually check and adjust for plank module gain or loss while installing. Planks should not cantilever more than 8" past the last clip attachment at the perimeter.

Once two full rows are installed, start the black felt filler strip in the reveal between planks. Hold the roll of filler strip at the started end of the row. Pull the end of the filler strip with a needle nose pliers down the length of the row. Trim the filler strip with a utility knife or razor blade. The filler strip will conceal the grid, clips and acoustical backer or plenum.

If the ceiling is installed without an exposed edge molding and the planks leave a reveal at the walls, the last plank will need to be face screwed to the T-grid with a finish screw (see sheet 6 of the standard details). It is recommended to back screw through the grid into the back side of the planks every 7<sup>th</sup> or 8th

row, especially on sloped or pitched installations. Back screwing the planks will ensure planks do not shift after installation.

#### LINEAR WALL INSTALLATION

Wood naturally varies in color and grain characteristics. It is recommended that panels be presorted before installation to assure a uniform final appearance. Check the area to be covered for square. If an out-of-square wall is to be installed, it is best to start from a plumb line in the center of the wall so the end panels can be trimmed to fit. Make all trim cuts in areas where least noticeable.

Linear planks are designed to be installed on plywood or furring of sufficient thickness to support the product. Furring may be installed horizontally or vertically, perpendicular to the planks depending on the orientation of the finished planks (see sheets 17 & 21 of the standard details). ASI recommends furring spaced 16" or 24" on center (24" maximum spacing).

For vertically oriented planks, starter planks must be placed at room center either centered on the edge of the plank face or center of plank (see sheet 21 of the standard details). Confirm that the starter plank is plumb and true before proceeding. Secure the groove edge of the plank to the furring using clips provided.

For horizontally oriented planks, starter planks may start at base board. Confirm that the starter plank is true before proceeding. Secure the groove edge of the plank to the furring using clips provided.

Install the remaining planks by seating the grooved edge of the planks onto the installed clips holding up the starter plank, and fastening the next row of clips to furring (24" O.C. max) to secure opposite edge of plank. Splice all joints O.C. of furring, this will help with end alignment. Install a 1/4" wood dowels (do not glue) at the end joint to keep panels level and flush. Continually check and adjust for panel module gain or loss while installing.

If installing Linear planks directly over gypsum board without furring or backing, the direct attach clip system must be used. Screw clip into gypsum 24" O.C. maximum and within 1-1/2" from the top and bottom into the framing members. Use #6 screws in a length that will have a minimum of 1" depth into the framing members. Clips allow for automatic spacing between panels. Leave a minimum of 1/4" clearance at the perimeter of the wall system to allow for expansion and contraction.

Once two full rows are installed, start the black felt filler strip in the reveal between planks. Hold the roll of filler strip at the started end of the row. Pull the end of the filler strip with a needle nose pliers down the length of the row. Trim the filler strip with a utility knife or razor blade. The filler strip will conceal the grid, clips and acoustical backer or plenum.

### **SPECIAL HANDLING INSTRUCTIONS**

When handling Linear planks, care must be taken to not damage the groove on the planks. The groove side is particularly vulnerable until it is installed. The plank should not be handled or carried from the groove side, this could cause the groove to become damaged. Handle all edges with care. To avoid damage to the veneer, do not twist or bow the planks during installation.

### **ACOUSTICAL BACKER INSTALLATION**

The following tools are recommended:

- Insul-knife
- BAC Blade

- Utility knife
- Utility knife blades
- Sharp Sheers
- Drywall square

For ceiling installation, grid should be laid out in a 2x4 pattern. Acoustical backer is precut to fit within this pattern. At the perimeter, a sharp utility knife or shears can be used. On large jobs an Insul- knife, or BAC cutting blade for a table saw will increase speed.

For wall installation, furring should be laid out 16" or 24" on center. The thickness of the acoustical backer (1" or 2") must not exceed the thickness of the furring. Furring strips are to be installed perpendicular to the plank direction (see sheets 16 & 20 of the standard details). Once the furring is installed, secure the acoustical backer between the furring strips, to the substrate behind the furring strips.