

BEFORE BEGINNING INSTALLATION, PLEASE READ THROUGH ALL INSTRUCTIONS.

Uncrate shipment and check against packing list to insure all materials are included before beginning installation. If any discrepancies are noted, please notify the factory immediately at (800) 456-5464.

Note: all building dimensions are outside (O.D.), unless shown or noted otherwise on drawing.

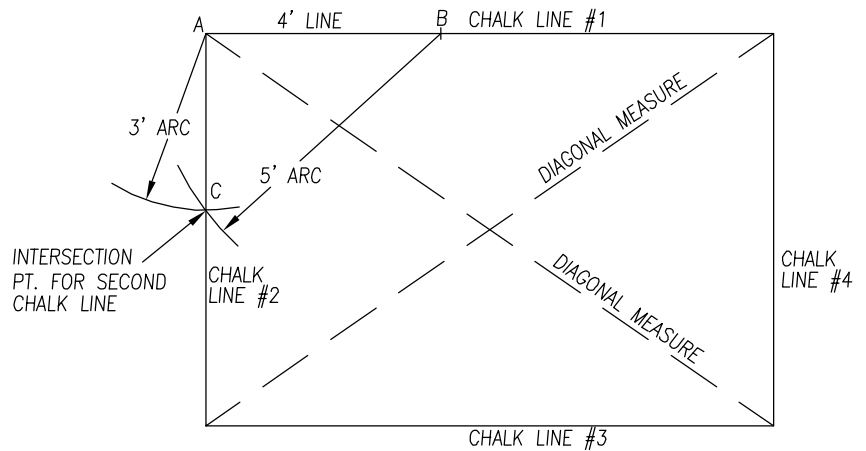
RECOMMENDED TOOLS FOR INSTALLATION:

- | | | |
|--------------------|--------------------------------|-------------------|
| Tape measure | Chalk line | Carpenter's level |
| Hammer | Hacksaw | Broom |
| Combination square | Pliers | Utility knife |
| Rubber mallet | Screwdriver | Extension cord |
| Circular saw | Drill bits (metal and masonry) | Power drill |
| Step ladder | Pop rivet gun | |
- Fasteners and supplies are required for tying into existing floor and walls.

DETAIL INSTRUCTION No. 1

1. CONSTRUCT A CHALK LINE LAYOUT:

Strike a chalk line (#1) on the floor to establish location of the first wall. This line will represent the outside edge of the base channel. Using the 3,4,5 triangle method, construct the first corner of your building. Measure 4' from point A on line #1, and mark this point B. Strike a 5' arc from point B and a 3' arc from point A, the intersection of the two arcs is point C. Strike chalk line #2 through point A and C to form a 90 degree corner. Continue with this procedure to establish the remaining chalk lines. Once layout is complete, take diagonal measurements from corner to corner. Diagonal measurement should be within 1/8" of each other to ensure the building is square.

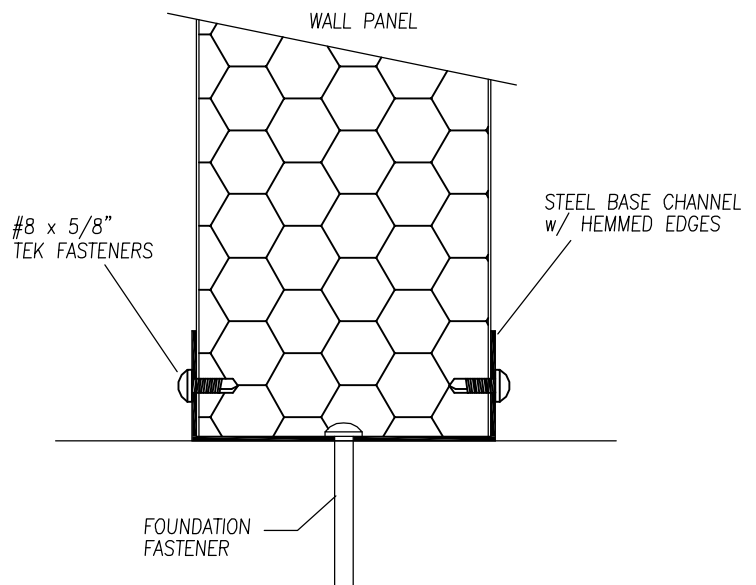


2. BASE CHANNEL INSTALLATION:

The base channel is supplied in 10' lengths to be cut on site as needed. Attach the base channel to the foundation using appropriate fasteners, install the fasteners starting from one corner and proceeding on 24" centers. Appropriate fasteners for attachment of the base channel to the foundation to be furnished by others, depending on site conditions.

Note: Be sure that the base plate is installed level and in square.

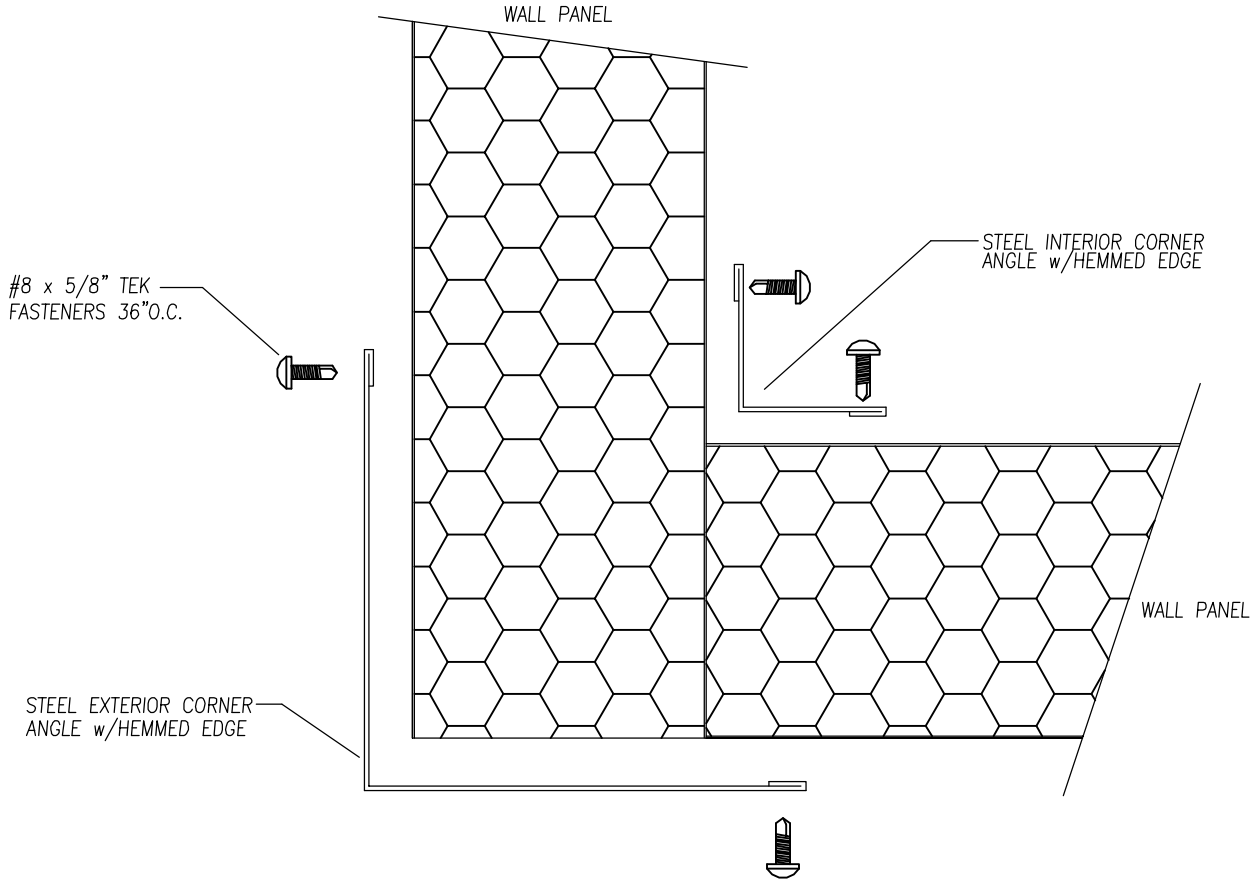
DETAIL INSTRUCTION No. 2



3. CORNER - PANEL INSTALLATION:

(If the building is a Two or Three Wall type which is attached to existing walls, refer to Detail Instruction #9.) Start by installing panels in base channel. Fasten outside and inside corner angles to panels with #8 x 5/8" self drilling screws. Corner angles butt to top of base channel and to bottom of roof cap if applicable. Corner angles are shipped in 10' lengths and are to be cut to length as needed. For wall panels greater than 10' in height use 10' sections and piece together shorter sections as needed.

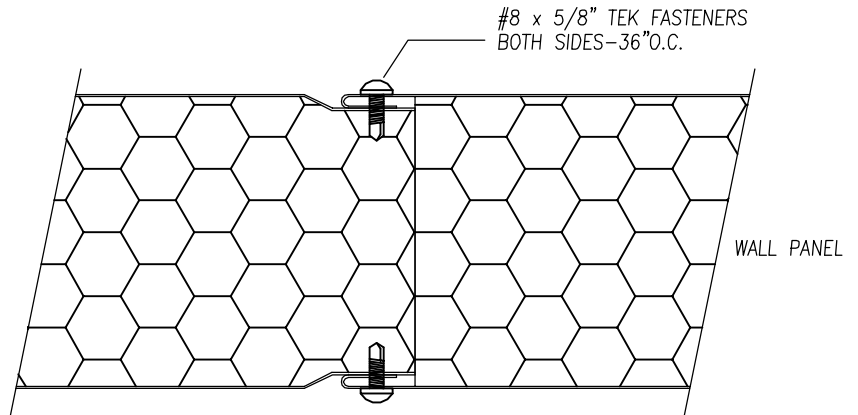
DETAIL INSTRUCTION No. 3



4. TONGUE & GROOVE CONNECTION:

Panels are shipped in full widths with a tongue on one side and a groove on the opposite. Panels are installed by inserting the tongue into the groove of another panel. Continue installing full width panels for the length of the wall. Last panel installed to be field cut to width as needed. Keep remainder of cut panels for use on other sections of the building. Cut panels are noted on the plan view of building.

DETAIL INSTRUCTION No. 4

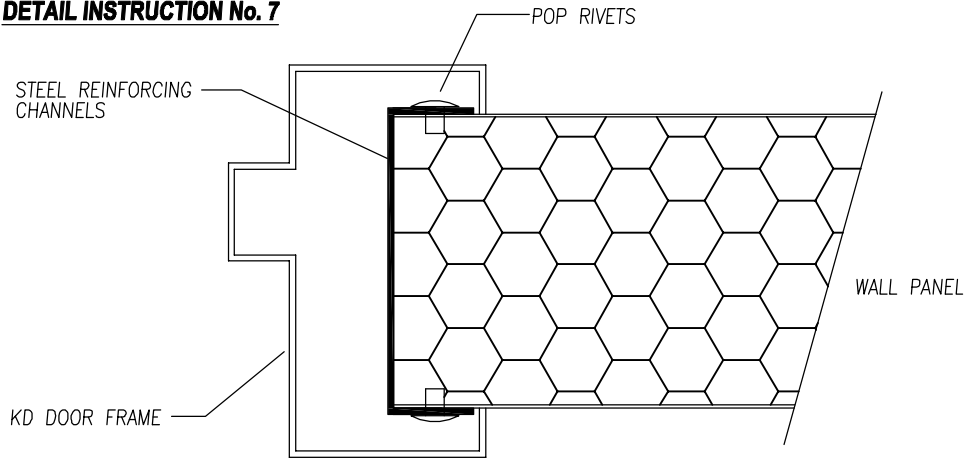


7. DOOR INSTALLATION:

Doors are shipped loose with a steel knock down frame. To install doors, first cut rough opening in wall panels and trim opening with steel reinforcement channels. Channels are secured to wall panels with pop rivets supplied. Door frames are installed in opening as in conventional wall construction.

Note: Detail drawings are supplied for specific doors supplied per building.

DETAIL INSTRUCTION No. 7



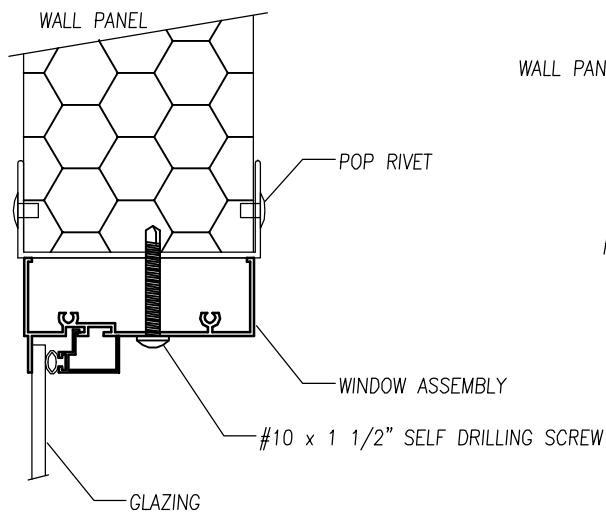
8. WINDOW ASSEMBLY INSTALLATION:

Windows are shipped loose with framing kits for installation in wall panels. Locate and cut rough opening for framing kit. Install framing material and secure with supplied pop rivets. Install window assembly in framed opening and secure with #10 self drilling screws.

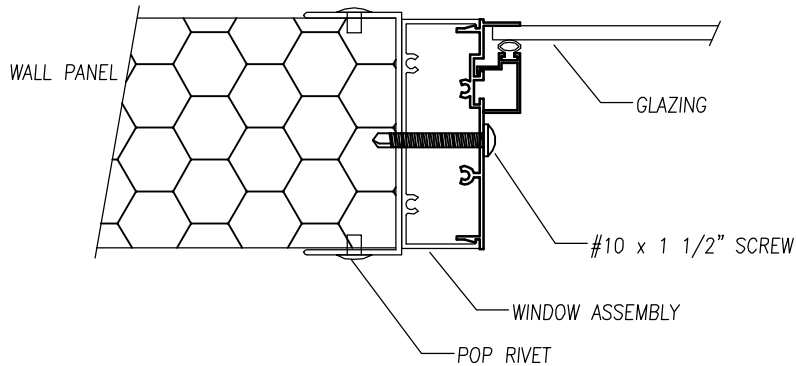
Note: Detail drawings are supplied for specific windows supplied per building.

DETAIL INSTRUCTION No. 8

MULL & SILL CROSS SECTION



VERTICAL CROSS SECTION

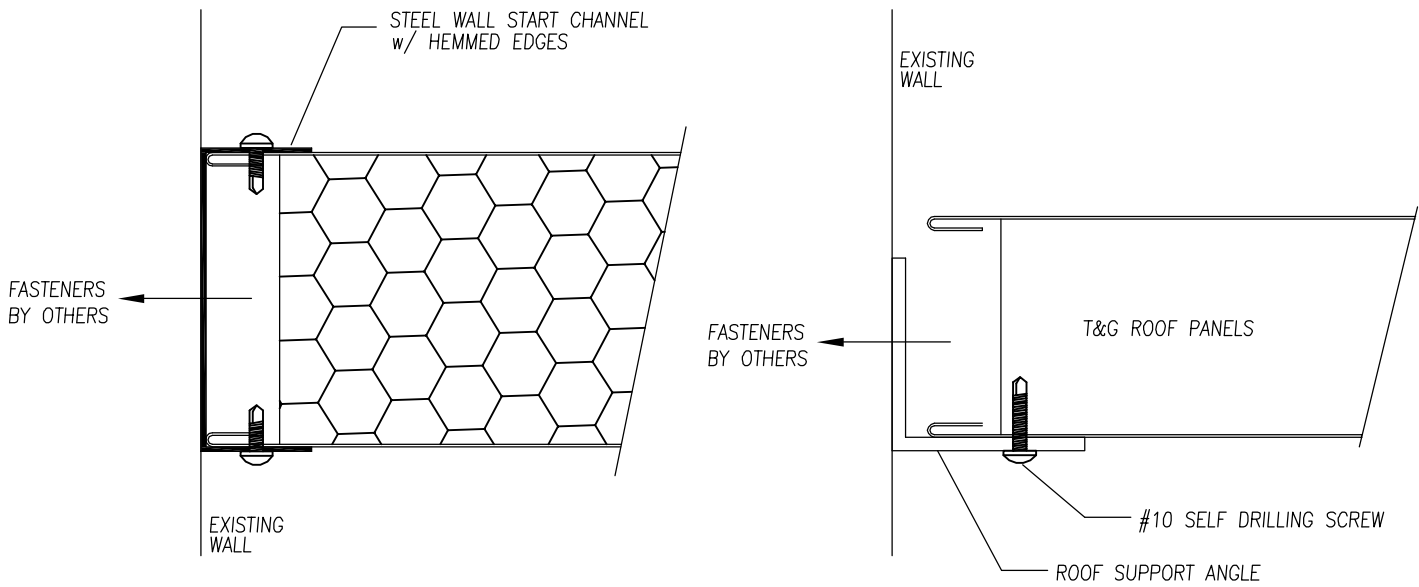


7. TWO and THREE WALL BUILDINGS:

Attach wall start channel to existing wall with appropriate fasteners. Wall starts are same channel used for base track and should butt to base track. Channel is supplied in 10' lengths to be cut on site as needed. Secure panel to wall start with #8 self drilling screws. Refer to instruction #4, Tongue & Groove Connection, and continue installation of wall panels. Wall panels will terminate at existing wall, align second wall start channel and fasten to the existing wall. Secure last panel to wall start channel with #8 self drilling screws. Install roof support angle (if needed) on existing walls with appropriate fasteners. Roof support angle to be used to support roof panels as needed.

Note: Appropriate fasteners for attachment of wall start channels and roof support angle to the existing walls are to be furnished by others, depending on site conditions.

DETAIL INSTRUCTION No. 9



10. ACOUSTICAL CEILING INSTALLATION:

Get the exact measurements of the room where the suspended ceiling is to be applied, using special care in measuring any odd shape. A suggest ceiling layout is supplied for reference.

Sketch the layout for the planned ceiling on graph paper and draw the main T's 4' apart. Position the main T's in such a way that border patterns at room edges are equal on both sides and as large as possible. It is usually wise to sketch several layouts to see which looks best before beginning the actual installation (and you will want to consider the best location for your light fixtures that will lie in the grid system).

It is important that the cross T's be spaced so the border panels at the ends of the room are equal, and as large as possible, using 2'X4' pattern, and space the cross T's 2' apart.

If recessed built-in lighting is to be installed, decide where these panels of light will be located and clearly identify them on the drawing.

Locating and Hanging Tie Wires for Main T's:

If recessed lights are to be used in the ceiling, the electric wiring should be installed before the tie wires are put into place. Refer to the sketch of the room that you had previously drawn for the location of all main T's.

Locate the position of each main T by stretching a tight line from the top edge of the wall angle on each side of the room at each position where the main T's are to be placed.

Now cut the tie wires to the proper lengths. Tie wires should be 12" longer than the distance between the roof and the new guide line string which you have stretched to indicate the position of each main T.

Locate the first tie wire for each main T directly above the point where the first cross T meets with main T.

Be sure the tie wires are securely fastened to the hanger tabs which have previously been installed in conjunction with installation of the roof.

Pull on each wire to remove any kinks, and then make a 90 bend where the tie wire crosses the level line.

Installing Wall Molding Angle:

Determine exact height at which the suspended ceiling is to be placed. If recessed lights are to be used, a minimum of 6" clearance between the roof and the finished ceiling is required. In most applications, the ceiling is installed approximately 7'-6" from the finished floor.

After the exact position of the suspended ceiling has been located, use a level to draw a level line completely around the room to indicate where the wall angle is to be applied. Fasten the wall angles securely to the wall every 12" using the #8 x 5/8" self drilling screws.

Position the wall angle in such a way that the bottom flange is on the level line that you have drawn on the wall.

Overlap the wall angle on inside corners, and miter the wall angle on outside corners.

Installing Main T's:

Main T's are 12' long and have cross T slots punched every 12" beginning 6" from each end.

Determine the distance from the wall to the first cross T. Now measure this distance along the top flange of the main T, and locate the slot just beyond this point.

From this slot, measure back the same distance, less 1/8", and saw the main T at that point. The 1/8" subtraction is for the wall angle thickness.

When main T's are installed in room less than 12' across, cut the main T to the exact measurement of the room, allowing 1/8" for the thickness of the wall angle.

If room is wider than 12', main T can be spliced. Be sure to align the splice in such a way that suspension wires are correctly positioned. Carelessness in splicing can throw off all main T's.

Install the main T's using care to keep all T's level with the wall angle previously mounted. A long level can be used for this purpose.

11. LIGHT FIXTURE INSTALLATION:

Recessed light fixtures with lens will lay in ceiling grid. Surface mounted light fixtures are to be secured to roof panel with flowering pop rivets. Surface mounted light fixtures mounting to existing roof structure to be attached with appropriate fasteners. Light fixtures should be positioned at convenient locations for the particular office layout.

Note: Appropriate fasteners for attachment of surface mounted light fixtures to the existing roof are to be furnished by others, depending on site conditions.

12. LOAD CENTER INSTALLATION:

Load center will be shipped separate, and will be provided with breakers to accommodate the other electrical equipment ordered.

Note: Wiring and conduit runs from load center to electrical items to be furnished and installed by others.