

# CEILING MEDALLIONS INSTALLATION INSTRUCTIONS

Ceiling medallions from Century add that extra touch of ambiance and beauty, adorning chandeliers in entryways, dining rooms, or used as decoration in any room. Made from high-density furniture grade polyurethane, our ceiling medallions are exquisitely detailed from hand crafted molds insuring a quality product every time. Every medallion can be finished with either latex or oil base paint.

## Tools & Materials You Will Need

Sponge or clean cloth  
Caulking gun  
Jigsaw, keyhole saw or pen-knife  
Elastomeric adhesive caulk [White Lightning® 3006 recommended]

## Optional Tools & Materials

Putty knife  
Hammer and nail set  
6d or 8d finishing nails [bright finish or electro-galvanized] fasteners must penetrate substrate a min. of ½" to ¾" inches.  
Extra fine sandpaper

## Before Installation

- 1 Due to the intricate detail of these products, we recommend that you finish [paint or faux finish] the product before installation.
- 2 After installation touch-up any area as needed.

## Surface Preparation

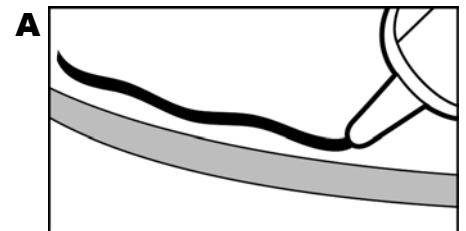
- 1 Clean all surfaces free of dirt and loose particles with a clean cloth or sponge.
- 2 Make sure area is completely dry before installing product.
- 3 Measure and mark the location where you want to install the product.

## PRECAUTIONS - When Installing Ceiling Medallions With A Light Fixture Or Ceiling Fan

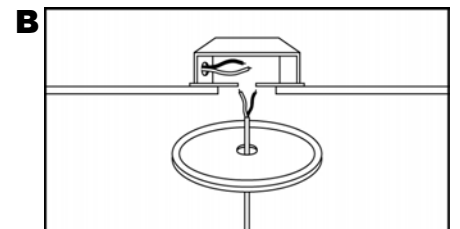
- 1 ALWAYS turn power off at breaker box prior to installation.
- 2 DO NOT use the medallion to support the weight of the lighting or ceiling fan fixture.
- 3 DO NOT use the fixture or fan canopy to support the medallion in any way.
- 4 ALWAYS follow light fixture and/or ceiling fan manufacturer's installation instructions for proper fixture support.
- 5 ALWAYS consult with a licensed electrician or refer to local electrical codes to assure that the fixture installation meets code requirements.

## Installation - Permanent Installation With A Light Fixture Or Ceiling Fan

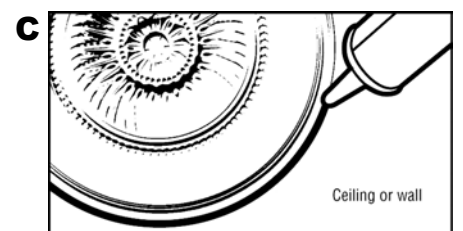
- 1 Turn off power at the breaker box BEFORE you begin installation.
- 2 Disconnect and remove current fixture before installing ceiling medallion.
- 3 Measure the fixture canopy cover. Drill a hole in the center of the medallion using jig saw, keyhole saw or penknife, making sure the hole is not larger than the fixture canopy cover. Most fixture canopies will cover a three [3] inch diameter hole.
- 4 Lay the ceiling medallion face down on a surface that will not mar the product face, such as a clean cloth.
- 5 Apply a ½" continuous bead of latex adhesive/caulk along the back edge [A].
- 6 Feed electrical wiring through center hole of medallion and gently press into place [B].
- 7 Apply caulk to edge as needed and smooth excess caulk around medallion edge with your finger or putty knife. Wipe off any excess adhesive/caulk with damp sponge [C].
- 8 Larger medallions may need to be tacked into place using nails. If you want to remove nails after adhesive/caulk dries, leave approximately ½" nail exposed for easy removal. TIP: Nail components in ornamentation areas of medallion. When adhesive/caulk dries [approx. 2-3 hours] either remove finishing nails or use nail set to countersink nails, making sure that nails penetrate wall at least ½" to ¾".
- 9 Fill nail holes with adhesive/caulk - smooth the surface with your finger or putty knife. Once caulk is dry and if needed, *lightly* sand any rough spots with extra fine sandpaper.



Apply continuous bead of adhesive to edges



Feed electrical wiring through hole

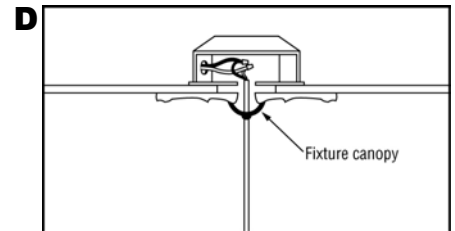


Apply paintable caulk to edges

# CEILING MEDALLIONS INSTALLATION INSTRUCTIONS

## Installation – Permanent Installation With A Light Fixture Or Ceiling Fan - continued

- 10 Re-connect fixture or ceiling fan. Slide fixture canopy cover up to medallion and tighten ring snug against medallion [D]. NOTE: You may need to purchase a longer thread pipe or down rod to anchor fixture or fan, as supplied pipe or rod may not accommodate medallion thickness.
- 11 Touch up medallion with paint as needed.

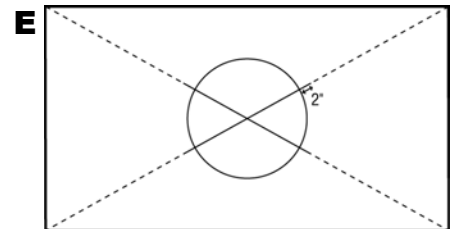


Slide fixture canopy snug to medallion

## Installation – Removable Medallion Installation With A Light Fixture Or Ceiling Fan

*[Allows easy removal of medallion to access electrical wiring with minimal ceiling damage]*

- 1 Follow steps 1, 2 & 3 from Permanent Installation instructions above.
- 2 Feed electrical wiring through center hole and secure into place using finishing nails.
- 3 Option: Apply latex adhesive/caulk around the edges of medallion [C], smoothing adhesive/caulk with your finger or putty knife, giving the appearance of the medallion being part of the wall or ceiling.
- 4 Countersink nails using nail set, and fill holes with adhesive/caulk smoothing surface with your finger or putty knife. Once caulk is dry and if needed, *lightly* sand any rough spots with extra fine sandpaper.
- 5 Re-connect fixture or ceiling fan. Slide fixture canopy cover up to medallion and tighten ring snug against medallion [D]. NOTE: You may need to purchase a longer thread pipe or down rod to anchor fixture or fan, as supplied pipe or rod may not accommodate medallion thickness.
- 6 Touch up medallion with paint as needed.



Finding the room center - lightly mark ceiling

## Installation – Ceiling Medallion Installed Without A Light Fixture

- 1 Measure and mark your room center or placement of medallion. To find room center, measure the room diagonals and mark with a pencil the center "cross" lines on the ceiling, approximately 2-3 inches larger than the medallion [E].
- 2 Place medallion up to ceiling marks and mark the placement of the medallion.
- 3 Lay the ceiling medallion face down on a surface that will not mar the product face, such as a clean cloth.
- 4 Apply a 1/2" continuous bead of latex adhesive/caulk along the back edge [A].
- 5 Follow steps 7 through 9 from Permanent Installation instructions above.
- 6 Touch up medallion with paint as needed.

## Always Follow These Safety Suggestions

- 1 Follow good construction practices.
- 2 When using power tools, adhesives and finishing materials [such as paint or stain], be sure to follow manufacturer's instructions.
- 3 Always wear safety goggles when using a power tool or hammer.
- 4 Always use the right tool and/or equipment for the job.

Century ceiling medallions function as a decorative element only, and are not designed to support electrical fixtures or provide any load bearing capacity.

Century Architectural Specialties shall not be responsible if any failure to comply with these installation instructions results in the products failing to perform the purpose intended.

### Warranty

Century Architectural Specialties warrants all its products to be free from manufacturing defects for a period of three (3) years from date of purchase. This warranty does not include damage or other problems resulting from improper installation, misuse or normal wear and tear. Century's liability is limited to product replacement cost. It does not include freight or handling expenses, installation cost or any other costs or expenses incurred in connection with the purchase or use of our products.