

installation instructions:

# WOOD CEILING MEDALLION

## SAFETY INSTRUCTIONS

Make sure to use the correct tools recommended.

Wear safety goggles.

Follow fixture, power tools, and paint manufacturers' instructions and users manuals.

Use common sense and follow good construction practices.

Medallions are not load bearing. Do not use them to support electrical fixtures or ceiling fans.

## TOOL & MATERIAL CHECKLIST

- construction adhesive
- elastomeric adhesive caulk
- caulking gun
- power drill or screw driver
- wood or drywall screws
- extra fine sandpaper
- putty knife

### IMPORTANT INFO

- It is highly recommended that you paint or finish your medallion before you install it.
- Once installed, you can apply any necessary touchup paint or finish.
- Clean the installation surface and back of medallion of any debris with a clean cloth or sponge.
- Make sure that the surface and the back of the medallion are completely dry before attempting installation.
- Measure and mark the location where the medallion is going to be installed.

### IMPORTANT NOTE:

When installing medallions with a light fixture or ceiling fan turn the power off at the breaker before installation. Medallions are solely decorative. Do not use medallions to support the light fixture or fan. Do not use the fixture or fixture canopy to support the medallion. To ensure all electrical codes are met, make sure to consult with a licensed electrician.

### Permanent Medallion Installation with a Light Fixture or Ceiling Fan

1. Disconnect and remove current fixture before installing the medallion (if a current fixture is already installed).
2. Measure the fixture canopy. Drill/cut a hole, smaller than the canopy size, in the center of the medallion that is no larger than the canopy size.
3. Lay the medallion face down on a soft surface that will not damage the medallion detail and apply a 1/2" bead of wood glue all the way around the back edge of the medallion.
4. Feed the electrical wiring through the medallion's center hole and gently press the medallion up against the ceiling.
5. Wipe off any excess wood glue with a sponge or damp rag.
6. Fasten the medallion in place with screws.
7. Fill any screw or nail holes with wood putty or filler and smooth the surface with a finger or the putty knife. If any excess caulk is left, let it dry, and then lightly sand it down with extra fine sand paper.
8. Reconnect the ceiling fixture or ceiling fan following the manufacturer's guidelines.
9. Slide fixture canopy up to medallion and tighten. Make sure it fits snugly against the medallion.

### Medallion Installation without a fixture

1. Lay the medallion face down on a soft surface that will not scratch/dent the medallion detail.
2. Apply a 1/2" bead of wood glue all the way around the back edge of the medallion.
3. Gently press the medallion up against the ceiling or wall.
4. Wipe off any excess adhesive caulk with a sponge or damp rag.
5. Fasten the medallion in place with screws.
6. Fill any screw or nail holes with wood putty or filler and smooth the surface with a finger or the putty knife. If any excess caulk is left, let it dry, and then lightly sand it down with extra fine sand paper.

## EXAMPLE DIAGRAM:

