PARTITION SYSTEMS

Corporate Series
Installation Instructions

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# Step #1: *Layout Top & Base Tracks*

Figure 1

Lay-out Top Tracks

Caddy Clip

1. Layout the top track on the ceiling as per the layout drawings supplied. Attach the top track with supplied Caddy Clips (for on-grid layouts). For layouts off grid use Revoe Clips. Ensure the foam tape is compressed to prevent sound and light transmission over the top of the walls.

Revoe Clip

Figure 2

2. At 90° and 135° corners, the top track should meet at the inside corners only (figure 1). When walls are not on grid, a track-splice will help keep the tracks in place (figure 2).

3. At 3-way and 4-way conditions, the top track will butt together (figure 3).

Figure 3
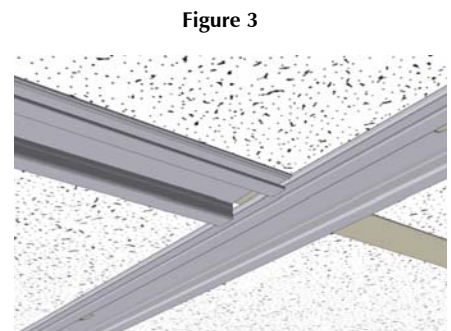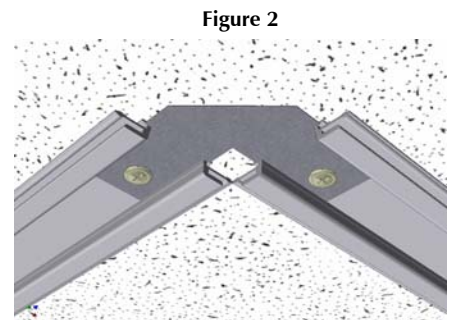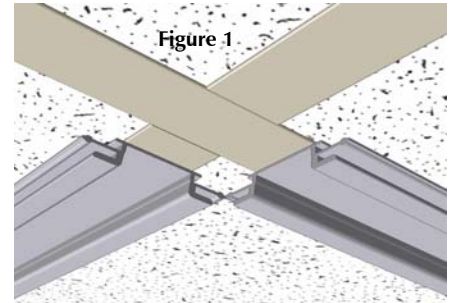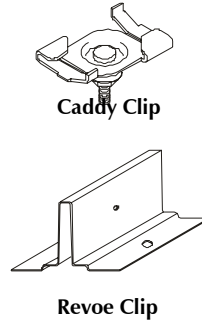
Lay-out Base Tracks

1. Plumb down from the top track to find the locations of the bottom track. On carpeted flooring. The Base Track is fastened with a carpet-hook tape. **Apply a 50mm (2") piece every 600-900mm** (2-3 feet) **on the track** and carefully place on the carpet where required.

2. On sites where a hard floor exists (i.e. wood, tile, linoleum, etc.), run 150mm (6") strips of double-sided sticky tape along the centre length of the track, every 600-900mm (2-3 feet), and carefully place on the floor where required.

3. If a track splice is required for the base track, screw it in place with wafer screws from the bottom side before laying the track in place.
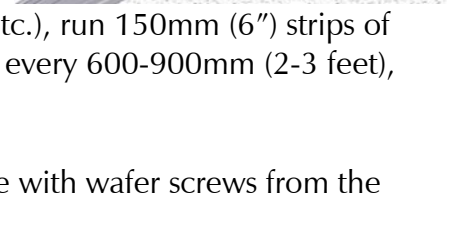
Figure 4

Lay-out Door Openings

4. If the door is at a corner, there is no base track required between the door and the corner. The base track for the wall around the corner should end as if it were to meet the other track at the inside corner (figure 4).

5. The base track opening for a doorframe should be approximately 40mm (1-1/2") more than the module size of the doorframe, stated on the layout drawing.
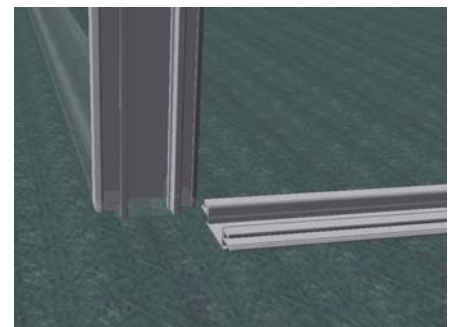
Step #2: *Erect the Panels*

Door Frames

1. Once track is laid, begin positioning the doorframes as per the supplied layout drawing. If the doorframe is preassembled, remove the bottom restraint. Otherwise, assemble as per the supplied detail.

2. Confirm the doorframe panel has the correct height for the floor-to-ceiling clearance where it will be positioned. Ideally, there should be a minimum of 9mm (3/8″) clearance between the top track and the top of the doorframe module. If the frame is too long, up to 6mm (1/4") may be trimmed from the bottom ends of the frame.

Figure 6, Center Pivot Base Plate

3. If the door frame is for a sliding door, please see Step #4: Install the Sliding Doors.

4. Insert the pivot and strike base plates (figures 5, 6 & 7). If the floor is not perfectly level, level the door header and pull out the base plates as needed to keep the door header level.

5. Turn the completed frame upright and orientate so the pivot side conforms to the layout plan. Insert topside first into the top track, ensuring the spring-pins are properly seated. Push upward and align with the bottom track, (Figure 7 below) taking care not to damage the floor while doing so. Confirm that the base plates are properly seated in the base track.
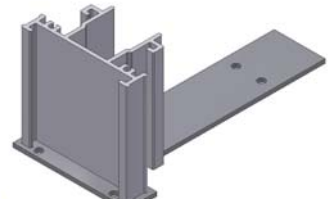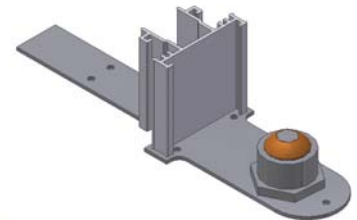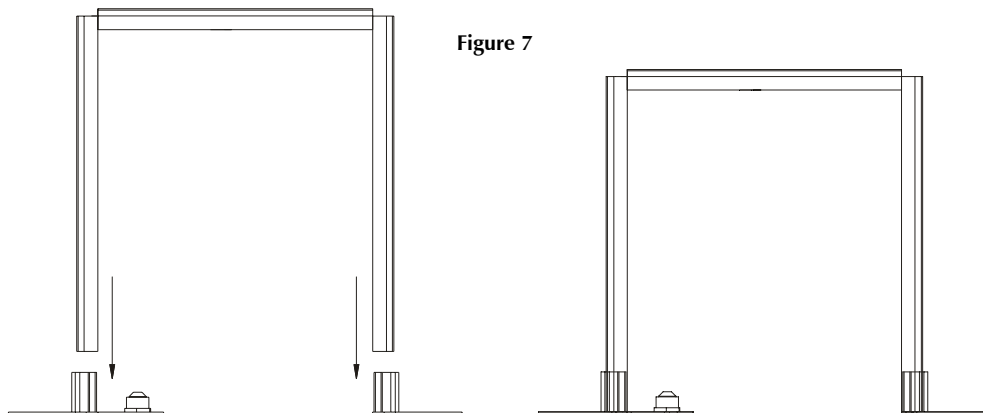
Figure 7

Place the door frame onto the two bases.   The door frame sits flush to the base plates.

6. Once roughly in place, correct the placement with regards to any adjacent adjoining walls. All layout measurements should be accurate to within a millimeter (1/16″). Level out the side

frames until they are plumb and parallel, having the same distance between the bottom end and the top.   Once the door is properly positioned, fasten the base plates to the track with wafer screws.

7.   Do not hang the door until the adjoining wall panels are installed and connected.

Panels

1.   Begin panel installation at wall intersections such as posts and corners.

2.   Select and unpack the desired panel and, if necessary, adjust the leveler legs to make installation easier.

3.   Orientate upright, with faces to the proper sides if applicable (i.e. if different vinyl types; glass stop to inside, etc.). Insert topside first into the top track, ensuring the spring-pins are properly seated (figure 9). Push upward and align with the bottom track, taking care not to damage the floor while doing so. Ensure the leveler legs are positioned properly in the base track (figure 10).

Figure 9

Side view of the panel showing the spring pin engaged into the top track.

4.   Adjust the leveler legs as required, so that sides are plumb and parallel with any adjoining panels, and that any visible horizontal lines (such as joint covers, aluminum frames) are aligned and collinear with like panels.

5.   If glass on glazing frames was not pre-installed, install glass and glazing stops. Ensure the glazing stops are tight and secure.

6.   Continue for the extent of the wall-run. Stop short at wall-start panels and intersecting walls where a corner or post is required.

Figure 10
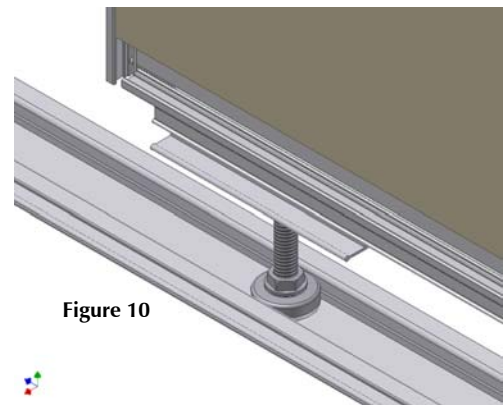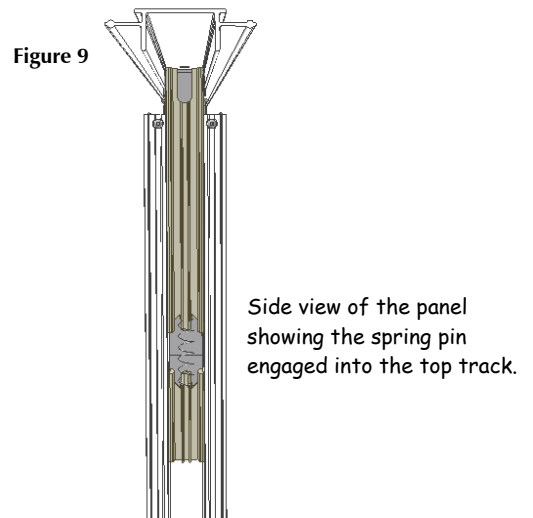
NOTE: If there is any rattling from the spring pin, simply insert a self-tapping screw through the frame and into the spring pin.

Posts and Corners

1.   For all corner and post conditions on the layout, begin by placing one adjacent panel.

2.   Select and unpack the required post or corner.

3. Confirm that its length is suitable for the ceiling height. The maximum length should be 25mm (1″) less than the floor-to-ceiling clearance. The minimum length may be up to 127mm (5″) less than the clearance.

4. For corners or posts that have a progressive type of connection (which are sometimes required to increase stability & rigidity)**, orientate the post such that the trimmed legs are at the top. These are allowances for spring-pins on adjoining panels.**

5. Position the post or corner such that there is a 19mm (3/4") clearance between the bottom of the post and the floor. This clearance is necessary for the 'J'-hook and base-trim installation.

6. Connect the post to the adjacent panel with aluminum connectors. See figure 15 on page seven (7).

7. Once the corner or post is secured, continue with the installation of the other adjoining panels.

Wall-Start Panels
1. Unpack the desired wall-start panel as per the layout plan.

2. Measure the opening where the wall panel is to be installed. This opening should be approximately 13mm (1/2") more than the width of the wall start panel.
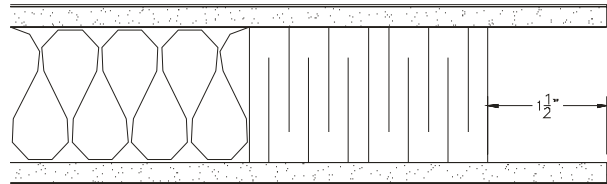
Figure 11

   If it is less than 6mm (1/4"), the wall-start panel will have to be trimmed down to fit. To trim the wall-start panel, first remove the wall-start insert. Trim the wall-start panel, and the polystyrene insulation needs to be gutted to 40mm (1-1/2″) deep to make room to reinstall the wall-start insert.

3. The wall opening may be up to 32mm (1-1/4″) more than the width of the wall-start panel, and still be acceptable. If it is more than 32mm (1-1/4″), the wall-start panel assembly will not fit, and a new wall-start panel will have to be manufactured and shipped. You will have to arrange this with Partition Systems.

4. If there are interfering surface features on the existing wall at the point where the partition panel meets, they must be dealt with by cutting and notching the panel and wall-start assembly to suit the surface condition.

5. Insert the wall-start assembly into the panel's 38mm (1-1/2") recess, such that the insert channel is flush to the gypsum board edge.

6. Orientate & insert the wall-start panel topside first into the top track, ensuring the spring-pin is properly seated.

7. Push upward and align with the bottom track, taking care not to damage the floor while doing so.

8. Adjust the leveler legs as required, so that side is plumb and parallel with the adjoining panel.

9. Expand the wall-start insert out to the existing wall, see diagram at right, ensuring a tight and flush fit.

10. Do not insert wall-start trim until Step #6.

Figure 12
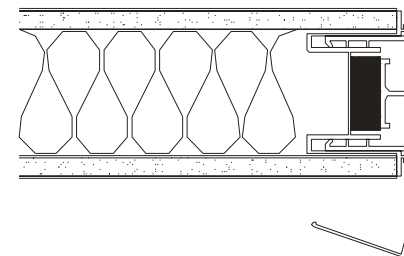
Insert wall-start assembly into wall-start panel, if not installed already
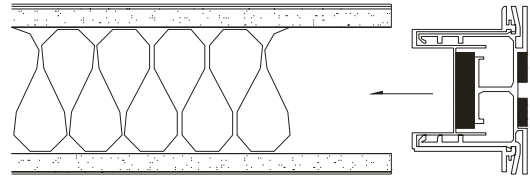
Once the wall-start panel is positioned in place, slip and rotate a flat-bladed screwdriver in the slot to disengage the locking clip.
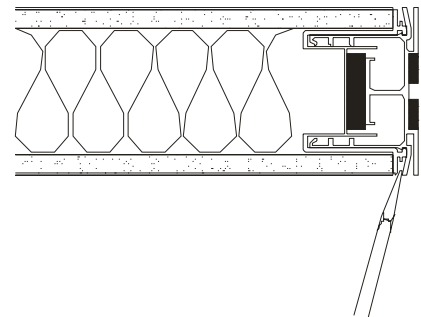
The wall-start will expand to fit the wall, adjust as necessary.

When installing wall-start trim, be sure the mating leg is in the wall-start, NOT between the wall-start and the wall.
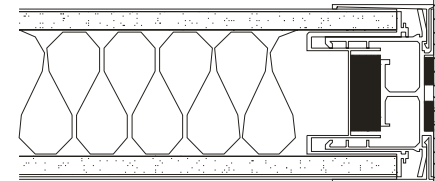
Doors

1. After the adjoining wall panels are installed and connected, place the base pivot hardware onto the pivot plate (figure 13). Insert the top pivot spring and pin into the pocket on the top of the door slab. Ensure the top pivot bushing is properly placed in the door header.

2. Orientate the door to the proper position, and place onto the bottom pivot assembly such that it interfaces the door properly. Tilt the door upright until the top pivot is near the top bushing.

Figure 13

3. Depress the top pivot into the door pocket and tilt the door into proper alignment with the top bushing (figure 14).

4. Release the pivot-pin once it is aligned, so that it engages into the socket. Check that the door swings and closes with ease.

5. Adjust the bottom pivot assembly with the wrench supplied, to raise or lower the door.

6. Install the door hardware.

Figure 14

Step #3: *Connect the Panels*

Install Aluminum Connector Clips

1. At approximately 13mm (1/2″) to 38mm (1-1/2″) from the top and bottom of the panel frame, place a clip over the leading flanges of the adjacent frames. The clip regulates the panel gaps at slightly larger than 3mm (1/8″). Insert one #9 x 5/16″ pan-head screw (supplied) into the clip hole and secure in place. The screw will grasp the frame edges and clasp them against the clip, see figure 15.

Figure 15

2. On all sides of a doorframe or glazed unit, install clips beginning from 13mm (1/2″) to 38mm (1-1/2″) from either end of every joint, such that spacing between clips does not exceed 600mm (24″) centre-to-centre.

3. If provided, proceed to install thumb-in spline (or plastic connector strips) between the aluminum clips (figure 16). As the clips standardize the gap, the thumb-in spline (or plastic strips) takes much less effort to install. The resulting connection will be exceptionally stronger than with the plastic connector strip alone.

Figure 16

Step #4: *Install the Sliding Doors*

Install the Doorframe

1. If not already assembled, unpack and assemble the doorframe, and insert the sliding door guide-pin plate into the base of the doorframe, and orientate the frame and guide-pin plate so that the guide pin will be on the side of the wall on which the door will be in the open position. Confirm this with the layout plan. The adjacent wall-panels and posts should be installed before continuing.
   ** (This step should be done at the same stage as Step #2.1: Erect Panels / Door Frames.) **

Install the Sliding Door Valance

1. Unpack and assemble the sliding door track and valance kit, if required. Attachment brackets should be pre-installed on the track valance. Mount the valance brackets to the wall according to the supplied drawings and the following procedure. The valance should be situated so that the door will be centered over the door opening in the closed position, and flush with the doorframe jamb in the open position. Mark the end points of the valance. Ensure that blocking is pre-installed in the panels on which the valance will be placed.

2. If a transom is included over the doorframe, determine the correct height of the valance from the supplied drawings. The top of the valance should be approximately 70mm (2-3/4") ± 10mm (3/8") from the finished floor, on average (especially at the location over the guide-pin). Mark this height, and extend it to the marks denoted in the previous step. Sketch a line from these extents level with the marked height. Place the valance against the wall on the correct side, align it with line and marks from the previous two steps, and bolt in place.

3. If the door is full-height, simply hang the valance brackets over the top of the wall, taking care not to damage the ceiling tile. Secure the brackets in place.

Hang the Sliding Door

1. If the valance endplate is already in place, remove it. Insert the first doorstop into the track and drag in place.

2. Stand the door up and guide the wheeled door hangers into the track from the open side. Make sure all wheels are present and orientated so that their hubs are consistently offset towards the outside.

3. Once both hangers are in the track, insert the second doorstop into the track. Set and lock both doorstops to the desired extreme positions of the door.

4. Install or replace the valance end-cap.

5. Mount any additional hardware at this time.

6. Adjust the door hangers with the flat wrench so that acceptable clearance is provided over the floor and guide-pin plate. The gap between the top of the door and the bottom of the valance may be anywhere from 13mm (1/2") to 3mm (1/8").

7. If an additional wood valance cover is required, follow the instructions provided.

Step #5: Install Capping

Install Aluminum Terminal End-Caps

1. Install an aluminum terminal-cap at all wall ends, and connect to the adjacent wall panel as described in Step #3: Connect the Panels. Terminal caps should be connected similar to glass panels and door frames.

2. For partial-height systems, aluminum terminal caps are required above all panels, and should be cut to fit required conditions as neatly and as invisibly as possible. Welded pieces are supplied for top and side corners, and may also be trimmed down to suit.

Step #6: Install Trims

Joint Covers

Figure 17

1. Trim down the joint covers as necessary. The desired length should be between 38mm (1½″) and 64mm (2½″) less than the floor-to-ceiling height.

2. One-by-one, insert a joint cover into the joint and tap in place, beginning from the top and downwards, or from the bottom and upwards, using a wood block and a non-marking rubber mallet.
    All covers should be as flush to the panel surfaces as possible. (See Figure 17)

Joint Cover
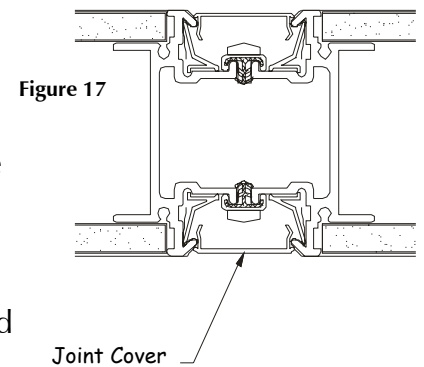
Post & Electrical Chase Covers

1. Trim down post and electrical chase covers as necessary. The desired length should be between 38mm (1½″) and 64mm (2½″) less than the floor-to-ceiling height on full-length joints, and should be cut to fit to all intermediate joint covers so that no gaps are visible. Use elevation drawings as a guide where provided.

2. All covers should be as flush to the panel surfaces as possible. If necessary, use a wood block and non-marking rubber mallet to tap in place.

Top Trims

1. Beginning at one end of the wall and working down along its length on either side, hook the top trim over the humped leg of the top track and press down until the trim is firmly seated onto the track. Use a wood wedge and non-marking mallet where necessary. Cut the trims to size where required. Place factory-molded trims at all outside 90° and 135° corners, and terminal end caps. Each segment of trim should sit flush against to the other, without any visible gaps in between.

2. At inside 90° corners, one run should be butt into the other.

3.   At inside 135° corners miter one run next to the other as required.

Base Trims

1.   Place plastic J-hook extrusions beside both sides of the base track and cut down to size if necessary. The J-hook should not extend beyond the run of the base-track. Insert the grooves over the humped legs of the base-track. Beginning at one end and working down along its length, firmly tap the J-hook onto the humped flange until seated, with a steel hammer. The J-hooks should be consistently seated on the base-track without humps, bumps, warps, or warbles, on both sides.

2.   Beginning at one end of the wall and working down along its length on either side, hook the base trim over the leg of the J-hook and press down until the trim is firmly against the floor. Use a wood wedge and non-marking mallet where necessary. Cut the trims to size where required. Place factory-molded trims at all outside 90° and 135° corners, and terminal end caps. Each segment of trim should sit flush against to the other, without any visible gaps in between.

3.   At inside 90° corners, one run should be butt into the other.

4.   At inside 135° corners, miter one run next to the other as required.

5.   At doors, terminate the base trim about 6mm (¼") from the inside face of the doorframe, on all sides.

6.   Insert base trim end-covers onto all exposed ends.

Wall-start Trims

1.   First cut the wall-start trim to fit between the top and base trims.

2.   Insert the wall-start trim tab into the groove of the wall-start channel. Ensure that the mating leg of the wall-start trim is in the wall-start groove, NOT between the wall-start and the wall.

3.   Begin by inserting one end at an angle, and then progressively thumb it in upwards. Secure the trim in place by placing a wooden wedge with protective foam tape and gently but firmly tapping it with a non-marking rubber mallet until the hook snaps into the groove in the channel.

4.   The trim should be flush and tight against the wall panel when correctly positioned, without any slack or bulging.
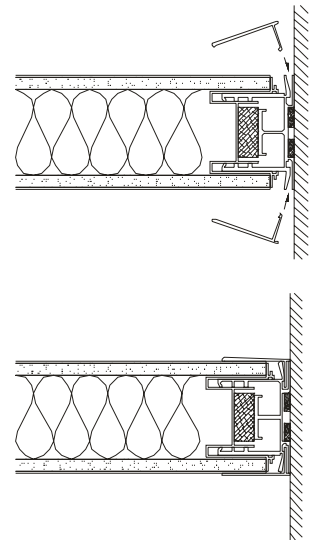
When installing wall-start trim, be sure the mating leg is in the wall-start, NOT between the wall-start and the wall.

Figure 18