

## Template Instructions (Metric)

### Materials:

- 1/8" or 4mm corrugated plastic – do **NOT** use cardboard or foam insulation materials
- Small light-duty spring clamps (4-6) – the material **MUST NOT MOVE** when marking
- Sharpie **Ultra** Fine Point Marker – a thin crisp line is essential
- Utility knife or shears
- Template Instructions T1

### Step 1: Permanently Secure Ceiling Grid

All ceiling grid to be templated **MUST** be permanently secured before beginning so that there is **NO CHANCE OF THE GRID MOVING**. All ceiling grid must be square and parallel unless specified in Grid Plan G1.

### Step 2: Choosing What to Template

Make a template of all non-typical openings in the grid system. A typical opening is any square or rectangular opening in which:

1. all four corners are square,
2. opposite sides are equal in length,
3. opposite sides are parallel, and
4. the opening is formed by standard 24mm ceiling grid on 60mm by 60mm or 60mm by 120mm centers.

### Step 3: Making the Templates

**Use 1/8" or 4mm corrugated plastic only.** All other materials either do not mark well or can severely warp with changes in humidity. Corrugated plastic is available at most large building products stores and can be purchased online at sites like [packandseal.com](http://packandseal.com).

Precut the template material approximately 20mm bigger than the opening to be templated. Use one piece of material per opening and trace **ONE OPENING ONLY** onto each piece.

1. Place the template material **BELOW THE GRID** and fasten it to the grid with the clamps.
2. Using the **Ultra** Fine Point Sharpie, trace the outline of the inside edge of the T-grid onto

the template material.

**IMPORTANT: THE TEMPLATE MATERIAL MUST BE SECURED TO THE BOTTOM OF THE GRID AND THE OUTLINE TRACED FROM ABOVE. SEE TEMPLATE INSTRUCTIONS T1 BELOW.**

3. Be especially careful when marking the corners and curved edges. We typically work to the nearest 2mm to achieve the highest quality appearance.

### **Step 4: Labeling the Templates**

Using the Grid Plan G1 as a reference:

1. label the template to indicate which opening it represents (ex: B1), and
2. label the template to indicate its orientation in the grid (ex: on the edge bordering A1, mark A1; on the edge bordering C1, mark C1).

**Important Note:** The Grid Plan G1 is an RCP (Reflected Ceiling Plan) drawing. It depicts the ceiling as though you were **looking down** at the ceiling from above.

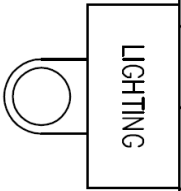
### **Step 5: Shipping the Templates**

The templates must be packaged to insure no corners or edges will get damaged during shipping. **Damaged edges and corners make the templates unusable.** Please include a copy of the Grid Plan G1 and the Ultra Fine Point Sharpie used to make the templates.

For technical support please call us toll free at 866-759-3228. We want your installation to go as smoothly as possible. Thank you for choosing The Sky Factory.

CEILING DECK

CEILING DECK



LIGHTING

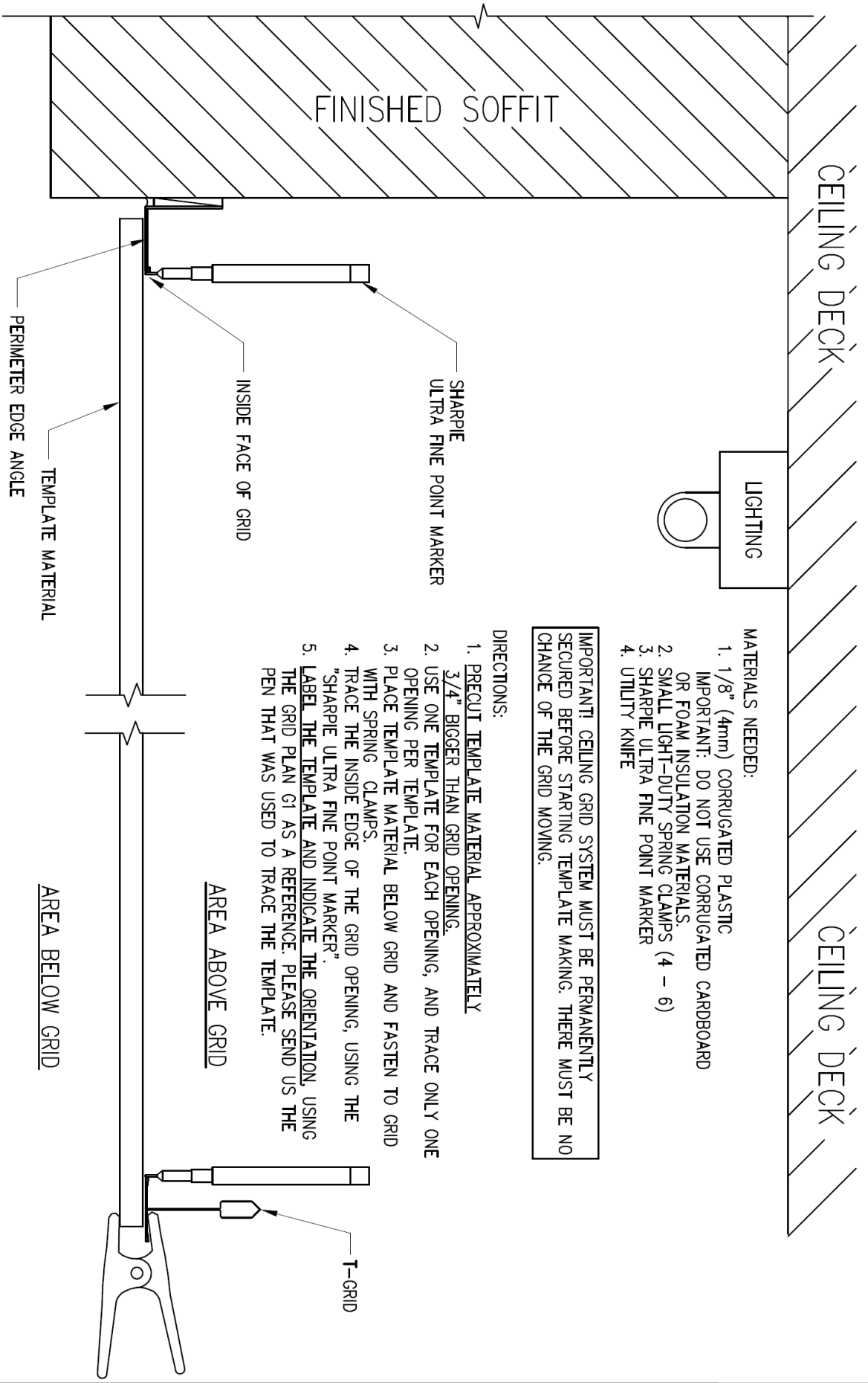
**MATERIALS NEEDED:**

1. 1/8" (4mm) CORRUGATED PLASTIC  
IMPORTANT: DO NOT USE CORRUGATED CARDBOARD OR FOAM INSULATION MATERIALS.
2. SMALL LIGHT-DUTY SPRING CLAMPS (4 - 6)
3. SHARPIE ULTRA FINE POINT MARKER
4. UTILITY KNIFE

**IMPORTANT! CEILING GRID SYSTEM MUST BE PERMANENTLY SECURED BEFORE STARTING TEMPLATE MAKING. THERE MUST BE NO CHANCE OF THE GRID MOVING.**

**DIRECTIONS:**

1. PRECUT TEMPLATE MATERIAL APPROXIMATELY 3/4" BIGGER THAN GRID OPENING.
2. USE ONE TEMPLATE FOR EACH OPENING, AND TRACE ONLY ONE OPENING PER TEMPLATE.
3. PLACE TEMPLATE MATERIAL BELOW GRID AND FASTEN TO GRID WITH SPRING CLAMPS.
4. TRACE THE INSIDE EDGE OF THE GRID OPENING, USING THE "SHARPIE ULTRA FINE POINT MARKER".
5. LABEL THE TEMPLATE AND INDICATE THE ORIENTATION, USING THE GRID PLAN G1 AS A REFERENCE. PLEASE SEND US THE PEN THAT WAS USED TO TRACE THE TEMPLATE.



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PROJECT NAME

**ELEVATOR AND LUMINOUS SKYTILE  
 TEMPLATE MAKING INSTRUCTIONS**

REVISIONS	DRAWN BY	RVS	DATE CREATED
	DATE	COMMENTS	
	03-03-08	JF	

T1

