



# Installation Notes

## Ceiling Medallions

Martin Richards Design™  
COLLECTION

*Note: Always use a professional certified electrician to install any electrical device that must be hard wired. These notes are guidelines only. For your situation, consult a professional and adhere to local building codes.*

1) **Weights:** Medallions are decorative only and do not hold weight. Any fixture must be hung by the electrical receptacle threaded rod. For heavy fixtures, re-enforce the ceiling rafters to hold the weight.

2) **Power:** Make sure there is no power to the receptacle box. Turn off the breaker and confirm with an electric tester.

3) **Mark the Spot:** Hole the medallion center to the receptacle box and trace out the outside of the medallion on the ceiling.

4) **Preparation:** Lightly sand and remove all dust or popcorn plaster (stucco) from the ceiling prior to install to ensure a flat surface.

5) **Hole:** Order your medallion with a pre-cut specified hole or drill a hole yourself ensuring it is slightly larger than the size of the receptacle box.

6) **Paint the medallion before you install - allow 24 hrs to dry**

7) **Apply the Adhesive.** Use approved adhesive only that is safe for ArchPolymer™ - put multiple small blobs on the back side of the medallion. Use this same adhesive for Neo-Plaster-GRG.



8) **Use 4 screws to temporarily hold the medallion or preferably use a brad nailer to affix the medallion to the ceiling. Use only a few brad nails as they are just holding the medallion till the adhesive dries. In the case of Neo-Plaster-GRG use screws only and countersink them to be filled later.**



9) **Check to make sure the medallion is level on all sides. If it is not use a small wedge to pry one side downward until all sides are even. This is the time to correct any unevenness. Make sure you have pulled the wires through the center hole.**



10) **Allow to dry for a few hours or overnight.**

11) **Fixing the gap between the medallion and the ceiling. Apply the Vinyl Spackling compound with your finger or a small flat trowel to the edges of the medallion. Let dry and sand lightly or wet sand during application. DO NOT use caulking. Caulking tends to dry out over time and shrinks. The vinyl spackling is plaster with polymers and stays flexible but can be sanded unlike caulking. Fill all countersunk screws or brad nails. Touch up with paint over spackling compound.**



12) **Electrical hookup - wires go through the threaded rod and should be installed by a qualified electrician.**



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Nov 2018