

How To Install A Ceiling Medallion



Important: If your Ceiling Medallion comes with no hole from factory, it should be cut prior installation, just choose the appropriate diameter of the hole you need to cut according your electric box size and the canopy of your ceiling fan or light fixture, also check the medallion specifications (center hole diameter and maximum that a canopy can fit) provided in the product page tabs. You can use a regular hole saw tool available in any local store to cut the medallion.

Tools & Materials Needed

- Caulking Gun.
- Elastomeric Adhesive Caulk.
- Sponge or Clean Cloth.
- Putty Knife.
- Extra Fine Sandpaper.
- Hammer & Finishing Nails (nails Must Be Long Enough to Penetrate the Substrate at Least 1/2").
- Jigsaw, Keyhole saw, or pen-knife.
- Weatherproof

Prior To Installation

- Clean installation surface and back of medallion of all dirt and dust 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 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.

Important Note - When Installation of 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.
- Make sure you are installing the light fixture or ceiling fan according to the manufacturer's guidelines. If their installation guidelines conflict with our medallion installation instructions, be sure to contact us immediately.
- To ensure all electrical codes are met, make sure to consult with a licensed electrician.

Installation Process (1) - Permanent Medallion Installation With A Light Fixture or Ceiling Fan

Disconnect and remove current fixture before installing the medallion (if a current fixture is already installed). Measure the fixture canopy. Drill/cut a hole in the center of the medallion that is no larger than the canopy size (this is the hole that the electrical will go through). Lay the medallion face down on a soft surface that will not scratch/dent the medallion detail. Apply a 1/2" bead of adhesive caulk all the way around the back edge of the medallion.

Feed the electrical wiring through the medallion's center hole and gently press the medallion up against the ceiling. When pressing the medallion up against the ceiling, some adhesive caulk will seep out. smooth excess caulk around the medallion with a finger or the putty knife and apply extra caulk that is needed to fill in any gaps. Wipe off any excess adhesive caulk with a sponge or damp rag. Larger medallions will need to be installed with nails in addition to the adhesive.

Note: if you would like to remove the nails after the adhesive sets, leave at least 1/2" of the nail sticking out from the medallion, so you can easily pull it out. Fill any nail holes with caulk 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. Re-connect the ceiling fixture or ceiling fan following the manufacturer's guidelines. Slide fixture canopy

up to medallion and tighten. make sure it fits snugly against the medallion. Touch up the medallion with any paint that is needed.

Installation Process (2) - Removable Medallion Installation With A Light Fixture Or Ceiling Fan

(this process allows for easy removal of the medallion for electrical wiring access) Follow steps 1 and 2 from "permanent medallion installation" Feed the electrical wiring through the medallion's center hole. Install using finishing nails. Countersink nails using nail set and fill any holes with caulking. smooth the caulk with your finger or putty knife. once the caulk is dry, lightly sand it smooth if needed.

Optional: apply latex caulk around the edge of the medallion, blending the medallion into the ceiling (this will make removal slightly more difficult). Re-connect the light fixture or fan according the manufacturer's guidelines. Slide fixture canopy up to medallion and tighten. make sure it fits snugly against the medallion. Touch up the medallion with any paint that is needed.

Installation Process (3) - Medallion Installation Without A Light Fixture Or Ceiling Fan

Lay the medallion face down on a soft surface that will not scratch/dent the medallion detail. Apply a 1/2" bead of adhesive caulk all the way around the back edge of the medallion. Gently press the medallion up against the ceiling or wall. When pressing the medallion up against the ceiling or wall, some adhesive caulk will seep out. smooth excess caulk around the medallion with a finger or the putty knife and apply extra caulk that is needed to fill in any gaps. Wipe off any excess adhesive caulk with a sponge or damp rag. Larger medallions will need to be installed with nails in addition to the adhesive.

Note: if you would like to remove the nails after the adhesive sets, leave at least 1/2" of the nail sticking out from the medallion, so you can easily pull it out. Fill any nail holes with caulk 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. Touch up the medallion with any paint that is needed.