

TECHNICAL BULLETIN | RE: Flats™ Canopies installation guidelines

PRODUCTS COVERED: Flats™ Canopy Series (scrim- or fabric-faced)

Installation Guidelines

1. **Team Handling Required** – To ensure safety and prevent damage, all Flats Canopy panels must be handled by **two people** during installation.
2. **Clean Handling** – To prevent dirt and debris from transferring to panel surfaces, wear **clean cotton gloves** during installation.
3. **Anchor Installation**
 - Mark anchor points on the **back of the panel**.
 - “Thread” each **supplied spiral anchor** into the panel by turning it clockwise until the anchor flange is **flush** with the back surface.
 - **Do not overtighten.**
4. **Hanging the Panel**
 - Use **12-gauge hanger wire or aircraft cable** (supplied separately) to connect spiral anchors to appropriate structural support overhead.
 - Adjust cable/wire length to achieve desired leveling and alignment.
5. **Anchor Use Is Critical** – Use **all factory-supplied anchors** to ensure even weight distribution. Refer to table on next page for anchor quantities.
 - While panels are lightweight (approx. **0.5 lbs/SF**), use of all supplied anchors and even distribution is essential.
 - **Do not apply back loading** (weight or tension behind the panel).
 - Refer to the next page for the required **number of anchors per panel**.
6. **Spacing Between Panels** – Allow at least **2" of clearance** between adjacent panels to accommodate natural deflection of materials.



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Anchors Required Per Panel

Panel Size	Shape	# Anchors	Panel Size	Shape	# Anchors
23"x94"x1"	Rectangle	6	46" Dia. x 1"	Circle	4
36"x72"x1"	Rectangle	6	46"x94"x1"	Oval	6
46"x94"x1"	Rectangle	8	46"x70"x1"	Oval	4
46"x46"x1"	Square	4	46"x46"x1"	Right Triangle	3
46"x46"x1"	Convex or Concave	4	46"x39.84"x1"	Equilateral Triangle	3
46"x40"x1"	Hexagon	4	40"x69"x1"	Parallelogram	4
46"x46"x1"	Trapezoid	4	40"x93.5"x1"	Large Trapezoid	7

Job Site Handling & Storage

1. **Store Indoors** – Keep panels in a **dry, enclosed area** between **32°F and 85°F**, protected from rain, snow, or excessive moisture prior to installation.
2. **Flat Storage Only** – Panels must be stored **flat and level**.
 - **Do not stack on edge** or **store upright**, as damage may occur.
3. **Repacking Panels**
 - Panels are shipped **face-to-face** in crates, with **protective foam sheets** between each one.
 - If restacking is necessary, **always place foam sheets between panel faces** to avoid surface damage such as scuffing, paint transfer, peeling, or transfer of job site dust and debris.

Limitations & Site Conditions

1. **Interior Use Only** – Flats Canopies are designed **exclusively for indoor use**.
2. **Do Not Load Panels** – These panels **must not support** lighting fixtures, speakers, air diffusers, cameras, or other equipment.
3. **Environmental Requirements**
 - Installation must occur between **32°F and 85°F**, with **relative humidity below 80%**.
 - These conditions must also be **maintained throughout the warranty period**.
 - Ensure HVAC systems are operational and the space is enclosed.
 - **All wet trades** (e.g., plaster, concrete) must be complete and fully dried.
 - Do not expose panels to fire, smoke, vibration, chemical fumes, standing water, leaks, or other **abnormal conditions**.