



**tenon**  
IRELAND

**Scion**  
**Method Statement**



## INTRODUCTION

We strongly recommend that all sections of this document be read thoroughly before site installation commences. It is important that the relevant Health and Safety legislation be observed at all times i.e., suitability of clothing and equipment etc,

These installation guidelines have been prepared based on the following site conditions and assumptions: -

- All materials have been checked and there are no shortages.
- All materials are suitably stored to minimise damage.
- The site dimensions compare with installation drawings.
- The partitions are to be installed to the underside of an existing suspended ceiling grid. To enable the grid to be made good if the partitions are relocated, fixing to the main runner should be avoided. All fixings should be positioned on 1200mm or 600mm cross tees.

To ensure that Tenon Scion achieves its stated levels of performance, it is imperative that the following methods of installation are followed and that all components supplied with the system are included in its construction. Warranty of the product is void if it is constructed from materials not supplied by Tenon Ireland.

Tenon Scion may be installed with various options, giving differing levels of fire, acoustic and structural performance, each requiring different components and methods of construction. This guide deals with basic construction principals and is not intended to cover all variations. If you are unable to find the details that you require then please call Tenon Ireland on 01 424 9800 for assistance.

## 1: SETTING OUT

- Mark the intended partition layout on the suspended ceiling by means of a chalk line. (Avoid excessive chalk lines which will not be covered by the finished partitions or alternatively remove the relevant ceiling tiles.)
- Transfer the layout to the floor and wall abutments by means of a plumb line. Where the layout shows door modules adjacent to three way junctions and corner posts, it is recommended that a small board infill (200mm wide) is fitted into the junction post behind the door, this will allow the door to fully open through 90°.
- If the door frames are fitted directly into the three way or corner posts it is important to fix a floor mounted door stop to restrain the door and prevent the furniture from damaging the board (or glass) behind the door when in the fully open position.
- The door stop should not be positioned too close to the base of the door frame as with continued use this will exert undue stress on the hinge fixings. Position the door stop further back towards the leading edge of the leaf.

## 2: BOARD DECORATION

- Always ensure that a suitable width wall covering is selected and it is applied with the manufacturers recommended adhesive. There are three options when considering decorating the partition boards: -

### **Factory Decorated**

- Boards can be supplied with wall covering factory laminated ready for cutting and installation on site.
- To avoid damage to the pre-decorated face of the boards, care should be taken when offloading and moving these boards to the working area.

### **Pre- Decorated On site**

- To minimise waste, boards should be cut to size before decorating, laid flat ensuring that they are supported at both ends on suitable benches or staging.
- Using board lengths as a guide, cut the wall covering to length leaving approx' 50mm over at each end.
- Thoroughly stir the adhesive and apply evenly to the wall covering using a lamb's wool roller, making sure that the entire surface of the paper is covered.
- Apply the wall covering to the board and smooth out the paper using a clean spatula. Work from centre of board outwards to remove all trace of air bubbles or excess adhesive.
- Using a clean sharp knife blade, trim off excess wall covering flush with the board ends and long edges.
- Any surplus adhesive should be removed immediately with a soft cloth and clean warm water.
- Decorated boards should be laid flat, stacked face to face, and allowed to rest overnight before fitting.

### **Decorated In Position**

- This method calls for the wall covering to be applied to the boards in the upright position with the boards already fixed to the partition, and should be carried out before the skirting and aluminium cover trims are fitted.
- Cut wall covering to the required "drop" leaving approx' 50mm over at each end.
- Lay the wall covering pattern side down on a clean table and apply adhesive evenly with the roller to the entire area of the paper.
- Loosely fold the paper over to roughly cover  $\frac{3}{4}$  of its length, then fold the remaining  $\frac{1}{4}$  in from the opposite end.
- Set the paper aside and allow to rest for 5 minutes.
- Peel back top a  $\frac{1}{4}$  of the paper and slide into position at the top of board. Once aligned peel back the remainder and allow to hang loosely.
- Smooth the paper out with a clean spatula, working outwards from centre of board towards the edges.
- Working with a sharp knife blade and a clean straight edge, cut the wall covering tightly into the edges of galvanised clamp section and head channel. Trim the bottom edge of paper to below the height of the skirting.
- Remove any surplus adhesive immediately with a soft cloth and clean warm water.
- When estimating vinyl usage it is advisable to allow a suitable wastage factor.

**3: HEAD CHANNEL & BASE SECTION**

Before commencing installation of the partition, consideration should be given to the layout with regard to the various head channel configurations.

- Radius profile 90° corner post (TS526) can be fitted to the underside of the head channel or from suspended ceiling to fixed floor level. If fitting to beneath the head channel section (TS510) a small section of the channel rebate needs to be filled prior to the fitting of the upright post. If fitting the post full height the head channel on both sides of the post needs to be chamfered. The post is secured to the head channel with steel angle brackets (TS500), fitted to both sides of the post.
- The Scion 135° post has an angled profile and is therefore always fitted beneath the head channel. The post is secured to the head channel with steel angle brackets (TS500), fitted to both sides of the post.

**Head Channel**

- Carefully select a length of head channel section (TS510) ensuring that as far as possible it matches the following section in colour and grain.
- Pre-drill the head channel through the rebates in the section and fix to the suspended ceiling, taking care to avoid fixing through the main runner; position fixings into the cross tees wherever possible.

**Base Channel**

- If constructing solid modules then position a plumb line on the inner edge of the rebate in the head channel and transfer the layout of the partition from the ceiling to the floor. Take a length of steel channel section (TF202) and fix to the centre of the timber head channel. Take a further length of steel channel section (TF202) and place on the line on the floor. Taking care not to dislodge the floor track from position, fix the track to the floor using a fixing suited to the site conditions.
- If constructing glazed modules then position a plumb line on the outer edge of the head channel and transfer the layout of the partition from the ceiling to the floor using a fixing suited to the site conditions. Measure in 18mm from this mark and draw a chalk line. Take a length of softwood packer (TS514/515) and fix along the chalk line. Base glazing section TS540 is then fitted to the top of the softwood packer.

## 4: JUNCTION POSTS

### 90° and 135° Posts

- Radius 90° corner posts (TS526/527) can be fitted to the underside of the head channel (TS510) or fitted directly to the suspended ceiling with the head channel square cut and fitted to either side of the post. When fitted to the underside of the head channel the section should be cut to length using the floor to ceiling height less 32mm.
- Take a TS500 fixing bracket and remove one leg with a pair of metal snips. Position on the rebate on the external face of the post and using an off cut of head channel set the position of the bracket so that when fixed it fits tightly up against the head channel. Pre drill holes in the section so the timber does not split when fixings are applied. Fix the brackets in place on both sides using 12.5mm wafer head screws.
- With the brackets in place, position the post in the head channel, mark the holes required and pre-drill. Once completed re-position the post and fix in place using 12.5mm wafer head screws.
- The post may be secured at the base by repeating the bracketing process carried out at the head.
- If there is sufficient room the post may also be fixed through the back of the head channel through to the top of the upright post.

### Three Way Posts

- Three-way junctions are formed using the (TS523) post section. The post is fitted to the underside of the head and fixed in position using the bracketing described above, alternatively if there is sufficient room the post may also be fixed through the back of the head channel through to the top of the upright post.

## 5: ABUTMENTS

### Solid wall abutments

- Solid wall abutments are formed using a standard stud section (TF201) together with abutment trim section (TS576). The stud section is positioned inside the steel channel (TF202) positioned at the head and base of the partition and fixed to the solid wall using suitable fixings for the site conditions.
- Once the solid panels are in place and the skirting has been fitted take a length of abutment trim section (TS576). Measure the distance between the underside of the head channel and the top of the skirting and cut accordingly. Drill holes and countersink them in the central rebate at the top and bottom of the section and at 600mm centres in between.
- Place the trim in position and screw fix into position using a suitable drywall screw.
- Once completed take a coil of plastic omega insert (TS577) and cut a strip slightly longer than the trim. Place the insert into the central rebate at the head and gradually work it into the trim in a downwards motion. On reaching the base of the partition ensure that the insert has not been dragged down from the head of the partition. Cut the insert 2/3 mm longer than the remaining gap and pull it away from the partition 100mm up from the base. Feed the insert into the trim at the base and push home in an upwards motion.

### Glazed wall abutments

- Glazed wall abutments are formed using the base and abutment chair (TS540). The section is positioned to the underside of the head channel and on top of the base section.
- Once cut to size drill holes and countersink them in the rebates on either side of the section at the top and bottom of the section and at 600mm centres in between. Fix to the solid wall using suitable fixings for the site conditions
- Take a coil of glazing foam, remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Once the glazed panels are in place and the skirting has been fitted take a length of abutment trim section (TS576). Measure the distance between the underside of the head channel and the top of the skirting and cut accordingly. Drill holes and countersink them in the central rebate at the top and bottom of the section and at 600mm centres in between.
- Place the trim in position and screw fix using a suitable drywall screw.
- Once completed take a coil of plastic omega insert (TS577) and cut a strip slightly longer than the trim. Place the insert into the central rebate at the head and gradually work it into the trim in a downwards motion. On reaching the base of the partition ensure that the insert has not been dragged down from the head of the partition. Cut the insert 2/3 mm longer than the remaining gap and pull it away from the partition 100mm up from the base. Feed the insert into the trim at the base and push home in an upwards motion.

## 6: SOLID MODULE CONSTRUCTION (Trimmed joints)

- Installation of solid full height panels will normally commence at corner posts/door frames and work back towards wall abutments where any trimmed boards are located.
- Set out the partition, fix head channel and locate floor track as previously described.
- Cut a length of galvanised stud section (TF201) to length. Place the stud section inside the steel channel section (TF202) positioned at the head and base of the partition at roughly 600mm centres.
- Repeat the process along the remainder of the partition. The basic framework is now ready to receive the boards.
- Before fitting the boards consideration should be given to the various options for decorating the panels. When fitting with cover trims or using taped joints panels are decorated once in place within the partition.
- Measure the floor to ceiling height and deduct 20mm. Cut the boards to this dimension and starting at a junction or abutment, slide the first board into the head channel and lever back towards the base of the partition.
- Once the panel is in place the studs should be moved so that the centre of the stud lines up with the centre and edge of the panel. Using suitable drywall screws fix in place with screws at the top and bottom and at 300mm centres in between. Repeat the procedure for the board in the adjacent module.
- Screws should not be positioned too close to the edge of the board, as this may cause the edge to crumble.
- Take a length of trim section (TS571). Cut the trim to size having measured the distance between the head channel and the top of the skirting. This dimension should be the floor to ceiling height less the skirting height less 32mm.
- Drill holes and countersink them in the central rebate at the top and bottom of the section and at 600mm centres in between.
- Place the trim in position and screw fix into position using a suitable drywall screw.
- Once completed take a coil of plastic omega insert (TS577) and cut a strip slightly longer than the trim. Place the insert into the central rebate at the head and gradually work it into the trim in a downwards motion. On reaching the base of the partition ensure that the insert has not been dragged down from the head of the partition. Cut the insert 2/3 mm longer than the remaining gap and pull it away from the partition 100mm up from the base. Feed the insert into the trim at the base and push home in an upwards motion.
- Before boarding the other side of the partition, any insulation required should be fitted inside the partition cavity. Insulation is generally wedged between the upright studs.
- It is important that consideration be given at this stage to any services that have to be routed inside the partition cavity. These must be located before the partition is "closed" by the boarding of the remaining side of the partition.
- When the system is fire rated and to achieve maximum acoustic performance, boards should be positioned in a staggered configuration.

## 7: SOLID MODULE CONSTRUCTION (Board Edge Clips)

- Set out the partition, fix head channel and locate floor track as previously described.
- Cut two lengths of galvanised stud section (TF201) to length and box together. Place the boxed stud inside the steel channel section (TF202) positioned at the head and base of the partition at roughly 600mm centres.
- Repeat the process along the remainder of the partition. The basic framework is now ready to receive the boards.
- When using board edge clips plasterboard panels are always pre-decorated.
- Measure the floor to ceiling height and deduct 20mm. Cut the boards to this dimension and starting at a junction or abutment, slide the first board into the head channel and lever back towards the base of the partition. Tap board edge clips (TS501) into the edge of the plasterboard at the top and bottom and at 300mm centres in between and fix to the stud using the wafer head screws provided. Ensure that the centre line of the stud lines up with the extreme edge of the board.
- Take the next board and tap the edge clips into the panel however this time stagger the board clips in the edge so that the long flange on the clips sits in the centre of the fixed clips on the board already in position. Slide the panel into place ensuring that the gap is fully closed. Repeat the above procedure for subsequent boards
- Before boarding the other side of the partition, any insulation required should be fitted inside the partition cavity. Insulation is generally wedged between the upright studs.
- It is important that consideration be given at this stage to any services that have to be routed inside the partition cavity. These must be located before the partition is "closed" by the boarding of the remaining side of the partition.
- When the system is fire rated and to achieve maximum acoustic performance, boards should be positioned in a staggered configuration.

## 8: HALF GLAZED CONSTRUCTION

### Taped Joints

- Set out the partition, fix head channel and locate floor track as previously described.
- Take a length of timber upright post (TS522) and measure between the underside of the head channel and the floor. Cut to size and fix in place using head channel bracket (TS501) at the head, using a suitable fixing at the base.
- Mark the height of the glazing transom on the studs. Take pre-cut transoms (TS520/120) and fix brackets (TS500B) to both ends on both faces. Align with the marks on the vertical studs and fix in place using wafer head screws.
- Fit an intermediate stud (TF201) in the centre of the module beneath the transom.
- Take a length of plant on section (TS582) and cut to fit where glazing is to be fitted. Pin to the face of the stud section (TS522). Cut and fit solid plasterboard panels as previously described.
- Take a coil of glazing foam (TS580), remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Attach glass suckers to the face of the glass panel and lift it up into the head channel and drop gently on to the top of the glazing ledge on the transom. Using an offcut of cover trim secure the glass in place on the upright.
- Fix cover trim (TS570) continuously to the horizontal transom and upright (TS522), using a mitre joint where it meets a solid panel.
- Fit omega trim (TS577) as previously described.

### Trimmed Joints

- Set out the partition, fix head channel and locate floor track as previously described.
- Take a length of timber upright post (TS520) and measure between the underside of the head channel and the floor. Cut to size and fix in place using head channel bracket (TS501) at the head, using a suitable fixing at the base.
- Mark the height of the glazing transom on the studs. Take pre-cut transoms (TS520/120) and fix brackets (TS500B) to both ends on both faces. Align with the marks on the vertical studs and fix in place using wafer head screws.
- Fit an intermediate stud (TF201) in the centre of the module beneath the transom. Cut and fit solid plasterboard panels as previously described.
- Take a coil of glazing foam, remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Attach glass suckers to the face of the glass panel and lift it up into the head channel and drop gently on to the top of the glazing ledge on the transom. Using an off cut of cover trim secure the glass in place on the transom.
- Fix cover trim (TS570) to the upright post between the head channel and the skirting. Remove the temporary off cut. Take a precut transom trim (TS585/120) and fix in place on both sides of the partition.
- Fit omega trim (TS577) as previously described.



## 9: SOLID/GLAZED/SOLID CONSTRUCTION

### Taped Joints

- Set out the partition, fix head channel and locate floor track as previously described.
- Take a length of timber upright post (TS522) and measure between the underside of the head channel and the floor. Cut to size and fix in place using head channel bracket (TS501) at the head, using a suitable fixing at the base.
- Mark the height of the glazing transom on the studs. Take pre-cut transoms (TS520/120) and fix brackets (TS500B) to both ends on both faces. Align with the marks on the vertical studs and fix in place using wafer head screws.
- Fit an intermediate stud (TF201) in the centre of the module beneath and above the transoms.
- Take a length of plant on section (TS582) and cut to fit where glazing is to be fitted. Pin to the face of the stud section (TS522). Cut and fit solid plasterboard panels as previously described.
- Take a coil of glazing foam (TS580), remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Attach glass suckers to the face of the glass panel and lift it up into the head channel and drop gently on to the top of the glazing ledge on the transom. Using an offcut of cover trim secure the glass in place on the upright.
- Fix cover trim (TS570) continuously to the horizontal transom and upright (TS522) using a mitre joint where it meets a solid panel. Use transom trim section (TS585/120) on intermediate vertical joints.
- Fit omega trim (TS577) as previously described.

### Trimmed Joints

- Set out the partition, fix head channel and locate floor track as previously described.
- Take a length of timber upright post (TS520) and measure between the underside of the head channel and the floor. Cut to size and fix in place using head channel bracket (TS501) at the head, using a suitable fixing at the base.
- Mark the height of the glazing transom on the studs. Take pre-cut transoms (TS520/120) and fix brackets (TS500B) to both ends on both faces. Align with the marks on the vertical studs and fix in place using wafer head screws.
- Fit an intermediate stud (TF201) in the centre of the module beneath and above the transoms. Cut and fit solid plasterboard panels as previously described.
- Take a coil of glazing foam, remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Attach glass suckers to the face of the glass panel and lift it up into the head channel and drop gently on to the top of the glazing ledge on the transom. Using an off cut of cover trim secure the glass in place on the transoms.
- Fix cover trim (TS570) to the upright post between the head channel and the skirting. Remove the temporary off cut. Take a precut transom trim (TS585/120) and fix in place on both sides of the partition.
- Fit omega trim (TS577) as previously described.



## 10: FULL HEIGHT GLAZED CONSTRUCTION

- Set out the partition and fix head channel as previously described. Take a length of softwood base section (TS514/515) and fix to the floor.
- Take a length of Double Glazing Base Section (TS540) and fix to the top of the softwood base ensuring that all screw heads are countersunk within the profile.
- Cut an upright post (TS520) to size and using a small off cut of head channel position the brackets (TS500) so that they will fit tightly within the head channel when the post is in place.
- Having pre-drilled the head channel, fix in place using wafer head screws. Take base fixing brackets (TS500B) and having pre-drilled the post and base, fix in place using wafer head screws.
- Take a coil of glazing foam (TS580), remove the strip from the back of the coil and carefully place on the inside face of the base section towards the centre of the partition.
- Attach glass suckers to the face of the glass panel, lift it up into the head channel and drop gently on to the top of the glazing ledge on the base. Secure the glass in place by using an off cut of cover trim on the upright post.
- Repeat the procedure for adjacent glazed modules and then fix the skirting section (TS512/513) in place.
- Take a length of trim section (TS570). Cut the trim to size having measured the distance between the head channel and the top of the skirting. This dimension should be the floor to ceiling height less the skirting height less 32mm.
- Drill holes and countersink them in the central rebate at the top and bottom of the section and at 600mm centres in between.
- Place the trim in position and screw fix into position using a suitable drywall screw.
- Once completed take a coil of plastic omega insert (TS577) and cut a strip slightly longer than the trim. Place the insert into the central rebate at the head and gradually work it into the trim in a downwards motion. On reaching the base of the partition ensure that the insert has not been dragged down from the head of the partition. Cut the insert 2/3 mm longer than the remaining gap and pull it away from the partition 100mm up from the base. Feed the insert into the trim at the base and push home in an upwards motion.

## 11: DOOR FRAME INSTALLATION

Scion door frame packs are supplied in a "universal" form i.e. they can be cut on site for either right or left handing. Frames are fitted between solid upright posts either in hardwood form (TS520) for glazing or softwood (TS520S) for solid.

- Take a length of upright post (TS520) and cut to size (floor to ceiling height less 32mm). Using a small off cut of head channel position brackets (TS500) on one end of the post so that they will fit tightly within the head channel when the post is in place.
- Having pre-drilled the head channel, fix in place using wafer head screws. Where fixed into a solid partition, fix the base of the post into the steel channel (TF202). Where fixed into a glazed partition fix the post into the end of the softwood base through the rebated part of the section ensuring that the post is plumb in both directions.
- Using the pre-cut transom (TS520) supplied with the door frame set the distance between the posts at both the head and the base.
- Take another upright post (TS520) and using the procedure described above fix into position ensuring that the post is plumb in both directions.

### Fixing Option 1

- Decide on the handing of the door and trim the door frame legs to suit. To determine the height of the bottom edge of the transom and allowing a 6mm gap beneath the door, add 34mm to the height of the door. Measure from floor level and mark the height on the door stud. (where unusually thick floor coverings are encountered the 6mm gap should be increased accordingly).
- Fix transom brackets (TS500B) to the transom, align with the marks on the upright post and fix in position.
- Door frame legs are supplied mitred at both ends and 50mm oversize and are trimmed to suit once the handing of the frame has been decided. The frame is manufactured to allow for a 3.0mm gap around the edge of the door so the door leg should be cut to provide a clear opening allowing for the door height, plus the 3.0mm gap at the head and a 6mm gap at the base. e.g.  $1981 + 3.0 + 6.0 = 1990\text{mm}$ . The distance is used to measure from the inside of the mitre. Cut the frame legs to size and put to one side.
- Taking the pre-cut door head pre drill three holes, one at either end and one in the centre of the section through the intumescent strip rebate. Notch the inside of the mitre at either end of the transom so that when in position it does not snag on the transom fixing bracket. Fix in place using 38mm N° 8 woodscrews.
- Pre drill both door legs and lever into position, fixing through the intumescent strip rebate.
- Once in position fix the frame into the partition through the pre-drilled holes in the rebate behind the frame stop, using 38mm x N° 8 woodscrews. Fix the hinges into the frame and using this as a guide, mark the position on the edge of the door and cut out the lipping as required.
- If the module is to be solid above the door then cut and fit the solid panel as previously described.
- If the panel above is to be glazed then follow the half glazed construction procedure.
- Once complete fit the intumescent strip (TS590) to conceal frame fixings.

### Fixing Option 2

(See Overleaf)

## 11: DOOR FRAME INSTALLATION (Continued)

### Fixing Option 2

- Decide on the handing of the door and trim the door frame legs to suit. To determine the height of the bottom edge of the transom and allowing a 6mm gap beneath the door, add 34mm to the height of the door. Measure from floor level and mark the height on the door stud. (where unusually thick floor coverings are encountered the 6mm gap should be increased accordingly).
- Taking the pre-cut door head pre drill three holes, one at either end and one in the centre of the section through the intumescent strip rebate. Notch the inside of the mitre at either end of the transom so that when in position it does not snag on the transom fixing bracket.
- Door frame legs are supplied mitred at both ends and 50mm oversize and are trimmed to suit once the handing of the frame has been decided. The frame is manufactured to allow for a 3.0mm gap around the edge of the door so the door leg should be cut to provide a clear opening allowing for the door height, plus the 3.0mm gap at the head and a 6mm gap at the base. e.g.  $1981 + 3.0 + 6.0 = 1990\text{mm}$ . The distance is used to measure from the inside of the mitre. Cut the frame legs to size and put to one side.
- Pre drill both door legs in the intumescent strip rebate position on the door post and fix through the rebate using 38mm N° 8 woodscrews.
- Taking the door head, place on the top of the fixed legs, drill and fix the section through the mitre corners using 38mm x N° 8 woodscrews.
- Having attached brackets (TS500B) to both ends and sides of the transom (TS520/838) slot the section into the back of the door head and screw fix to the upright. Screw fix the door head up to the transom using 38mm N° 8 woodscrews through the holes previously drilled through the intumescent strip rebate.
- Fix the hinges to the frame and using this as a guide, mark the position on the edge of the door and cut out the lipping as required.
- If the module is to be solid above the door then cut and fit the solid panel as previously described.
- If the panel above is to be glazed then follow the half glazed construction procedure.
- Once complete fit the intumescent strip (TS590) to conceal frame fixings.