

INSTALLATION GUIDE



TRANZFORM[®] Sound • TRANZFORM[®] Space

The Cookson Company

1901 S. Litchfield Road
Goodyear, AZ 85338
1.800.294.4358
www.cooksondoor.com

INSTALLATION GUIDE - CONTENTS

Introduction	2
Step 1. Job Site Meeting with General Contractor	2
Step 2. Locate Material at the Job Site	2
Step 3. Verify Project Information	3
Step 4. Verify Field Measurements	3
Step 5. Verify Panel Length (Slat Length)	3
Step 6. Find Centerline of the Header	4
Step 7. Track Installation	4
Step 8. Identifying...and Proper Placement of Product Sections	5
Step 9. Installation of Jamb End Sections	5
Step 10. Installation of Center Sections	5
Step 11. Installation of the Lead Post Assembly	6
Step 12. Installation of Small “Repair Track” Sections	6
Step 13. Installation of the Striker Jamb	6
Step 14. Unbundle the Product Panel Sections	7
Step 15. Check Proper Sound Control Liner Height	7
Step 16. Trim Sweep Flaps	7
Step 17. Joining Product Sections Together	8
Step 18. Jamb the Folding Product to the Wall	8
Step 19. Connect Top and Bottom Sweep	9
Step 20. Trimming the Bottom Sweep	9
Step 21. Install Tie-Backs	9
Addendum – Forms, Drawings, Photos, etc	10
Closing – Overview, Maintenance / Cleaning / Warranty Information	

INSTALLATION GUIDE

Introduction – General Installation Instructions

These instructions have been prepared to assist Cookson field service technicians and affiliated authorized Cookson distributors and installers to become better acquainted with the field procedures for installing Cookson TRANZFORM folding partition, wall, and door products. Cookson folding products set the standard for quality, durability, and sound control. To ensure this continued Cookson commitment to product excellence, we have prepared these general installation instructions to assist in maintaining our existing standards for quality installation. These instructions outline a step by step recommended sequence, which should be consistently followed to correctly complete the installation of all TRANZFORM Sound and TRANZFORM Space side folding products.



Step 1: Job Site Meeting With General Contractor

Upon arriving at the job site the installer should request a meeting with the job superintendent. The purpose of this meeting is to review the architectural drawings and identify all locations for the Cookson folding products. This is also a helpful time to review critical time lines for the completion of the project. Be sure to check all product locations noted on the architectural project drawings, floor plans and detailed schedules.



Step 2: Locate Material at the Job Site

Following the meeting with the job superintendent the installer should locate the material on the job site. In accordance with the project specifications, this material should be stored in a "dry area which is protected from the elements which may damage the materials".



Step 3: Verify Project Information

Located in the hardware box is a project sheet containing specific information about the product being installed. (See Addendum sheets A-1 and A-2). Before any work is started on the installation, the installer should double-check this information to ensure that the job site corresponds with the product that was shipped. In addition, the installer should ensure that the correct product boxes are properly located at the correct site opening (i.e.; Door P-1, Room 115, or Gymnasium, etc.) The intended location is marked on the boxes as shown in photo.



Step 4: Verify Field Measurements

A helpful practice for all installers prior to starting the installation, is to double-check field measurements to verify accuracy. Normally this is done every 5 or 6 feet across the opening height along with one measurement to determine the width across the floor surface. Again, please refer to the project information sheet for verification and other required details.



Step 5: Verify Panel Length (Slat Length)

Using the information provided on the project information sheet (noted above in Step 3), the installer should then open the section boxes and determine that the actual manufactured panel length (slat length) is consistent with the information provided in the project sheet. This is a simple measurement, which may ultimately save time and money if the dimensions do not correspond.



Step 6: Find Centerline of the Header

The installation of the folding product will always begin with the track. The installer first needs to determine the centerline of the contractor supplied plywood header. Keep in mind that most folding products less than 14 feet in height will be installed on 12" headers. For products over 14 feet with plumb bars, the header width will be 14". Once the centerline has been determined, it is then necessary to strike a chalk line. For "Recessed Track" the chalk line should be offset 3" from the centerline. This will be the point where the first section of track will be installed. This can be easily done by making a pencil mark 3" from the centerline at both ends. Drill a screw to attach a chalk line and simply strike a chalk line down the complete length of the header assembly. For installation of "Surface Track", the chalk line of the header and the track spacer or chain guide will be installed down the header centerline (center chalk line). Also refer to Addendum sheets A-3, A-4, A-5 and A-6.



Step 7: Track Installation

All track is to be fastened to the header by using # 10 x 2-1/2" flat head "full thread" screws provided by Cookson. It is recommended that the long pieces of track are installed first. You will notice that you can determine the orientation of the track sections by the spacing of the screw holes. All joint ends of the track will have three holes spaced 3" on-center. Track for stacking jamb ends will have the mounting holes spaced 6" on-center. Track for the striker jamb ends will have the holes spaced 12" on-center. All other hole spacing for track installation will be 12" on-center. It is recommended that the installer begin the installation of the track by aligning the screw holes in the track with the chalk line. Starting at the joint end or front of the track, install one screw followed by inserting a screw at the center portion of the track and one at the rear or stack end of the track section. Once the first track section is in place, remove the second piece of track from the box and install it in the same fashion. With all track sections in place, the installer should then start at the rear or stack end of the opening and install all of the remaining screws. It is recommended that the last two screws be left out at the joint end to assist in proper alignment as the final section of track is installed. Refer to Addendum sheet A-7.



Step 8: Identifying... and Proper Placement of Product Sections

The sequence for installation of panel sections is as follows:

1. jamb, 2. Center, and 3. lead post. You will notice from the section boxes that the product sections are marked either "A" or "B" for single slide and "A", "B", "C" and "D" for all bi-parting products. To determine whether a section is "A" or "B" for single slide products, face the stackend of the product, and the section on your left will be section "A" and on your right section "B". If the opening is for a bi-parting product, face the opening with the desired position of the operating latch leadpost to your right side, turn left 90 degrees and face the stack end, section "A" will be on your left and section "B" will be on your right. Now by turning and facing the opposite stack end, section "C" will be on your left and section "D" will be on your right. The installation of panel sections should always begin with the jamb section marked "A".

**Refer to Addendum Sheets
A-8, A-9 and A-10**

Step 9: Installation of Jamb End Sections

Using the small installation track section found in the track box, line up the track as shown in the photo. You may find it helpful to install a few screws on the inside to prevent any movement as you slide the panel sections onto the track. When inserting the installation track for jamb sections, please keep in mind that with the finished side of the product facing up, the first roller on the jamb side should be in the UP position (see photo). Once the installation track has been inserted onto the roller assemblies the section can then be lifted into position and slid onto the track (see photo). Be aware that the small installation track section is not fastened and will fall as the door section slides onto the track so be prepared and position yourself to avoid being hit.



Step 10: Installation of Center Sections

To begin the installation of the center sections of the folding product, remove the packaging and insert the small piece of installation track. Remember that when the door is positioned with the finished side up, the roller on the lead post side should be in the UP position while the roller on the jamb side should be in the DOWN position (see photo). The panel section can then be lifted into position and slid onto the track. Refer to photo in Step 9. Once the installation of jamb and center section is complete for side "A",.... the same procedure is repeated for side "B".



Step 11: Installation of Lead Post Assembly

After the jamb end and center sections have been installed, the lead post assembly can then be installed as follows. Begin by locating the lead post section box. Hang the lead post from the ceiling track by lifting the lead post assembly into position and slide the trolley rollers onto the track. The lead post assembly is now ready to be joined together with the panel sections.



Step 12: Installation of Small “Repair Track” Sections

To install the small track sections, the installer should begin by removing the alignment screws used to install the panel sections. Lift the small track sections into place. Note that these sections will always need to be cut to the precise length on the job site. Cut track on jamb side so factory edge can butt. Once the track has been properly cut to size; check to ensure that it fits into the opening properly. When necessary use the blunt end of the hammer and tap lightly on the edges near the joint to ensure all the track seams are smooth and flush. Once this has been done the final screws can be inserted to complete the track installation.



Step 13: Installation of the Striker Jamb

The procedure for installing the striker jamb begins by measuring the finished height. The installer should remove the PVC seal, which comes, installed in the striker jamb. The top end of the striker can always be identified as being above the elongated end of the latch plate (see photo). When cutting the striker jamb to the precise dimension of the field condition, always cut the bottom end. Now that the striker has been cut to the precise opening length, it can be lifted in position. Use a level to ensure it is plumb and use the required screws to attach it in place. Once the striker jamb is secure, slide the lead post into position to check the latch plate height and adjust spring clip for proper alignment (see photo). The PVC striker seal can then be reinstalled. You may need to cut this to proper height as needed.



Step 14: Unbundle the Product Panel Sections

Use caution not to damage the product when using a razor knife or equal sharp tool in order to cut the plastic wrapping. Remove all packaging material as required.



Step 15: Check Proper Sound Control Liner Height

To check the proper length of the interior sound control liner, the installer should move the panel sections across the opening. Ideally the sound control liner should have a light friction contact with the finished floor surface with no spaces greater than 1/8 of an inch (see photo). Where the liner crosses uneven floor spots it may be necessary for the liner to be trimmed. It is recommended that scissors be used to cut the liner to the desired length. This should always be done at the location of the panel section when the product is completely installed and in the fully closed position.



Step 16: Trim Sweep Flaps

The sweep flaps are the extensions of the sweep at the top and bottom of the folding product where the panel sections will be joined. At the end nearest the striker, cut the sweeps back approximately 2" from the panel and remove the bead on the top of the sweep as shown in photo. On the panel section nearest the jamb, the sweep flap should be cut flush with the panel. For trimming the top sweep flaps, the sweep should be cut in front of the hole and then cut back along the top of the bead. Remove the bottom portion. This procedure should be started for the panel section nearest the striker. On the jamb end cut the sweep flush with the panel as shown in photo.



Step 17: Joining Product Sections Together

All product sections can now be easily joined together. This procedure is done by folding in the sweep flaps, the installer then takes one of the hinge sections and inserts it as shown in photo. Start at the bottom of the panel sections. To assist in pulling the hinge, place a hammer, large screwdriver, or other smooth tool handle over the hinge as shown in photo (The handle of the tool must be shaped to allow the hinge to slide freely between the floor and the tool.) The tool is used to guide the hinge into place. Apply a soap and water solution in the hinge grooves to create a "slippery surface" and then grab the hinge with a pair of pliers using caution not to tear or mar the hinge material. Electrical tape or other tape can be applied to the pliers ends to prevent material damage. As noted above, by stepping on the tool handle and pulling upward with the pliers, the hinge can be easily maneuvered into place. Once the hinge is at the top of the panel, extend the hinge beyond the top of the panel and tap the hinge clip into the panel groove. Pressing the panel in lightly with your foot will assist the hinge clip to slide into place more easily. The installation of the hinge will be completed by pushing in the clip at the bottom of the panel. This method for pulling hinges should be repeated to join all of the panel sections of the product together. When the panel sections are joined, the interior sound control liner should butt the adjacent panel section. The installer must join the section liners of mating sections with the special liner tape that is provided in the hardware box by Cookson.



Step 18: Jamb the Folding Product to the Wall

Install one of the loose PVC jamb mount pieces by first lining-up the inside edge with the centerline of the track. Drive a screw through the lower end of the jamb mount and into the wall making sure to check the jamb mount with a level to ensure that it is plumb. The Installer should then install the remaining screws to properly secure the jamb mount to the wall. Once the initial jamb mount is secured to the wall, the second jamb mount piece should be installed. Butt-up the second piece of jamb mount against the installed jamb mount and fasten to the wall by installing the proper mounting screws. The Installer can now attach one of the Jamb Product Sections by simply snapping the mating jamb piece of the product section into the proper wall mounted jamb piece. The installer can then fold both top and bottom extra sweep flaps that are attached on either one of the product sections and mount the seal to the inside wall area with a screw to provide an optimum sound seal. The other Jamb Product Section(s) can then be installed and completed in the same manner by snapping-in the remaining product sections into the other mating jamb mount pieces installed on the wall. Refer to Addendum Sheet A-11.



Step 19: Connect Top and Bottom Sweep

The bottom sweep should be pulled so that it lines up evenly. By using a scratch awl tool, the installer should punch a hole through the two pieces of sweep about 3/8" below the product slat and 3/8" away from the end of sweep flap. Now join the two sections of sweep by using a black pop rivet and a backer washer (see photo). Now repeat the same punch and rivet procedure about 1-1/2" to the left or right side of the first installed rivet (left or right as required). The top sweep is joined in the same manner as the bottom noted above by first lining up the sweep evenly, punching a hole and joining the two sections with a black rivet and backer washer and then repeating same again 1-1/2" away.



Step 20: Trimming the Bottom Sweep

The sweep should have a light contact with the finished floor surface. The installer should pull the panel sections out to set the finished assembled product in its proper position. Check sweep for proper fit. If required, trim sweep by using a razor knife. With caution, set a crease with your finger and follow the crease with a cutting blade. At the same time, cut and pull the cut portion of the sweep away allowing tension to be applied at the blade of the razor. This procedure is used across the complete opening on both sides of the finished assembled product if and as required.



Step 21: Install the Tie-Back Straps

Install tie-back straps by first locating the mounting location. The strap mounting brackets should be located 55" above the finished floor. The brackets should be placed so that they butt against the wall jamb mount on both sides of each stack end. Refer to Addendum A-12. Loop strap and velcro strap are interchangeable and can be placed on either side of the product. The connection point loop on the strap will be positioned off-center on one side of the lead post to avoid unnecessary scratch marks on the lead post.





INSTALLATION GUIDE - ADDENDUM



TRANZFORM[®] Sound • TRANZFORM[®] Space



**MANUFACTURING FLOW SHEET
(PROJECT INFORMATION)**

ORDER DATE: 6/3/05

ORDER NO: C000001

JOB NAME: Hazleton Baptist

CUSTOMER NAME: CSPI Berwick

SHIP DATE: 7/1/05

DOOR OPENING SIZE: 20' 0" wide x 14' 2" high

MODEL: TranZform Sound **DOOR TYPE:** Double Part

DOOR NUMBER: P-1, Meeting Room

SLAT INFORMATION

ORDER NO: C000001

NUMBER OF SLATS: 104

SINGLE SIDED: YES

LENGTH OF SLAT: 13' 9 1/2" (165 1/2")

DOUBLE SIDED: N/A

COLOR: Antique Blue

CUT LENGTH

ORDER NO: C000001

VINYL HINGE LENGTH: 13' 7 1/2" (163 1/2") **HINGE COLOR:** Antique Blue

QTY INNER: 52

QTY OUTER: 56

LEAD POST - MALE: 13' 9 1/2" (165 1/2")

FEMALE: 13' 9 1/2" (165 1/2")

WING MOUNT: 13' 9 1/2" (165 1/2")

QTY: 4

CHAIN GUIDE: YES

TYPE TRACK: Surface

PIECES OF TRACK:

TRACK LENGTH:

6" SPACER: N/A

STRIKER: N/A

JAMB END - SOUND: 13' 9 1/2" (165 1/2")

QTY: 4

SPACE: N/A

QTY: N/A

JAMB WALL MOUNT: 14' 0 3/8" (168 3/8")

QTY: 4

HALF SLAT: N/A

QTY: N/A

HALF SLAT MOUNT: N/A

QTY: N/A

ADDENDUM A-1

MANUFACTURING _____

PACKING _____

FILE _____

ASSEMBLY

ORDER NO: C000001

SINGLE SLIDE: N/A

SLAT LENGTH: 13' 9 1/2" (165 1/2")

DOUBLE PART: YES

NUMBER OF SLATS: 104

LOCK: YES

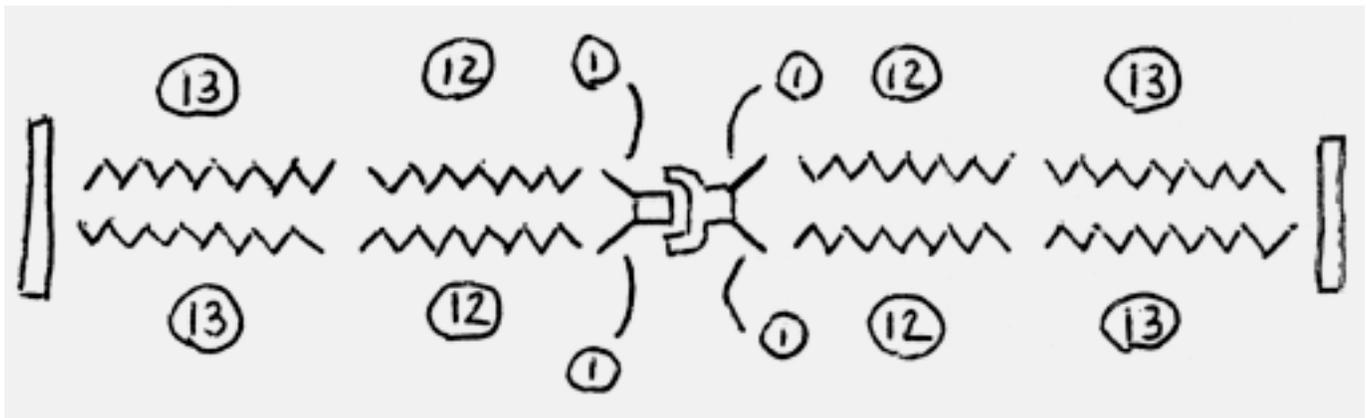
COLOR: Antique Blue

PLUMB BAR: N/A

PIECES OF TRACK:

SOFFIT: YES

ASSEMBLY DRAWING



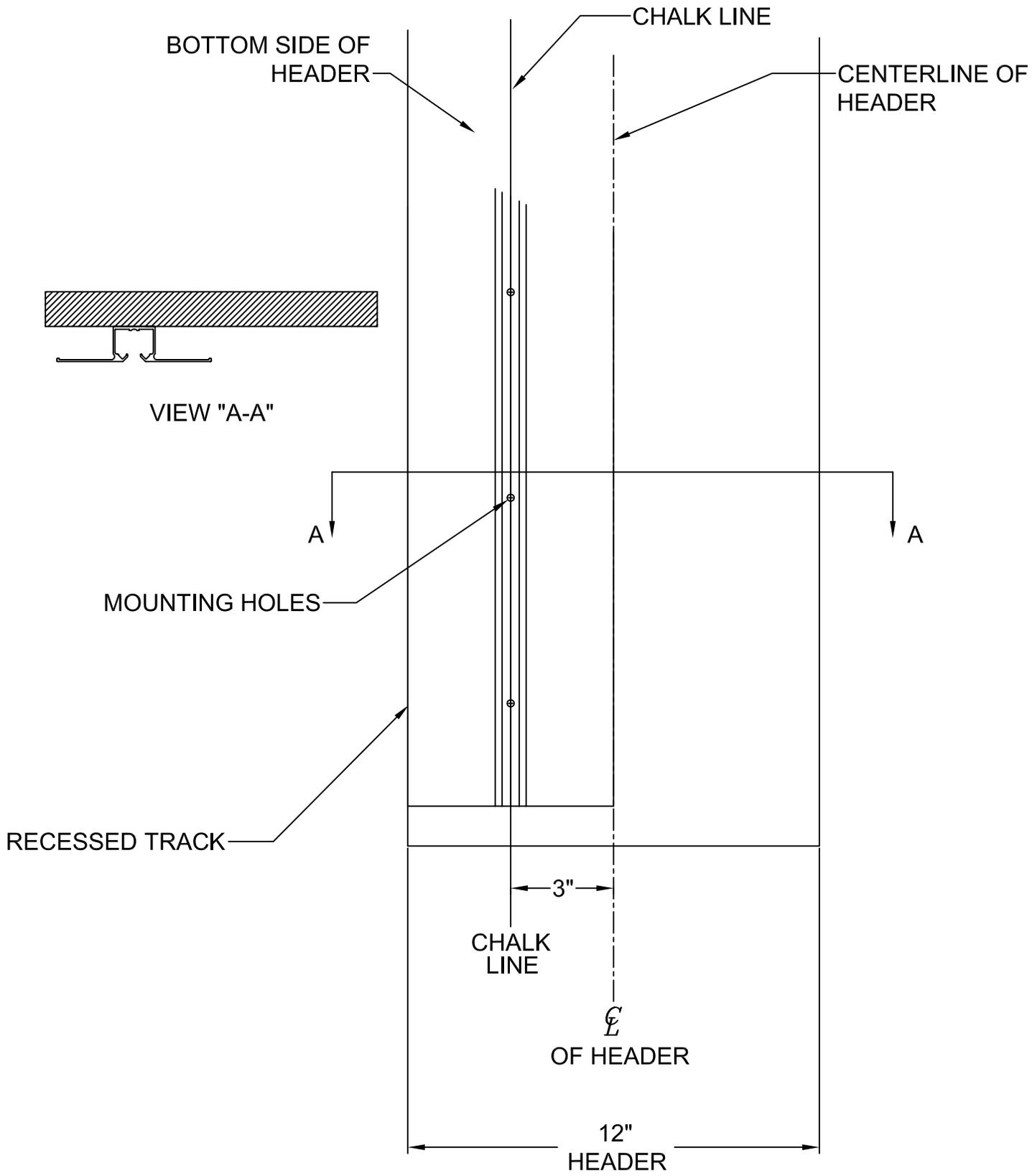
ADDENDUM A-2

MANUFACTURING _____

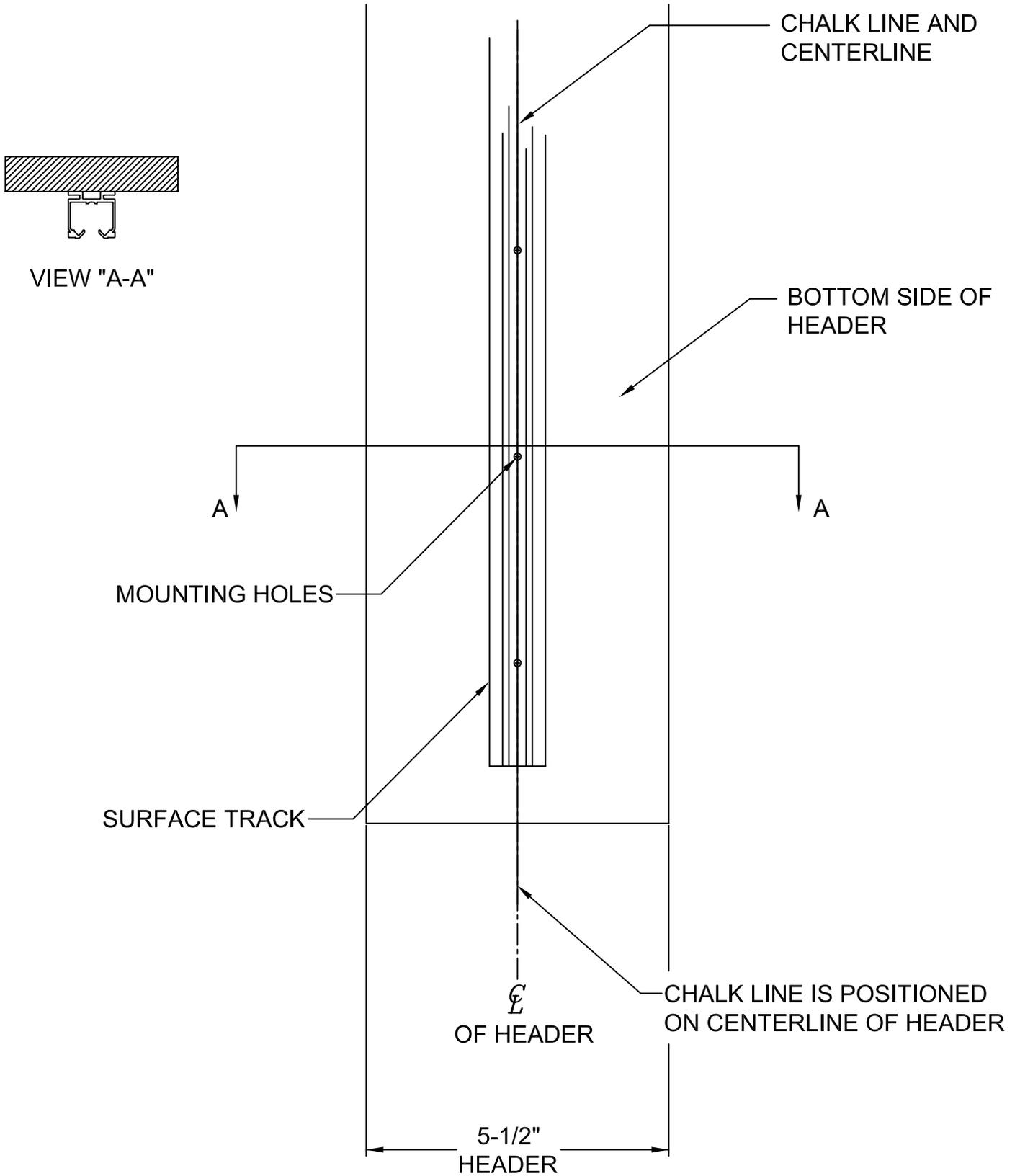
PACKING _____

FILE _____

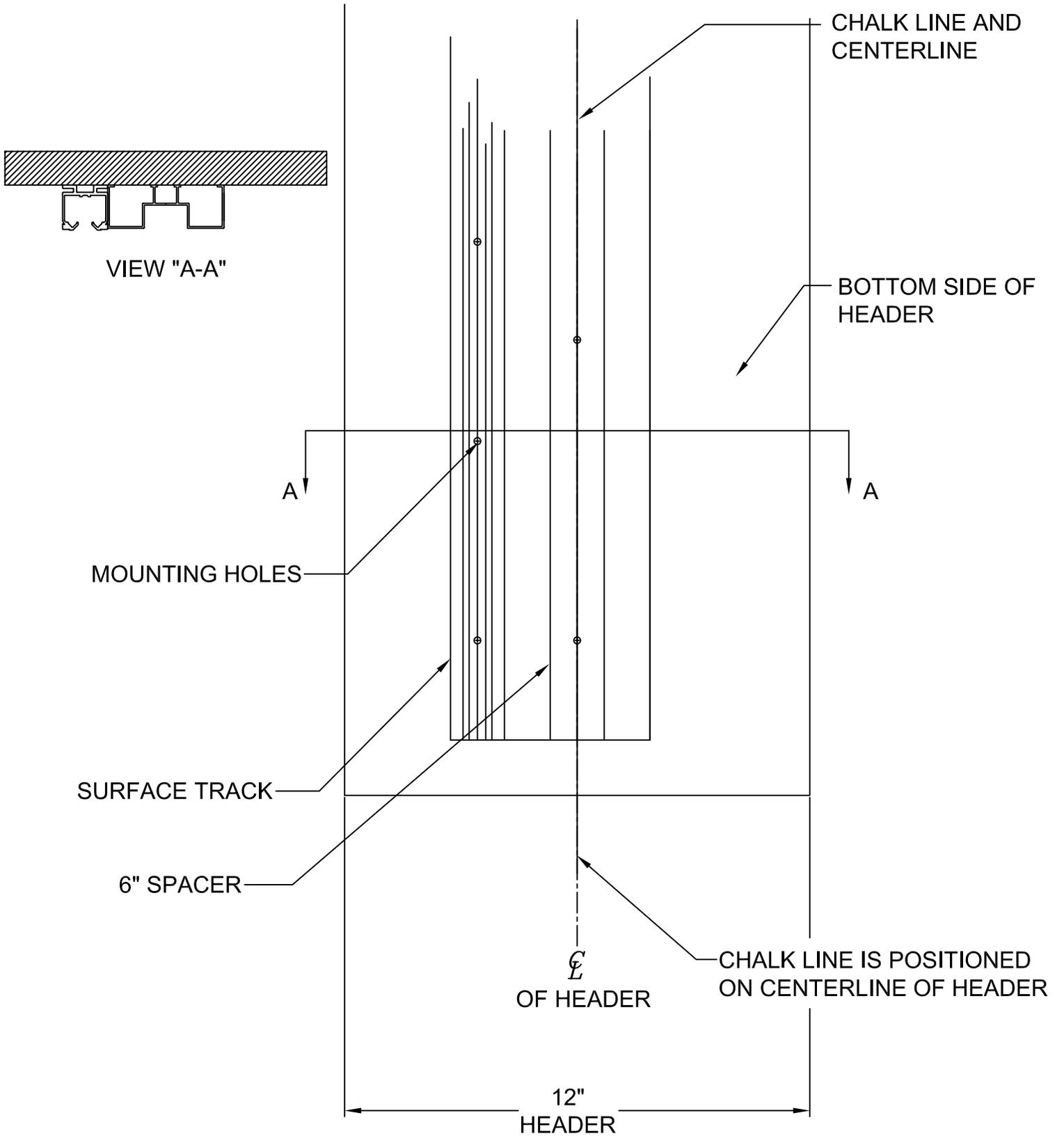
TRACK CHALK LINE LAYOUT (RECESSED TRACK)



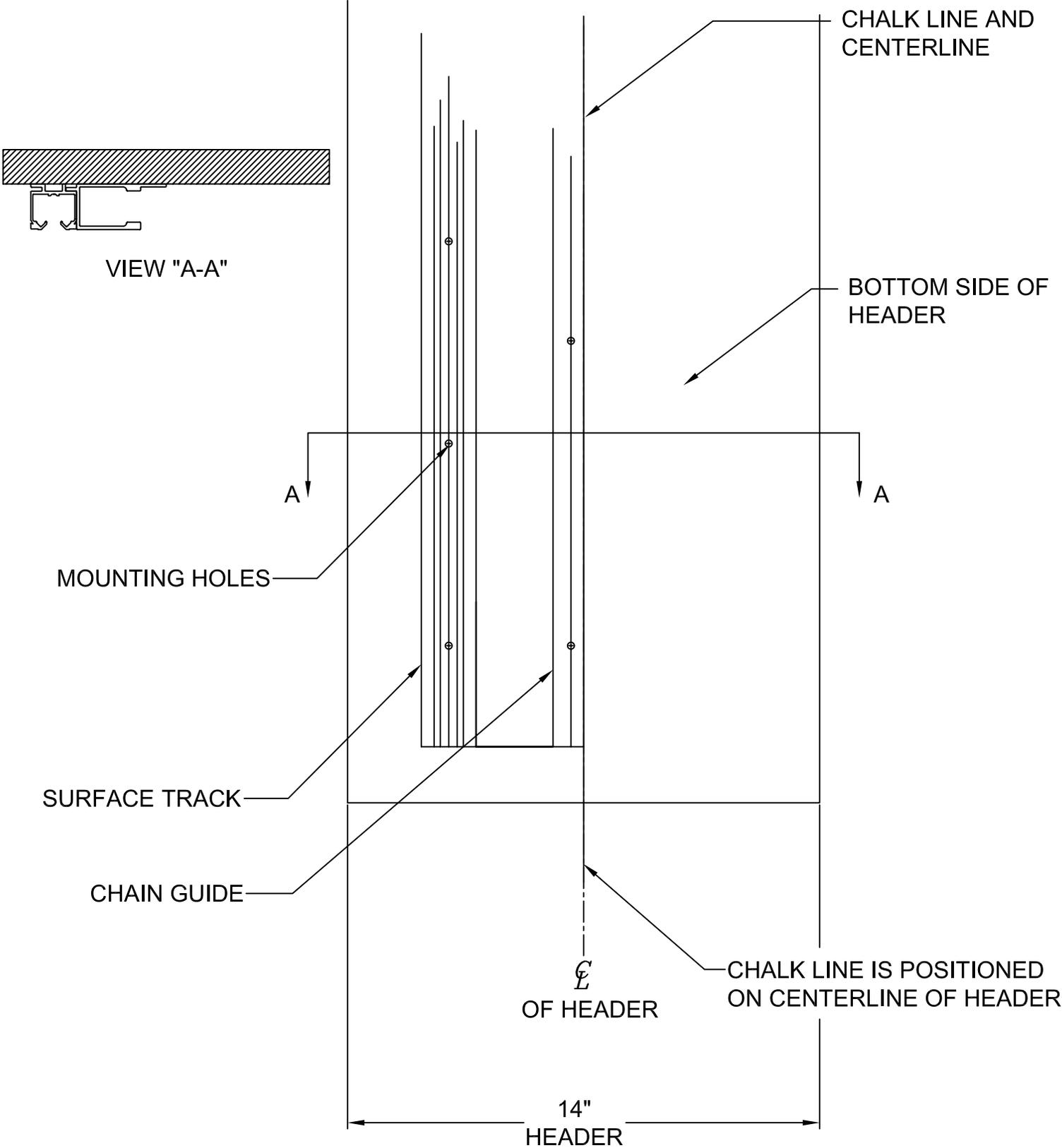
TRACK CHALK LINE LAYOUT (SURFACE TRACK)



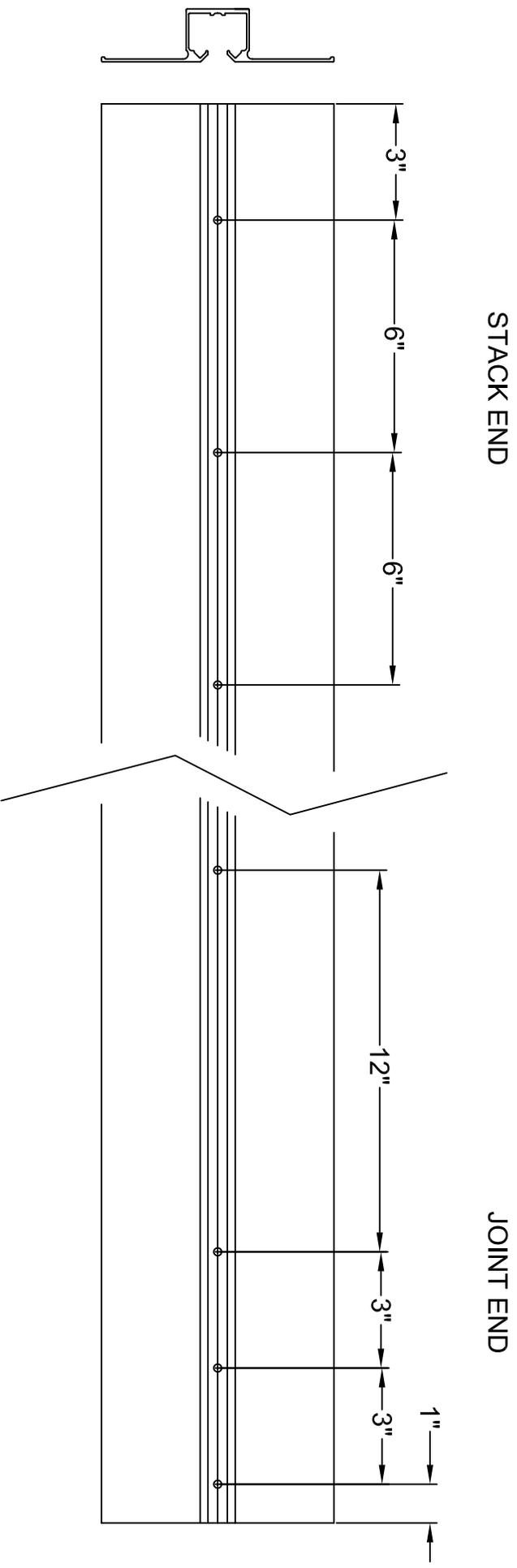
TRACK CHALK LINE LAYOUT (SURFACE TRACK W/6" SPACER)



TRACK CHALK LINE LAYOUT (SURFACE TRACK W/CHAIN GUIDE)

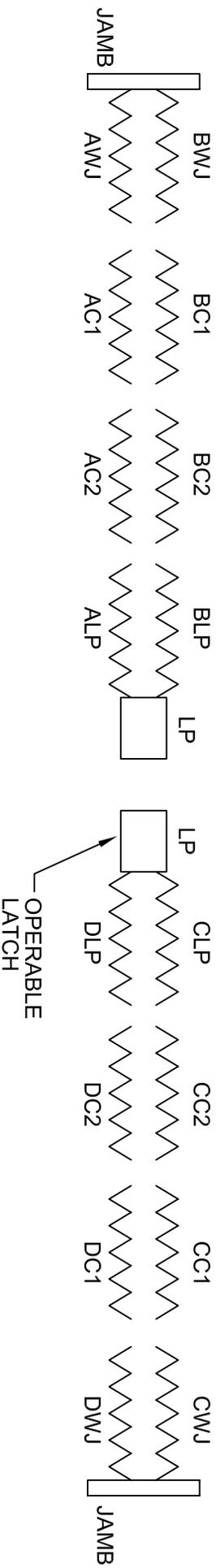


TRACK HOLE SPACING (TYPICAL FOR ALL TRACK TYPES)



PRODUCT SECTION MARKINGS AND PROPER PLACEMENT

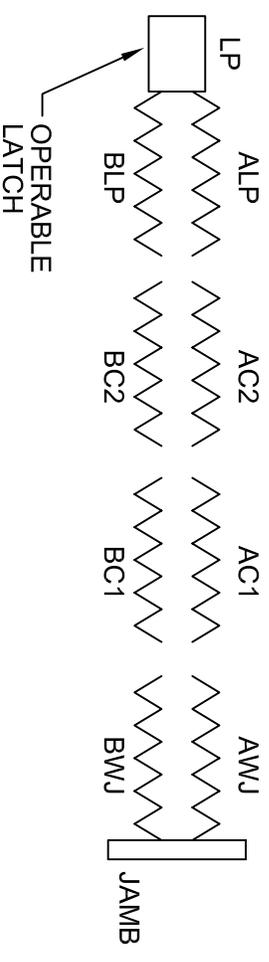
TRANZFORM SOUND



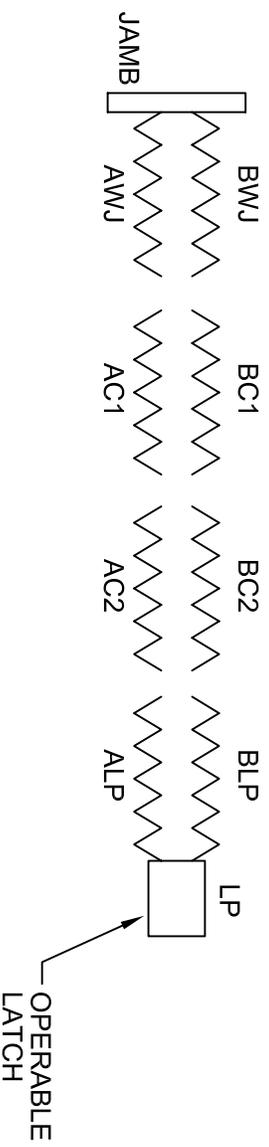
BI-PARTING VIEW SIDE

PRODUCT SECTION MARKINGS AND PROPER PLACEMENT

TRANZFORM SOUND



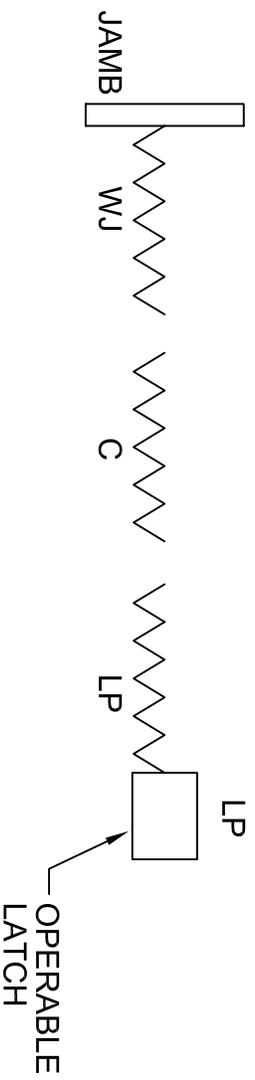
SINGLE SLIDE VIEW SIDE



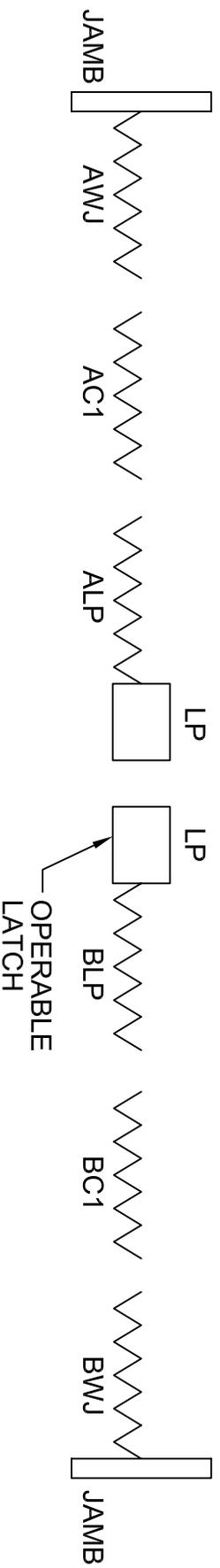
SINGLE SLIDE VIEW SIDE

PRODUCT SECTION MARKINGS AND PROPER PLACEMENT

TRANZFORM SPACE



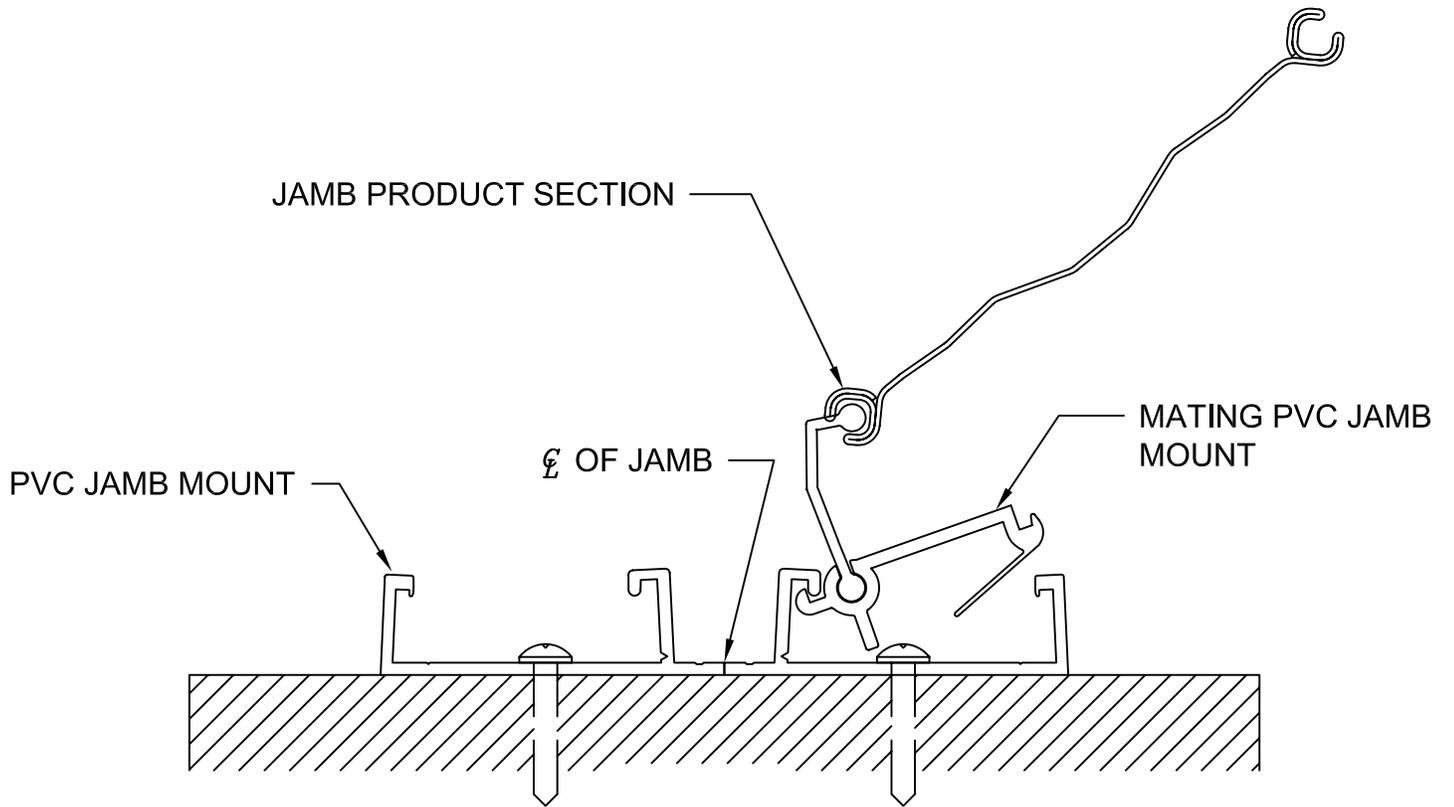
SINGLE SLIDE VIEW SIDE



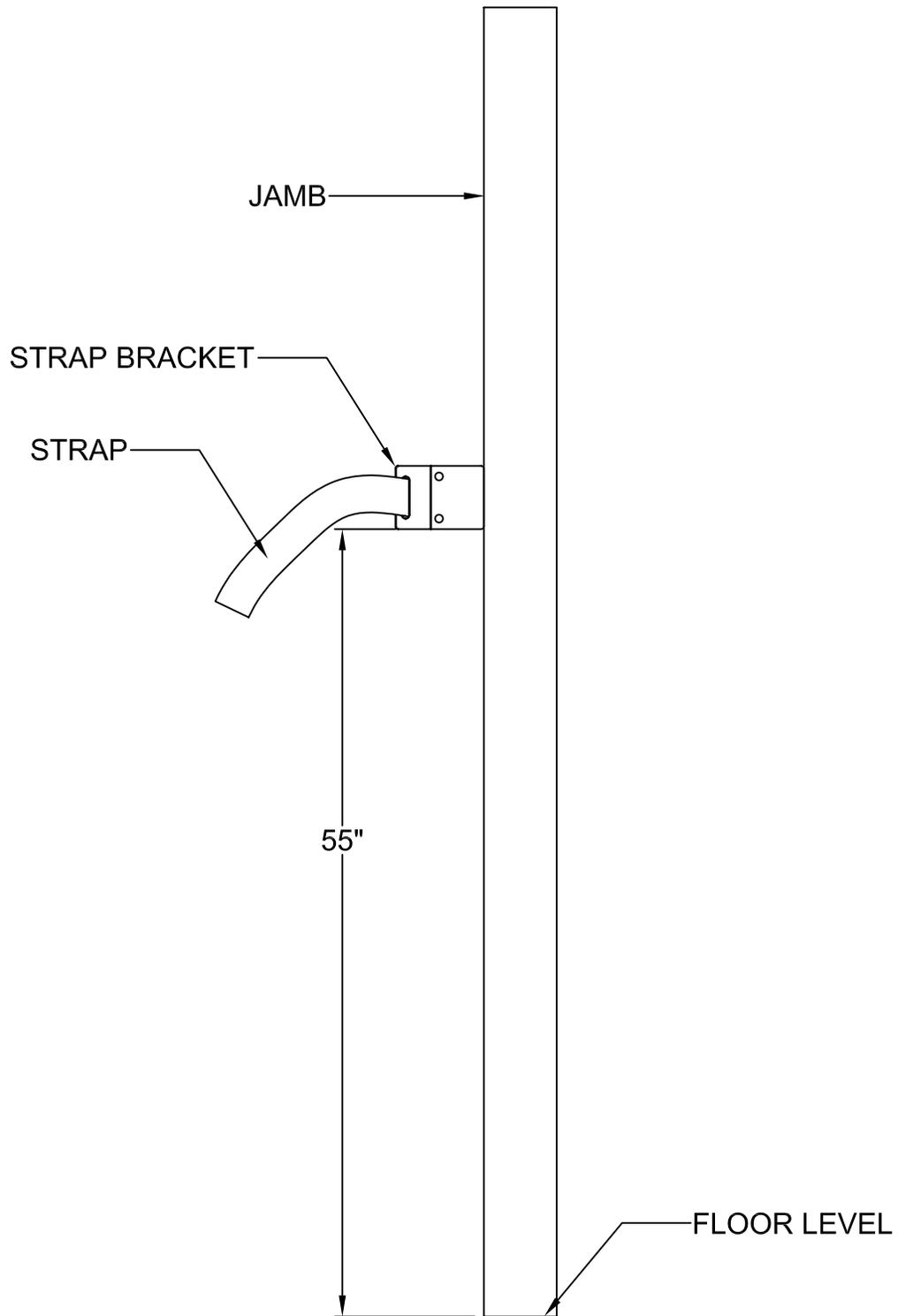
BI-PARTING VIEW SIDE

TRANZFORM SOUND

JAMB CROSS-SECTION



STRAP BRACKET LOCATION



Closing – Overview, Maintenance / Cleaning

Cookson hopes this general installation instruction will assist you in better understanding the basic installation procedures for Cookson TRANZFORM products. It is recommended that all Cookson folding products be properly maintained on a regular basis. Please refer to the Cookson TRANZFORM Products Maintenance Manual for details. Any cleaning of the panels and lead post should be done with water and a mild soap detergent.



Cookson Quality Warranty

Materials are warranted against product defects and workmanship for a period of 24 months from date of shipment.

For additional resource materials, please contact Cookson at 800.233.8366 or e-mail at service@cornellcookson.com.

