

# **ADDRESS PLAQUE POST INSTALLATION GUIDE**

TOLL FREE: 1-800-705-1446 WE CAN HELP!

### **CALL BEFORE YOU DIG**

No matter where you do business, the gas, electric, cable TV, water, and sewer lines that serve you may very likely be underground. If you are planning a project that involves digging, state laws require you to notify your utility company at least three working days in advance. Most will come to your premise at no charge to mark the buried utilities on your property, so they won't be cut or damaged by you or your contractors. It's one phone call that can save time, money – and your life!

### INSTALL POLE INTO CONCRETE PYLON (ELECTRICAL SERVICE OPTIONAL)

- Use a post digger to create a hole to fit a 12" diameter Sonotube concrete form at the desired length. Length will vary depending on the height of the lamp post and local recommendations. 18"-24" Burial depths are common for most conditions. Cut the form at the desired length. If adding electrical service, drill a hole at the bottom of the form and fit the form with 1/2" diameter PVC conduit and a 90 degree elbow. Glue the pieces together with PVC cement. Center the conduit, rising conduit above form 72". Tape elbow to hole at bottom of form to hold in place until concrete is poured. Cover each end of conduit with tape to protect and keep debris out.
- 2) Place the concrete form in the hole and level it being sure to keep conduit centered in the desired location.

**NOTE:** The form can protrude above ground 2"-4" to provide protection for the finished lamp post from ground moisture and yard equipment. Backfill the outside of form as necessary, checking the top of the form with 2' level. Tamp the soil to secure form.

- 3) Place 8' pole over the conduit and use level to assure straightness. After checking the form for level one last time, pour concrete into form and around pole and smooth surface with a hand float. Use a damp cloth to clean concrete residue from powder coated pole
- 4) Allow 48 hours for concrete to cure prior to attaching address plaque, lamp or finial.

#### **RUNNING CONDUIT**

- Dig an 18-in.deep trench from the light post to the power source. Remove the concrete form and remove tape from the conduit stub. Glue the first length of conduit to the stub with a coupling. If you need to make a turn, glue a 45 degree or 90 degree elbow in place.
- 2) To tap the GFCI-protected receptacle, first shut off the power to the receptacle, and remove its weather-proof cover. Next, install a metal extension box over the receptacle. Then, run 1/2-in. EMT conduit between the box extension and a tee conduit body. Extend a length of conduit down from the tee conduit body through the deck. Join the EMT and the PVC conduit under the deck with a male adapter and a threaded coupling Bring a second length of conduit up from the tee conduit body for a switch box, and install the switch box. Tighten the fittings.

#### **COMPLETE ELECTRICAL CONNECTIONS & INSTALL BASE AND LAMP HEAD**

- 3) Install separate insulated 14-ga. wires, avoiding cable, which is too difficult to pull through 1/2-in. conduit. We used a white, a black and a green ground wire. Pull these wires from the receptacle and switch box to the light. Leave at least 8 ft. of excess wire at end of conduit.
- 4) Slide pole base (optional) over pole and slide down to concrete pylon. Secure base by tightening (3) set screws.
- 5) To Install the light head on the post, feed wires into the post from the bottom, until they protrude through the top. Connect the wire leads from the light heads to the circuit wires. Join like-colored wires with twist connectors. For strain relief, tape the wires together with vinyl tape. This keeps the weight of the dangling circuit wires from straining the connections.



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# ADDRESS PLAQUE POST INSTALLATION GUIDE

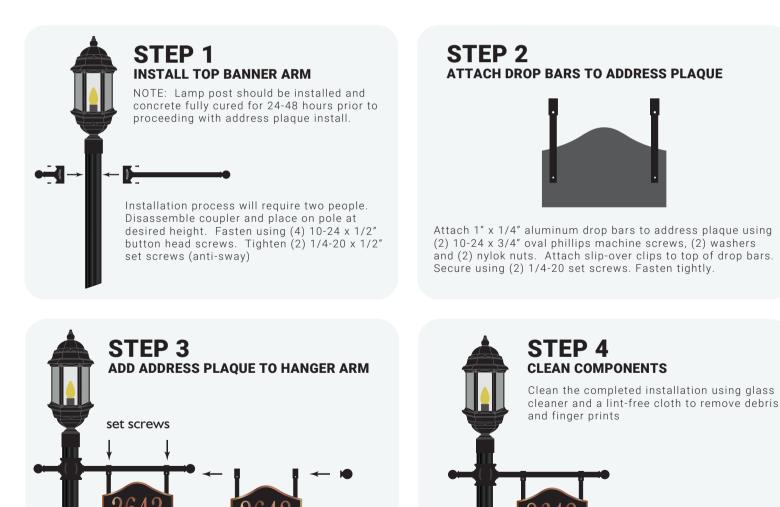
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## **COMPLETE ELECTRICAL CONNECTIONS (CONT'D)**

6) Now all that's left is the electrical connections at the house. The black wire from the light runs to the switch box. A second black wire runs from the switch box and is connected by a pigtail to the black wire that comes from the house, and to the receptacle's brass screw. Bring the white and green circuit wires from the light directly into the receptacle box, pigtail them to the white and green wires from the cable that comes from the house, and attach them to the outlet receptacle. The white wire attaches to the receptacle's silver screw, and the green wire to the green screw. The pigtailed black wire is connected to the brass screw.

**NOTE:** To ensure that the electrical assembly is safely grounded, the switch must have its own ground wire, and the metal conduit and fittings must be grounded. A green wire from the switch box is connected by a pigtail to the cable that comes from the house and the green wire from the light. At the switch, it is pigtailed with two wires. One length from the pigtail attaches to the switch's green ground screw, the second is bonded to the switch box. Finally, connect the two black wires to the switch as shown.

7) Install the weatherproof cover plate over the switch box. The external lever will control the toggle beneath it.



Remove ball end finial. Carefully slide completely assembled address plaque onto hanger arm. Center plaque. Tighten (2) set screws at top to hold address plaque rigidly in place. Reattach ball end finial and firmly tighten.

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