EXTERNAL - STATIONARY TRUCK FLAGPOLES

FOR QUICK AND PROFESSIONAL RESIDENTIAL INSTALLATION READ ALL INSTRUCTIONS BEFORE PROCEEDING

GROUND SLEEVE INSTALLATION:

- **STEP 1 -** Following the dimensions found on the back page "Foundation Dimension" sheet, dig your hole. You may want to call your local utilities locator office to make sure you have no underground utilities or sprinkler lines in the spot where you are installing your flagpole. Also make sure that your location is safely away from all overhead power lines or any other hazards.
- **STEP 2** You will need to seal off one end of your PVC ground sleeve. Tape it off with duct tape or similar product so that no moisture or cement will back up into the inside of the sleeve.
- **STEP 3** Set your sleeve in the center of your pre dug hole making sure it sets level. Make sure the top of your sleeve sets 1" above the finished grade.
- STEP 4 Using 3000 PSI cement (pre mixed or bagged quick set post mix), pour cement into hole around sleeve. Fill about 1/3 of the way and check the plumb of your sleeve with a level. Continue to fill the hole, checking for plumb as you go. When you reach your finished grade smooth the concrete for a nice finish and check for final plumb.

We recommend that you let the ground sleeve set for at least 24 hours before standing your flagpole so that the cement can set up. However, you can set your ground sleeve and stand your pole on the same day if you let the cement set up at least 24 hours before placing your flag on the flagpole. Be sure to use the quick set post mix concrete. While you are attaching all of the hardware to your pole the cement will set up enough to stand the pole (if it is not to wet).

FLAGPOLE INSTALLATION:

STEP 5 – Lay out unwrapped pole on cribbing or other support on ground. If flagpole is in two sections, carefully lay out sections so that the identifying markings (letters/numbers) on the top of the bottom section and the bottom of the top section line up. These markings will need to be lined up for the sections to fit together properly. If you have more than one 2pc flagpole **do not mix up the sections**. Slide sections together until they become tight. You may use a small amount of liquid dish soap to help slip the joint together. You may need to place a wood block at the bottom of the flagpole and with a sledge hammer gently knock the pieces together until the joint comes together. There is a manufacturer's acceptable range of 1" to 1-1/4" gap at the joint. If you do have

a small gap and cannot get the joint any closer it is ok, your flagpole sections will not separate.

STEP 6 – Identify all parts and place them along the pole according to the diagram.

STEP 7 – Starting with the gold ball (A), screw ball spindle into top of truck (B). **DO NOT GRIP THE BALL TO TIGHTEN, GRIP SPINDLE/ROD.** Place the truck on top of the flagpole and secure with set screws. Tighten all nuts and screws. Do not over tighten. A loc-tite type product may be used on all connections.

STEP 8 – Take the polypropylene rope (E), feed it around the pulley on the truck and bring it down the side of the flagpole. Securely tie both ends together forming a complete loop. Before standing the pole, slide the flash collar (F) over the butt end of the flagpole. At approximately 6' up tie it with the rope so that it is secure until the end of the installation process. If you choose not to use the flash collar then tie the rope around the pole to keep it in place.

STEP 9 – Attach the cleat (C) at the desired height. The standard is 4 1/2' above the ground. You can place it any height that is best for your application. To calculate the height on an uninstalled pole, be sure to take into consideration the portion of the flagpole to be in the ground. For example if you are installing a 30' flagpole, the overall length of the pole will be 33'. Thus, 3' (10% of the overall length) will be in the ground. To get the correct height for the cleat you will add the 3'(in ground) to the 4 ½' above ground for a total of 7 ½'. Measure up that distance from the bottom of the pole. Using self tapping screws, drill the screw for the top of the cleat but don't tighten all the way yet. Drill the bottom screw and gently tighten both screws. If using the flash collar make sure it is tied off below the cleat. The cleat can also be attached after the flagpole is stood.

STEP 10 – Stand the flagpole in the ground sleeve that was previously cemented into place. Center the pole inside the sleeve. Be careful when lifting the flagpole that you do so with a partner to safely lift it into the ground sleeve. Have one person hold the flagpole plumb with a level, wood shims may also be used, they are optional and not provided with the flagpole. The other person will begin to fill the space around the pole with **DRY** sand. Be sure to use sand with very little or no silica so it will pack tight. Fill about 1/4 of the way and check for plumb with your level on two sides of the pole (90 degrees apart). Gently tap pole with a rubber mallet to help the sand settle. Keep adding sand and checking for plumb often as you go making adjustments as needed. If you use wood shims you can remove them or leave them in the sand. Fill sand to about 1/4" to 1/2" from the top of the ground sleeve.

STEP 11 – Using a clear silicone or self leveling cement sealant, cover the sand to seal out moisture. Silicone or sealant should completely cover all of the sand. Smooth sealant with trowel.

STEP 12 – If you are using the flash collar, untie it from the rope. Gently slide it down to the bottom of the pole being careful not to scratch your pole. Tie your rope around the

cleat. Using the same silicone or sealant run a bead around the top of the flash collar where it meets the pole. This will help to seal out moisture also.

BE SURE TO LET YOUR CEMENT REST AT LEAST 24 HOURS BEFORE YOU PLACE THE FLAG ON YOUR FLAGPOLE......

STEP 13 – When placing the flag on your pole locate the knot in your rope. Hold the flag so that the middle of the header (white strip of fabric with the gold grommets) is placed over the knot. Measure to the top grommet and attach one snap hook(D) and rubber cover (G) as per the diagram. Measure to the bottom grommet and attach the second snap hook and rubber cover the same way. Raise your flag to the top of the pole leaving about an inch between the pulley and the top of the flag. Be careful not to jam the flag up in your pulley. Gently pull on the rope until it is taut and wind it around the cleat. A trick to keep your rope close to your pole is to wrap the rope around the pole once or twice before you tie it around the cleat.

STEP 14 – Step back and enjoy your flag and flagpole.

FOR A VIDEO DEMONSTRATION OF THIS INSTALLATION PLEASE VISIT OUR WEBSITE www.colonialflag.com under "HOW TO" VIDEOS.

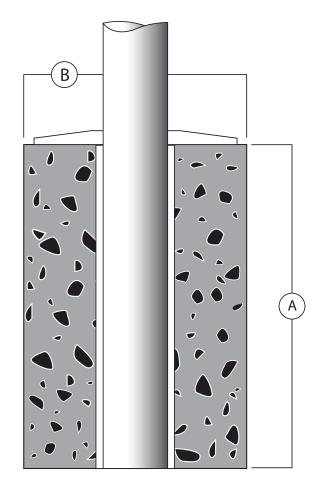
RESIDENTIAL FLAGPOLE GROUNDSET FOUNDATION:

Exposed Height	Base Diameter	Α	В
15′0″	3″	24"	12"
20'0"	3"	24"	12"
20'0"	4"	24"	16"
25′0″	3"	30"	16"
25′0″	4"	30"	20"
30'0"	4"	36"	20"

A: Cement Pier Depth

B: Cement Peir Diameter

Groundset: Our standard foundation method offers the most support ad is the most economical foundation choice.





^{*}Foundation size will vary with soil condition

^{*}These are our suggested dimensions for good, firm, dry soil only.

PARTS CHART

STATIONARY TRUCK



A- Ball



B- Stationary Truck



C- Cleat



D- Snap Hooks



E- Polypropylene Rope



F- Flash Collar*
*upgrade option



G- Snap Hook Covers

