



STATIONARY TRUCK INTERNAL HALYARD CAM CLEAT FLAGPOLES

FOR QUICK AND PROFESSIONAL COMMERCIAL 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.

STEP 2 – Set your ground sleeve in the center of your pre dug hole making sure it sets level. Make sure that the bottom spike is secured in the ground to help steady the sleeve. Make sure the top of your sleeve sets 1” above the finished grade.

STEP 3 – 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 you place your flag on your 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 (if it is not too wet).

FLAGPOLE INSTALLATION:

STEP 4 – 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 5 – Identify all parts and place them along the pole according to the diagram.

STEP 6 – Starting with the gold ball (A), screw ball spindle into top of truck (B). **DO NOT GRIP THE BALL TO TIGHTEN, GRIP SPINDLE/ROD.** Tighten all nuts and screws. Do not over tighten. A loc-tite type product may be used on all connections.

STEP 7 – Take the polypropylene rope (G), feed it through the outer pulley of the stationary truck and over the centering pulley allowing the rope to be fed down the center of the flagpole. The end of the rope with the metal thimble will be on the outside of the pole. You will need to use a tape measure or some other device to feed the rope down inside the pole.

STEP 8 - Once the rope is fed down the center of the pole. Lift the Cam Cleat lever and slide the rope under the lever locking it into place. Pull the end of the rope through the cam cleat opening and lay it outside of the pole for now.

STEP 9 – Mount the stationary truck. You will find set screws around the outer wall of the truck. Once located, slide truck and ball assembly onto top of pole and fasten the set screws tightly against pole. A loc-tite type product may be used on all connections.

STEP 10 – If you are using the flash collar (H), gently slide the collar onto the butt end of the flagpole and move it up to just below the Cam-Cleat opening. Take the plain end of the rope and feed it through the thimble on the other end of the rope. Tie the collar with the rope so that it is secure until the end of the installation process. If you choose not to use the collar then tie the ends of the rope together so they will stay secure.

STEP 11 – 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 or crane to safely lift it into the ground sleeve. Have a couple of people hold the flagpole plumb with a level, wood shims may also be used, they are optional and not provided with the flagpole. Then another 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 12 – 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 13 – Untie the ends of your rope. Be sure to hold onto the end of the rope with the thimble so that it does not pull up to the top of the pole. If you are using the flash collar gently slide it down to the bottom of the pole being careful not to scratch your pole. Attach the quick link (E) to the thimble which is the metal loop on the end of the rope on

the outside of the pole. Attach one snap hook(F) to quick link (this snap hook will connect the lowest grommet of flag). Then hook one end of the retainer ring (C) to the quick link. Hook the counterweight (D) onto the quick link. Wrap the other end of the retainer ring around the flagpole so that the ring makes a complete circle around the pole, attaching the second end to the quick link as well. Tighten the nut on the quick link securing all of these parts to the end of the rope.

STEP 14 – From the snap hook attached to the quick link, measure up on the rope the length of the short side of your flag and attach the second snap hook where the top grommet of the flag will be. Lift the Cam Cleat lever and slide the rope out. Gently raise the rope up the pole until the top snap hook is about an inch from the pulley. Be sure not to jam the top snap hook up in the pulley. Lift the Cam Cleat lever and slide the rope under the lever locking it into place. Gather the excess rope on the outside of the pole and bundle it up using the end of the rope to tie a small knot. Leave about 18” of rope between the bundle and the Cam-Cleat opening. Carefully insert the rope bundle into the flagpole. It will hang inside the pole instead of falling down to ground level where it will get dirty.

STEP 15 – If you are using the flash collar, run a bead of clear silicone or self leveling cement sealant around the top of the flash collar where it meets the pole. This will help to seal out moisture

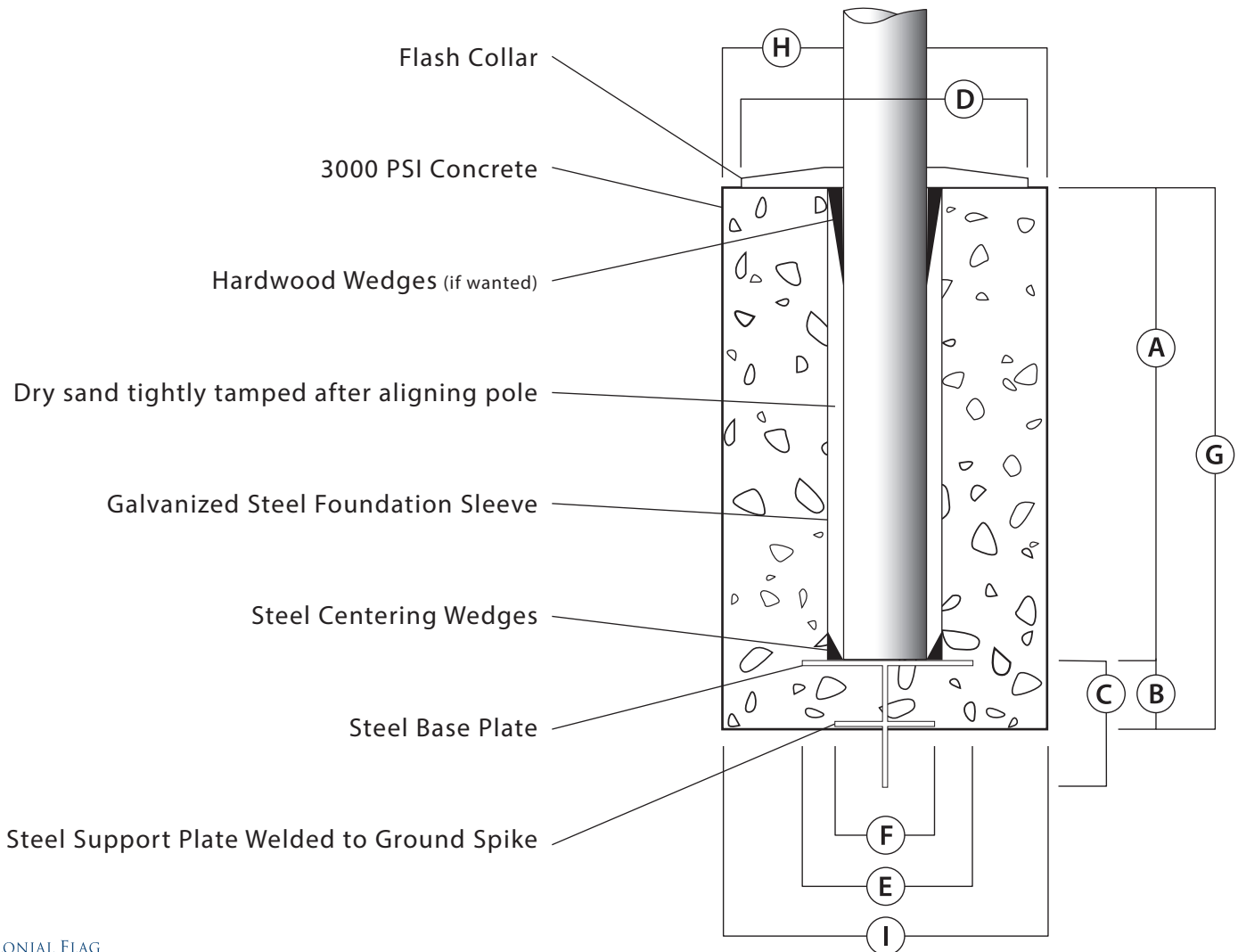
BE SURE TO LET YOUR CEMENT REST AT LEAST 24 HOURS BEFORE YOU PLACE THE FLAG ON YOUR FLAGPOLE.....

STEP 16 – 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

FOUNDATION DIMENSIONS

EXPOSED HEIGHT	A	B	C	D	E	F	G	H	I
20'0"	2'0"	6"	18"	12"	12"	6"	2'6"	30"	30"
25'0"	2'6"	6"	18"	12"	14"	6"	3'6"	30"	30"
30'0"	3'0"	6"	18"	12"	14"	6"	3'6"	30"	30"
35'0"	3'6"	6"	18"	12"	14"	6"	4'0"	36"	36"
40'0"	4'0"	6"	18"	12"	16"	6"	4'6"	42"	42"
45'0"	4'6"	6"	24"	12"	16"	6"	5'0"	48"	48"
50'0"	5'0"	8"	24"	15"	18"	6"	5'8"	48"	48"
60'0"	6'0"	10"	24"	18"	24"	6"	6'10"	48"	48"
70'0"	7'0"	12"	24"	18"	24"	6"	8'0"	60"	60"
80'0"	8'0"	12"	24"	18"	24"	6"	9'0"	60"	60"



PARTS CHART

CAM ACTION SYSTEM



A- Ball



B- Stationary Truck



C- Retainer Ring



D- Counter Weight



E- Quick Link



F- Snap Hooks



G- Polypropylene Rope



H- Flash Collar

