STATIONARY TRUCK INTERNAL HALYARD V-CLEAT FLAGPOLES

FOR QUICK AND PROFESSIONAL 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 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 lease 24 hours before placing your flag on the flagpole. Be sure to use the quick set post mix cement. While you are attaching all of the hardware to your pole the cement will set up enough (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" to1-1/4" 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.** 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 (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 9** Once the rope is fed down the center of the pole, feed the rope through the Colonial V-Cleat then pull the excess through the hole and lay it outside for now. If necessary, remove the V-Cleat, thread the rope through V-Cleat and reinstall V-Cleat in pole.
- **STEP 10** 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 11 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 V-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 12 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 13 – 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 14 – Untie the ends of your rope, be sure to not let go of either end of the rope. If you are using the flash collar gently slide it down to the bottom of the pole being careful not to scratch your pole. Tie the plain end of the rope around the pole and secure it again for now. 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 to the lowest grommet on the 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 15 – 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. Untie the rope from around the pole and gently raise the rope up the pole until the top snap hook is about an inch from the pulley. Be careful not to jam the top snap hook up in the pulley. Using your pointer finger push the rope into the inside of the V-Cleat hole as far as your finger can reach then let go. The rope will lock in 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 V-Cleat hole. 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 16 – Place the door over the V-Cleat opening and secure with lock & key. If the door is loose or too tight to latch properly, gently adjust the black latch (using pliers) on the back of the door moving the latch forward or backward until the door fits nice and snug on the pole.

STEP 17 – 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

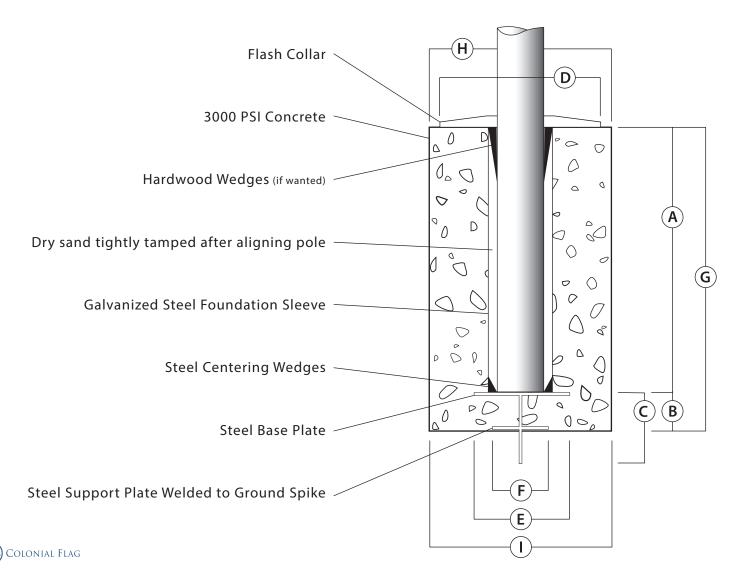
BE SURE TO LET YOUR CEMENT REST AT LEAST 24 HOURS BEFORE YOU PLACE THE FLAG ON YOUR FLAGPOLE......

STEP 18 – 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	В	С	D	E	F	G	н	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″



RESIDENTIAL FLAGPOLE GROUNDSET FOUNDATION:

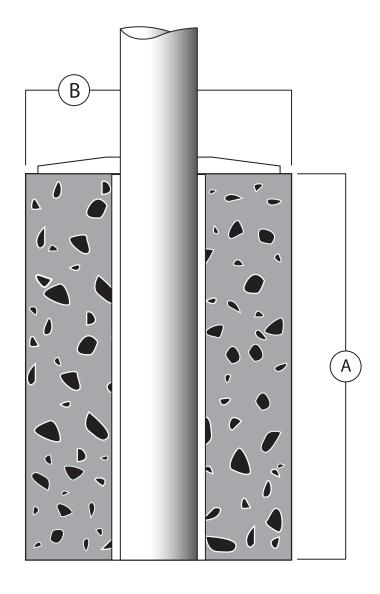
Exposed Height	Base Diameter	Α	В
15′0″	3″	18"	12"
20'0"	3"	24"	12"
20'0"	4"	24"	16"
25′0″	3"	30"	16"
25′0″	4"	30"	20"
30'0"	4"	36"	20"

A: Cement Pier Depth

B: Cement Peir Diameter

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

NOTE: HARDWOOD WEDGES MAY BE USED TO HELP ALIGN POLE.





^{*}Foundation size will vary with soil condition

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

PARTS CHART

V-CLEAT SYSTEM

