



# Universal Locking Hand Hole Cover Installation Guide

Follow these steps to install the Universal Locking Hand Hole Cover.

1. Remove Universal Locking Hand Hole Cover from box.
  - a. Included will be Cover Box, Cover Plate, (2) Bolts, and Backing Bar
2. Check that the lock, sold by others, fits and operates in the body of the cover.
3. Paint the Universal Locking Hand Hole Cover with a high quality topcoat to match the color of the existing pole.
  - a. If you ordered a special paint or powder coat, bypass step #3
4. Remove existing hand hole cover.
  - a. Ensure that power is off to prevent injury.
5. Remove cover plate.
6. Remove lower bolt and set it aside.
7. Loosen upper bolt without removing it completely.
8. Slide backing bar into hand hole.
  - a. Insert the bottom end of the backing bar.
  - b. Slid it into the hand hole until the top section fits into the hand hole.
9. Raise the cover so that the backing bar is inside the hand hole and the bottom bolt hole is visible.
10. Insert the bottom bolt through the body of the cover and thread it into the backing bar.
  - a. Always start the bolt threads by hand to ensure no cross threading.
  - b. Using the windows in the front of the cover, make sure no wires are being pinched between the backing bar and the inside of the pole.
11. Tighten top and bottom bolts uniformly until the cover is seated snugly around the hand hole opening, lip, and weld.
  - a. Still check to confirm no wires are pinched.
12. Install the cover plate by inserting it into the front of the cover box.
  - a. Insert the cover plate, holding the bottom of plate out 1" from the box, and ½" below the top of the cover box.
  - b. Slide the cover plate up, until the cover plate hooks engage, then push the bottom in.
13. Install the lock by holding it at a 15\* angle to the left.
14. Secure the lock
15. Apply a bead of silicone or similar calking around the joint between the Universal Locking Hand Hole Cover and the pole.