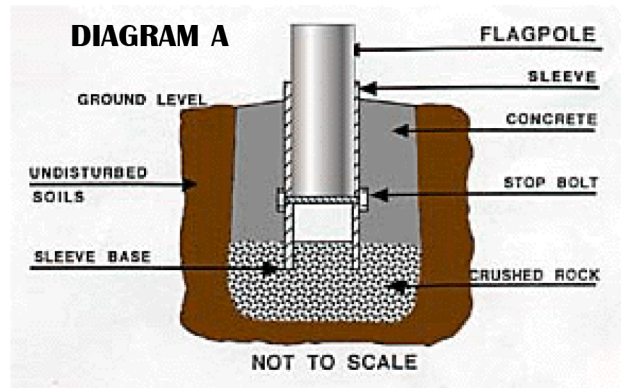


# GROUND SLEEVE INSTALLATION

## Materials Required For Installation:

- \* Telescoping Flag Pole
- \* PVC Sleeve (Included With Pole)
- \* 3 - 5 60lb. Bags Concrete Mix (approx.)
- \* Measuring Tape or Yard Stick
- \* Contractors Level
- \* Small Rock or Course Gravel
- \* Container for Mixing Concrete



## Ground Sleeve Installation Procedure:

1. Read all instructions carefully.
2. Dig a hole approximately 6 times the diameter of the flag pole and 4" deeper than the length of the ground sleeve.  
\*NOTE: A larger hole may be required in light soils.
3. Place a bed of gravel or crushed rock in base of hole.  
\*Refer to diagram A
4. Examine the sleeve and make sure the stop bolt extends throughout the sleeve.  
\*NOTE: This is important because this bolt keeps the flag pole off the gravel/rock base.
5. Place crushed rock or gravel in and around the sleeve to a height of 2" above the base of the sleeve. \*NOTE: This will help in drainage.
6. Mix the concrete following manufacturers instructions.
7. Pour the concrete around the sleeve to approximately 2" from ground level. \*NOTE: DO NOT GET CONCRETE INTO THE SLEEVE!  
Alternate: Pour concrete to ground level and finish to create a mow strip.
8. Place the flag pole into the sleeve and level. When the sleeve is level, carefully remove the flag pole making sure the position of the sleeve is not disturbed.
9. Let the concrete harden for at least 24 hours.  
\*NOTE: We strongly recommend placing a warning or an object near the hole to prevent disturbing the sleeve or personal injury.
10. After 24 hours, install the flag pole and place dirt or other landscape material around the sleeve to create a finished look and this will prevent accidents.

\*NOTE: The plastic cap that is included with the flag pole should be used to cap the sleeve whenever the flag pole is removed. This prevents foreign materials from getting lodged in the sleeve.

**CAUTION: DO NOT USE ANY LUBRICANTS ON YOUR FLAG POLE.  
CLEAN ONLY WITH SOAP AND WATER.**

### Pin Lock Installation: (Polycarbonate Locking Device)

1. Covers release button and locks with nut & bolt or small padlock.  
NOTE: Pole must be in fully raised position.  
(It keeps anyone from lowering the pole.)

