

ALUMINUM FLAGPOLE INSTALLATION INSTRUCTIONS



1. Dig foundation hole four to six times the butt diameter of the flagpole.
2. Set the foundation tube so that the top of the foundation tube is one to two inches above finish grade.
3. Plumb foundation tube and brace so that it will not move during the pouring of the concrete.
4. Pour concrete and trowel up even with top of foundation tube. Keep inside of foundation tube dry.
5. Lay pole on sawhorses and unwrap. For sectional poles check both ends for any burrs. If any are found, file them off and wipe the areas clean. Lubricate jamb sleeves with liquid soap. Align the numbers on each section and jamb together. Numbers must be identical for a proper fit.
6. Screw the truck into the top of the pole, using a wrench to assure a tight fit. If cap-style truck is used, be sure set screws are well tightened.
7. Screw ball into truck and tighten ball set screw. Ball should be tightened into truck tightly by turning stem of ball with wrench. Do not tighten by turning ball proper.
8. If flash collar is provided with pole, slide collar on from the bottom of pole to above cleat level and attach cleat with one screw to hold flash collar until after erection of pole. Then remove cleat, slide collar down, and replace cleat. Caulk between the collar and the pole with waterproof sealant (like roofing cement or asphalt sealant).
9. Thread rope through sheave (pulley) of truck and tie the ends together so that the rope will not drop out of the sheave during erection of the pole.
10. Erect pole into foundation tube and center it. Turn so that the cleat(s) holes are in the direction desired.
11. Place wood wedges (supplied by others) between the pole and the foundation tube and plumb pole.
12. Pack dry sand between the pole and foundation tube. Leave two inches void at the top and fill with waterproof sealant to keep water out of the sand.
13. Loop snaps on rope, space properly for flag size being used.

IMPORTANT: When erecting sectional flagpoles, never place your sling above the joint. Sling must be positioned below the joint, thus eliminating the possibility that the two sections could separate during hoisting.

ALSO: For yardarm-type flagpoles, please locate (3) pre-drilled holes approximately 1/3 down from top of pole. Take the 6" x 9" plate and attach at this point. Then attach U-bolts around the yardarm and through the plate. Secure nuts and washers, including the (4) small acorn nuts for the ends of the U-bolts.

MULTIPLE PIECE FLAGPOLE INSTALLATION INSTRUCTIONS FOR INTERNAL AND EXTERNAL HALYARD POLES



NOTE:

Assembly and installation should always be performed by a qualified contractor with experience installing similar products. The following information is intended to be a helpful guide to the installing contractor. This information cannot be comprehensive enough to cover all situations or the details of all multiple piece poles. Therefore it is essential that the owner and contractor carefully plan all aspects of the installation process, not relying entirely on these guidelines to determine the steps to be followed. This is general information about a standard multiple piece flagpole. Special features required by individual owners may require unique installation methods. For these applications the Contractor must be familiar with the owner's plans and specifications. Due to the varied methods used by contractors in actual field operations, we cannot be liable for structural damage or injury occurring during flag pole assembly and erection.

ASSEMBLY:

Read through this entire document before beginning the assembly and installation process. Do not expect to be able to disassemble the shaft sections after they have been put together. They are designed to have a strong friction fit and taking them apart without damaging the flagpole will be extremely difficult or impossible. For this reason the finish of the pole should be inspected and approved before beginning assembly.

Multiple section flagpoles are designed to be field assembled with a patented, self aligning, internal sleeve assembly using close tolerances. These units have been pre-fit at the manufacturing facility to ensure a snug fit between sections. It is imperative that these sections be handled and assembled with care to avoid altering the fit.

- 1. ASSEMBLE THE SHAFT IN A HORIZONTAL POSITION, WITH THE BUTT OF THE POLE NEAR THE FOUNDATION.**
- 2. RAISE THE SHAFT OFF THE GROUND FOR ASSEMBLY.** Place the shaft sections up on blocks or saw horses so that dirt, gravel or other debris does not get into the joint and interfere with assembly. Butt the bottom of the shaft against a solid, unmovable object (such as a steel column) to help in the fitting process. Protect all surfaces with thick wooden blocks and padding (See figure # 1).

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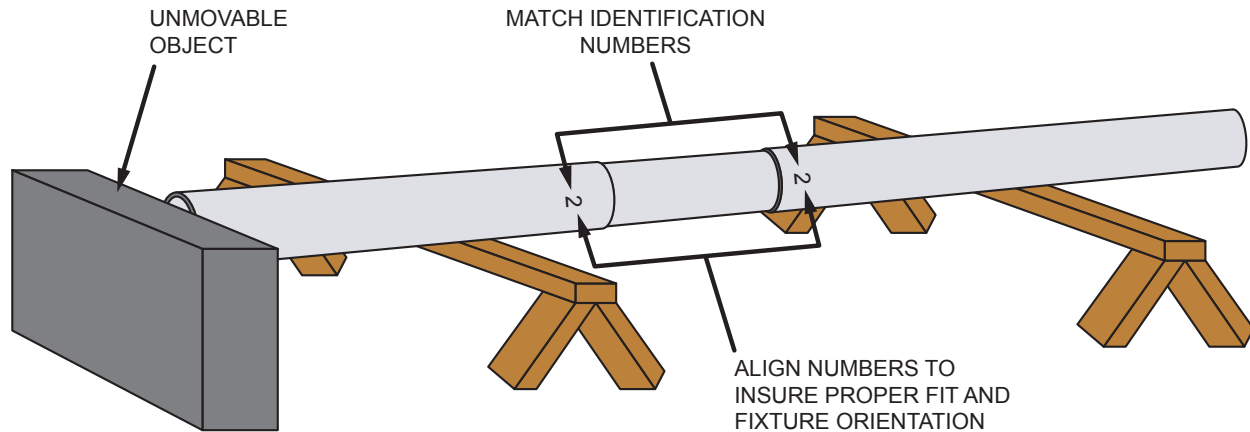


Figure 1

- 3. DETERMINE THE MATING SECTIONS BY MATCHING THE NUMBERS ON THE BOTTOM AND TOP SECTIONS OF THE POLE.** Each joint has been custom fit and the mated sections have been number stamped with the same identification number near the adjoining end. If the sections do not have the same match numbers STOP. These sections are not interchangeable. If you have purchased multiple flagpoles, check to see if various sections have gotten mixed up. If this is not the case, contact your flag pole representative.
- 4. THOROUGHLY CLEAN AND LUBRICATED THE OUTSIDE OF THE SPLICING SLEEVE AND THE INSIDE OF THE TOP SECTION THAT SLIDES OVER THE SLEEVE.** It is critical that the mating surfaces, the outside of the sleeve and the inside of the top section that slides over it be clean and smooth with no burrs or abrasions. Lubricate the sleeve and inner surface with liquid soap. Do not use grease, oil or any petroleum product as it will seep out of the joint and stain the shaft. Keep the finished surfaces free of hand prints and excess lubricants.
- 5. SLIDE THE UPPER SECTION ONTO THE SPLICING SLEEVE OF THE LOWER SECTION. MAKE SURE THE MATCH MARKS LINE UP WHILE THE SECTIONS ARE BEING PUT TOGETHER.** Some force may be required to fully seat the sections together. In the event a sledgehammer is used in the final fitting process, use extreme care to protect the aluminum surface by using thick wooden blocks to absorb direct shock.

MULTIPLE PIECE FLAGPOLE INSTALLATION INSTRUCTIONS FOR INTERNAL AND EXTERNAL HALYARD POLES



ERECTING THE FLAGPOLE:

Before standing the pole ensure the joints are fully seated and the shaft is straight. Never stand a flag pole that isn't properly assembled and straight!

1. **PRIOR TO LIFTING THE SHAFT:** Any slipover joint below the crane attachment point should be securely lashed together with ratchet straps to prevent any possibility of separation during lifting (See figure #2). For additional safety, a hook and strap capable of supporting the entire weight of the pole can be attached to a reinforced hand hole opening and connected to the crane attachment point.
2. **THE POLE SHOULD BE ASSEMBLED WITH THE BUTT OF THE POLE CLOSE TO THE FOUNDATION** to minimize the potential of the sections separating while standing the pole.
3. **STANDING THE FLAGPOLE:** The lifting crane should be attached above the center of gravity of the shaft, typically 10 to 12 feet above the center point, staying below the top slip fit joint (See figure #2).

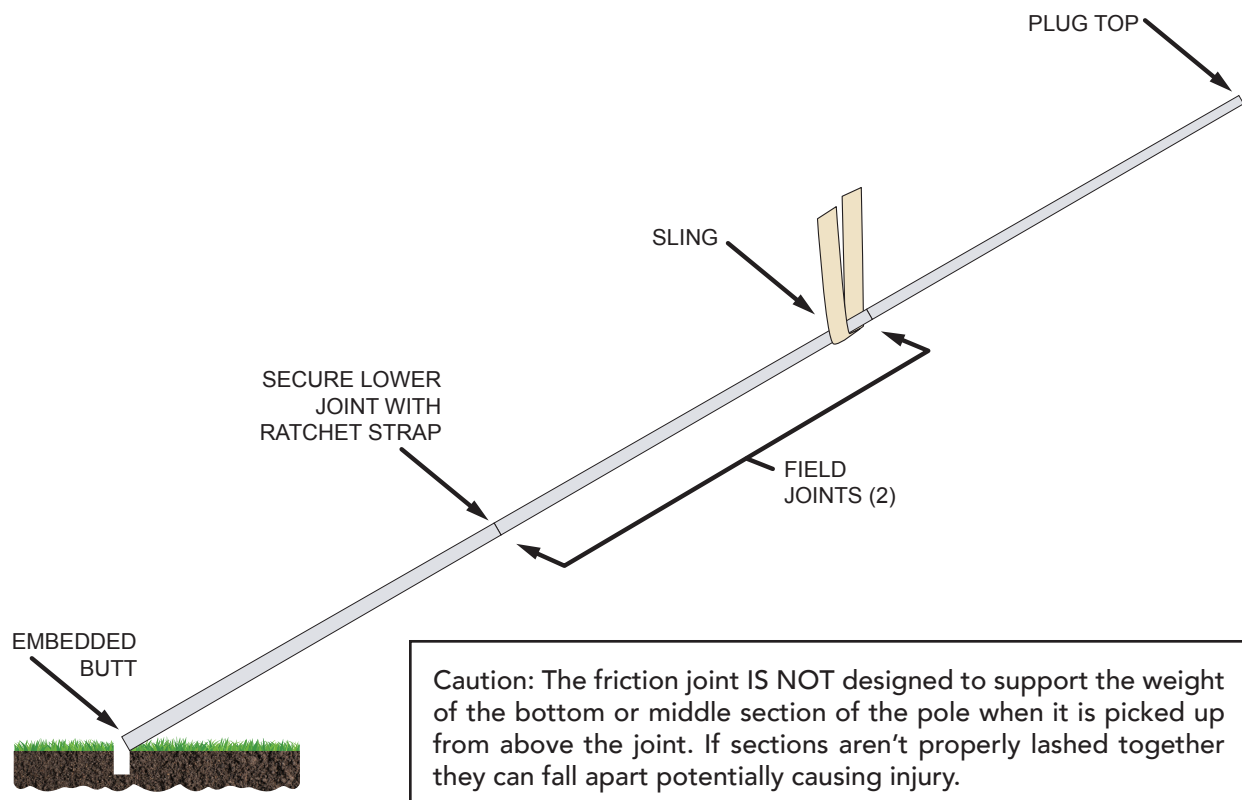


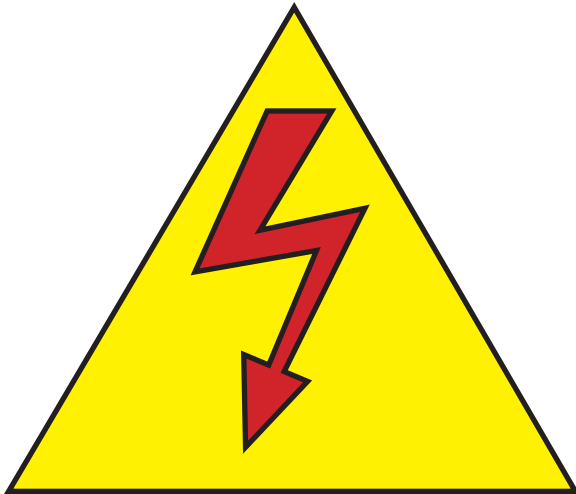
Figure 2

MULTIPLE PIECE FLAGPOLE INSTALLATION INSTRUCTIONS FOR INTERNAL AND EXTERNAL HALYARD POLES



CAUTIONS:

The joints of the multi piece flag pole were not designed to withstand the loading associated with picking the pole up from the top. This may result in the top slip fit joint being bent. Care should be taken to operate the crane smoothly since abrupt movement will cause impact loads which could damage the joint assemblies.

	<p>Do not attempt to install or dismantle products near electric hazards such as power lines or transformers, including residential feed lines. You can be severely injured or killed should this product come into contact with the electric equipment. Be sure the product is placed a distance equal to the height of the structure from the electrical equipment including any overhead wires.</p>
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DISCLAIMER:

These are generic instructions provided by contractors who have had great success installing multiple piece flag poles. Special features, product modification or unique environmental conditions may require different procedures. All procedures should be reviewed and approved by the OEM and their contractor in the field. These instructions are not all inclusive and do not address many of the challenges and hazards the contractor may face in the field. We cannot be liable for damages or injury occurring during flag pole installation.