

INSTALLATION INSTRUCTIONS
INTERNAL HALYARD 20' – 40'
GROUND SET FLAGPOLE
(MODEL # 20I, 25I, 30I, 35I, 40I)

IMPORTANT

- Please read and understand these instructions before installing your flagpole.
- It is important to select a location for your pole where it cannot be struck by automobiles, bicycles, lawn mowers, or any object that can damage it. It is most important to avoid any overhead obstructions. **AVOID ANY LOCATION IN THE VICINITY OF POWER LINES.**
- It is most important that you are aware of any gas or power lines or any type of obstruction below ground. Always contact your local “Dig Safe” service before digging or excavating the area.
- Do not allow the pole to lie around a job site. Keep the pole straight and dry during storage and erect as soon as possible after delivery.
- **DO NOT** allow children to operate a flagpole unattended.
- **DO NOT** climb flagpoles and **DO NOT** lean ladders against flagpoles.

PARTS LIST

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| 1. Flagpole Shaft with Halyard (rope)
& Internal Cam Cleat inside | c. Driver (to open flagpole door) |
| 2. Ground Sleeve | d. Flag Snaps (2) |
| 3. 7' Butt Extension (for 40' pole only) | e. Truck (pulley assembly) with Self-tapping screws |
| 4. FLAGPOLE FITTINGS: | f. Tube of Loctite (1) |
| a. Gold Ball (1) | g. Decorative Flash Collar |
| b. Door Assembly (attached to pole) | h. Polyester Retaining Ring |
| | i. Vinyl-covered Counterweight |

TOOLS & ACCESSORIES REQUIRED (Items not supplied by manufacturer).

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|----------------|-----------------|----------------------------|------------------|
| 1. Level | 4. Cedar Wedges | 7. Drill and Drill Bit | 10. Sledgehammer |
| 2. Pliers | 5. Dry Sand | 8. Shovel/Excavating Tools | (40' pole only) |
| 3. Screwdriver | 6. Cement | 9. Crushed Stone | |

FOUNDATION

The foundation requirements depend on the height of the pole, the butt diameter, and most importantly the type of ground content, i.e., gravel, dirt, sand, etc.

1. Dig a hole 3 to 4 times the diameter of the pole and deep enough for the ground sleeve to be flush with the surface. (If the ground is soft or sandy, increase the diameter of the hole.)
2. Center the ground sleeve in the hole and fill about 2” of crushed stone in and around the ground sleeve for drainage.
3. Fill around the ground sleeve with cement. When the hole is about ½ full, plumb the sleeve by placing a level into the sleeve at 2 points 90 degrees apart. As you continue adding cement, be sure the sleeve remains plumb.

FLAGPOLE AND FITTINGS ASSEMBLY

1. Leave the plastic wrap on the pole for protection.
2. Skip to step 4 if butt extension is pre-installed.
3. If installing a 40' pole, the extension is to be installed at this time. It is designed to protrude 3.5' – 4' from the end of the pole. It becomes the part of the pole that goes into the sleeve, so the entire finished part of the pole shows above grade. Insert the extension into the butt end of the pole, making sure both the inside and outside of the pole are free of sand/debris. The extension is marked, showing which end goes in the pole. Using a 2 X 4 as a buffer on the bottom of the extension, strike the board with a sledgehammer, to ensure a snug fit. The extension should **NOT** show above grade. If the extension is too long, cut off the excess amount with a hacksaw. **DO NOT** force inside pole.

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FLAGPOLE AND FITTINGS ASSEMBLY - (continued)

4. Slip the flash collar over the pole, if supplied.
5. Slip the retaining ring over the pole.
6. Thread the halyard (sticking out from the top of the pole) inside the truck and out over the sheave (pulley). Using a bowline knot, tie the halyard to the counterweight which is attached to the retaining ring. (see illus).
7. Attach snaps to the halyard (see illus.) and adjust the spacing between the two snaps to match the flag grommets.
8. Apply Loctite to the threads of the gold ball and screw into the truck. DO NOT apply turning force on the ball. Use pliers on the spindle to tighten. Tighten the lock nut.
9. Place the ball/truck assembly into the top of the pole. Drill 3 holes with a 1/8" bit, 120 degrees apart, through the shaft and truck stem about 1.5" from the top of the pole. Secure the truck to the pole with the self-tapping screws provided.

FLAGPOLE INSTALLATION

1. When the cement is firmly set, remove the upper 2/3 of the plastic wrap from the pole, raise the pole upright, and lower into the sleeve. Rotate the pole so the pulley faces a direction away from the prevailing wind.
2. Cut strips lengthwise from a cedar shingle (wedges) and push them part way down between the pole and sleeve in 3 or 4 places. Double the shims, if necessary, to keep them from dropping in the space. The shims can be used to plumb the pole by sliding opposite shims up or down as necessary. Use a level to plumb the pole. Be aware, the pole is tapered, and the bubble will not indicate on center but should remain in the same relative position as it's placed against the pole on all sides.
3. When the plumb is established, pack the area between the pole and the sleeve with dry sand and tamp it firmly. Break off the shims level with the sleeve.
4. Remove the rest of the plastic wrap.

CARING FOR YOUR FIBERGLASS FLAGPOLE

1. When removing the door to your flagpole with the internal driver (provided) simply turn ¼ to ½ turn. This allows the tab (behind the door) that secures it to the pole, enough rotation to remove the door so you can access the halyard and cam cleat. Endless turning of the driver will release the screw from the locking nut that holds the tab in place and will require replacement as those parts will fall into the pole.
2. To operate the cam cleat, pull up on the halyard (rope) while holding the halyard. This action releases the halyard to allow free movement for raising and lowering the flag. Once your halyard and flag are in place, pull down on the halyard to lock it back in place. This action causes the halyard to get "held" in between the two cleat sheaves which act as the brake. Always be aware of the counterweight above. Be sure the halyard is safely secured in the cam cleat before you release it.
3. Dirt on the pole comes mostly from a dirty halyard. The polyester halyard is machine washable. Replace the halyard often.
4. Wipe off dirt marks with soap and water using a sponge. With white poles, stains or old dirt can often be removed with a mild bleach solution. DO NOT use sandpaper or any abrasive material on the surface. The pole can be polished with a non-abrasive cleaning compound recommended for fiberglass surfaces. A "magic" eraser type pad is also a great, gentle cleaner.
5. Proper flag etiquette precludes flying the flag in inclement weather. The flag should not be flown in high winds. It can damage the pole and place unnecessary wear on the flag and halyard.