



External Halyard Flagpole Installation Instructions

INSTALLERS TAKE NOTICE!!

Overhead electrical lines, buried utility cables and natural gas lines pose situations that require EXTREME CARE DURING INSTALLATION of foundations and flagpoles.

I. STORAGE

1. Remove wrapping materials and set pole on blocks (in dry area).
CAUTION: Wrapping materials, if left on pole, can cause serious staining of aluminum pole in damp environments.
2. Check for any transportation or handling damage.
Note: Poles with 2 or more sections, check for burrs and damage.
3. CLEANING: Dirt, oil, fingerprints, etc. can be removed using detergent and water.

II. ASSEMBLY OF MULTIPLE SECTIONED POLES

CAUTION: On multiple pole orders each section of each pole will be marked. Assemble only top and bottom sections that have matching dash numbers.

IE: Top section 16577-1 to bottom section 16577-1

1. Elevate the bottom section of the flagpole horizontally off the ground and place it on suitable supports being sure to protect the flagpole finish.
2. Attempt a trial fit of the top section to the bottom section of the pole by lining up marks on the bottom section with the matching marks of the middle section. At this stage in the assembly procedure do not force the pole sections together. If the fit is too tight, remove the top section and carefully grind the bottom section sleeve until suitable fit is achieved. Be careful not to remove too much material as this will result in a loose fit. Repeat this procedure several times as necessary.
3. When joining pole sections protect both ends of the pole with heavy planking. Place the pole bottom against a rigid support and hammer or push from the top (with planking as protection) until the pole sections come together.

III. FINIAL/ TRUCK ASSEMBLY

- Step 1. Apply epoxy to threaded end of finial (Do not apply epoxy on spindle). Mount by screwing into top of truck (Never tighten by grasping the finial by hand. Tighten the finial with a wrench mounted to the solid rod portion of the finial spindle).
- Step 2. Mount complete assembly by screwing into top of pole. If truck is stationary type, slip over the top and attach by tightening allen screws or screws supplied. (Line up pulley at top with cleat at bottom before tightening).

IV. HALYARD ASSEMBLY

- Step 1. Run one end of halyard through sheave (pulley) located in the truck. Knot both ends of the rope together at cleat area.
- Step 2. At approximate location of snap, pinch a loop in the halyard and slip the loop through the eye of the snap. Now pull the loop over the top of the snap and draw tight. Adjust the position of the snap by creating slack in the desired direction.

V. POLE INSTALLATION

NOTE: Before inserting pole, slide flash collar up from bottom and hold in place at cleat location by resting on cleat screws partially screwed into pole.

- Step 1. Insert assembled pole in ground sleeve by laying pole flat on ground with base at the edge of the sleeve. Have one person firmly hold the base of the pole use caution and guide it into the hole. At the same time, another person starts at the top of the pole and gradually walks the pole upward until it slides down into the sleeve.
- Step 2. After inserting into sleeve, plumb pole with wooden wedges (supplied by others).
- Step 3. Fill space between sleeve and pole with screened dry sand. Tamp down tightly.
- Step 4. Slide collar down into position and caulk around top.
- Step 5. Fasten cleat(s) and/or halyard box into position.