

# FLAG OUTLET Ltd.

www.flagoutlet.ca  
www.flagpole.ca

117- 42 Fawcett Rd, Coquitlam, BC, V3K 6X9  
Office: 604-526-0999 Fax: 604-526-9399  
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ORDER DESK: 1-800-596-0999

## Supplies:

- Level 24" & 6"
- Concrete 3'x14"
- Form-a-tube 1'x14"
- 1 x PVC pipe 16" long (3" I/D)
- 6 to 8 x 25 kg bags of concrete or .2 metres of 28 mpa, concrete 3/4" aggregate.
- Loctite for ball (supplied)
- Wrenches 9/16", 5/8"
- Shovel and pick
- 1 x 20kg bag of white landscape rock

## Part 1:

1. Ensure that the flagpole is installed at a reasonable distance from any other obstruction. Add the length of the flag plus a foot to give a minimum distance between the flag & any other flagpole or surrounding structure.
2. Phone call to arrange meeting with utility companies for site inspection (Call One).
3. Remove 3' deep x 14" diameter of earth material: Hand digging, auger or Hydrovac can be done and do not require compacting the soil.
4. Place 6" of 1/2" aggregate at the bottom of hole (improves drainage).
5. A. When flagpole **has** a shield use a form-a-tube 10"x14" diameter onto the top of the hole, this is to get the concrete above ground level. Trowel concrete for desired texture finish; make small dome of concrete to help drainage of water, use an edger for rounded corners.  
or  
B. When flagpole **does not** have a shield concrete is placed 3" below the ground level, landscape rock is added after concrete is dried.
6. Insert 16" ABS Plastic Tube into concrete, use 6" level on inside of tube.  
(note: part 2, section 6)
7. Let concrete dry for 24 hrs.

### Tip:

Use cement and add it to the concrete, this improves the quality.

### Tip:

Use a paint mixer with 1/2" drill and mix in a 5 gal bucket.

***Flag Outlet is Canada's finest flagpole manufacturer!***

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## Part 2:

1. Place flagpole on sawhorse (chair). Remove cardboard & paper wrapping.
2. Slide shield onto bottom of pole.
3. a) Internal Halyard (inside):  
Most flagpoles are shipped with internal & rotating assembly complete, go to step 4.  
or  
b) Flag attached directly on pole (tilt base):  
Attach flag directly onto flagpole (pulley & eyebolt), instead of attaching to rope (this prevents theft). Rope can be used for special events (Christmas, visitors, etc) to hold 2<sup>nd</sup> flag. Go to step 5.  
or  
c) External Halyard (rope):  
Place the ball assembly onto top of pole and install pulley. Insert rope through pulley & around cleat & tie it to itself. Tie a loop in the rope so the wood toggle on the flag goes through the loop, & tie another loop for the bottom of the flag. Optional: Metal & plastic snaps are available, request "How to Install Snap" page. Go to step 5.
4. Snap on flag cable to main cable. Snap on bottom of flag cable to one side of ring bead, add 3 lb weight, place ring bead around pole and snap flag cable to other side of ring bead.
5. Apply **loctite** (supplied) to threads on ball and tighten with 5/8" (9/16") wrench.
6. Use a 2' level and check if the pole is plum, if it is not plum, only minor adjust can be made.
7. If pole is not level, the 16" plastic tube can be removed but concrete must be dry for at least 15 to 30 days. Use saw to slice the plastic tube, use large water pump pliers and pry bar to remove plastic tube. Once tube is removed insert pole and align with wood wedges and then add powder type sand, vibrate pole and add sealer.

Any questions can be answered by our Production Manager, Don Williams 1-800-596-0999 or contact his cell: 1-509-299-0581