

FLAG OUTLET

www.flagoutlet.ca
www.flagpole.ca

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25' Flagpole Installation Instructions

Tools:

- Level 24" & 6"
- Concrete 3.5'x14" below ground
- Form-a-tube 1'x14" (Auger)
- 6 to 8 x 25 kg bags of concrete or .2 metres of 28 mpa, concrete ¾" aggregate.
- Loctite for ball (supplied)
- Wrenches 9/16", 5/8", 1-1/8"
- Shovel and pick

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 3.5' deep x 14" diameter of earth material: Using a auger or Hydrovac to dig a hole, these methods does not require compacting of soil.
4. Place 6" of 1/2" aggregate at the bottom of hole (improves drainage).
5. Optional: Install Lightening Kit: 3/8" pin with 6' cable, drive pin (nail) with cable into sidewall of 18" hole prior to pouring concrete.
6. Auger method: Place concrete form-a-tube 1'x16" diameter onto the top of the hole, this is to get the concrete above ground level. Level the form-a-tube.
7. Fill 3.5'x14" hole & small piece of form-a-tube (above ground) with concrete, use 28 MPA, ¾" aggregate with fiberglass reinforced concrete, the exact amount of concrete required is 1/5 cubic meters.
8. When purchase concrete from Hardware store, add cement to beef up the quality.
9. Trowel concrete for desired texture finish; make small dome of concrete to help drainage of water, use a edger for concrete corners.
10. Insert anchor bolt assembly into concrete, concrete should just touch bottom of plate. Use 6" level on plate, not threaded rod.
11. Let concrete dry for 48 hrs.



Any questions can be answered by our Production Manager, Don Williams 1-800-596-0999.

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Part 2:

1. Place flagpole on sawhorse (chair). Remove cardboard & paper wrapping.
2. Shield slides over top of Cone pole and down below door. On Step Taper Flagpole if shoe is not in place, slide shield onto bottom of pole.
3. Step taper poles only, bolt shoe to pole using 3/4" wrench.
4. a) Internal Halyard (inside):
Most flagpoles are shipped with internal & rotating assembly complete, go to step 7.
If your pole has the internal & rotating assembly shipped separately use an electrician's fish, insert the fish from the bottom, attach plastic chain & main cable at the top and feed the plastic chain (& main cable) into the pole.

b) Flag attached directly on pole (tilt base):
Use the tilt base to lower flagpole, 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 2nd flag. Go to step 4c.

c) External Halyard (rope):
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: Several types of snaps are available. Go to step 8.
5. Open door with key and withdraw plastic chain.
6. Snap on flag cable to main cable. Snap on bottom of flag cable to one side of ring bead, add 4 lb weight, place ring bead around pole and snap flag cable to other side of ring bead.
7. Apply loctite (supplied) to threads on ball and tighten with 5/8" (9/16") wrench.
8. a) Tilt method: Attach shoe to anchor bolt assembly, using pin for the tilting function.
Use sawhorse (chair) to support the top of the pole, this will prevent the shield from being bent by the weight of the pole, then raise pole
b) Non-tilt method: Pad the ball on the crane with old towel, use packing tape to hold the towel. Lift pole and place on anchor bolt assembly, use nuts & washers to tighten down pole.
9. Use a 2' level and check if the pole is plum, if it is not plum, add a spacer (washer or pennies) between the shoe and anchor and tighten nuts.