

FLAG OUTLET

www.flagoutlet.ca
www.flagpole.ca

117- 42 Fawcett Rd Coquitlam, BC V3K 6X9
Off:(604) 526-0999 Fax:(604) 526-9399
Email: sales@flagoutlet.ca
ORDER DESK: 1 (800) 596-0999

INSTALLATION OF 25' FLAG POLES

List of Supplies needed:

- Shovel and pick.
- 12 x 25 kg bags of concrete or .5 metres of 40 mpa, concrete ¾" aggregate.
- 6" and 24" level
- 5/8", 9/16" and 15/16" Wrench

**EXTREME CAUTION SHOULD BE EXERCISED
WHEN INSTALLING FLAGPOLES NEAR
OVERHEAD POWERLINES, OR IN THE
VICINITY OF BURIED CABLES**

Step 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.

Step 2:

Dig hole 3.5' to 4' deep by 14" round.

Step 3:

Fill with concrete, making a small dome just above ground level is desirable to keep excess water from flagpole.

Step 4:

Insert anchor bolt assembly into concrete, concrete should just touch bottom of plate. Use 6" level on plate, not threaded rod.

Step 5:

Let concrete dry for 48 hrs. Install shield, ring and then ball assembly. *(use locktite)*

Step 6:

External Halyard:

Alternative to using rope to stop theft:

- 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.

Or

- 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.

Internal Halyard:

Attach flag cable & ring assembly before you install the ball. *(Use locktite on threads)*

Step 7:

Attach shoe to anchor bolt assembly, using pin for the tilting function. Use the 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.

Step 8: (Step Taper Poles only)

Shoe:

Bolt shoe to pole using 9/16" wrench.

Step 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 5/8" nuts with a 15/16" wrench.

***When using Tilt Base, make sure the hinge (round tube on the top of the plate) on the anchor bolt faces away from any building and that you have at least the length of the flagpole away from any other obstructions.**

Flag Outlet is Western Canada's only flagpole manufacturer!