INSTRUCTIONS FOR ARCHITECTURAL GRADE STANDARD EMBEDDED FLAGPOLES

1. Dig a hole for the foundation tube approximately (5) times the butt diameter of the pole at the top and taper it down to (4) times the butt diameter at the bottom. The depth should be approximately the corrugated/PVC tube length.

2. Force the foundation tube spike, if corrugated tube, into the ground until the support plate reaches the bottom of the hole. Plumb the tube in both directions with a level.

3. Pour concrete, and trowel to desired finish. Keep inside of tube dry and free of concrete. Allow concrete to cure for at least 24 hours before installing flagpole shaft.

4. Place the flagpole on sawhorses and remove the wrappings from the flagpole shaft.

5. Attach the aluminum cleat(s) (external halyard poles only) with the stainless steel flat head screws provided.

6. Attach the truck assembly to the top of the pole; align the pulley to the attached cleat. Tighten set-screws with a screwdriver.

7. Screw the Finial (ball, etc.) into the truck assembly and tighten the jam nut with a wrench. Tighten the set-screw with a screwdriver.

CAUTION: The truck assembly is provided with a set-screw for the ball. Make sure, prior to screwing the ball into the truck assembly, that the set crew is backed out so that it does not interfere with the threaded rod of the ball as it is being screwed into the truck assembly.

8. Run the rope through the pulley on the truck assembly and tie the ends of the rope together tightly.

9. Lift the pole by an appropriate method, using care not to mark the pole surface.

10. Slip the flash collar (optional) up from the bottom and secure it to the cleat.

CAUTION: Protect the pole with shipping paper underneath the collar to prevent scratching the pole.

11. Place the pole butt into the foundation tube and lower it to the bottom. BE SURE THE CLEAT IS POINTING IN THE DESIRED DIRECTION before doing any back filling of sand.

12. Plumb the pole in (2) directions with a plumb bob, level or transit.

13. Fill the tube with loose dry sand. Make sure all the corrugations of the tube are filled. This is done by driving a stake to the bottom and moving it until the sand stops settling. The sand should at least come to within 2-1/2" - 3" from the top of the tube.

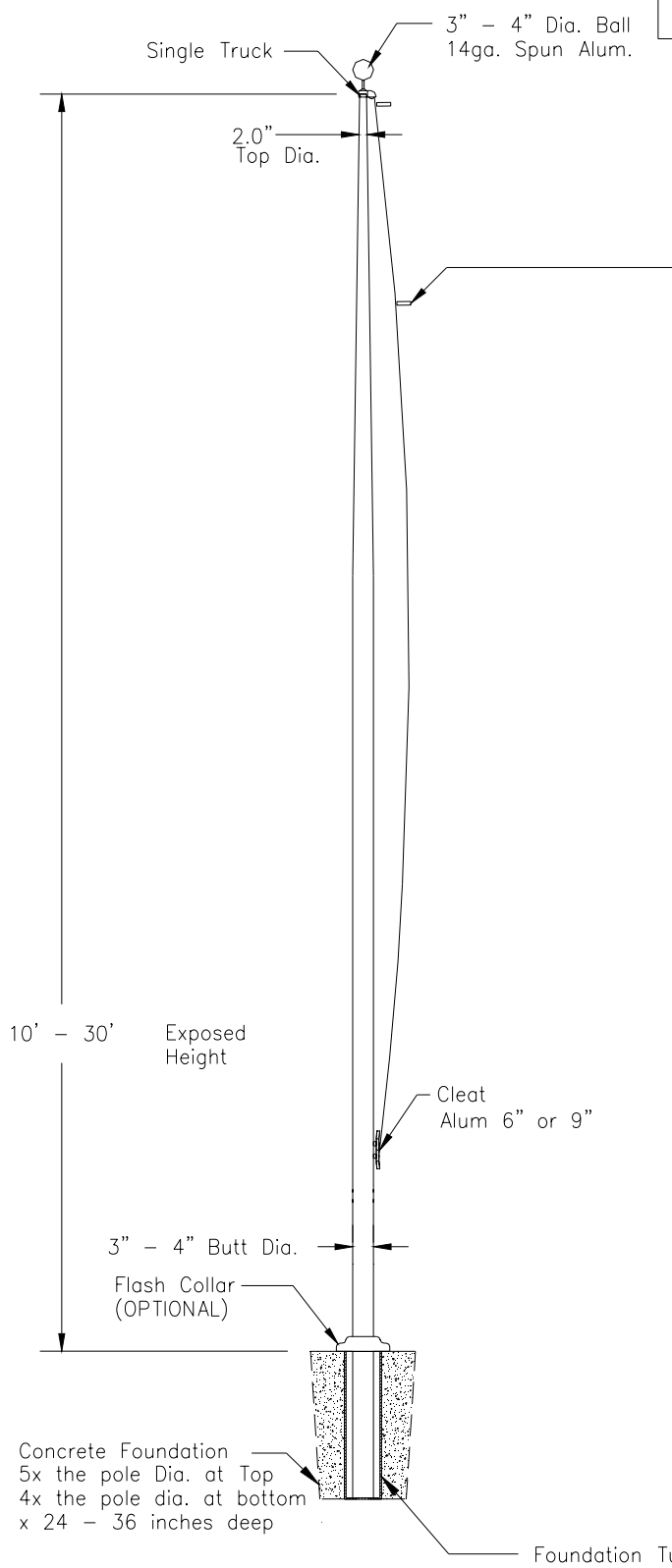
14. Pack the top of the tube around the pole with tar to insure that moisture does not go into the foundation tube from the outside.

15. Untie the collar, if provided, and place it into position.

16. Attach flag snaps to halyard by forming a loop in the rope, running the loop through the eye and over the snap, then pulling the rope tight. Adjust distance between snaps to fit the size flag being flown. Flag snaps should be placed on the rope so that the flag is at the peak when the knotted end is on the cleat. Attach flag and run it to the peak, then tie off halyard on cleat.

	DATE: 10/29/01	DRAWING NO. XXXXX
	REV 0 / QTY	MODEL NO. RS0-RS12
	DRAWN BY: PCH	

FLAGPOLE – ALUMINUM – STD GROUND SET
10 – 30 ft. EXPOSED LENGTH



CAUTION:
DO NOT ALLOW POLE TO GET WET IN ITS PACKING – POLE WILL STAIN

NOTES: (Cone Tapered)
1 – Flagpole – Aluminum
2 – Pole Finish – Satin Brushed
3 – Foundation Tube – PVC (shown) or Galv. Corrugated
4 – Truck – Aluminum – Stationary
5 – Ball – Aluminum 3" Dia. – 4" Dia.
6 – Packing – Pole covered with kraft paper – Remove paper and keep pole dry before installation