

Flagpole Operating & Maintenance Instructions

(External Halyard Flagpoles)

revised 3/13/06

Please read all instructions before flying a flag on your flagpole.
If you have any questions, please contact us.

CAUTIONS:

Your flagpole is designed to resist forces placed on it by winds while flying a flag or multiple flags of a particular size, material and construction. Be sure you understand and do not exceed the wind load and flag size limits placed on your flagpole.

Never fly a flag in adverse weather when excessive wind or ice accumulation is possible, such as tropical storms, tornados, hurricanes, blizzards, etc.

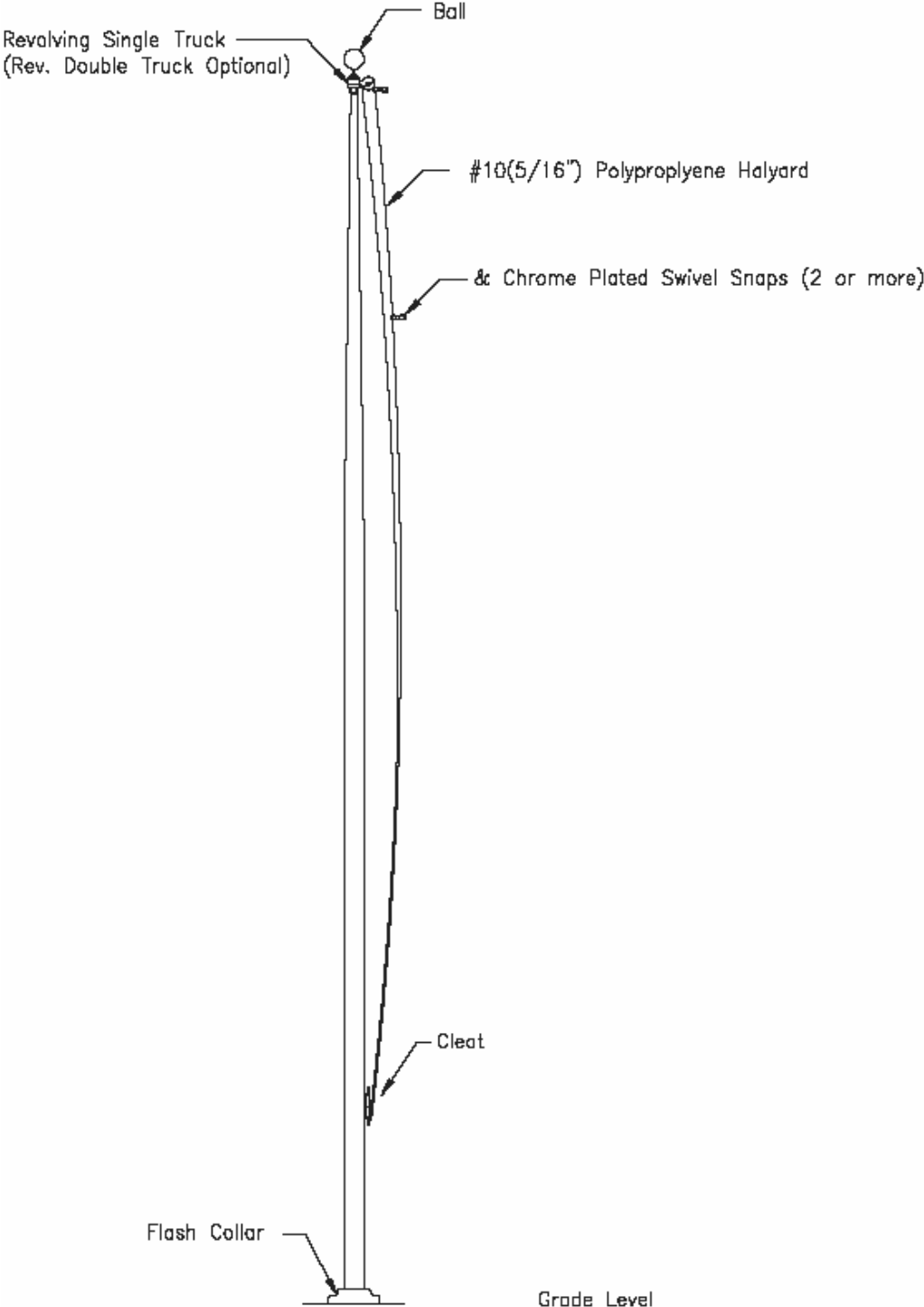
Never fly a flag on a flagpole that has sustained structural damage, such as damage from lightning strikes or vehicle collisions.

Inspect your flagpole and components for wear and damage before raising your flag. If flag is left flying continuously for days, schedule periodic inspections of your flagpole and components for wear or damage. Replace any rope that is frayed or components that show excessive wear.

Never fly a flag on both halyards, of a double halyard system, at the same time. This may cause the flags to get entangled in the halyards of the other flag. Fly multiple flags on the same halyard.

Failure to follow these instructions may result in the termination of your warranty.

EXTERNAL HALYARD FLAGPOLE DIAGRAM

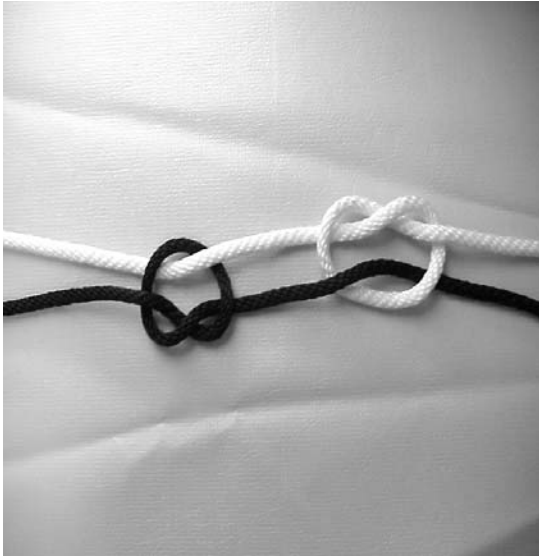


Please study this diagram to familiarize yourself with the terminology and parts of your flagpole.

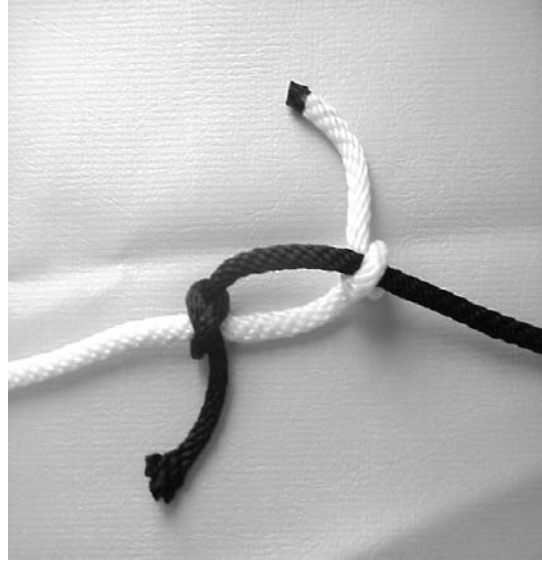
FISHERMAN'S KNOT DIAGRAM

FISHERMAN'S KNOT (Recommended for tying ends of halyard)

Step 1 – Create two overhand knots.



Step 2 – Tighten both overhand knots.



Step 3 – Pull knots together tightly.



Step 4 – (Optional) Tape loose ends.



It is recommended that the knot be tied so that when flag is flying, the knot is located in the part of the halyard that is wrapped around the cleat.

Snap Attachment Illustration

1. Locate the upper snap position on the rope.



2. Slide the snap into the snap cover.



3. Squeeze the rope together and slip the loop through the eye of the snap.



4. Pull the loop over the snap.



5. Draw the rope tight.



6. Measure down the rope to the next snap location and repeat these steps for the remaining flag snaps. If you are flying two flags allow about three inches between the flags.

The snap location can be adjusted as needed if the size of flag ever changes.

NORMAL FLAG RAISING

If this is the first time your flagpole has been used you will want to make sure the knot is tied tight and the snap spacing is correct.

If your system is equipped with a **DOUBLE TRUCK/HALYARD SYSTEM** you should alternate flying your flag or flags on the halyards to extend the life of each halyard.

Never fly a flag on both halyards, of a double halyard system, at the same time. This may cause the flags to get entangled in the halyards of the other flag. Fly multiple flags on the same halyard.

1. If your flagpole comes equipped with a cleat box and/or halyard cover, unlock the box and/or open the halyard cover to expose the halyard.
2. Unwind the halyard from cleat, untangle it and unwrap it from the pole.
3. Take time now to inspect your flag snaps, knot and halyard for wear and frays. Replace worn or frayed components immediately.
4. Attach the upper flag snap to the upper grommet or roped header of the flag being flown. (Never run any part of the flag halyard through the end of the snap that attaches to the flag.)
5. Pulling on the rope halyard, lift the flag to the next grommet while keeping a grip on the rope so that it does not get away from you.
6. Be respectful of the American flag at all times. Do not allow the flag to touch the ground any time during the raising and lowering process.
7. Repeating the steps above, attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to prevent releasing the halyard so that the halyard and flag free fall.
8. Using a slow firm hand over hand method, raise the flag until the top flag stops at the truck assembly.
9. Secure your halyard by wrapping it around the cleat and looping the very end of the rope over the end of the cleat or by routing it under previously wound rope.
10. If your flagpole comes equipped with a cleat box and/or halyard cover, close the halyard cover and cleat box and lock it.

FLAG LOWERING

1. If your flagpole comes equipped with a cleat box and/or halyard cover, unlock the box and/or open the halyard cover to expose the halyard.
2. Unwind the halyard from cleat, untangle it and unwrap it from the pole.
3. Using a slow firm hand over hand method and keeping a grip on the rope so that it does not get away from you, lower the flag until the lower flag snap is within reach.
4. Remove the lower flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American flag.

5. Repeat the above steps to remove the remaining flag snaps from your flags.
6. Secure your halyard by wrapping it around the cleat and looping the very end of the rope over the end of the cleat or by routing it under previously wound rope.
7. If your flagpole comes equipped with a cleat box and/or halyard cover, close the halyard cover and cleat box and lock it.

FLYING YOUR FLAG AT HALF STAFF

1. If your flagpole comes equipped with a cleat box and/or halyard cover, unlock the box and/or open the halyard cover to expose the halyard.
2. Unwind the halyard from cleat, untangle it and unwrap it from the pole.
3. Take time now to inspect your flag snaps, knot and halyard for wear and frays. Replace worn or frayed components immediately.
4. Attach the upper flag snap to the upper grommet or roped header of the flag being flown. (Never run any part of the flag halyard through the end of the snap that attaches to the flag.)
5. Pulling on the rope halyard, lift the flag to the next grommet while keeping a grip on the rope so that it does not get away from you.
6. Be respectful of the American flag at all times. Do not allow it to touch the ground any time during the raising and lowering process.
7. Repeating the steps above, attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to prevent releasing the halyard so that the halyard and flag free fall.
8. Using a slow firm hand over hand method, raise the flag until the top flag stops at the truck assembly.
9. Lower the flag until the top of the flag is positioned at a point of at least one full flag height from the top of flagpole or to just above center height of flagpole.
10. Secure your halyard by wrapping it around the cleat and looping the very end of the rope over the end of the cleat or by routing it under previously wound rope.
11. If your flagpole comes equipped with a cleat box and/or halyard cover, close the halyard cover and cleat box and lock it.

FLAG LOWERING FROM HALF STAFF

1. If your flagpole comes equipped with a cleat box and/or halyard cover, unlock the box and/or open the halyard cover to expose the halyard.
2. Unwind the halyard from cleat, untangle it and unwrap it from the pole.
3. Using a slow firm hand over hand method and keeping a grip on the rope so that it does not get away from you, raise the flag until the top flag stops at the truck assembly.
4. Using a slow firm hand over hand method and keeping a grip on the rope so that it does not get away from you, lower the flag until the lower flag snap is within reach.

5. Remove the lower flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American flag.
6. Repeat the above steps to remove the remaining flag snaps from your flags.
7. Secure your halyard by wrapping it around the cleat and looping the very end of the rope over the end of the cleat or by routing it under previously wound rope.
8. If your flagpole comes equipped with a cleat box and/or halyard cover, close the halyard cover and cleat box and lock it.