

Installation Instructions for Alliance Fiberglass External Ground Sleeve Flagpoles- Sized 20 to 40 Ft.

Before You Dig...

- Read through these instructions and make sure that you have all the components and tools required for the installation.
- Select a location for your flagpole where it cannot be struck by lawnmowers, automobiles, bikes, etc.
- Avoid locations in the vicinity of power lines.
- Check with your local municipality regarding height ordinances and for the location of any underground gas or power lines. Many municipalities have a "Dig Safe" bureau that can provide you with this information.
- Keep pole flat during storage
- Do not attempt to climb flagpoles.
- Do not lean ladders against flagpoles.
- Do not allow children to operate a flagpole unattended.



- Cedar wedges/shims
- Fine, dry sand
- Cement
- Shovel/excavating tools
- Crushed stone/pebbles for drainage

Installation Procedure

The foundation requirements depend on the height of the pole, the butt diameter, and most importantly the type of ground content. If the ground is soft or sandy, increase the diameter of the hole.



1. Dig foundation hole appropriate to your size flagpole. See the chart below. *Note: We have allowed an additional 6 inches depth on every foundation.* This initial 6 inches should be filled with crushed stone or pebbles for drainage.

	20 ft.	25 ft.	25 ft.	30 ft.	35-40ft.
			Res.		
Width required	20 in.	20 in.	24 in.	27 in.	27 in.
Depth required	30 in.	36-42 in.	36-42 in.	36-42 in.	54 in.
Ground sleeve	24 in.	30 -36 in.	30-36 in.	36 in.	48 in.

Flagpole Components- Included

- Flagpole shaft
- Plastic ground sleeve
- Gold ball
- Halyard (rope)
- 2 Nylon snap hooks
- Saddle style truck with screws. Use of screws is optional
- Cleat with 2 screws
- Decorative ground collar

Tools and Accessories Required- Not Included

- Level
- Screwdrivers- Flathead for cleat screws & Phillips head for truck screws

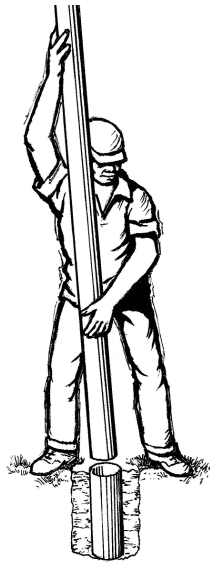
2. Mix concrete, place ground sleeve in the center of the hole and surround with concrete. Use a level to ensure that the sleeve remains plumb and no concrete falls into the ground sleeve.

3. Continue to fill concrete around the ground sleeve being careful to insure that the sleeve remains plumb until the concrete is within 1 inch of the top edge of the ground sleeve.



4. Allow the concrete to set.
5. Remove the wrapping from the pole.
6. Screw the ball top onto the truck and fix the truck to the top of the pole. Push the truck as far as it will go. It should be a snug fit. Screws are provided should you prefer to use these for additional security.
7. Thread the halyard provided through the opening in the truck head, bringing the two ends together.
8. Sleeve the ground collar onto the butt of the pole (20-25 ft.). If your pole is 30 ft. or taller, sleeve the ground collar from the top of the pole toward the bottom
9. Attaching the cleat: Cleat holes have been prepared in the factory for your convenience. Remove the white cleat and pair of screws from the bag, locate the cleat onto the cleat holes and secure in place using the screws.
10. Bring the butt of the pole within close proximity of the foundation ground sleeve.

11. Walk the pole up to foundation, gently lifting it and sliding it into the ground sleeve. For safety reasons it is recommended that two people install a pole of 25 feet or taller.



12. Rotate the pole so that the cleat is turned to the preferred location. When inserted correctly the pole will be a loose fit within the ground sleeve allowing you to ensure the pole is vertical.

13. Slide the cedar shims between the pole and the ground sleeve, doubling them if necessary to keep them from dropping in the space. The shims can be used to plumb the pole by sliding opposite shims up or down. Use a level to plumb the pole. Be aware that since the pole is tapered the bubble will not indicate on center but should remain in the same relative position as it's placed against the pole on all sides.

14. When you are satisfied with the position of the pole fill any gaps around the shims and between the pole and the ground sleeve with fine sand or equivalent. Make sure that this sand is pushed down firmly to prevent future movement.

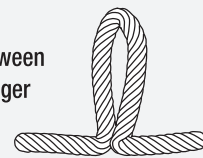
15. Drop the ground collar to the base of the pole to cover the foundation detail.

16. Your pole is now ready to attach the flag. The nylon snap hooks can now be attached to the halyard (see illustration), spaced to accommodate the size of the flag.
17. Attach and hoist flag. The halyard may be secured to the cleat in a figure eight fashion.
18. Proper flag etiquette precludes flying the flag in inclement weather. Furthermore, the flag should not be flown in high winds. It can damage the pole and place unnecessary wear on the flag.

Flag Mounting Hooks Snap Hook Assembly Instructions

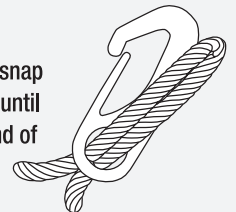
Step 1

Place halyard between thumb and forefinger to form a loop.



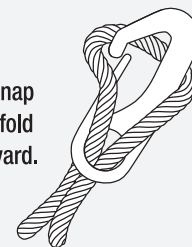
Step 2

Place loop through snap hook eye and push until loop reaches the end of the snap hook.



Step 3

Bring loop over snap end of hook and fold back toward halyard.



Step 4

Bring loop over snap end of hook and fold back toward halyard.

