

THE FLAGPOLE COMPANY®

The Flagpole Professionals!



Internal Wire Halyard flagpole categories contain multiple Flagpole Truck options. Your flagpole will contain one of the Trucks shown below.



Internal Wire Halyard Revolving Truck



Internal Wire Halyard Single Revolving Ball Truck

The Flagpole Company
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INSTALLATION INSTRUCTIONS INTERNAL WIRE HALYARD WINCH FLAGPOLE

Internal Cable Truck & Internal Ball Truck Installation

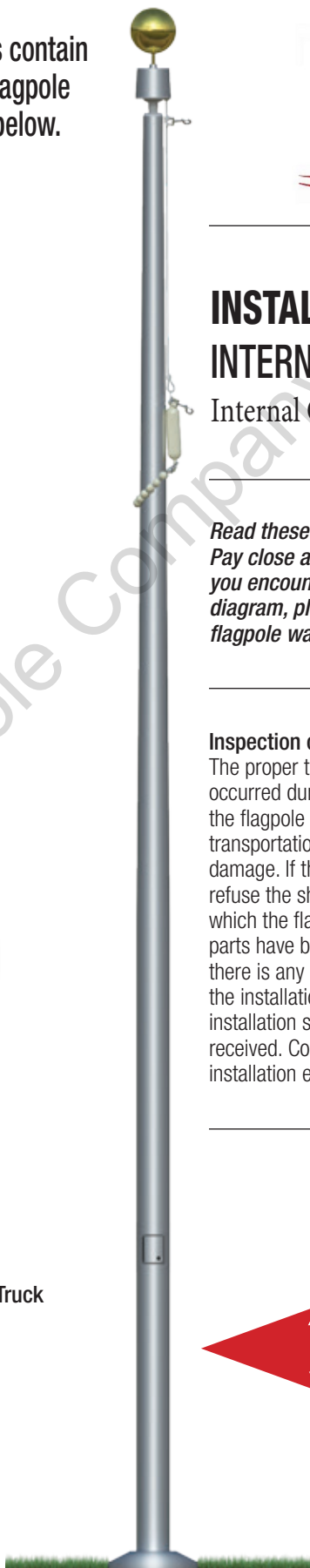
Read these instructions completely before any installation is started. Pay close attention to all safety concerns. In the unlikely event that you encounter any difficulty, or if a part is missing from the parts diagram, please contact the dealer or representative from which the flagpole was purchased.

Inspection of the Shaft and Components

The proper time to inspect the shaft for any damage that might have occurred during shipping is at the time of receipt. The packaging in which the flagpole is shipped is carefully chosen to protect the finish during transportation. Any tear in the package should be inspected for possible damage. If the flagpole is delivered showing signs of freight damage, refuse the shipment and contact the dealer or representative from which the flagpole was purchased. Verify that all standard or substituted parts have been received and are in good and acceptable condition. If there is any damage to the shaft or components, do not continue with the installation without first contacting the dealer. To continue with the installation signifies the acceptance of the product in the condition received. Concord American Flagpole will not be responsible for later installation expenses for missing or damaged parts.

WARNING:

NOTE: To prevent staining, the flagpole must be stored in a dry place OR all packaging must be removed immediately after receiving shipment. If the flagpole gets wet with the packaging still on it, the flagpole may develop stains as it dries. Once packaging is removed, the flagpole should be stored off the ground on blocks until installation.



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WARNING: Do not install your flagpole near overhead power lines and always be aware of cable and pipes buried underground. Utility departments should be contacted to confirm that it is safe to dig in the area where the flagpole is to be installed. It is advisable to have assistance with flagpole installations. Any flagpole with a 5" diameter base or larger or over 25' in length may require some type of lifting device. Following a review of these instructions, the purchaser of the flagpole should determine if they are qualified to perform the installation or should obtain the services of a professional sign/flagpole installation company. Due to various methods of installation used by installers, Concord American Flagpole cannot be liable for structural damage or injury occurring during the flagpole assembly and installation.

Section 1. Foundation Installation

Prepare the foundation hole for Ground Sleeve or Shoe Base installations as detailed in these instructions. NAAMM's ***Metal Flagpole Manual*** offers basic suggestions on foundation requirements in firm, dry soil using dry tamped sand and 3000 PSI concrete (*See Page 6*).

NOTE: Soil conditions vary by site and the listed dimensions are considered minimum dimensions for foundations in firm dry soil.

Exact foundation requirements should be verified by a Structural Engineer with knowledge of soil conditions in your area.

Flagpole Ground Sleeves are available in Corrugated Steel with Steel Lighting Spike and Setting Plate (**PART I**). Refer to diagrams on Page 6 for foundation illustrations.

1A. Corrugated Steel with Steel Lighting Spike and Setting Plate

Set the ground sleeve in the center of the hole, pushing the corrugated sleeve rod into the ground until the ground sleeve steel support plate is resting on the bottom of the hole. The top of the sleeve should be 2" above grade. When the concrete is poured, it will fill in the area between the setting plate and the base plate. Carefully plumb the ground sleeve tube vertically and brace it so it cannot move during the pouring of the concrete. Use a level inserted into the sleeve to ensure it is vertical.

Slowly pour the concrete, continuing to verify vertical plumb. Care should be taken that the pouring of the concrete is not at a rate that might cause the ground sleeve to "float up" as the concrete goes under the base plate (*refer to drawing*). Trowel to desired finish. Keep the inside of the sleeve dry and free of debris by covering the opening. Allow the concrete to cure for at least 24 hours.

1B. Shoe Base Foundation

All Concord American Flagpole Shoe Base Flagpoles include steel Anchor Bolts and stainless steel attaching hardware. Full size, 1:1 mounting templates with full instructions are shipped with the hardware. These instructions must be read and carefully followed for proper Shoe Base installations.

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Section 2. Shaft Preparation

The flagpole should be assembled with base as close as possible to the final installation location. Flagpole shaft configuration can be either 1-Piece or Multi-Piece.

2A. 1-Piece Flagpoles

Place the flagpole shaft on sawhorses in order to attach the components. For a single 1-piece shaft, no additional steps are required before the assembly of the components. Proceed to Section 3.

2B. Multi-Section Flagpole

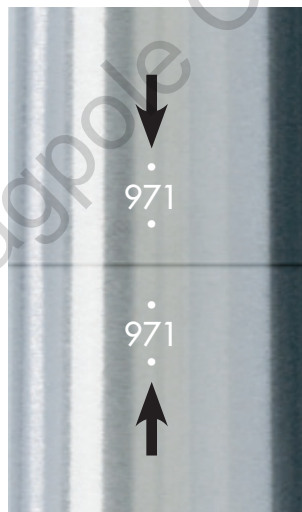
Multiple section flagpoles are designed and fabricated with a self-aligning jam sleeve for each joint in the flagpole. Each joint incorporates very close tolerances for a strong and permanent field assembly. Inspect the shaft sections for damage before any assembly. **NOTE:** Do not expect to be able to disassemble the shaft sections after they have been put together. Taking them apart without damage is extremely difficult or impossible. No hardware should be installed until the shaft sections are totally assembled. The following information is intended to be a helpful guide to the installer. Previous experience in installing multiple piece flagpoles is beneficial.

Carefully lay sections out in proper order. Set the bottom section on blocks, saw horses, or short pieces of larger diameter PVC pipe in a horizontal position with the base of the lower section against an immovable object. Rotate pieces until the match marks can be seen (See Match Mark illustration). For flagpoles with 3 or more sections, start with the bottom sections. Sections must be straight and level while sliding together.

NOTE: All multi-piece joints are custom fit at the factory. Once fit, each section is stamped with both aligning match marks and corresponding numbers.

Before proceeding, verify that the numbers are the same. If they do not match **DO NOT PROCEED**, as the sections will not properly fit together. If you have purchased more than one flagpole, verify that all sections are grouped with the correct match number. Sections are not interchangeable.

Carefully clean all mating surfaces of both the outside of the jam sleeve and the inside of the bottom part of the section into which the jam sleeve will be fitted, looking for and removing any debris or burrs that might be present after the manufacturing or shipping process. Any foreign material may stop the sections from properly fitting.



Cover the jam sleeve and the appropriate amount of the inner area of the section that it will be going in to with a light layer of liquid soap. Do not use grease, oil or other petroleum products as these lubricants can seep out over time and stain the flagpole. Keep the finished surfaces of the shaft free of hand prints and excess lubricants. Gently slide the sections of the flagpole with the match marks in line with the lower section onto the jam sleeve as far as possible without forcing the two pieces together. Rolling the flagpole 180° with every 2" to 3" may facilitate an easier fit. If extreme difficulty is found in fitting the first 6 inches together, pull back apart and cool the male section with ice for several minutes. With the pieces in line, place a 4x4 block of wood against the top of the flagpole to absorb the direct shock and firmly strike the wood to drive the sections together. Excessive force, that which will damage the ends, is not necessary. If the pieces are not coming together, contact your dealer. If the flagpole is a 3-piece unit, clean, lubricate and install the next section in the same manner.

Section 3. Hardware Assembly

When working with threaded components in aluminum, a light coat of an anti-seize compound (*available at most hardware stores*) is recommended. Truck and cable assemblies are assembled as a unit from the factory.

3A. Ornament Assembly

To install an ornament you must first remove the top half of the Truck or Ball Truck (**PART B**). It is not necessary to undo the pre-strung cable assembly. Unpack the flagpole ball, eagle or finial (**PART A**) and thread the jam nut all the way up the threads. An epoxy (*Loc-Tite type product...by others*) is recommended. After applying a small amount of epoxy, carefully thread the ball into the top of the truck. Be careful not to cross thread the components. Grip spindle/rod with vise grips and tighten. Do not grip ball to tighten. The shaft of ornament should protrude approximately 1/4" inside the truck cover. After the ball is in place, use the proper size wrench to snug the jam nut against the top of the truck assembly. If your truck incorporates a set screw, use an Allen wrench to tighten the screw into the Ball Stem. Optional eagles and finials are attached in the same manner. Consideration must be given to the direction that you want the eagle or finial to face. Eagles should face in the same direction as the flag. Reinstall the top half of the truck ensuring that the center pulley aligns with the center of the spindle.

3B. Cable Assembly

Uncoil the cable assembly that extends through the spindle of the truck. Carefully feed the cable through the pole until the cable can be seen through the door opening. The swivel incorporated into the cable fits inside the shaft and is a very important component in the operation of the cable. Pull end of cable through the door opening and tape to outside of the pole.

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3C. Truck Assembly

Internal Halyard Trucks (**PART B**) are available in Revolving Truck and Ball Truck options. Both are designed with 1-1/4" NPT spindles which are inserted into a threaded insert welded into the top of the flagpole.

Carefully check for burrs or irregularities on the threads of the Rotating Truck Assembly and the threaded insert in the top of the flagpole shaft. After feeding the halyard through the pole and installing the ball, eagle, or finial, carefully thread the spindle of the Rotating Truck Assembly into the top of the flagpole. Do not use epoxy on the spindle of the truck. Extreme care should be taken to avoid cross threading the components, as aluminum threads can be easily damaged. Snug the spindle using an appropriate sized wrench. The threads are tapered and are manufactured in such a manner that over half of the spindle threads should go into the shaft before it is fully seated. If damage occurs during this process, contact your dealer.

3D. Winch Assembly

The Winch Assembly is installed into the flagpole at the factory. To attach the wire halyard to the winch, remove the screw located on the center shaft of the winch. Bring the cable behind, under, and up in front of the winch. Place the copper cable stop located at the end of the wire halyard into the slot in the center shaft. Ensure that the stop is seated firmly and straight. Reinsert the screw into the center shaft over top of the copper cable stop and tighten.

3E. Collar

Before standing flagpole, gently slide the flash collar (**PART H**) up from bottom and tape it out of the way near the cleat. The use of protective wrapping around the shaft at this location will provide protection to the finish during the installation process.

Section 4. Standing The Flagpole

The flagpole should be moved to a position that places the base of the flagpole close to the foundation. Stand flagpole into previously installed ground sleeve (*Ground Set Installation*) or onto anchor bolts (*Shoe Base Installation*). This may require the use of a crane or backhoe for larger flagpoles. Professionals experienced in such installations should perform rigging and lifting. During lift, keep clear of the area and reach of the flagpole path. Do not pass flagpole overhead.

Multiple-Piece Flagpoles - When installing multi-piece flagpoles, extra care must be used when setting it into the sleeve. Before standing the flagpole, make certain that the joints are fully seated and that the shaft is straight. Never stand a flagpole that is not properly assembled and straight. Arrange the rigging for the lift in such a way that weight of the flagpole sections is supported from the bottom of the flagpoles so that the flagpole joints are pushed together, not pulled apart, during the lift. Keep clear of power lines.

NOTE: The flagpole joint IS NOT designed to support the weight of the bottom or middle section of the flagpole when raising a multi-sectional flagpole. ALWAYS CHOKE A MULTIPLE SECTION FLAGPOLE BELOW THE LOWEST JOINT AS A SAFETY PRECAUTION.

4A. Ground Set

On flagpoles with spacing between the shaft and the inside of the setting tube, insert flagpole into ground sleeve (*galvanized corrugated 16-gauge steel*) and plumb flagpole with wooden wedges (*by others*). Slowly fill the void between the flagpole and the ground sleeve with washed and screened dry tamped sand. Do not use silica sand. Fill ground sleeve 6" to 8" at a time and tamp as you fill. Fill ground sleeve with sand to about 2" from top, then cap off with waterproof compound (*by others*). Refer to NAAMM's **Metal Flagpole Manual** illustration (*See Page 6*).

4B. Shoe Base

After placing the flagpole on top of the anchor bolts, install flat washer, lock washer, and hex nut. Tighten nut and verify that all threads are fully engaged. Refer to full installation instructions located on Bolt Circle Template shipped with the anchor bolts. **NOTE: An installation using "double nuts" is not recommended by Concord American Flagpole.**

4C. Finishing The Installation

After waterproof compound has dried (*Ground Set Installations*) or the nuts have been tightened (*Shoe Base Installations*), slide flash collar (**PART H**) down into position and caulk joint with matching color silicone to seal the space between the flagpole and the flash collar.

Section 5. Halyard Components Assembly

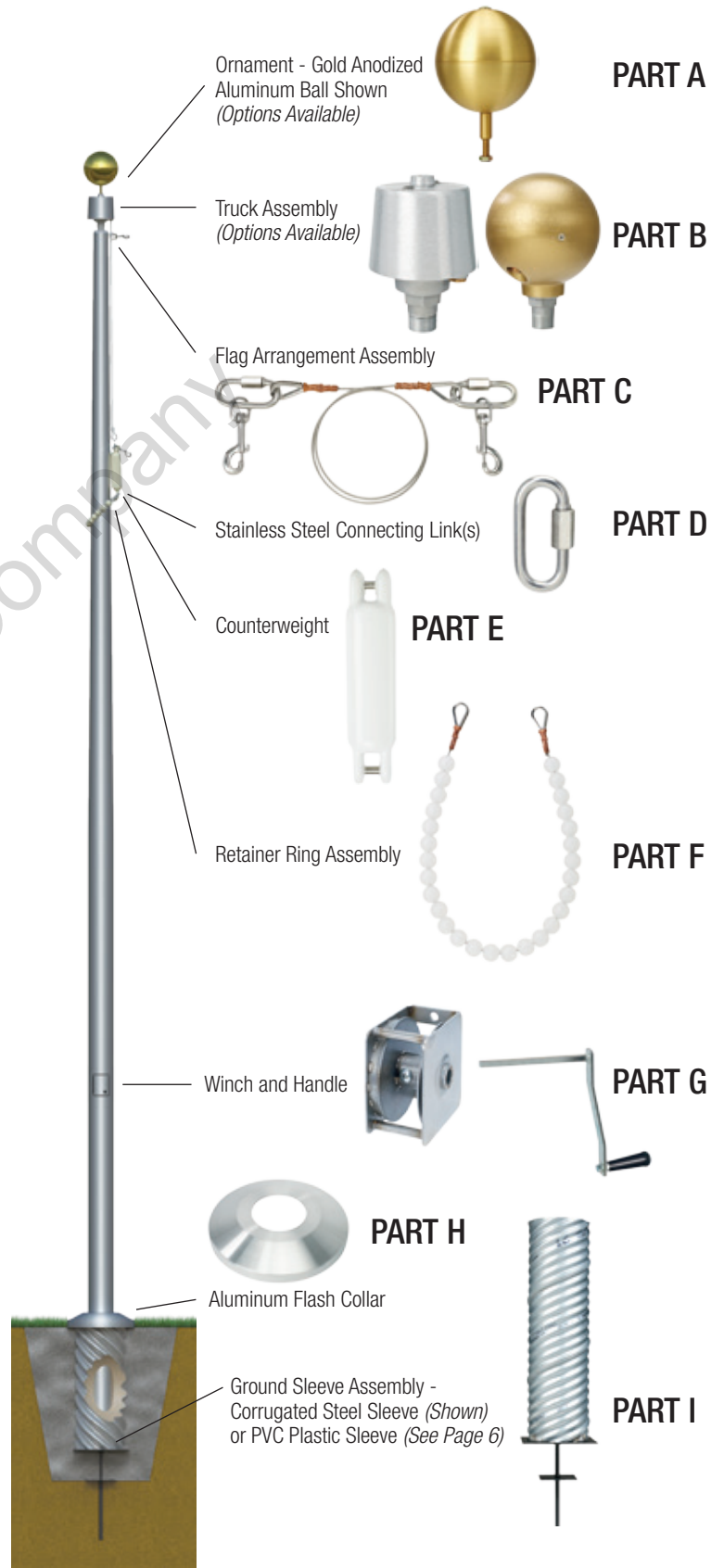
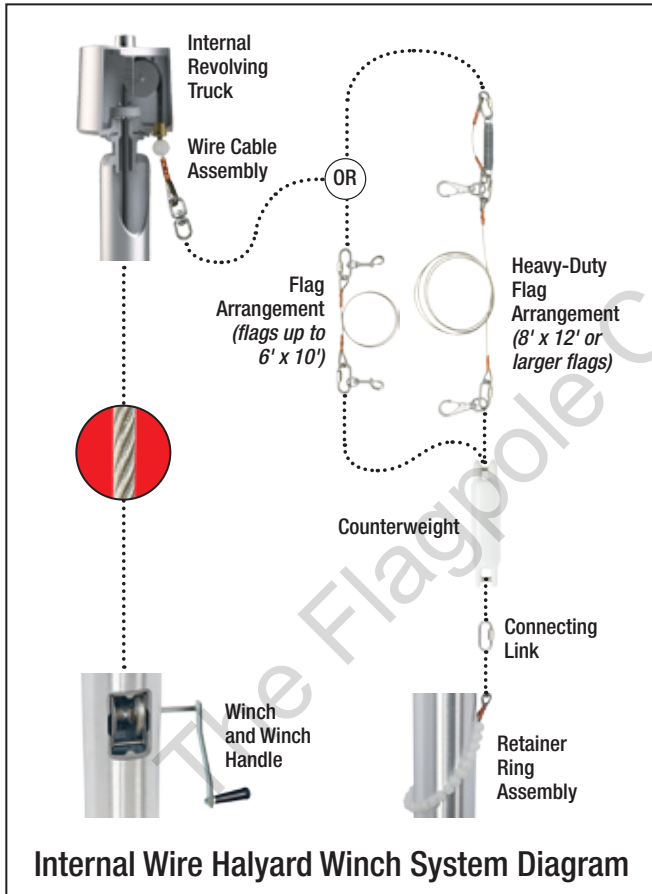
Use the top link of the Flag Arrangement Assembly (**PART C**) to attach the assembly to the swivel at the end of the wire cable assembly. At the opposite end of the flag arrangement, attach the counterweight (**PART E**) to the bottom link of the Flag Arrangement Assembly. Wrap the Retainer Ring Assembly (**PART F**) around the pole and attach to the opposite end of the counterweight using a provided Stainless-Steel Connecting Link (**PART D**). Reference the diagram on Page 5.

SAFETY NOTE: The Retainer Ring and Flag Arrangement should never be attached to the same end of the counterweight.

Using the winch handle (**PART G**), raise the assembly off of the ground. Attach the flag to the flagsnaps and raise the flag to the desired height.

SAFETY NOTE: When raising or lowering the flag assembly be cautious as clothing, equipment, etc. can easily become tangled in the winch, causing damage and / or injury.

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FOUNDATION INSTALLATIONS

NAAMM's **Metal Flagpole Manual** offers basic suggestions on foundation measurements in firm, dry soil only using dry tamped sand and 3000 PSI concrete. These dimensions should be considered as minimum recommendations as soil conditions vary by site.

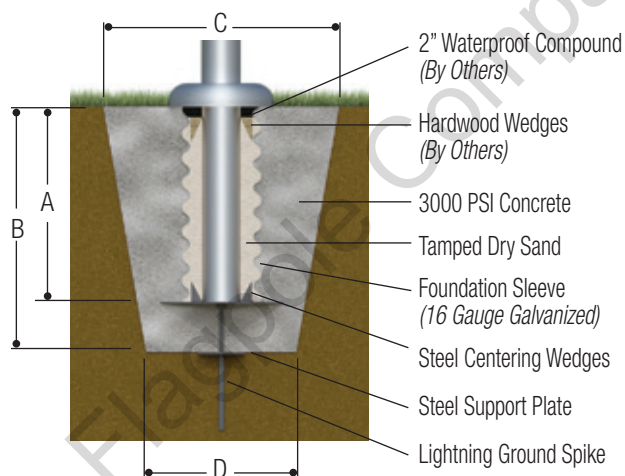
Exact foundation requirements should be verified by a Structural Engineer with knowledge of soil conditions in your locality.

GROUND SLEEVE INSTALLATION

NAAMM Minimum Recommended Foundation Measurements

(Structural Engineering Requirements for Foundations Verified By Others.)

Ground Sleeve with Steel Lighting Spike Installation

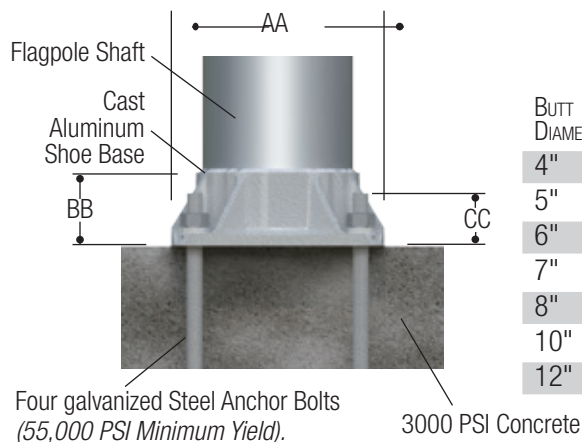


Ground Set

EXPOSED MOUNTING HEIGHT	A	B	C	D
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

SHOE BASE FOUNDATION

(Structural Engineering Requirements For Foundations Provided By Others.)



Shoe Base

BUTT DIAMETER	AA BASE SQUARE	BB BASE HEIGHT	CC BOLT PROJECTION	BOLT DIAMETER	BOLT CIRCLE DIAMETER
4"	7-1/2"	3"	2"	3/4"	6-1/2" - 8"
5"	7-1/2"	3"	2"	3/4"	7 1/2" - 8"
6"	9-3/4"	3-1/2"	2-3/4"	1"	9" - 10"
7"	10-1/2"	3-11/16"	2-3/4"	1"	10" - 11"
8"	11-1/4"	3-15/16"	2-3/4"	1"	11" - 12"
10"	14"	4-7/8"	3-1/4"	1"	14" - 15"
12"	17"	8"	3-3/4"	1-1/4"	16" - 18"

Shoe Base Foundation Installation

