

Installation Instructions for Ground Sleeve Flagpoles

Items Needed for Installation

- Shovel
- Cement
- Fine Sand (Sandbox Type)
- (2) Shims
- Level (Optional)
- Medium Screw Driver

Preparation of the Foundation

Dig a hole approximately 6 inches deeper than the supplied ground sleeve tube.

FOUNDATION MEASUREMENT					
Pole Height (ft)	20	25	30	33	35
Minumum Hole Diameter (in)	20	20	26	26	26
Minumum Hole Depth (in)	30	36	42	46	48

Hole diameter should be increased when installing the pole in soft or sandy soil to ensure a stable foundation.

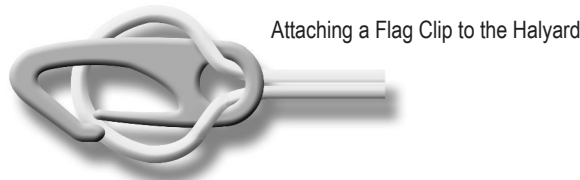
Fill bottom of the hole with about 6" of rocks to facilitate drainage. Center the ground sleeve in the hole and carefully pour cement around it, being careful not to get cement into the sleeve. As the cement is poured, keep the sleeve plumb. Use a level on 2 sides 90° to each other to check for plumb. Fill the hole until the cement is flush, or within an inch of the top of the sleeve. Allow the cement to dry.

Flagpole Preparation

1. Remove the flagpole from its cardboard tube.
2. Screw the finial (golden ball) at the top of the rotating truck and tighten the lock nut to make sure the finial does not get loose.
3. Attach the nylon cleat by screwing the two supplied screws into the two inserts on the side, and then secure the halyard (rope).
4. If a flash collar is to be used, slide it over the pole from the bottom or, in case it is too tight, from the top.

Raising the Flagpole

1. The size of the flagpole will determine the number of people necessary to raise the pole to an upright position. One or two people for a 20-ft or a 25-ft pole, and two or three people for a 30-ft to a 40-ft pole.
2. Raise the pole to an upright position and gently drop the pole into the sleeve. Attach cleat to the pole with the two machine screws provided, screwing it into stainless inserts set into the front of the flagpole. Rotate the pole in sleeve until the cleat faces in the direction you choose.
3. There will be some amount of play between the pole and the sleeve and this play will now be used to plumb the pole. Use cedar shingles or shims until plumb is achieved. Leave these shims in place.
4. When the pole is plumb, fill space between pole and sleeve with dry sandbox or play sand to the top of the sleeve. Pack the sand down firmly. Now carefully break or cut the shims level with the top of the sleeve. If a flash collar was placed on the pole, it can now be dropped down to cover the base area of pole.
5. The flag snaps can now be attached to the halyard (illustrated below), spaced to accommodate the size of the flag.
6. Attach and hoist flag. The halyard may be secured to cleat (in a "figure 8" fashion).



Attaching a Flag Clip to the Halyard

Congratulations! You can now enjoy flying your new flag on a beautiful flagpole!