

# American Flagpole & Flag Co.

[www.aflag.com](http://www.aflag.com)

1 (800) 426-6235

---

## ESTATE 4 AND 5 INCH BUTT DIAMETER EXTERNAL HALYARD GROUNDSET FLAGPOLE INSTALLATION INSTRUCTIONS

1. Dig and prepare foundation hole as detailed in **SECTION A, FOUNDATION SPECIFICATIONS**.
2. Remove shaft from shipping tube, lay on sawhorses. Set up PVC setting tube in the center of hole with top 2" above grade. Make sure the bottom of the tube is well worked into the sand.
3. Plumb the setting tube vertically and brace so it cannot move during the concrete pour. You may use a simple level to insure it is vertical. Pour concrete; trowel to desired finish. Keep inside of sleeve dry and free of debris. Allow concrete to cure for at least 24 hours.

### **IF YOUR FLAGPOLE IS MULTI-PIECE POLE, PLEASE REFER TO SECTION B MULTI-SECTION FLAGPOLE ASSEMBLY AT THIS TIME.**

4. Remove wrappings from the top and bottom of the shaft and from around the cleat area (approximately 8'-8'6" from butt end of shaft). Leave remainder of wrappings on the shaft to help protect it from hand prints. Attach the cleat to shaft using the pre-drilled hole and the screws provided. If an optional flash collar has been supplied, slip collar over bottom of the shaft and temporarily tap to wrappings below the cleat.
5. By hand only, screw the threaded stem of the finial ball into the truck until the stem will go no further. Use Lok-Tite or other stem cement if available. Using a wrench, securely tighten down the jam nut against the truck. Slip truck onto top of the shaft. Align the sheave over the cleat. Using an Allen wrench, tighten the set screws holding the truck to the shaft.
6. Thread the halyard through the truck sheave. Tie the halyard ends loosely together to check for proper halyard length. The halyard should have a 5'-6' loop below the cleat, enough to wrap **ONLY** three to four times around the cleat. Cut off excess halyard. Fuse the ends with a flame to prevent fraying. Slip nylon flag snaps up the outside leg of the halyard and tie loosely with an overhand knot (loose knots can be worked up or down later to adjust for the flag size). Re-tie the halyard ends with a tightly pulled square-knot. Optional chrome flag snaps are installed by passing the halyard taunt. This can be done after the halyard has been secured into a loop.
7. Pick up the shaft and place it into the setting tube, rotating it to face the truck in the desired direction. Pour in the tamp dry sand firmly between the shaft and the

# American Flagpole & Flag Co.

[www.aflag.com](http://www.aflag.com)

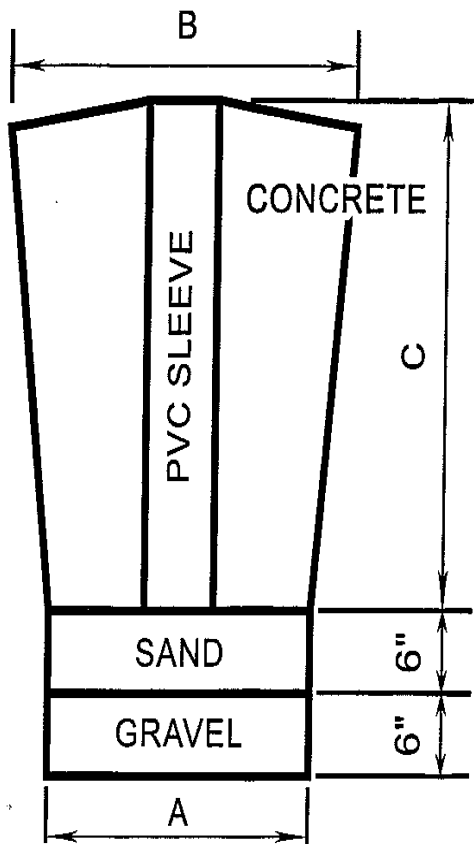
1 (800) 426-6235

---

- sleeve, making certain it is well compacted. Leave a 1"-2" void at the top for sealer (not provided). Fill the void with waterproof cement or any other waterproof sealant. If optional flash collar is being used, un-tape and caulk in place at the concrete and shaft joints.
8. Remove all remaining paper wrapping. Adjust flag snap spacing to accommodate flag. Attach flag to snap and run flag to the peak. Secure the halyard to the cleat by wrapping in a figure eight.

SECTION A  
Foundation Specifications

**PVC GROUND SLEEVE**



SHAFT FOUNDATION DIMENSIONS FOR POLES WITH PVC SLEEVE					
exposed height	overall length	butt diameter	A	B	C
15'	17'	3"	24"	30"	24"
20'	22'	3"	24"	30"	24"
20'	23'	4"	24"	30"	36"
20'	23'	5"	24"	30"	36"
24' *	26'-6"	3"	24"	30"	30"
24' *	26'-6"	4"	24"	30"	30"
24' *	26'-6"	5"	24"	30"	30"
25'	27'-6"	3"	24"	30"	30"
25'	27'-6"	4"	24"	30"	30"
25'	28'	5"	24"	30"	36"
30'	33'	4"	24"	30"	36"
30'	33'	5"	24"	30"	36"
35'	38'-6"	5"	30"	36"	42"
<p>POLES 4" AND LARGER REQUIRE SAND BETWEEN POLE AND PVC SLEEVE</p> <p>* MODIFIED TO FIT INTO PUP TRUCK</p>					

FOUNDATION DIMENSIONS ARE MINIMUMS FOR TYPICAL SOILS

## SECTION B

### Multi-Section Flagpoles

In the unlikely event that you encounter any difficulties in the installation process, contact the dealer or representative from which the flagpole was purchased and, if necessary, they will contact our factory for assistance.

Multiple section flagpoles are designed to be field assembled with the patented, self aligning, internal sleeve assembly using close tolerances. These units have been pre-fit at the manufacturing facility to within  $\frac{3}{4}$ "', without lubrication, in order to provide a snug fit between sections. It is imperative that these sections must be handled and assembled with care to avoid altering the fit.

Read through the entire set of information before beginning the assembly and installation process. Do not expect to be able to disassemble the shaft sections after they have been put together. They are designed to fit tightly together and taking them apart without damaging the flagpole will be extremely difficult or impossible.

If the flagpole is and internal halyard unit – Independence (stainless steel cable) or Sentry (halyard) – it is extremely important that the truck assembly NOT be fed through the pole until *after* the sections are completely put together. A short section of rope or cable caught between the walls of the section during the section fitting process will prohibit the sections fitting together properly. This condition is practically impossible to reverse.

**DO NOT IMPACT THE ENDS OF THE FLAGPOLE SHAFT SECTION IN ANY WAY THAT WOULD DENT, OALIZE OR CREATE SURFACE ABRASIONS (BURRS) ON ANY MATING SURFACE.** Inspect the shaft sections for damages including, but not limited to, dents, an oval condition, abrasions, or burrs to the mating surface.

**ASSEMBLE THE SHAFT IN A HORIZONTAL POSITION – RAISE THE SHAFT OFF THE GROUND FOR ASSEMBLY –** Place the shaft sections on blocks or saw horses so that dirt, gravel, etc. does not get into the joint and interfere with the assembly. Place the bottom of the shaft against a solid object such as a steel column or a wall to help in the fitting process. Protect all surfaces with thick wooden blocks and padding. **IDENTIFY THE VARIOUS MATING SECTIONS BY MATCHING THE NUMBERS ON EACH OF THE POLE SECTIONS –** Each joint has been custom fit and the mating sections have been number stamped with the same identification number near the adjoining end. If the sections do not have the same match numbers...STOP. These sections are not interchangeable. If you have purchased multiple flagpoles, check to see if various sections have gotten mixed up. If this is not the case, contact the dealer or representative from which the flagpole was purchased and they will contact us

# American Flagpole & Flag Co.

[www.aflag.com](http://www.aflag.com)

1 (800) 426-6235

---

immediately. Be prepared to give them the pole size information and the marking numbers on the flagpole.

AGAIN, VERY THOROUGHLY CLEAN ALL MATING SURFACES TO REMOVE ALL FOREIGN MATTER IMMEDIATELY BEFORE ASSEMBLY. It is critical that the mating surfaces, the outside of the sleeve and the inside of the top section that slides over it, be cleaned and smooth of burrs and abrasions. While cleaning, if you feel the cloth “snag” on something, now is the time to determine and fix the cause. LUBRICATE THE SLEEVE AND INNER SURFACE WITH LIQUID SOAP. Lubricate well. DO NOT USE GREASE, OIL OR ANY PETROLEUM PRODUCT AS IT CAN SEEP OUT OF THE JOINT AND STAIN THE SHAFT. Try to keep the finished surfaces free of hand prints and excess lubricants.

SLIDE THE UPPER SECTION ONTO THE SPLICING SLEEVE OF THE LOWER SECTION MAKING SURE THAT THE MATCH MARK ARROWS LINE UP EXACTLY WHILE THE SECTIONS ARE BEING PUT TOGETHER. Some force may be needed as the sections come together. In the event that a sledgehammer is used in the final fitting process, use extreme care to protect the aluminum surface and the cast aluminum end plug by using thick wooden blocks to absorb direct shock.

Proceed with remainder of the installation.

Do not allow concrete to come in contact with the aluminum shaft.

EXTREME CAUTION SHOULD BE EXERCISED WHEN INSTALLING FLAGPOLES NEAR OVERHEAD POWER LINES OR IN THE VICINITY OF BURIED CABLES.