

FLAGPOLE INSTALLATION INSTRUCTIONS

General Installation Instructions for Adirondack Flagpoles outdoor flagpoles

IMPORTANT

- Please read and understand these instructions before installing your flagpole.
- It is important to select a location for your pole where it cannot be struck by automobiles, bicycles, lawnmowers, or any object that can damage it. Avoid any overhead obstructions. **AVOID ANY LOCATION IN THE VICINITY OF POWER LINES.**
- Always contact your local '**DIG SAFE**' [<http://www.digsafe.com>] service before digging or excavating the area.
- Do not allow the pole to lie around a job site. Keep the pole straight and dry during storage and erect as soon as possible after delivery.

PARTS LIST

1. Flagpole
2. Dupont Solarguard American Flag
3. FLAGPOLE FITTINGS:
 - a. Gold Ball or Eagle Finial [1]
 - b. Halyard (rope) [1]
 - c. Vinyl coated brass Flag Snaps [2]
 - d. Truck (pulley assembly) with Self-Tapping Screws
 - e. Tube of Loctite [1]
 - f. Bronze Cleat with Stainless Self-Tapping Screws
 - g. Powder Coated Steel Flagpole Base
 - h. 5/8" x 12" Stainless Rod [1] with 5/8" Stainless Locknuts and Thrust Washers [2]

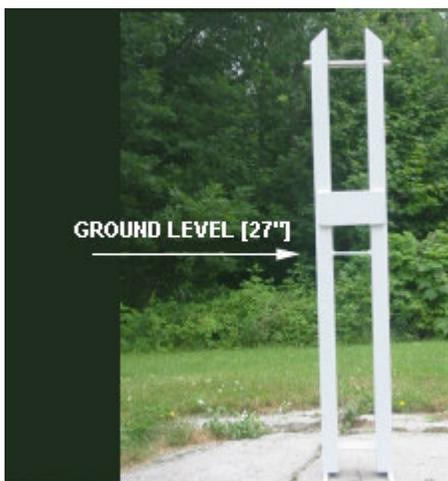
TOOLS AND ACCESSORIES REQUIRED

- 4 Foot Carpenter's Level
- Shovel/Excavating Tools
- 12" Crescent Wrenches [2]
- Sakrete Concrete & Gravel Mix (80 lb. bag) - [6 to 8]
- Finishing Trowels
- Crushed Stone [2 cu. ft.]
- 1" x 2" x 4' temporary leveling supports [4]
- Sawhorse with protective covering (beach towel or foam) - [1]

EXCAVATION

Select an appropriate location for your flagpole installation. The flagpole should be no closer than eight [8] feet to any building or structure. For raising and lowering the Windward side [facing prevailing winds] should extend unobstructed for the length of the pole plus a minimum of four [4] feet.

1. Dig a hole 24" in diameter to a depth of 32" or slightly more. (If the ground is soft or sandy, increase the diameter of the hole by 50%.) For exact excavation dimensions refer to Table 1 at the end of this document.
2. Fill the bottom of the hole with crushed stone or small rocks and tamp the stones, leaving exactly 27" depth of the hole to the ground surface. This will improve drainage under the flagpole base.
3. Center the Mounting Base in the hole, with the removable mounting plate on the LEEWARD SIDE. The horizontal plate in the middle of the mounting base should be flush with the ground surface [27" up the base].



Mounting Base



Removable side plate

4. Fill around the mounting base with concrete. When the hole is about half full, plumb the mounting base by placing a level into the sleeve at two points 90 degrees apart. As you continue adding concrete, be sure the base remains plumb.
5. When the concrete reaches the horizontal mounting plate at the center of the Mounting Base, which should be exactly at ground level, attach temporary legs of 1"x2" wooden supports to each leg and secure to base. Adjust base to be perfectly plumb on both faces and trowel the exposed concrete to a reasonably smooth surface.
6. Allow concrete to cure for a minimum of 24 hours before proceeding with the raising of the flagpole itself.

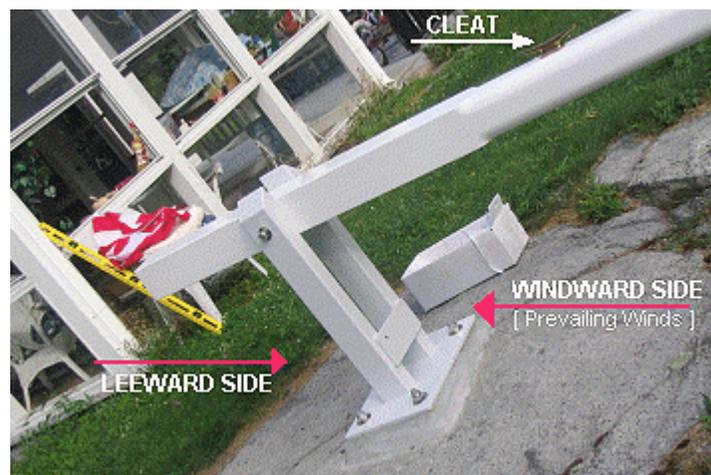
FLAGPOLE AND FITTINGS ASSEMBLY

1. The bronze cleat, anodized truck and halyard are pre-assembled on your Adirondack Flagpole and require no installation by the owner. Refer to the Finial Installation instructions in the finial box.
2. The anodized Eagle finial or Gold Ball should be assembled after the flagpole has been secured to the Mounting Base.
3. Do not attach the flag itself until the pole has been installed and erected.

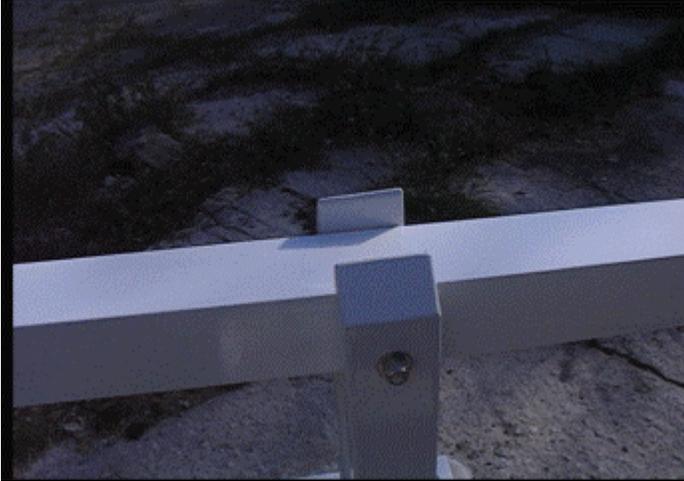
DO NOT remove the flagpole from its Sonotube shipping container until the Mounting Base installation has been completed. Place the flagpole shipping container next to the mounting base, with the arrow indicating "BASE" adjacent to the Mounting Base and protruding approximately four [4] feet beyond the base. Place your sawhorse approximately six [6] feet from the other end of the flagpole [TIP] shipping container.

FLAGPOLE INSTALLATION

1. When the concrete is firmly set place the BASE end of the flagpole while still in the Sonotube shipping container on top of the two vertical uprights of the Mountain Base, extending 48" beyond the mounting base on the Leeward side.
2. Place the TIP end of the Sonotube shipping container on the sawhorse, which should be approximately six [6] feet from the end of the container.
3. Remove both end plates from the shipping tube and place one person at the Mounting Base and on person at the sawhorse. Have the 12" Stainless steel mounting rod ready with one Stainless Nylock nut and washer on the threaded rod.
4. Reach in the shipping tube at the base end and raise the flagpole to take the weight off the Sonotube, while the person assisting slides the Sonotube off the tip end, exposing the wrapped flagpole at the base end at least five [5] feet.
5. From the BASE end of the exposed flagpole unwrap the bubble wrap at least one foot past the mounting hole and Stainless Steel bushing insert which is located 48" from the end of the flagpole base.
6. With an assistant guiding and securing the pole to the sawhorse, slide the pole forward or back until the Stainless Steel bushing insert lines up with the center of the flagpole Mounting Base.
7. Insert the flagpole into the arms of the Mounting Base *from the top* and have your assistant visually align the Stainless Steel bushing insert in the flagpole with the Stainless Steel bushing holes in the Mounting Base.
8. Slide in the 12" Stainless Steel mounting rod through the Mounting Base and through the flagpole bushing and hand-tighten the outer Stainless Steel thrust washer and second Nylock nut.



9. When the flagpole is secured to the Mounting Base as shown in the above illustration, slide the remainder of the Sonotube off the pole and unwrap the remainder of the bubble wrap, leaving the TIP end of the flagpole resting on the sawhorse with adequate soft padding [beach towel or foam].



10. At this time attach the finial to the top of the truck at the TIP of the flagpole per instructions included in the finial box.

RAISING THE FLAGPOLE

1. Flagpoles up to 24' in length can easily be raised by one adult man, however it may be less effort with two people. Longer flagpoles require two adults to raise.
2. Remove one of the 1/2" stainless mounting bolts on the detachable mounting plate on the leeward side of the Mounting Base. Loosen the second bolt but leave the threads started at least 2 turns. Flip the detachable mounting plate 180 degrees so the bottom of the Mounting Base is open and clear.
3. Grasp the flagpole *ahead* of the sawhorse and raise it to your shoulder. Walk the pole towards the BASE while raising it to arms length over your head, and work your way towards the Mounting Base.



4. The unique Adirondack Flagpoles Mounting Base will not allow the flagpole to go past Top Dead Center, so firmly press the pole forward into the Mounting Base until it contacts the fixed mounting plate on the Windward side.
5. While maintaining modest pressure on the flagpole have your assistance flip the movable locking plate 180 degrees and insert the second 1/2" stainless steel bolt into the Mounting Plate. Tighten both mounting bolts firmly at this time.



6. Secure the two [2] 5/8" Nylock nuts to the Stainless Steel mounting rod. Check two alternate faces of the flagpole at this time to ensure the pole is plumb in both directions.
7. Now enjoy the proud moment as you raise your flag on your new Adirondack Flagpole for the first time ! Secure the Halyard to the bronze cleat with a few half-hitches and step back and take a look...



CARING FOR YOUR ADIRONDACK FLAGPOLE

1. Dirt on the pole comes mostly from a dirty halyard. The polyester halyard is machine washable. Replace the halyard often.
2. When the flag is not flying, bring the flag snaps together and wrap them around the cleat to prevent them from hitting the pole.
3. Wipe off dirt marks with soap and water using a sponge. With white poles, stains or old dirt can often be removed with a mild bleach solution. DO NOT use sandpaper or any abrasive material on the surface. The pole can be polished with any good quality furniture wax from time to time if desired.
4. 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.

ADDITIONAL INSTRUCTIONS:

The following two [2] photos show details of helpful practices for protecting and installing the powder coated steel mounting base:



A few things to note in this photo. First you will see I left the shrink wrap on right down to the plate which is at ground level, this ensures no concrete will splash on the visible part of the base, or possibly nick the powdercoating with the shovel.

Secondly note the green post level, these are very inexpensive and work great, around \$5 at any hardware store. Keep it as high as possible on the base. However I still recommend using a 4' level for the final check.

Also note the 1x2 tripod legs. They are more evident in the next photo. Cut 2 1x2's to about 36", drill a 1/2 inch hole a few inches from the top of each one, and bolt them through the base with a 1/2 x 3-1/2" bolt. This will give the base more stability and make it easier to level up while the concrete is wet.



MOUNTING BASE REBAR ATTACHMENT:

Note that when the steel mounting bases are shipped via UPS or common carrier the rebar stabilizers or 'feet' are not welded on and should be clamped as shown in this photo detail:

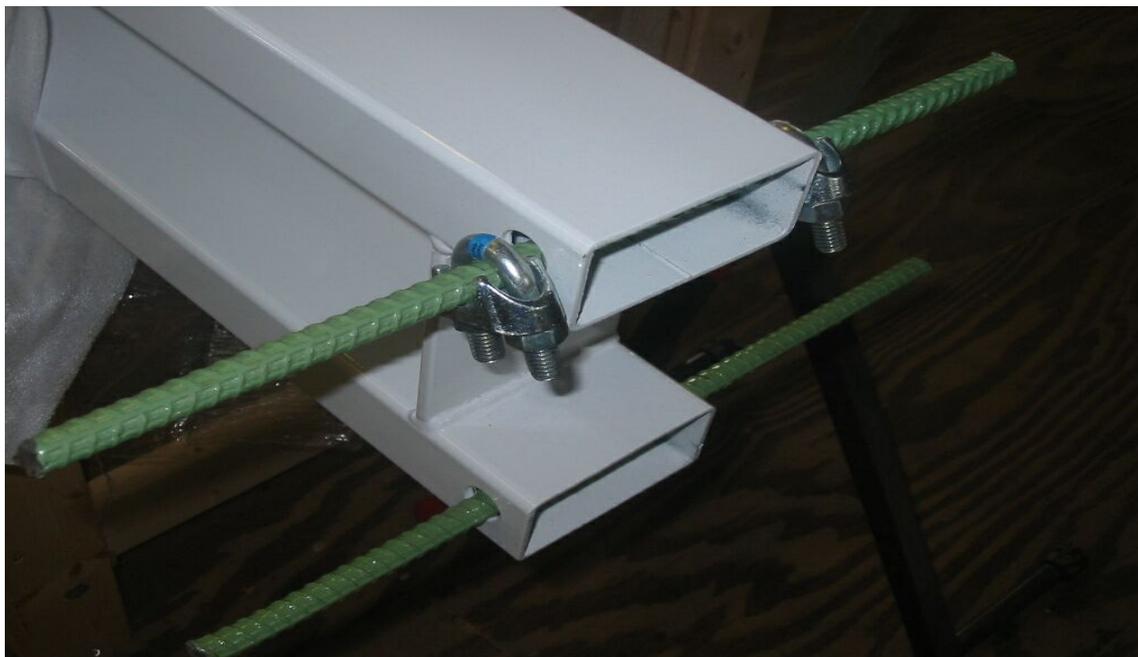


TABLE 1: MOUNTING BASE EXCAVATION DEPTHS AND CONCRETE VOLUMES

Flagpole Size	Base size [total height]	Excavation Depth	Excavation Diameter	Stone Depth	Cubic Feet	Sakrete volume
24'	54"	32"	18" Min.	6"	4.0	6 to 7 bags
28'	60"	36"	20" Min.	6"	5.4	9 to 10 bags
32'	72"	42"	24" Min.	6"	9.5	14 to 15 bags
36'	80"	48"	28" Min.	6"	14.5	18 to 20 bags

Note: *For clay soils increase stone depth to provide adequate drainage.
For sandy soils increase excavation diameter to ensure stability.*