

**INSTALLATION INSTRUCTIONS**  
**RESIDENTIAL 20' & 25'**  
**WITH HINGE BASE FLAGPOLE**  
**(MODEL #20R-HB, # 25R-HB)**

**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, lawn mowers, or any object that can damage it. **AVOID ANY LOCATION IN THE VICINITY OF POWER LINES.**
- It is most important that you are aware of any gas or power lines or any type of obstruction below ground. Always contact your local "Dig Safe" 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. Install it as soon as possible after delivery.
- **DO NOT** allow children to operate a flagpole unattended.
- **DO NOT** climb flagpoles and **DO NOT** lean ladders against flagpoles.

**PARTS LIST**

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| <ol style="list-style-type: none"><li>1. FLAGPOLE SHAFT</li><li>2. ALUMINUM BASE (Attached)</li><li>3. BOLT/NUT/WASHER (4)<br/>(Bolt Size: 4 each - 24" x 3/4")</li></ol> | <ol style="list-style-type: none"><li>4. FLAGPOLE FITTINGS<ol style="list-style-type: none"><li>a. Gold Ball</li><li>b. Halyard (rope)</li><li>c. Flag Snaps (2)</li><li>d. Truck (pulley assembly) with Screws</li><li>e. Tube of Loctite (1)</li><li>f. Cleat with Screws (2)</li><li>g. Decorative Flash Collar</li></ol></li></ol> |
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**TOOLS & ACCESSORIES REQUIRED** (Items not supplied by manufacturer.)

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| <ol style="list-style-type: none"><li>1. Level</li><li>2. Pliers</li><li>3. Screwdriver</li><li>4. Drill and Drill Bit</li></ol> | <ol style="list-style-type: none"><li>5. Shovel/Excavating Tools</li><li>6. Cement</li><li>7. Wrench - Adjustable</li></ol> |
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**FOUNDATION**

For general installations, dig a hole approximately 3' x 3'. (If ground is soft or sandy, increase the size of the hole.) Follow the cement or concrete manufacturer's instructions for mixing and pouring the foundation. Be sure the foundation is level. While the cement is curing, set the anchor bolts in the proper position according to the base being used. One way to do this is by using an oversized sheet of plywood and the base as a template. Drill four 3/4" holes through the plywood, i.e. if using a 3' diameter hole in the ground, use a 4' square (or more) sheet of plywood (or some other material) so that the plywood is larger than the hole. Using a washer and nut on the top side of the board, let the anchor bolts hang in the cement, allowing for the appropriate bolt projection. (Residential Pole Bolt Projection is 2").

**FLAGPOLE AND FITTINGS ASSEMBLY**

1. Leave the plastic wrap on the pole for protection.
2. Apply Loctite to the threads on the gold ball and screw into the truck. **DO NOT** apply turning force on the ball. Use pliers on the spindle to tighten. Tighten the lock nut.

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**FLAGPOLE AND FITTINGS ASSEMBLY** - (continued).

3. Place the ball/truck assembly into the top of the pole so that the pulley faces a direction away from the prevailing wind once the pole is raised. Drill 3 holes with a 1/8" bit, 120 degrees apart, through the flagpole shaft and truck stem about 1.5" from the top of the pole. Secure the truck to the pole with the self-tapping screws provided.
4. Thread the halyard through the sheave (pulley), attach the snaps (see illus.) and secure halyard ends with a square knot. Adjust the spacing between the 2 snaps to match the flag grommets.

**FLAGPOLE INSTALLATION**

1. Install pole on base, securing the two stationary bolts with nuts.
2. Remove the upper 2/3 of the plastic wrap from the pole and raise the pole upright and secure final bolts with nuts.
3. Use a level to plumb the pole. Be aware, the pole is tapered and 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.
4. Adjust the nuts as necessary to straighten.
5. Remove the rest of the plastic wrap

**CARING FOR YOUR FIBERGLASS 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 a non-abrasive cleaning compound recommended for fiberglass surfaces.
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.