

Commercial Flagpole Installation Instructions

Ground-Set External Halyard System

Important Storage Information

Your new flagpole **MUST BE STORED DRY** until ready to be set to prevent staining of the shaft. If dry indoor storage is not possible, remove the pole from the shipping tube and discard the kraft paper wrapping immediately. Staining caused by trapped moisture is **NOT** covered under the manufacturer's warranty.

Included Standard Parts

- | | |
|--------------------------------|----------------------------|
| • Ball Ornament | • Revolving Truck / Pulley |
| • 9" Cleat | • Flash Collar |
| • Support Plate / Threaded Rod | • Ground Sleeve |

Standard parts may be replaced by optional accessories such as eagle ornaments.

Site Selection

Choose the location carefully. Avoid underground and overhead utilities, trees, structures, and anything that could obstruct the pole or flag. Plan for the additional clearance needed when the flag is flown at half-staff (approximately one flag-height below the truck).

Excavation & Foundation Pour

Have all underground utilities marked before digging — this is required by law in most jurisdictions. **Confirm there are no overhead power lines** within the fall radius of the pole.

A qualified crane service is recommended on flagpoles 30' x 6" butt diameter and larger. Smaller poles may be set by hand with adequate manpower and proper rigging.

1. Excavate a hole using the foundation dimensions on the next page that match your specific flagpole height.
2. Locate the ground sleeve, support plate, and threaded rod. Thread the rod into the nut welded to the bottom of the main plate (sleeve) and secure with a lock nut.
3. Thread a second lock nut onto the rod 6" below the main plate, slide the 6" support plate onto the rod, then secure with a third lock nut.
4. Place the ground sleeve in the center of the hole with the support plate resting flat on the bottom.
5. Hold the sleeve roughly plumb and pour concrete around the outside. Do not allow concrete to enter the tube.
6. Continuously check plumb with a standard level as you pour.
7. Stop pouring approximately ½" below the top of the sleeve. This lip helps prevent water intrusion.
8. Allow the concrete to cure 48–72 hours before erecting the flagpole.

Flash Collar Tip

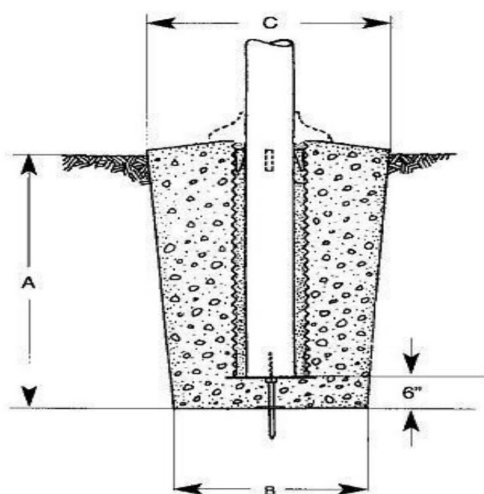
Slide the flash collar onto the pole from the bottom up to just above a cleat hole, then partially thread a cleat bolt through the hole to hold the collar out of the way during erection and leveling.

Pole Assembly

1. Completely unwrap the flagpole if you have not already done so.
2. Apply a few drops of thread-locking compound (Loctite® or equivalent) to the truck threads, then thread the Truck (Pulley) Assembly into the top of the shaft and tighten securely.
3. Install the provided lock washer, then thread the ball (or eagle) ornament into the top of the truck. Tighten until the lock washer is fully compressed.
4. Remove the masking tape securing the halyard rope and lay the rope out parallel to the pole.
5. Set the flagpole by hand or by qualified crane service. If using a crane, attach a soft, non-marring nylon strap near the balance point to protect the finish.
6. Lift the pole vertically and lower it into the ground sleeve. Adjust until plumb in both directions.
7. Pack the foundation sleeve with clean, dry mason sand around the pole to support and stabilize it within the sleeve.
8. Install wood wedges to lock the pole in place, then slide the flash collar down over the wedges and secure with the cleat bolt. **Wood wedges are not included and must be supplied by the customer.**
9. Tie off the halyard around the cleat using a cleat hitch. Hoist your flag and confirm smooth operation.

Foundation Dimensions

Refer to the diagram below and use the dimensions that correspond to your pole height.



Pole Height	A (depth)	B (top dia.)	C (base dia.)
20' & 25'	3'-0"	24"	30"
30'	3'-6"	30"	36"
35'	4'-0"	36"	42"
40' & 45'	4'-6"	42"	48"
50' & 60'	5'-6"	54"	60"
70'	7'-6"	66"	72"
80'	8'-6"	66"	72"
100'	10'-0"	66"	72"

Important: The foundation dimensions above assume firm, undisturbed soil. Soft, sandy, expansive, or high water-table sites will require larger foundations. Consult a local foundation engineer for site-specific design before pouring.

Maintenance & Care

- Inspect the halyard, snap hooks, and truck bearing every 6 months and replace worn components promptly.
- Wash the shaft annually with mild soap and water. Avoid abrasive cleaners that can damage the finish.
- Lower flags during severe weather (sustained winds above 50 mph, ice storms, hurricanes).
- Re-tighten the cleat and inspect the flash collar seal once per year.

Questions? We're here to help.

Call **1-888-872-6178** • Mon–Fri 9am–5pm EST • support@americafirstflagpoles.com

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