



Residential Aluminum Flagpole Installation Guide

This guide covers the step-by-step process for installing a ground-set residential aluminum flagpole. Proper foundation preparation is the most critical step for the long-term stability and safety of your flagpole.

1. Foundation Specifications

Before digging, ensure you have located all underground utility lines and verify there are no other obstructions. Keep in mind that you'll need up to 10' of clearance completely around the diameter of the flagpoles locations. This is determined by the flag size + 2'. This will prevent premature wear of flags and hardware due to gutters, roof line, trees, bushes, and other obstructions.

Foundation Requirement Table

Exposed Height	Pole Diameter	Hole Depth	Hole Diameter
20'	3"	2' 5" (29")	18"
25'	3"	2' 5" (29")	18"
20' & 25'	4"	2' 5" (29")	24"
30'	4"	2' 11" (35")	24"

2. Tools and Materials Needed

- **Concrete:** Standard 3000 PSI mix (Pre-mix bags or transit-mix).
- **Hand Tools:** Spud Bar, Shovel, 5 Gallon Bucket or Wheelbarrow, Post Hole Digger, Mixing Hoe, Concrete Trowel.
- **2' Level:** To ensure the sleeve is perfectly vertical.

3. Installation Steps

Step 1: Excavation

Dig the foundation hole according to the **Foundation Requirement Table** on page 1. Ensure the hole is "bell-shaped" (wider at the bottom than the top) to prevent the concrete base from "heaving" during freeze/thaw cycles.

Step 2: Setting the Ground Sleeve

1. Tamp the bottom of the hole. Adding gravel to the bottom is NOT recommended since it will prevent the flagpole from coming in direct with the ground.
2. Set the PVC ground sleeve into the center of the hole.
3. The top of the sleeve should be slightly above finish grade to prevent dirt and water from entering the sleeve.
4. **Crucial:** Use a level to ensure the sleeve is perfectly plumb. Make sure to plumb along inside edge of sleeve and never by placing level across the top.

Step 3: Pouring Concrete

1. Premix concrete in a bucket or wheel barrow per manufacturer instructions. When the desired constancy is reached, pour the concrete around the sleeve being careful not to allow any concrete to enter the sleeve.
2. Verify the sleeve remains plumb during the pour.
3. If a finished concrete pad is desired, trowel the surface of the concrete with a slight outward slope to allow water to drain away from the pole. If mulching or installing in a flower bed, you can leave the concrete 2-3" below final grade and back fill when concrete sets.
4. **Wait 24–48 hours** for the concrete to fully cure before standing the pole.

Step 4: Flagpole Assembly

1. Install the **cleat** using 2 machine screws provided. The holes in the flagpole shaft are pre-drilled at either 7'-6" or 8' from the bottom on the shaft depending embedded depth.
PRO TIP: Determine the direction of your prominent winds and set the pulley on the opposite side of the flagpole while positioning the cleat on the opposite side of the primary viewing angle.
2. Attach the **truck** (pulley assembly) to the top of the pole using the 3 set screws. (If you purchased a top mount **solar light**, remove the nut from the ball stem and slide light on to stem with panels facing up, then replace the nut.) **DO NOT FORGET TO POWER ON SOLAR LIGHT.** Place lock washer on the stem of the ball below the nut. Thread ball carefully into truck using the stem to prevent damage.
3. Unwrap **halyard** (rope) and tie to cleat to secure for raising.

4. **Optional:** If you purchased a Flash Collar for use with a finished concrete pad, slide it up from the bottom before setting. Secure the collar below cleat.

Step 5: Standing the Pole

1. With the help of assistants, lift the flagpole and slide it over the ground sleeve. While one person is holding down the butt of the flagpole over the ground sleeve, the other person can slowly walk the flagpole vertical. Once vertical, the flagpole should slide completely in the ground sleeve.
 2. Using 100% Window and Door Silicone Caulk, seal the gap between the flagpole and the sleeve to prevent water, dirt, and debris from entering the sleeve. This will help ensure the flagpole can be removed if service is needed in the future.
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4. Safety & Maintenance

- **Wind Speeds:** Always lower your flag during high wind events or storms.
 - **Hardware:** Inspect the halyard and snap hooks annually for wear and tear.
 - **Cleaning:** Aluminum poles can be cleaned with mild soap and water to maintain their finish.
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