

# *Installation Guide*



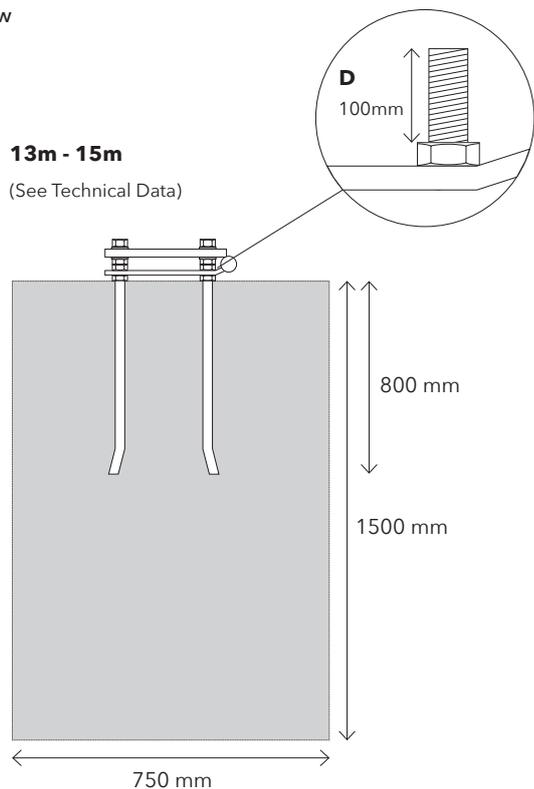
Commercial Flagpole - Glassfibre Internal - Hinged Base Plate

13m - 15m

# Commercial Flagpole - Glassfibre Internal - Hinged Base Plate

## Foundation Dimensions

Profile View



	Flagpole Dimensions		
Flagpole Length (m)	13	14	15
Butt Diameter Ø (mm)	190	190	190
Top Diameter Ø (mm)	65	65	65
Base Fixing	HBP	HBP	HBP
Base Plate Dimension (mm)	280 x 280	280 x 280	280 x 280
Foundation Required (w2 x d) (mm)	750 x 1500	750 x 1500	750 x 1500
Recommended Landscape Flag Size (mm)	3660 x 1830	3660 x 1830	3660 x 1830
Maximum Wind Speed (mph Flagged)	50	50	50

**NB:** We recommend that the concrete used in the bases should be of a C30 quality as normally purchased from a ready mixed concrete supplier. If purchaser is to mix concrete up themselves then the ratio of the mix i.e. Cement/Sand/Fine Aggregate must 1:2:3 which results in a very strong mix. Any deviation from the above advice may result in warranty claims being invalid. If in any doubt please contact supplier for clarification.

HD - Heavy Duty • EHD - Extra Heavy Duty • UHD - Ultra Heavy Duty • HBP - Hinged Base Plate

# Commercial Flagpole - Glassfibre Internal - Hinged Base Plate

## Parts Checklist

- A 1 x Glassfibre Pole (13m - 18m)
- B 1 x Fairlead & Saddle
- C 1 x Gold Onion Finial
- D 1 x Looped Weight (1.4kg)
- E 1 x Fixed Clip
- F 1 x Base Plate
- G 1 x Hinge Pin and bolt
- H 4 x Full Nut
- I 12 x Half Nuts
- J 8 x Washers
- K 4 x Ground Rods
- L 3 x Self Tapping Screws

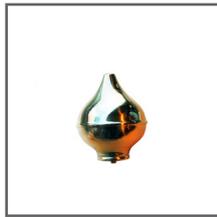
A



B



C



D



E



F



G



H



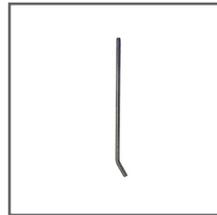
I



J



K



L



# Commercial Flagpole - Glassfibre Internal - Hinged Base Plate

## Step 1

- a) Order/mix concrete and place into hole (25-30 newton - 50 Slump - 20mm aggregate)
- b) Screw a half nut onto each threaded foundation bolt for distance 'D' as shown on the concrete foundation dimension.

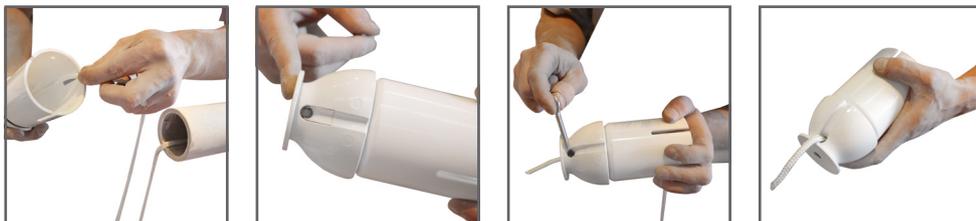
Place the baseplate over the foundation bolts (the hinge on the ground plate should point upwards). Ensure that the ground plate is level and secure in position with half nuts.

- c) Place the foundation bolts in the concrete at the correct depth and ensure the hinge on the ground plate points in the direction where the pole will be both raised and lowered. Ensure the foundation ground plate is level and leave a small space (15mm max) between the concrete foundation and the ground plate. This will allow adjustments to be made to ensure flagpole is completely vertical.
- d) When the concrete has hardened mount one more half nut and washer on each foundation bolt.
- e) Place hinging bolt partially through the ground plate ready to secure once the pole is in position. Offer the flagpole up to the foundation ground plate and slide hinge pin through both sections and secure with bolt. Once secure carefully lower the flagpole for the next step.



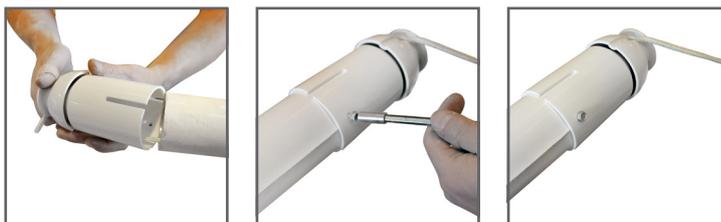
## Step 2

Unravel the halyard from the end of the flagpole. Thread the halyard through the base of the fairlead and saddle. Push the halyard through the hole running horizontally through the fairlead with a suitable object.



## Step 3

Slide the saddle over the end of the pole and secure in place with self tapping screws.



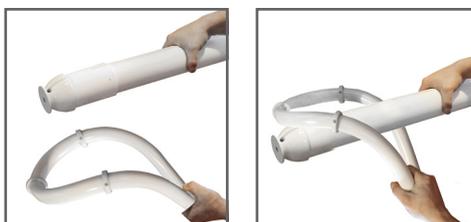
## Step 4

Tie the fixed clip to the end of the halyard and make sure that it is secure.



## Step 5

Holding the halyard tight to the pole. Place the looped weight over the top of the flagpole.



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## Step 6

Attach the fixed clip to the looped weight.



## Step 7

Screw the gold finial onto the fairlead and saddle and hand tighten.



## Step 8

Tie both ends of the halyard together securely. (It is recommended that the pole is raised at this point. To keep the poles secure, place a large nut and washer over the bolts furthest away from the hinged, see step 14)



## Step 9

Create a slip knot in the halyard. Double the halyard back on itself to create a horizontal loop, pull the halyard down behind the first loop and create a vertical loop. Bring the first loop around behind the vertical loop and pull back through to create a knot.



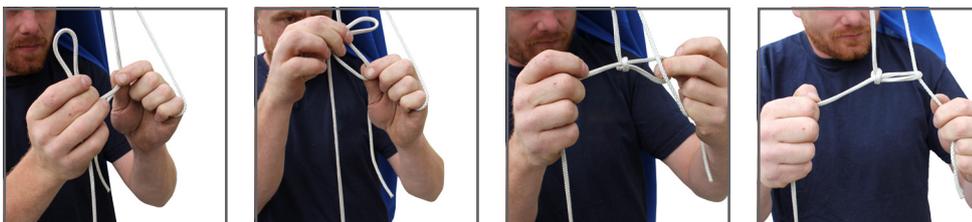
## Step 10

Place the toggle through the slip knot and pull tight.



## Step 11

Create another slip knot approximately 1½ times the length of the width (shortest side) of the flag.



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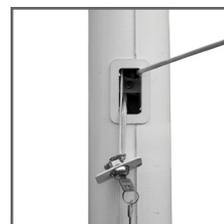
## Step 12

Thread the halyard through the slip knot loop and create a clinch knot. Using the finger or thumb create a small loop and wrap the halyard around itself 3 times. Thread the remaining halyard back through the loop and pull tight to secure.



## Step 13 - with metal door

Hoist the flag to the top of the pole. When the arm has reached the top, pull the halyard to the right hand side and upwards. This will secure the halyard in the sprung loaded mechanism. Place the remaining halyard into the pole cavity and lock the door.



To lower the flag, pull down on the halyard to release from the spring loaded mechanism and carefully lower in a controlled manner.



## Step 13 - with a plastic door

Hoist the flag to the top of the pole. When the arm has reached the top, trap the halyard into the reverse jamming cleat. Insert the remaining loose halyard into the pole cavity and ensure the door is locked. Place the remaining halyard into the pole cavity and lock the door.

To lower the flag, release halyard from the cleat and carefully lower in a controlled manner.



## Step 14

Place one large washer and nut over each foundation bolt in turn and secure. The half nuts immediately below the foot of the flagpole can be adjusted to ensure the flagpole is vertical. Once vertical lock the half nuts below and full nut above tight to the foot. Re-tension the bolts after 3-4 weeks.



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## Maintenance Recommendations For Glassfibre Flagpoles

### Weekly

- Visual check of halyard for signs of wear or fraying, if necessary replace by sewing end of new halyard to end of old halyard and pull new halyard through top of flagpole.

### Six Monthly

- Check stability of flagpole(s). Check operation of hinge bolt by removing nuts and washers and with the aid of an assistant walk flagpole down and place on a support (most important if ground collar 'in situ'). Do not remove levelling nuts.
- Check finial for stability, ease of rotation and check for damage to pulley groove. If necessary replace damaged or worn parts.
- For **external halyard** systems, check for signs of wear or fraying, replace if necessary. Check cleat for security and damage, replace if necessary.
- For **internal halyard** systems (including hoistable arms), check operation of Guardsman lock and jamming cleat, oil lock if necessary. Check for signs of wear or fraying of halyard, replace if necessary. Check for wear or damage on weight, ring and plastic clips. Check to see if any damage to flagpole at weight level. Repair or replace if necessary.
- For **swivel arm** systems, check for signs of wear or fraying of the rotating top, replace if necessary. Check for wear or damage on weight, ring and any clips. Check to see if any damage to flagpole at weight level. Repair or replace if necessary.
- Wash down flagpole with warm water and detergent to remove surface grime. Use a solvent cleaner for ingrained marks.
- Re-erect flagpole by walking the flagpole up, ensuring help is available. Check base nuts for tightness, adjust if necessary. Grease nuts to protect from rust. Check flagpole for vertical alignment.

### Yearly

- Full service / inspection of the flagpole by a specialist should be carried out and log / report (provided by the contractor) kept of the date and works completed.

### Adverse Weather Conditions

- Flags must be taken down in adverse weather conditions - i.e. if flying a standard flag and wind speeds are expected to exceed 30mph.
- If there is a requirement to keep flags flying in adverse weather conditions, then specialist storm flags (of one third the size) must be used, which will withstand wind speeds up to 45mph.
- The flagpole should be inspected as above prior to re-flying your flag.