

Installation Guide



Commercial Flagpole - Swivel Arm - Ground Sleeve

5m - 8m

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Parts Checklist

- A 1 x Glassfibre Pole (5m - 8m)
- B 1 x Ground Sleeve & Cap - inside diameter (125mm)
- C 1 x Looped Weight (1.4kg)
- D 1 x Gold Onion Finial
- E 1 x Swivel Top
- F 1 x Banner Arm
- G 3 x Self Tapping Screws
- H 1 x Eye Bolt, Nut & Carabiner* (50mm)
- I 1 x Carabiner (60mm)

A



B



C



D



E



F



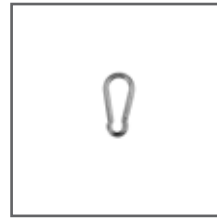
G



H



I



*Only required if flag finished with top eyelet

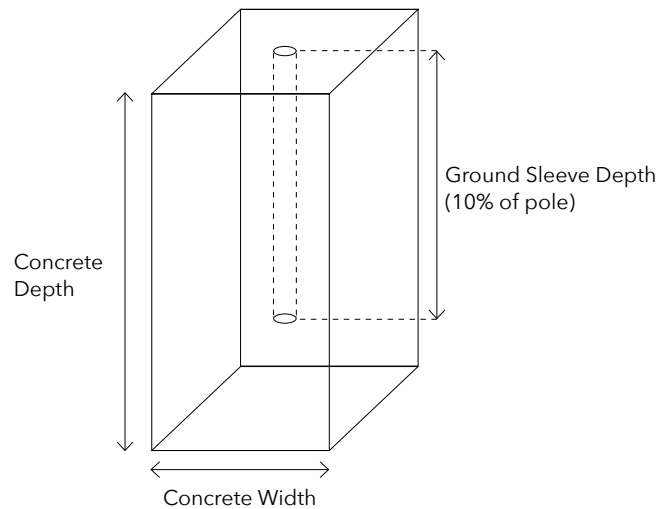
Please Note: 100mph Maximum Wind Speed (Unflagged). It is advised flags are taken down with winds exceeding 30mph.

Commercial Flagpole - Swivel Arm - Ground Sleeve

Step 1

- » Dig foundation to required size see diagram (larger if ground is very sandy).
- » Order / mix concrete and place into hole (25 - 30 Newton - 50 slump - 20mm aggregate).
- » Ensure cap is fitted to ground sleeve to stop concrete from filling the sleeve.
- » Insert ground sleeve vertically into concrete, capped end first. Use spirit level to ensure ground sleeve is vertical. You may prefer to hold the ground sleeve in position with weighted cross batons.
- » Leave foundation to set for several days.

Ground Sleeve Installation - See Below (Flagpole Dimensions)



Flagpole Dimensions												
Flagpole Length (m)	5			6			7			8		
Butt Diameter Ø (mm)	120			120			120			120		
Top Diameter Ø (mm)	65			65			65			65		
Colour	Gel Coat White			Gel Coat White			Gel Coat White			Gel Coat White		
Material	Glassfibre			Glassfibre			Glassfibre			Glassfibre		
Strength	HD	EHD	UHD	HD	EHD	UHD	HD	EHD	UHD	HD	EHD	UHD
Wall Thickness (mm)	3	4	5	3	4	5	3	4	5	3	4	5
Finial	Gold Finial			Gold Finial			Gold Finial			Gold Finial		
Base Fixing	GS			GS			GS			GS		
Foundation Recommended (w2 x d)(mm)	500 x 1000			500 x 1000			500 x 1000			500 x 1000		
Recommended Flag Size (mm)	1000 x 2000			1000 x 2000			1000 x 2500			1000 x 3000		
Maximum Wind Speeds (mph flagged)	30			30			30			30		

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

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 advise may result in warranty claims being invalid. If in any doubt please contact supplier for clarification.

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Step 2

Place the swivel top onto the end of the flagpole and line up with pre-drilled holes. Secure the swivel top to the pole using the self tapping screws provided.



Step 3

Attach the 50mm carabiner clip to the eyelet at the bottom left hand corner of the flag then attach to the looped weight.



Step 4

Slide the looped weight over the flagpole followed by each mastband.



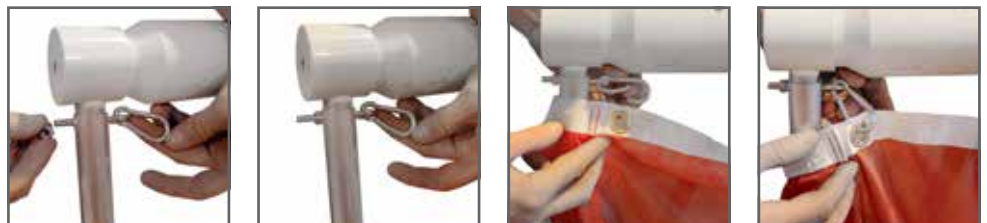
Step 5

Slide the sleeve of the flag over the banner arm and lining up the groove on the swivel top, attach the banner arm to the swivel top.



Step 6 - Flag with top eyelet

Attach the carabiner to the eyebolt and place through the predrilled holes in the banner arm and swivel top ensuring that the carabiner clip hangs downwards. Attach the lock nut to the eyebolt and tighten. Attach the carabiner clip to the eyelet just below the sleeve.



Step 7

Slide the sleeve of the flag over the banner arm and lining up the groove attach the banner arm to the swivel top.
(To erect the pole slide the fully assembled pole into the ground sleeve once concrete has completely set.)



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.