

Installation Guide



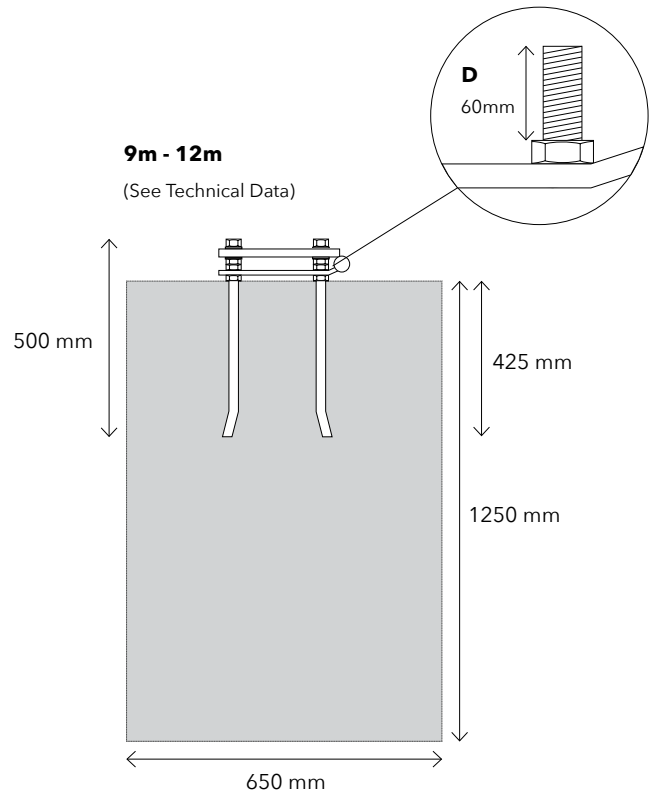
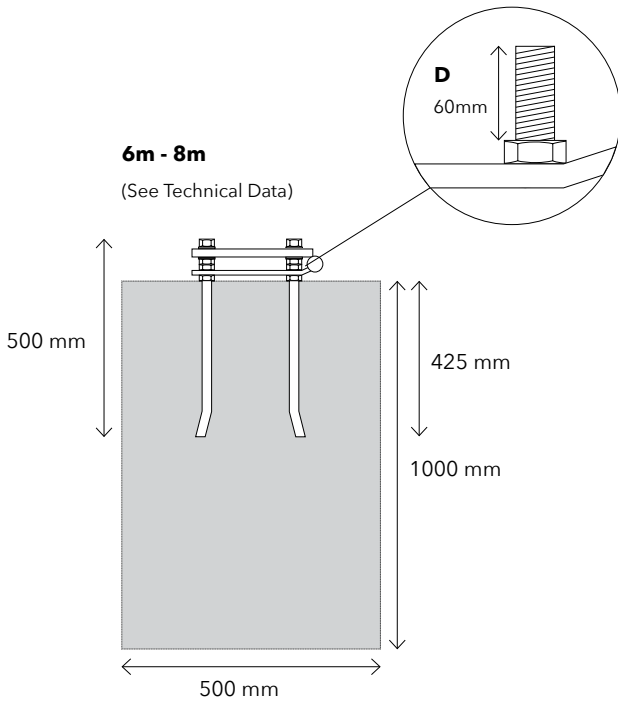
Commercial Flagpole - Hoistable Swivel Arm - Hinge Base Plate

6m - 12m

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Foundation Dimensions

Profile View



Flagpole Dimensions														
Flagpole Length (m)	6		7		8		9		10		11		12	
Butt Diameter Ø (mm)	120		120		120		140		140		140		140	
Top Diameter Ø (mm)	65		65		65		65		65		65		65	
Colour	Gel Coat White		Gel Coat White		Gel Coat White		Gel Coat White		Gel Coat White		Gel Coat White		Gel Coat White	
Material	Glassfibre		Glassfibre		Glassfibre		Glassfibre		Glassfibre		Glassfibre		Glassfibre	
Strength	EHD	UHD	EHD	UHD	EHD	UHD	EHD	UHD	EHD	UHD	EHD	UHD	EHD	UHD
Wall Thickness (mm)	4	5	4	5	4	5	5	6	5	6	6	7	6	7
Finial	Gold Finial		Gold Finial		Gold Finial		Gold Finial		Gold Finial		Gold Finial		Gold Finial	
Base Fixing	HBP		HBP		HBP		HBP		HBP		HBP		HBP	
Foundation Recommended (w2 x d)(mm)	500 x 1000		500 x 1000		500 x 1000		650 x 1250		650 x 1250		650 x 1250		650 x 1250	
Recommended Flag Size (mm)	1000 x 2000		1000 x 2500		1000 x 3000		1000 x 3500		1500 x 4000		1500 x 5000		1500 x 6000	
Maximum Wind Speeds (mph flagged)	30		30		30		30		30		30		30	

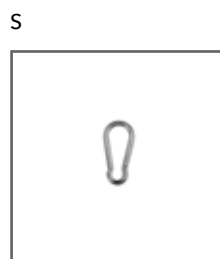
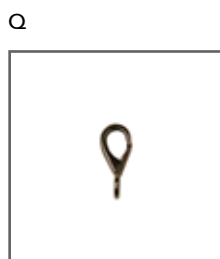
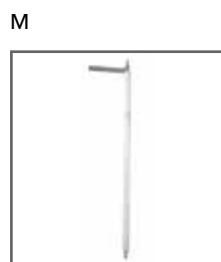
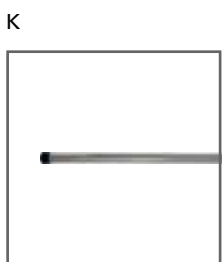
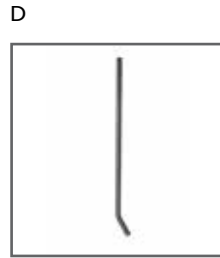
HD - Heavy Duty • EHD - Extra Heavy Duty • UHD - Ultra Heavy Duty • HBP - Hinged Base Plate • GS - Ground Sleeve

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

Commercial Flagpole - Hoistable Swivel Arm - Hinge Base Plate

Parts Checklist

A	1 x Glassfibre Pole (6m - 12m)	K	1 x Banner Arm
B	1 x Base Plate	L	1 x Eye Bolt & Nut
C	1 x Hinge Pin & Nut	M	1 x Swivel Upright Section
D	4 x Ground Rods (500mm)	N	1 x Full Nut 10mm
E	1 x Fairlead & Saddle	O	1 x Arm Loop
F	1 x Gold Onion Finial	P	1 x Looped Weight (1.4kg)
G	3 x Self Tapping Screws	Q	1 x Fixed Clip
H	8 x Washers	R	1 x Carabiner (50mm)
I	4 x Full Nuts (16mm)	S	1 x Carabiner (60mm)
J	12 x Half Nuts (16mm)		



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

Commercial Flagpole - Hoistable Swivel Arm - Hinge Base Plate

Step 1

- » Order/mix concrete and place into hole (25-30 newton - 50 Slump - 20mm aggregate)
- » 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.
- » 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 and the ground plate. This will allow adjustments to be made to ensure flagpole is completely vertical.
- » When the concrete has hardened mount one more half nut and washer on each foundation bolt.
- » 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 with at least two knots.



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

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



Step 7

Slide the banner arm onto the upright section and secure with eyebolt. Attach the fixed clip to the hoistable arm. (It is recommended that the pole is raised at this point. To keep the pole secure, place a large nut and washer over the bolts furthest away from the hinge, see step 14)



Step 8

Stretch the arm loop around the flagpole. Bring the ends together and align both holes. Place the bolt on the base of the upright section through the holes and attach the nut securely to the bottom.



Step 9

Slide the flag along the grooved underside of the banner arm and attach to the eyebolt using the 50mm carabiner (ensure the eyelet is on the left hand side).



Step 10

Unlock the metal door and remove the halyard, Pull down on the halyard to release the spring-loaded mechanism. Pulling down on the halyard, hoist the flag until level with the next eyelet. Pull the halyard upward and to the right to secure in place for the next step.



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Step 11

Secure the flag to the flagpole through each remaining eyelet consecutively leaving the last eyelet for the looped weight.



Step 12

Attach the looped weight to the bottom eyelet using the 60mm carabiner.



Step 13 - 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.



Step 13 - Plastic Door

Hoist the flag to the top of the pole. When the arm reaches 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.



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.