

MANUAL INSTALLATION – FLAGPOLE / TYPE MA & MC

BEFORE YOU BEGIN

Plan your work carefully and read this instruction sheet thoroughly

1. **Before proceeding with your excavation information**, it is essential to determine the dimensions of your concrete base, as well as other elements that may not be mentioned in your Info-ex.com document. Consider, for example, underground cables or an automatic sprinkler system, etc.
2. **Choose the location** of your flagpole taking into account its current and future environment, staying more than 10' away from buildings, ledges, displays, tree branches and power lines for safety reasons.
3. Also **consider** traffic and snow removal **to avoid impacts**.
4. For installation, **consider** the location where the flagpole will **lie on the ground** and the orientation of its bolts. Depending on the model, a hinge system may be present, requiring the flagpole to be rotated from horizontal to vertical
4. If you are installing several flagpoles close together, **allow a distance of 7' to 10' between each flagpole** to allow space for the flags, depending on their dimensions.



IMPORTANT NOTICE

Ensure that the location chosen for the installation of your flagpoles complies with regulations (municipal or provincial) and that the installation is carried out safely.

THE TOOLS YOU WILL NEED



THE COMPONENTS

Concrete base (prefabricated)

- (with anchoring system)
- 4x 5/8" bolts-13 x 20" 3" visible threads
 - 8x internal 5/8" nuts
 - 8x 5/8" washers

Flagpole

- Pole with shoe
- Swivel head
- Rope system interne
- Hinge system

Hardware

- (in a separate box)
- Decorative ball + 4 screws
 - Base cover in 2 sections + 4x screws
 - Key for lock

NOTE: If you plan to store the flagpole, before installation, it is important to remove all packaging to ensure that the kraft paper does not stain the aluminum.

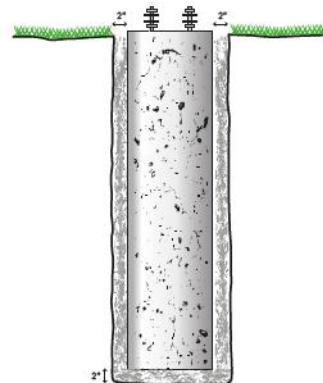
1. EXCAVATION

- 1.1. Using a round shovel, mark out the installation location. Leave a 2" margin beyond the dimensions of the concrete base. Excavate using a manual or mechanical auger, or other excavating equipment. Do not make the hole too wide or too deep. Maintain the 2" margin beyond the base.
- 1.2. When installing a concrete base on the lawn, it is important to consider the effect of future compaction.



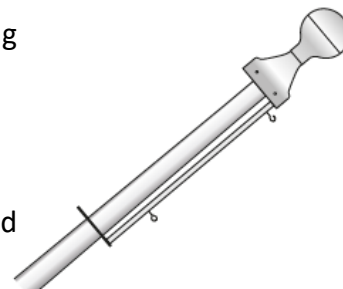
2. INSTALLATION OF THE CONCRETE BASE

- 2.1. Pour 2" of stone dust into the bottom of the hole, then place the concrete base inside, sliding it in or using machinery if necessary.
- 2.2. Orient the concrete base in the desired direction to lower the flagpole to the ground, taking into account the surroundings (trees, power lines, street, parking lot, etc.). Place the level horizontally on the top from all sides.
- 2.3. Place stone dust around the concrete base and compact at 12" intervals until the concrete base is covered.



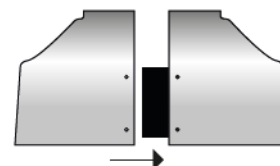
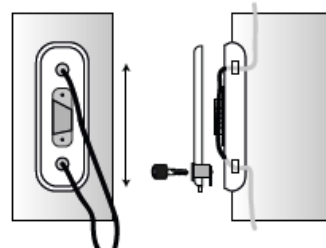
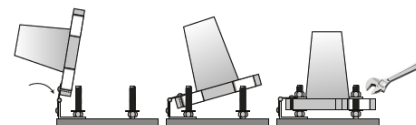
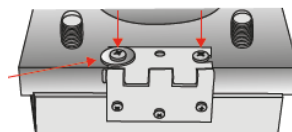
3. ASSEMBLY OF THE FLAGPOLE

- 3.1. Place the flagpole on the ground or lift the top of the flagpole by resting it on a surface, such as a bench.
- 3.2. Unpack the flagpole (Kraft paper or Tyvek).
- 3.3. Ensure that the counterweight rod is free to move.
- 3.4. Install the decorative ball at the top of the pole using the 4 screws (found in a separate box – also remove the base cover and the wrench set).



4. ASSEMBLY THE FLAGPOLE ON THE CONCRETE BASE

- 4.1. Install the hinge with its ¼-20" screws and a washer.
- 4.2. Place the hinge directly onto the concrete base and under the nuts, then tighten the nuts to ensure the hinge remains in place.
- 4.3. Install the 4 nuts level, then place 4 washers on the nuts.
- 4.4. With two people, lift the flagpole from horizontal to vertical (upright) position on the bolts of the concrete base.
- 4.5. Install the washers and nuts on top.
- 4.6. Level the flagpole and tighten the nuts on the top and bottom securely.
- 4.7. Open the flagpole door and ensure that the entire halyard (nylon rope) is pulled out to make sure there are no knots.
- 4.8. Lower the rod and its counterweight to ensure the halyard is functioning correctly.
- 4.9. Install the base cover at the foot of the flagpole, using the 4 screws.
- 4.10. Install your flag and raise your pole to the top of the flagpole.
- 4.11. Close your flagpole door.



Congratulations! You now have your colors floating!