

General Flagpole Installation Instructions.

I. Considerations before buying a flagpole.

1. Select a flagpole that will handle the loads that the combination of winds and the flag or flags will place on your flagpole.
2. Consider the location of your flagpole; the building codes in effect, the trees, power lines, roof overhangs and other structures. You will not want these around your flagpole or any other obstacles that will obstruct the visibility of your flags or the free flying of your flags. Specifically consider flying your flag at half-staff or the mature height of nearby young trees. Your flags are consumable and you do not need them wearing prematurely due to oversights that can be avoided. The flags sizes per pole height are listed in this chart.

Flagpole Height	Recommended Flag Size	Maximun Size
10 ft	2ft x 3ft	2.5ft x 4ft
15 ft	3ft x 5ft	4ft x 6ft
20 ft	3ft x 5ft	5ft x 8ft
25 ft	4ft x 6ft	5ft x 8ft
30 ft	5ft x 8ft	6ft x 10ft
35 ft	5ft x 8ft	6ft x 10ft
40 ft	6ft x 10ft	8ft x 12ft
45 ft	6ft x 8ft	8ft x 12ft
50 ft	8ft x 12ft	10ft x 15ft
60 ft	10ft x 15ft	12ft x 18ft
70 ft	12ft x 18ft	15ft x 25ft
80 ft	12ft x 18ft	20ft x 38ft

3. Consider the particular function of your flagpole. Is to make a statement of belief, affiliation or is it an advertisement. Will the height and location promote your goal? If you flagpole is more decorative and for personal use, consider the costs of replacing the flags and how it blends into your environment.

4. If you will have multiple flagpoles, care must be taken that the flagpole that will fly the US flag normally must be taller or that its peak is higher than the other flagpoles. Read our information on flag etiquette.
5. Review the features various flagpoles offer compared to any particular need you may have. Flagpoles can have different finishes on them to compliment you building or for protection from the elements. Some flagpoles are sold without flashing or flash collars, however, your installation may require one if your concrete is exposed and the foundation tube will be seen. The flash collar hides the foundation tube.
6. Storage of your flagpole before installation needs consideration. If your flagpole is unfinished satin-brushed aluminum, water can actually stain your pole if it gets trapped on it or comes in contact with the packaging as well as the aluminum.

II. Pre-install preparations.

1. Locate the ideal site for your flagpole. Keep it away from structures, see item 2 above, at least two foot longer than the largest flag you will ever fly.
2. Mark the site with a visible large rock, freestanding sign or paint the ground with big bright yellow paint. Be careful if you opt to drive a stake in the ground as you may hit a line. That would defeat the purpose of the next step.
3. Call 811 or your local call before you dig number. Allow for 2 to 3 full business days when doing this. You can also visit www.call811.com for more information. You need to be prepared to take notes when calling as the one number may not call other companies that have provided services that required buried lines. You will also need to locate any buried yard light lines or sprinkler system lines. Relocate your flagpole site if needed. Your installer may require your dig authorization number before they dig.
4. Determine how you want your concrete finished. Options include above ground and sloping down away from flagpole, or even with grade but slightly sloping away from flagpole, or below grade so that some landscaping and mulch can be utilized.
5. Determine what you will do with the unused soil. The installer might remove it for you or locate it somewhere else on your property.
6. Work out the details of what you will provide for your installer. Items such as water, electrical supply and means of disposing any packaging and trash created the install.
7. Most manufacturers recommend waiting up to three days before erecting the flagpole. This may be avoided with additives in the concrete. Discuss this option with your installer. It may reduce the cost of the installation.

8. Verify all the parts are present and that no damage has occurred to your flagpole or parts during shipping or storage.
9. Read all the install instructions that came with your flagpole.
10. Coordinate the materials list and makes sure all is available for the installation. The basic materials and tools are listed in this chart.

Item	Quantity	Stage Needed
Shovels	1	1 and 2
Auger(opt)	Optional	1
Tape Measure	1	1 and 2
Rubber Mallet	1	1 and 2
Wheel barrow	1	1 and 2
Concrete	Depends on pole size	1
Water	Depends on pole size	1
Electric Supply	Optional	1 and 2
Level	1	1 and 2
Pipe Wrench	1	2
Adjustable Wrench	1	2
Flathead Screwdriver	1	2
Caulk Gun	1	2
Wooden Wedges (3" w x 10"l)	4	2
Dry Sand	To fill void around pole.	2
Silicone Caulking	2" at top of ground tube	2
Medium Strength Thread Locker	Small amount	2

III. The installation – Stage 1

1. Read all the install instructions that came with your flagpole.
2. Dig an appropriate size hole required for your foundation per your building codes or flagpole manufacturer. Use the more stringent requirements.
3. Prepare your concrete for use.
4. Center the ground tube into the hole and plumb it.
5. Being careful not to allow concrete into the foundation tube, pour your concrete in the hole filling in the void around the outside of the foundation tube.
6. Recheck and re-plumb the tube during this process.
7. Slope and finish the concrete per your requirements.
8. Recheck and re-plumb the concrete once more prior to allowing allotted time for the concrete to cure. We recommend three days before erecting the flagpole.

IV. The installation – Stage 2

1. Read all the install instructions that came with your flagpole
2. Lay your flagpole out on horses or wooden beams. Assemble per instructions if shaft is a multiple piece flagpole.
3. Attach all accessories per the instructions.
4. Slide the flash collar up the pole about 7 foot and secure there with rope or some other means. Be careful not to scratch the flagpole during this process.
5. If the pole will be erected with manpower have all people review the process and be prepared before starting the process.
6. Locate the bottom of the flagpole at the foundation tube with one personnel remaining there with pressure on the pole so that as it is being erected the bottom will slide in the tube and fall in through this erecting process.
7. Be careful the flash color does not cause harm as the flagpole drops into the hole.
8. Make sure the flagpole is centered into the tube and plumb.

9. Rotate the pole until the cleat or door is facing the desired direction.
10. Drive 4 wedges into the tube and against the flagpole to help keep it plumb during this process.
11. Pour sand into the void between the flagpole and the foundation tube.
12. Every 6 inches tamp the sand it and recheck the plumb.
13. Repeat this process until the sand fills the tube except for the last two inches.
14. Remove the wooden wedges and fill the remaining void with silicone. A tar can be used in place of the silicone.
15. Lower the flash collar and seal if desired.

V. Flying your flag.

1. Three days after the erection of your flagpole you are ready to fly your flag.
2. Check the snap spacing and adjust if required.
3. Attach your flag and hoist it to the top of the flagpole.