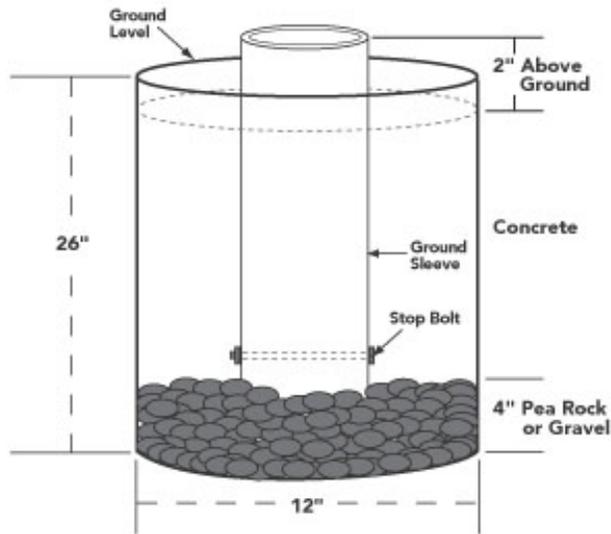


ATLANTIC FLAG & POLE, INC.

TELESCOPING FLAGPOLE INSTALLATION INSTRUCTIONS



Materials and Tools Required For Installation Not Supplied:

- 3 - 60lb Bags of Cement (Premixed or Quick Drying)
- Tape Measure or Yardstick
- Level
- 20lbs of Pea Rock or Gravel
- Container for Mixing Cement
- Shovel, Spade, or Post Hole Digger
- 1- Assistant

Ground Sleeve Installation Steps:

STEP 1: Read the instructions completely before starting and verify you have the materials and tools listed above.

STEP 2: Select a good location for placing your flagpole, check and make sure there are no power lines above or below ground.

STEP 3: Dig a hole 12" in diameter and 28" deep in firm or heavy soil. A larger hole maybe necessary in loose or sandy soil.

STEP 4: Place the pea rock or gravel in the bottom of the hole and level to a depth of approximately 6". The pea rock or gravel will help with drainage.

STEP 5: Install the stop bolt through the pre-drilled hole of your ground sleeve. Slide the ground sleeve onto the flagpole. Tighten the nut on the stop bolt just snug enough for the ground sleeve to slide off. Over tightening the stop bolt will prevent you from removing the flagpole from the ground sleeve. Make sure that the flagpole makes contact with the stop bolt before tightening.

STEP 6: Place ground sleeve in the center of the hole. Remove the ground sleeve from flagpole and install it into the hole (stop bolt at bottom) making sure to sink the sleeve into the crushed rock or gravel. If you fail to sink the ground sleeve into the crushed rock or gravel the concrete will seal the base to preventing water drainage. The top of the ground sleeve should be above ground approximately 1" and sunk into the rock or gravel 2".

STEP 7: Install the flagpole into the ground sleeve with an assistant holding the flagpole.

STEP 8: Mix the concrete according to manufacturers recommended instructions. Pour the concrete into the hole leaving 2" from top sleeve. Plumb the pole with a level making sure flagpole is straight up and down. When the pole is plumb carefully remove the flagpole making sure not to disturb the position of the ground sleeve. Install the sleeve cap into the sleeve.

STEP 9: We recommend placing a warning object around hole to prevent sleeve from being disturbed.

STEP 10: After 24 hours, remove sleeve cap from ground sleeve and install flagpole. Enjoy!!!

Note: There is a ground sleeve cap that should be used whenever the flagpole is removed from the ground sleeve. This keeps foreign objects from entering the ground sleeve.

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