10641 Highway 36
Covington, GA
30014

www.sunbeltbuilders.com

t 770.786.3031
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Newton County – R.L. Cousins Center

Conder Flag Company
4705 Dwight Evans Road
Charlotte, NC 28217
ph: 770-409-0217
Barry Austin
baustin@conderflags.com

10-7500 Flagpole O&M

3D. Halyard

Feed rope halyard **(PART D)**, around truck pulley **(PART B)** and down toward the bottom of the flagpole as far as they will reach. Size the halyard below the cleat based on the amount of halyard desired to wrap around the cleat. Cut off extra length and very carefully fuse the end of the halyard with a hot blade or flame. Tie ends of halyard together with square knot to form complete loop. Install flagsnaps and neoprene covers **(PART C)** at equal distance on either side of knot to accommodate flag size. Refer to parts diagram for proper flagsnap attachment.

3E. Collar

Before standing flagpole, gently slide flash collar **(PART F)** up from bottom and tape it out of the way near cleat. Use of protective wrapping around shaft at this location will provide protection to the finish during installation process.

Section 4. Standing The Flagpole

When placing flagpole in setting tube, consideration should be given to turning ofshaft so that stationary, non-revolving truck assemblies face direction which is opposite from direction of project location's prevailing wind. This will increase the chances of the wind and flag flowing in the same direction. If a revolving truck assembly is used, shaft direction is not important.

The flagpole should be positionednear foundation. Stand flagpole into previously installed ground sleeve (Ground Set Installation) or onto anchor bolts (Shoe Base Installation). This may require use of a crane or backhoe for larger flagpoles. Professionals experienced in such installations should perform rigging and lifting. During lift, keep clear of area and reach of flagpole path. Do not pass flagpole overhead.

Multiple-Piece Flagpoles - When installing multi-piece flagpoles, extra care must be used when setting it into sleeve. Before standing flagpole, make certain that the joints are fully seated and that shaft is straight.

DO NOT stand flagpole that is not properly assembled and straight

Arrange lift rigging in such a way that flagpole sections are supported from bottom of flagpoles so that flagpole joints are pushed together, not pulled apart, during lift. Keep clear of power lines.

NOTE: Flagpole joint IS NOT designed to support the weight of bottom or middle section of tflagpole when raising multi-sectional flagpole. ALWAYS CHOKE MULTIPLE SECTION FLAGPOLE BELOW LOWEST JOINT AS A SAFETY PRECAUTION.

4A. Ground Set

Flagpoles with spacing between shaft and inside of setting tube, insert flagpole into ground sleeve (galvanized corrugated 16-gauge steel or PVC tube) and plumb flagpole with wooden wedges (by others).

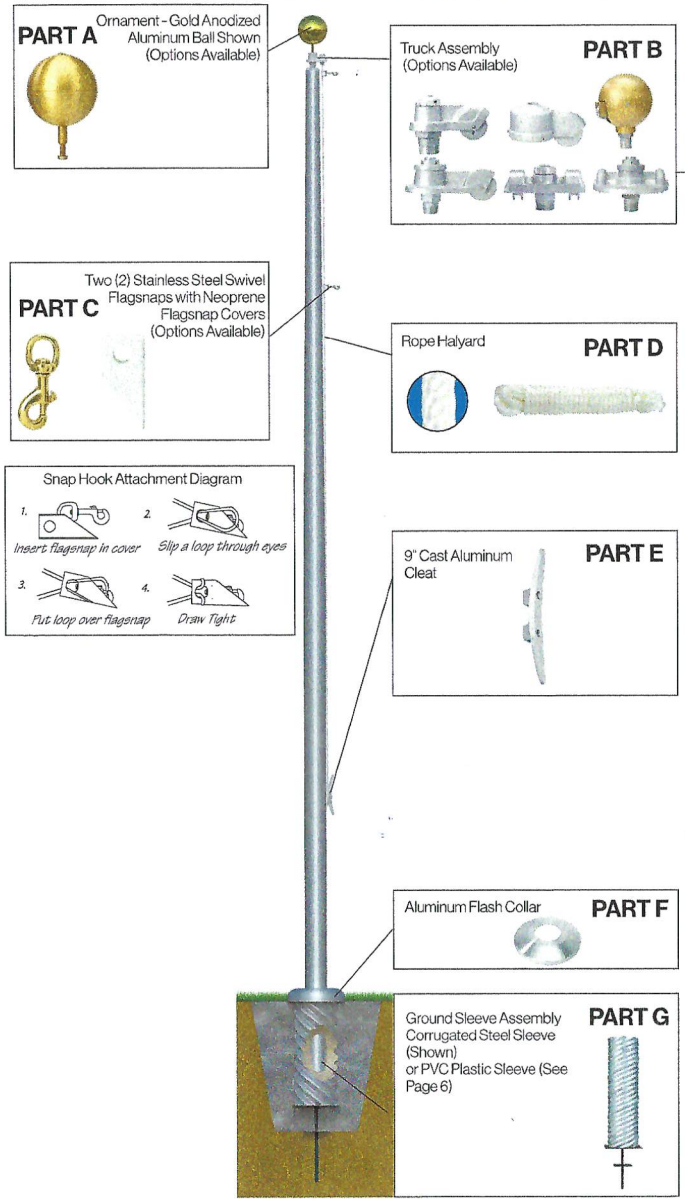
Slowly fill void betweenflagpole and ground sleeve with washed and screened, dry tamped sand. *Do not use silica sand.* Fill ground sleeve 6" to 8" at a time and tamp as you fill. Fill ground sleeve with sand to about 2" from top, then cap with waterproof compound (by others). Refer to NAAMM's **Metal Flagpole Manual** illustration (See Page 6).

4B. Shoe Base

After placing flagpole on top of anchor bolts, install flat washer, lock washer, and hex nut. Tighten nut and verify that all threads are fully engaged. Refer to full installation instructions located on Bolt Circle Template shipped with anchor bolts. **NOTE: Installation using "double nuts" is not recommended by Concord American Flagpole.**

Section 5. Finishing The Installation

After waterproof compound has dried (Ground Set Installations) or nuts have been tightened (Shoe Base Installations), slide flash collar **(PART F)** down into position and caulk joint with matching color silicone to seal space between flagpole and flash collar.



FOUNDATION INSTALLATIONS

NAAMM's **Metal Flagpole Manual** offers basic suggestions on foundation measurements in firm, dry soil only using dry tamped sand and 3000 PSI concrete. These dimensions should be considered as minimum recommendations as soil conditions vary by site.

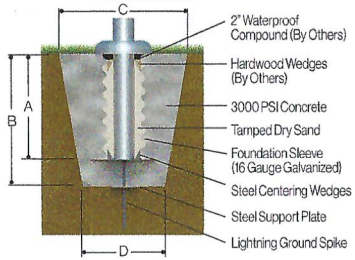
Exact foundation requirements should be verified by a Structural Engineer with knowledge of soil conditions in your locality.

GROUND SLEEVE INSTALLATION

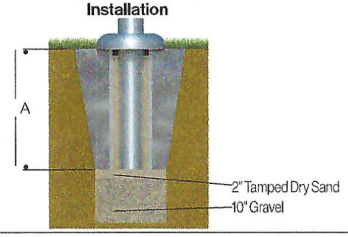
NAAMM Minimum Recommended Foundation Measurements

(Structural Engineering Requirements for Foundations Verified By Others.)

Ground Sleeve with Steel Lighting Spike Installation



PVC Ground Sleeve Installation

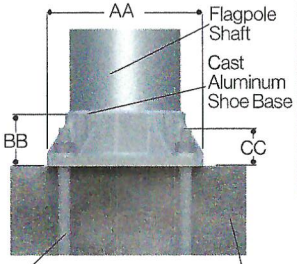


Ground Set

Exposed Mounting Height	A	B	C	D
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

SHOE BASE FOUNDATION

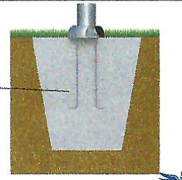
(Structural Engineering Requirements For Foundations Provided By Others.)



Shoe Base

Butt Diameter	AA Base Square	BB Base Height	CC Bolt Projection	Bolt Diameter	Bolt Circle Diameter
4"	7-1/2"	3"	2"	3/4"	6-1/2"-8"
5"	7-1/2"	3"	2"	3/4"	7 1/2"-8"
6"	9-3/4"	3-1/2"	2-3/4"	1"	9"-10"
7"	10-1/2"	3-11/16"	2-3/4"	1"	10"-11"
8"	11-1/4"	3-15/16"	2-3/4"	1"	11"-12"
10"	14"	4-7/8"	3-1/4"	1"	14"-15"
12"	17"	8"	3-3/4"	1-1/4"	16"-18"

Shoe Base Foundation Installation



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Halyard Maintenance

The rate of halyard wear depends on several factors including flag size, wind conditions, climate and usage. For these reason we recommend monthly inspections of the halyard for wear. Worn halyard should be replaced before complete failure so that it can be used to pull the new halyard through the truck.

Polyester and nylon rope halyard should be replaced if there are signs of fraying, tearing, or other visible damage. Stainless steel cable halyard should be replaced if there are any signs of kinking, fraying or other visible damage.

Note: For internal halyard flagpoles with winch, see Winch Operation, Care and Maintenance, and Wire Cable Replacement Instructions for Internal Halyard Flagpoles.

Stains and Scratches on Aluminum Poles

Types of Staining:

1. Dirt, grass, or other natural debris that may collect on the pole while it is installed or waiting to be installed.

2. Chemicals, paint, and other markings that may spill onto the pole or be thrown onto the pole. This may be noticed as streaks or marks on the shaft's surface.

3. Water staining that occurs due to water being in contact with the shaft and having no way to evaporate in a timely fashion. Dark spots or streaks will begin to present themselves over time. This is most often seen when wrapped poles are left outside or not unwrapped immediately after delivery. This is typically described as a 'black mark', 'dark colored streak(s)', or 'dark splotches' along the shaft's length or circumference.

4. Scratches from improper handling on the job site or by the transportation company.

Cleaning of Mild Dirt or Debris:

A garden hose, with low to moderate pressure can be used to wash off most dirt and debris that may be on the pole. If it still does not come off of the shaft, the use of a wet cloth should be tried. If necessary, a mild soap or detergent may be used (items such as Go Jo hand cleaner or liquid soaps). We must warn that the cleaning of any surface that is anodized or painted should be done with great care and that it should be tested on a small 'test' area where the finish will not be seen. Direct Buried poles can be tested in the area which will below ground level. Rinse away any remaining soap to prevent future reactions with the metal.

Cleaning and Removal of Water Stains:

The following are options to try in removing water stains from shafts in the order of least reactive to most reactive. Please follow safety procedures and do not let chemicals come in contact with skin or other body parts. If you do come in contact with the chemical, you must follow the directions on the container or contact a doctor immediately for advice. If chemicals are ingested contact your local poison control hotline immediately. Please dispose of chemicals carefully in correlation with all local and federal guidelines after use.

1. Run a stream of warm or cold water over the stained area using low to moderate pressure from a water hose. Use of a soft cloth may be used to gently rub the affected spot.

2. Mild liquid soaps can be used to aid in removal of the stain. If the pole is painted or anodized, a small spot should be tested first to verify the finish will not be damaged by the product being used.

3. The solution of Lemon oil and Pumice or Pumice Hand Cleaner with soft rags can remove some stains. Attention: For the following options, always test a spot before proceeding due to the chemical nature of these products. They can cause damage to anodized or painted finishes if not used carefully. For Anodized poles, soap and water is typically sufficient to clean any dirt or stains and the following options are not suggested.

4. Household cleaners such as 409, Lysol, or Texize can be applied with a soft cloth and applied in a circular motion. It is best to rub around the shaft, in the same direction as the sanding marks, to prevent scratches or scarring.

5. Naval Jelly, Zepalum Sodium Hydroxide, or Diluted Drano (50/50 concentration with water) can be used and applied in the same manner as #3, making sure to rinse clean when complete.

6. Aluminum Alloy Wheel Cleaner purchased at most retail stores handling automotive supplies. This cleaner should be sprayed directly onto the stained area per the bottle's instructions. A soft cloth should be used to clean the area, in the direction of the sanding marks. In severe cases, the use of a stainless steel wire brush can be used in the direction of the original sanding marks. Depending on the severity of the stain, the process may need to be repeated several times to eliminate the entire stain. If steel bristles are used, rust may set up over time causing the appearance of a stain.

Stains and Scratches on Aluminum Poles

7. **Ox-Out 536** is a strong chemical cleaner made by Chemclean Corporation, Jamaica, NY, (800) 538-2436 and available through CAFP *(Item No. CLN-9935).* This chemical should be applied directly to stained areas of the pole with soft cloth or sponge, allowed to react and rinsed away with water. The stains will initially whiten from use of this chemical but oxidation of the pole with time will blend in the whitened areas.

Notes to remember:
Aluminum can be exposed to almost any solvent for a short period of time without any adverse effects. If a cleaner contains oil or wax, a dry cloth should be used to help remove.

Heat accelerates chemical reactions. Cleaners may become overactive or may evaporate too quickly in hot temperatures. It may also create streaks leaving an improper finish. Cold temperatures inhibit the chemical process. Try to clean on a mild day in shaded areas.

Spot testing – place solution on unobtrusive portion of the finish (the part below ground or side away from normal view) in the concentration, manner, and time you plan to use on the pole. Rinse clean, let dry, and inspect. Check painted or anodized poles for softening/dissolution of color in grain.

NEVER mix chemicals for your own safety.

Do not let chemicals come in contact with other materials or yourself.

Cleaning and Removal or Other Types of Stains:
In rare instances a chemical or paint can be spilled onto a shaft when at the job site. In this instance, the options given above for water staining should be attempted.
If these do not work, you may also wish to try the following *(using same guidelines as above for your safety).*

These include:

1. Paint Thinner/Remover

2. Sanding the affected areas as described below.

Remember: No chemical treatment or sanding should be tried on any pole with a painted or anodized finish. Only those with a directionally sanded finish should be considered for these options.

Visible Scratches To Directionally Sanded Surfaces:
If scratch marks are present from shipping or from handling on the job site, the following procedures can be used to attempt a repair on the shaft's finish. Again, we would warn that these sanding procedures should not be attempted on anodized or painted shaft assemblies.

1. Use an aluminum oxide sanding belt, 80 grit or higher, such as is used with portable electric belt sanders. These are available through most hardware stores.

2. Take the belt and break at one point along the loop to have one long single piece.

3. Pull the belt back and forth *(similar to a shoe shining motion)* over the stained area of the pole in the same direction as the existing sanding lines on the pole. If care is used in the process, a satin finish equal to the original factory finish can be achieve. See below drawing for motion indicated.