BIG JOHN STEEL FLAGPOLE INSTALLATION INSTRUCTIONS

The following information is intended to be a helpful guide to the installing contractor. This information cannot be comprehensive enough to cover all situations or the details of all structures. Therefore, it is essential that the owner and installer carefully plan all aspects of the installation process not relying only on these guidelines to determine the steps to be followed. Installer must be experienced in all aspects of installing such poles or similar sized structures. Due to the varied methods used by contractors in field operations, Acme/Lingo cannot be liable for structural damage occurring during erection.

FOOTING

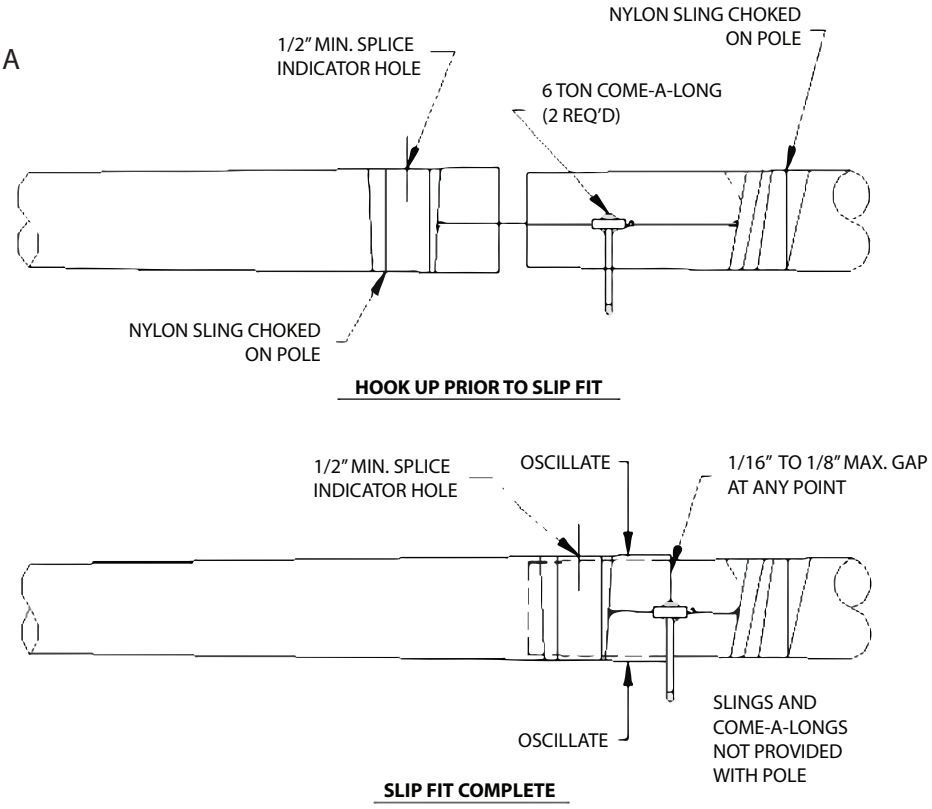
1. The concrete footing should be designed by a structural engineer familiar with the project. Acme/Lingo will furnish a standard foundation sleeve detail for their use.
2. Concrete foundations should be installed well ahead of the installation of the flagpole. Standard concrete requires about 28 days to develop its full strength.

ASSEMBLY

1. Flagpole should be erected in one piece.
2. Unload flagpole sections from truck using care not to damage the finish. Identify the sections and lay them out in order from top to bottom on wood blocking near the footing.
3. Each flagpole section has alignment marks. Unwrap the pole sections around the field joints to accommodate assembly and align the marks.
4. To facilitate the assembly, make sure to wipe off mating surfaces and lubricate surfaces with soapy water. Other lubricants may stain the pole.
5. In the outside of the upper tube at each joint, a ½" diameter hole is incorporated to visually inspect for minimum splice overlap. When the tube is visible through the hole, the minimum amount of splice has been reached.

6. Use of two ratchet chain hoists or Come-A-Longs at opposite sides of pole tube will provide the force to assemble. Wrap nylon slings around pole sections in choker method above and below the field joint to connect the ratchet hoists. Use of neoprene sheet under choker portion of the slings will help protect finish and improve gripping on pole shaft. See figure A below for method of assembling the field joints.

FIGURE A



7. Remove winch access door in lower section of pole, and install winch with 4 – 5/16" SS bolts and washers included.
8. Using metal fish tape, pull supplied internal halyard cable down from pole top and out through access door.
9. Carefully thread truck assembly into pole top and tighten to refusal with a pipe wrench. Be careful not to pinch cable in threads.
10. Once truck is assembled, attach cable to winch by loosening screw in winch drum and slide cable under the screw head. Tighten screw. Stop crimp will keep cable from pulling through screw head.

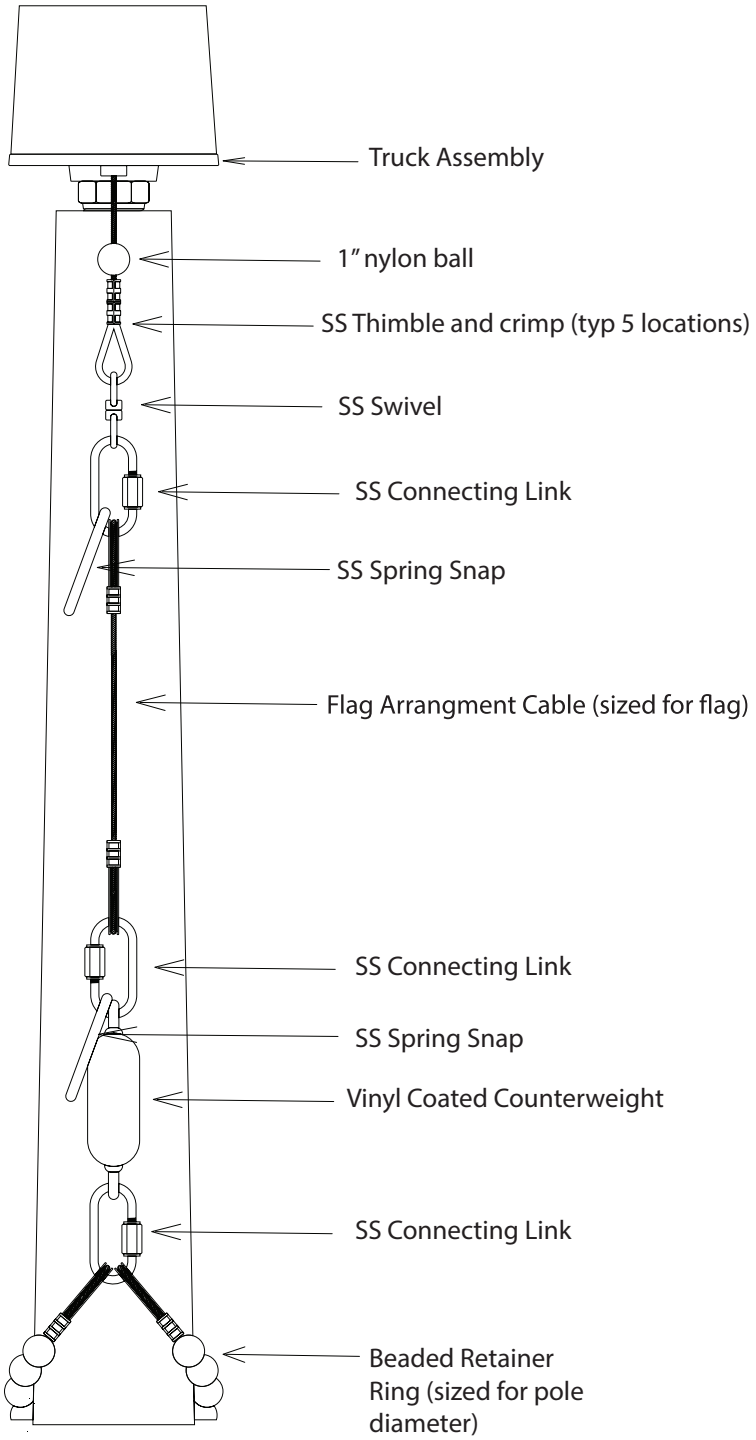
11. Loosen locking screw on winch, insert winch handle into pole and while maintaining pressure on the cable from the top, crank handle to spool the cable onto the winch until fully spooled. Do not over tighten! Stop the nylon ball and swivel about 12" from truck assembly.
12. Attach one beaded retainer ring and counterweight with a SS connecting link to the swivel. This will allow you to lower the cable once the pole is erected. Without the counterweight, cable will not come down.

ERECTION

1. After assembly, remove remaining protective wrappings and securely lash together each field joint to prevent any possibility of separation during lifting.
2. Attach suitable hoisting sling to a hook capable of handling load and place hook in winch access door. Run lifting sling(s) up the pole from door to a point above balance and attach to another short sling in basket method around pole. This sling will connect to crane hook. (SEE FIGURE B)
3. Prior to lifting the flagpole, be sure to remove as much slack from slings as possible. This will prevent the basket from sliding up the pole as lift begins.
4. Care should be taken to operate the crane very smoothly since jerkiness will cause impact loads which could damage pole.
5. Lower pole slowly into foundation sleeve making sure that pole sits in center of tube and does not get hung up on one of the welded centering wedges in the bottom of the foundation sleeve.
6. With crane still attached, plumb pole using hardwood wedges between pole and top of tube. (Keep in mind pole is fully tapered and that needs to be considered if using a level to plumb). Taper rate is 1" in 7.14'.
7. Once pole is plumb and secure with the wooden wedges, remove crane and rigging, fill foundation sleeve with DRY sand (tamping every 24") and then cap with 2" of waterproof sealant. Wooden wedges should be left in and cut flush with top of foundation sleeve prior to adding sealant.
8. Install 2 piece decorative steel base collar around pole and securely fasten screws.

9. Insert winch handle and lower counterweight to the bottom of the flagpole. Attach remaining retainer rings, counterweights and flag snaps to swivel.
10. Attach flag and crank winch until flag reaches pole top.

NOTE: Before removing winch handle, secure winch locking bolt.



1) For flags of 15'x25' and larger add shock spring between swivel and upper SS connecting link

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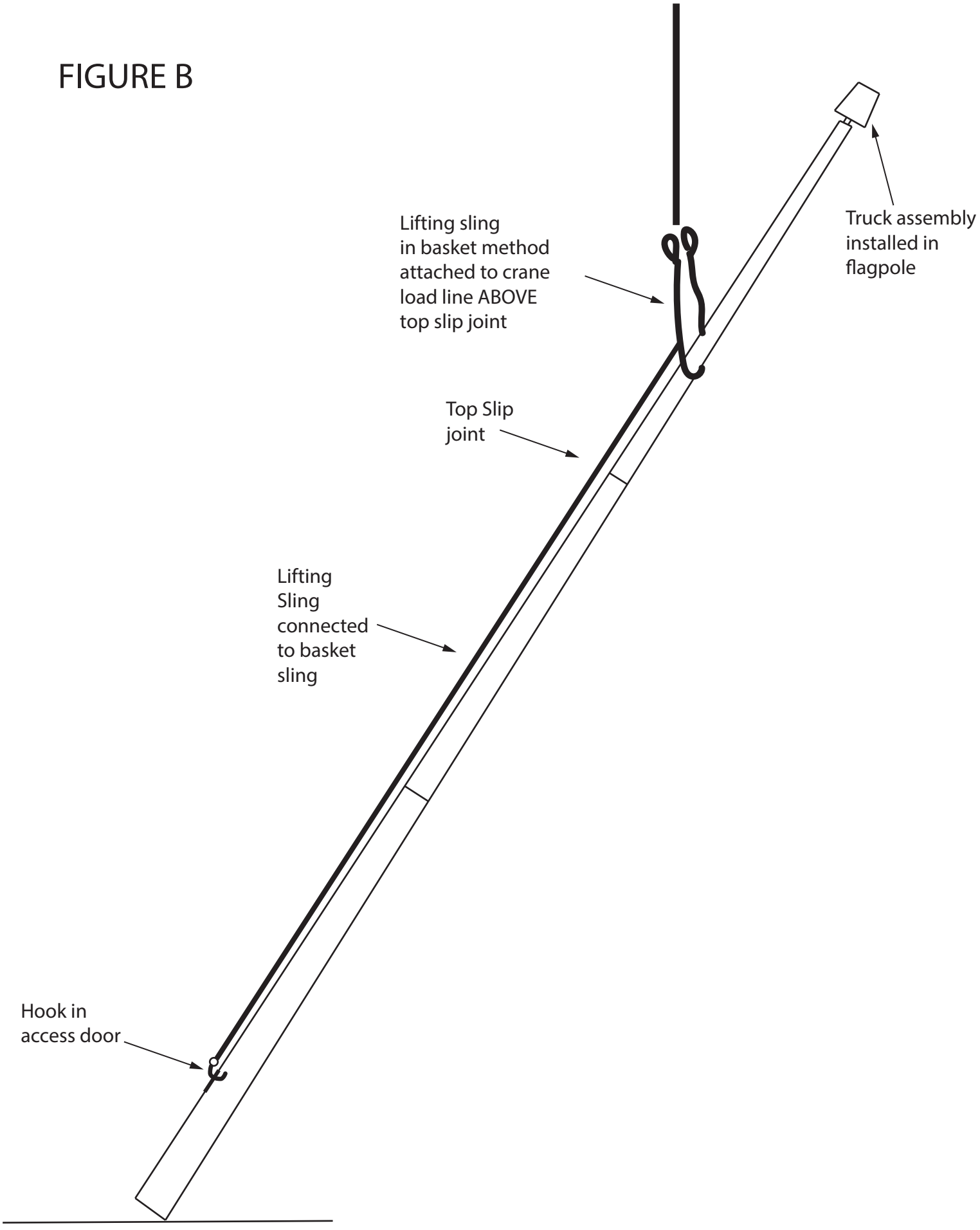
FIGURE B



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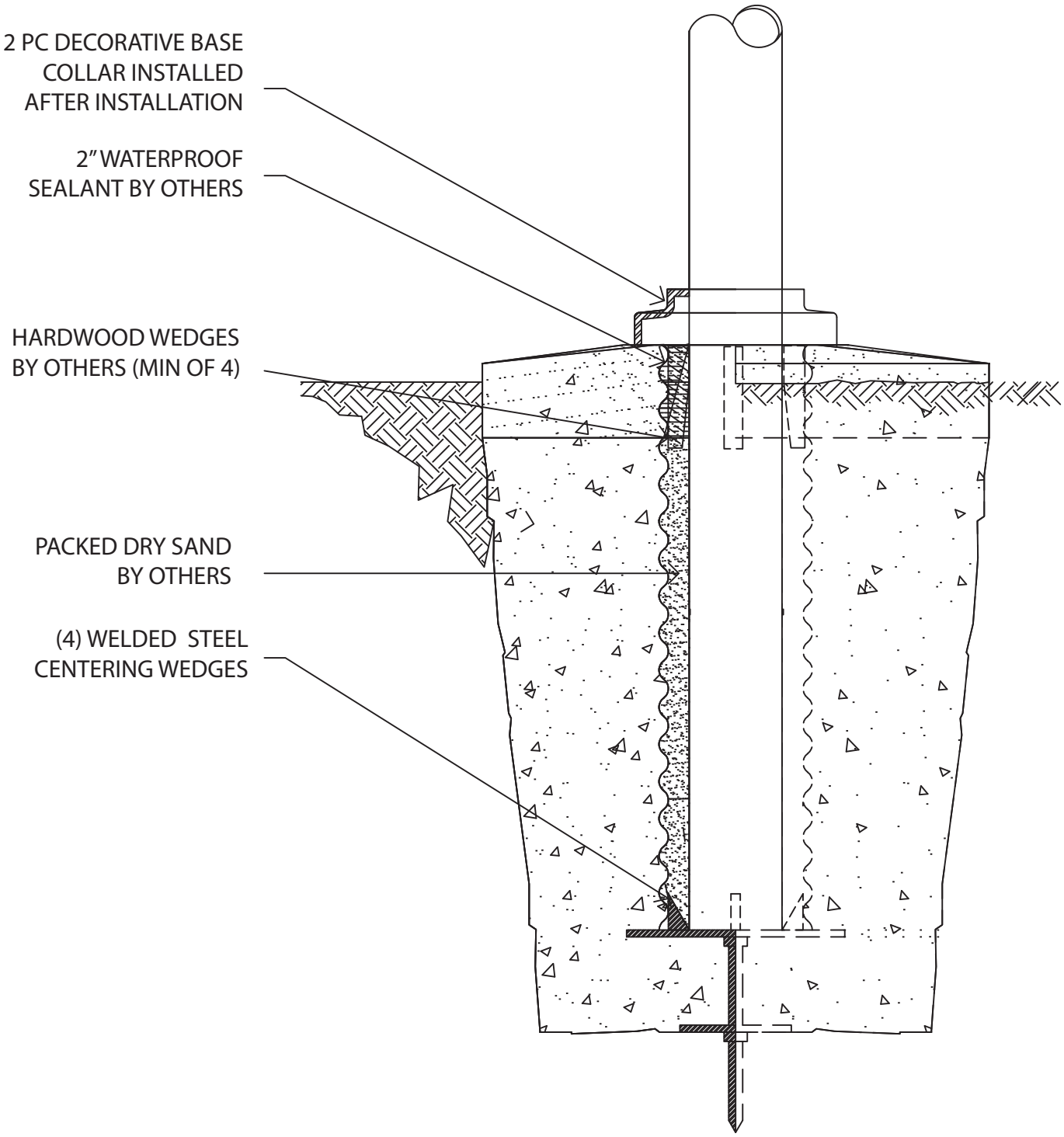

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