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Gettysburg® Flag Works

Installation Instructions for Ground Sleeve Flagpoles

Preparation of The Foundation

Dig a hole approximately 6 inches deeper than the supplied ground sleeve tube. Ground sleeves are supplied in the following sizes:

The hole should be approximately 18 to 24 inches in diameter of the pole at its base. For soil that is soft or sandy the diameter should be increased to meet conditions and provide for a stable foundation.

Return approximately 6 inches of rocks back to the hole for drainage. Center the ground sleeve in the hole and carefully pour cement around it, being careful not to get cement into the sleeve. As the cement is poured, keep the sleeve plumb. Use a level on 2 sides 90° to each other to check for plumb. Fill the hole until the cement is flush, or within an inch of the top of the sleeve. Allow the cement to dry.

Flagpole Preparation

1. Remove the flagpole from the cardboard packing.
2. Place the finial and truck assembly over the top of the flagpole shaft and push down until it is seated as far as it will go. The fit will be a snug one and no screws are needed to secure it.
3. Push the halyard (rope) through the opening in the truck top; in one side and out the other. The ends of the halyard can now be tied together and this continuous loop stretched out next to the pole.
4. If a flash collar is to be used, the bottom of the flagpole can be placed through it and the flash collar slid up about 3 feet.

Raising the Flagpole

1. The size of the flagpole will determine the number of people necessary to raise the pole to an upright position. One or two people for a 20ft. and 25ft. Two or three for a 30ft. or 35ft.
2. Raise the pole to an upright position and gently drop the pole into the sleeve. Attach cleat to the pole with the two machine screws provided, screwing it into stainless inserts set into the front of the flagpole. Rotate pole in sleeve until the cleat faces in the direction you choose.
3. There will be some amount of play between the pole and the sleeve and this play will now be used to plumb the pole. Use cedar shingles or shims between the pole and ground sleeve to steady the pole and plumb it. Use a level to check for plumb and adjust shims until plumb is achieved. Leave these shims in place.
4. When the pole is plumb, fill space between pole and sleeve with dry sandbox or play sand to the top of sleeve. Tamp the sand down firmly. Now carefully break or cut the shims level with the top of the sleeve. If a flash collar was placed on the pole, it can now be dropped down to cover the base area of pole.
5. The flag snaps can now be attached to the halyard (illustrated below), spaced to accommodate the size of the flag.
6. Attach and hoist flag. The halyard may be secured to cleat (in a "figure 8" fashion).

Congratulations: You will now enjoy the beauty of your new flag and flagpole!!!



Attaching the Halyard to the Flag Clip

Items Needed for Installation

- Shovel
- Cement
- Fine Sand (Sandbox Type)
- (2) Cedar Shingles or Wooden Shims
- Level (Optional)
- Medium Screw Driver

- 2 Feet Long for 20 ft Poles
- 2.5 Feet Long for 25 ft Poles
- 3 Feet Long for 30 ft Poles
- 4 Feet Long for 35 ft Poles