

## ALUMINUM IN-GROUND SECTIONAL FLAGPOLE INSTALLATION INSTRUCTIONS

(Models RKP15P, RKP15N, RKP20N)

1. Dig a hole 24" deep and 16" in diameter. Line the bottom 6" of the hole with gravel or sand.
2. Place ground sleeve (A) into hole and fill hole with concrete to within 1" of top of ground sleeve. Keep concrete out of ground sleeve.
3. Insert a pole section into the ground sleeve and use a level to make sure that the pole is completely vertical before concrete cures.
4. Remove pole section and let concrete set 24 hours before proceeding with installation.
5. Use screws provided to attach rope cleat © to tapered pole section with pre-drilled cleat holes (B).
6. Screw ornamental ball stem (D) into top of truck (E) and tighten jam-nut (F) against truck. Place truck with ball over one end of straight pole section (G) and lightly tighten set screws to secure the truck in place. After threading the rope through (see step 9) ensure that set screws are firmly tightened.
7. Assemble the pole as follows (see Figure 1):
  - a. Bottom section is tapered (K)
  - b. Second section has the cleat holes to mount rope cleat with screws.
  - c. If other tapered sections (K) are included in your kit they would be added next.
  - d. Top section is the straight section with the gold ball.
  - e. Align top and second sections so truck (or pulley) & cleat face same direction.
8. To attach the nylon flag snaps to the rope (see Figure 2). Lay out your flag and first determine distance between the grommets on your flag. Each flag is handcrafted and grommets may vary a bit in placement :
  - a. Find the approximate middle of the rope.
  - b. Make a loop about 3-4" long and thread through the eye of the snap.
  - c. Pull the loop back over the opposite end of the snap.
  - d. Pull to tighten the knot.
9. Thread the rope through the truck, or the pulley, and tie ends together. Wrap the rope around the cleat as necessary to remove any slack.
10. Using care, lift fully assembled pole upright and place bottom section in ground sleeve (which is cemented in ground).
11. Attach flag to nylon snaps, raise it to top of pole by pulling on the rope, and tie rope firmly to cleat (on second section from bottom).
12. The anodized finish on the aluminum poles is maintenance free. If cleaning is necessary. Wash it with water and mild detergent – CAUTION: avoid solutions with acidic or alkaline agents.

Figure 1

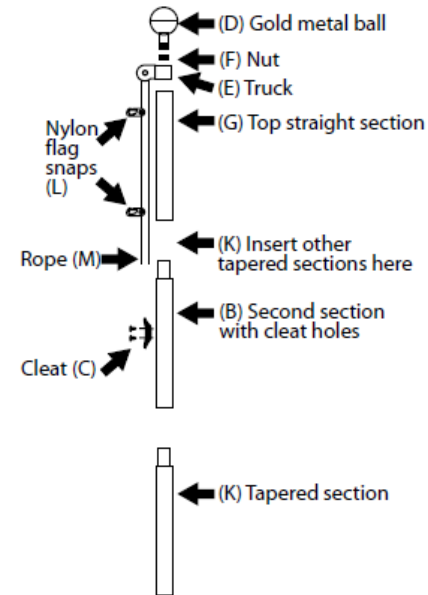


Figure 2



Ground Sleeve (A)



**WARNING: USE EXTREME CAUTION WHEN INSTALLING FLAGPOLE NEAR OVERHEAD POWER LINES OR IN THE VICINITY OF BURIED CABLES. OBTAIN ASSISTANCE IF NECESSARY TO RAISE THE FLAGPOLE.**