

# **M**ORGAN-FRANCIS FLAGPOLES & ACCESSORIES

*A Division of AGS Capital, LLC*



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## **Installation Instructions**

(External Halyard Flagpoles)

Please read all instructions before starting installation. If you have any questions please call.

## ASSEMBLY & INSTALLATION INSTRUCTIONS FOR GROUND SET FLAGPOLES

### \*\*\*FOUNDATION\*\*\*

1. See the 'FOUNDATION INSTRUCTIONS FOR GROUNDSET FLAGPOLES' instruction sheet.

### \*\*\*ASSEMBLY OF TWO AND THREE PIECE POLES\*\*\*

See the 'ASSEMBLY OF TWO AND THREE PIECE POLES' instruction sheet.

### \*\*\*FLAGPOLE COMPONENTS ASSEMBLY\*\*\*

1. Attach the aluminum cleat(s) (external halyard poles only) with the stainless steel flat head screws provided. The pole is drilled at about 7.5ft to 12.5ft from the bottom of the pole. The exact location depends on the exposed height of the pole.
2. Attach the truck assembly to the top of the pole. Oil the threads on the truck before screwing it into the pole. Tighten with a pipe wrench. Note that all the treads of the truck may not screw into the coupling. This will not present a problem so long as the truck is tightened and is secure.
3. Screw the Finial (ball, etc.) into the truck assembly and tighten with an open end wrench or an adjustable wrench.

**CAUTION: The truck assembly is provided with a setscrew for the ball. Make sure, prior to screwing the ball into the truck assembly, that the set screw is backed out so that it does not interfere with the threaded rod of the ball as it is being screwed into the truck assembly.**

4. Lift the pole by an appropriate method, using care not to mark the pole surface.
5. Slip the collar up from the bottom and secure it to the cleat.

**CAUTION: Protect the pole with shipping paper underneath the collar to prevent scratching the pole.**

6. Place the pole butt into the foundation tube and lower it to the bottom. BE SURE THE CLEAT IS POINTING IN THE DESIRED DIRECTION before doing any back filling of sand.
7. Make (4) wooden wedges per drawing provided, plumb the pole in (2) directions with a plumb bob, level or transit.
8. Fill the tube with loose dry sand. Make sure all the corrugations of the tube are filled. This is done by driving a stake to the bottom and moving it until the sand stops settling. The sand should come to within 2-1/2" - 3" from the top of the tube.
9. Remove the wooden wedges and pack the top of the tube around the pole with tar or silicone sealant to insure that moisture does not go into the foundation tube from the outside or that the sand can work it's way out of the tube.
10. Untie the collar and place it into position.
11. Pole erection is now complete. **CAUTION: Do not fly a flag for at least (4) days.**

## ASSEMBLY OF TWO AND THREE PIECE POLES

**CAUTION:** Prior to performing these steps, make sure the halyard assembly is not attached to the pole or that any internal cable or rope is not in the shaft. The cable or rope may get caught in the joint while assembling the shaft and prevent the shaft from going together. This will damage the cable or rope and may also damage the joint.

1. Lay the sections of the flagpoles on sturdy horses or blocks of wood so the ground will not damage the finish of the shafts.
2. Position the two sections of the flagpoles so that the lower field joint is aligned and ready to go into the top section of the flagpole.

**CAUTION:** The field joint has been marked with identifying pole numbers, arrows or twin dots. Orient the pole with the pole numbers, arrows or dots so they line up together and be sure the pole numbers match.

**CAUTION:** If numbers do not match \*\*\* STOP \*\*\* call factory at once!

3. Clean any dirt, rock, metal shavings and burrs from the inside of the bottom portion of the upper female section of the flagpole shaft and the outside of the top portion of the male section of the flagpole shaft.
4. Ram the two sections together as far as possible by hand, making sure the pole numbers, arrows or dots stay lined-up with each other.
5. This operation may require a sledgehammer to drive the two sections together to within 1/16" of the joint. Always use a wooden protector between the hammer and the ends of the pole. The pole being aluminum can be damaged easily.

**CAUTION:** Never drive the sections tight together.

6. You are now ready to attach the flagpole components to your assembled shaft. See the instructions sheet for the assembly of your flagpole.

## FOUNDATION INSTRUCTIONS FOR GROUNDSET FLAGPOLES

### \*\*\*FOUNDATION\*\*\*

Dig a hole for the foundation tube approximately (5) times the butt diameter of the pole at the top and taper it down to (4) times the butt diameter at the bottom. The depth should be approximately the corrugated tube length plus (1) foot. (see drawing)

Force the foundation tube spike into the ground until the small (6 x 6) rest plate reaches the bottom of the hole. Plumb the tube in both directions with a level.

Back fill with concrete mix (3000 psi min) to the top of the foundation tube in one pour without getting any concrete into the culvert tube. Dress the top of the surface of the slab using a form if required.

CAULKING: For a moisture seal, waterproof type caulking is applied approximately 2" deep around pole and between base or collar.

FLASH COLLAR: Often used for appearance and added weather protection. Standard spun aluminum flash collar. (See page 11 of catalog for selection of decorative bases at additional cost.)

PITCH FOR BASE: 1/2" to 1".

GROUT CAP: 1-2 mix, added for fine top finish.

WOOD WEDGES: Temporary, 4 used around pole for centering. Remove later.

CONCRETE MIX: 1-2-4 formula, complete in one pour.

SAND: SCREENED and dry. Tamp in.

CENTERING WEDGES: Steel, welded to inside of foundation tube.

TUBE: 18ga. to 16 ga. galvanized corrugated steel.

GROUNDING SPIKE: 3/4" dia. x 18" to 24" Long total, welded to center and bottom of support plate.

### FOUNDATION SPECIFICATIONS

OVERALL EXPOSED LENGTH	TUBE HEIGHT	TUBE LENGTH (K)	BUTT DIA. (L)	SLEEVE I.D. (M)	HOLE WIDTH (N)	EXCAVATE TOTAL (O)	SUPPORT PLATE (P)	REST PLATE (O)	BOTTOM HOLE WIDTH (R)
23'	20'	36"	5"	8"	25"	48"	10" X 10"	6" X 6"	20"
28'	25'	36"	5"/5.5"	8"	25"	48"	10" X 10"	6" X 6"	20"
28'	25'	36"	5"	8"	25"	48"	10" X 10"	6" X 6"	20"
33'	30'	36"	5"	8"	25"	48"	10" X 10"	6" X 6"	20"
33'	30'	36"	6"	10"	30"	48"	12" X 12"	6" X 6"	24"
38.5'	35'	42"	5"	8"	25"	52"	10" X 10"	6" X 6"	20"
38.5'	35'	42"	6"	10"	30"	52"	12" X 12"	6" X 6"	24"
38.5'	35'	42"	7"	10"	35"	52"	12" X 12"	6" X 6"	28"
44'	40'	48"	7"	10"	35"	60"	12" X 12"	6" X 6"	28"
44'	40'	48"	8"	12"	40"	60"	14" X 14"	6" X 6"	32"
49.5'	45'	54"	8"	12"	40"	66"	14" X 14"	6" X 6"	32"
55'	50'	60"	8"	12"	40"	72"	14" X 14"	6" X 6"	32"
55'	50'	60"	10"	15"	50"	72"	18" X 18"	6" X 6"	40"
66'	60'	72"	10"	15"	50"	84"	18" X 18"	6" X 6"	40"
66'	60'	72"	12"	15"	60"	84"	18" X 18"	6" X 6"	48"
77'	70'	84"	10"	15"	50"	96"	18" X 18"	6" X 6"	40"
77'	70'	84"	12"	15"	60"	96"	18" X 18"	6" X 6"	48"
88'	80'	96"	12"	15"	60"	108"	18" X 18"	6" X 6"	48"





DATE: 5/10/01

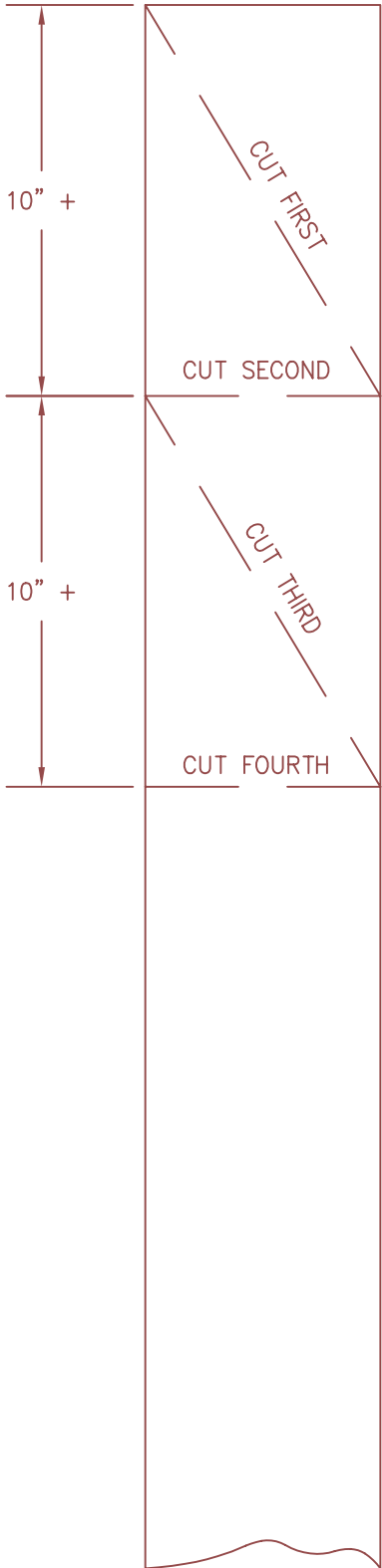
DRAWING NO. WEDGES

REV 0 QTY 4

MATERIAL 2 X 4 LUMBER

DRAWN BY: PCH

WEDGES, FLAGPOLE CENTERING



TOOLS NEEDED:  
1 - STD 2 X 4 LUMBER, STUD GRADE  
2 - CIRCULAR SAW

INSTRUCTIONS:  
1 - MARK WOOD FOR CUT LINES AS SHOWN  
2 - CUT LINES IN ORDER AS SHOWN  
3 - REPEAT PROCESS TO PRODUCE 4 WEDGES PER POLE

## Snap Attachment Illustration

1. Locate the upper snap position on the rope.



2. Slide the snap into the snap cover.



3. Squeeze the rope together and slip loop through the eye of the snap.



4. Pull the loop over the snap.



5. Draw the rope tight.



6. Measure down the rope to the next snap location and repeat these steps for the remaining flag snaps. If you are flying two flags allow about three inches between the flags.

The snap location can be adjusted as needed if the size of flag ever changes.

FISHERMAN'S KNOT  
(Recommended for tying ends of halyard)

Step 1 – Create two overhand knots.



Step 2 – Tighten both overhand knots.



Step 3 – Pull knots together tightly.



Step 4 – (Optional) Tape loose ends.

