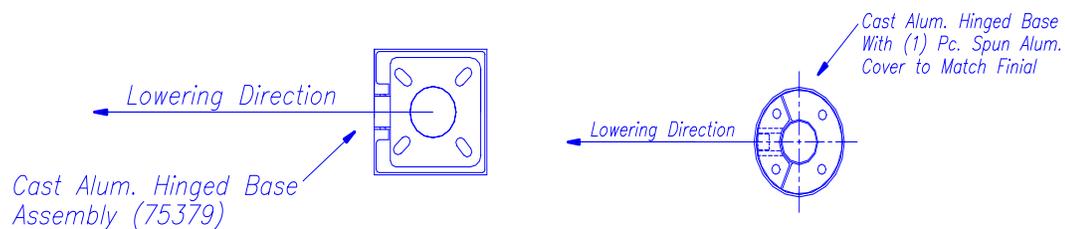


Operation for a Hinged Base Flagpole

After the hinged flagpole has been installed and mounted, the pole can be lowered for maintenance, cleaning, and changing of the flags. Great care should be exercised when raising or lowering the pole due to the weights involved. Be sure to keep bystanders out of the pole's path. With poles under 20 feet we advise at least two people helping with the project. If over 30 feet we suggest using a crane or other mechanical device to lower and restore the pole to its standing position.



Hinged Base with Hexnuts:

With the pole in its upright position, examine the base. If your pole came with a spun collar, you will have to raise it out of the way to see the actual base you will be working with. Once the collar has been lifted you should be able to see the top of the hinged base where the pole is connected. There are usually 3 or 4 socket screws across the top side which you will loosen and remove. The side, which does not have the screws, will rotate away and down to the ground (as shown in the drawings).

A socket wrench of the proper size to loosen the nuts is needed. Loosen slowly and remove them one at a time while having the pole braced by someone or some other mechanical system such as a crane. Once removed the pole is free to tilt and should be tilted with care as it can be dangerous to anyone in its path. Lower the pole to the ground slowly where you will be able to remove the flag and do maintenance.

Hinged Base with Anchor Bolts:

With the pole in its upright position, examine the base. If your pole came with a spun collar, you will have to raise it out of the way to see the actual base to be worked with. Once raised, you should be able to see the four hex nuts that are on the four anchor bolts embedded in the ground. The hinged end is the side that will tilt and allow the lowering of the pole to the ground. In most cases there are four anchor bolts, two in the end which is hinged to the pole and two on the other end of the base. Remove the nuts not associated with the hinge.

You will need the proper sized wrench to take the nuts and washers off the base. Carefully remove the two nuts which are not associated with the hinged side of the base. This will allow the pole to tilt freely about the hinged axis. The tilting of the pole should be done carefully as anyone in its path, if free falling, could be injured. Once the pole is lowered to the ground you will be able to remove flags, attachments, and do any maintenance or cleaning that is required.

Raising the Pole:

When ready to raise the flagpole, it is best to start at the top end of the pole and raise it by lifting that end and moving progressively down the length of the pole, preferably with assistance. For smaller poles (under 20 feet) 2 or 3 people can usually complete the task but we suggest a crane or other mechanical assistance for larger length poles. Once it has reached its full height, one person should hold it steady while putting the nuts back in place or replacing the socket screws. Make sure these are tight before releasing the pole.