

How-to Repair your Flagpole



Step 1

Assemble your tools.
Screwdrivers - star head; flat head and pliers. ALWAYS be GENTLE when working with the aluminum screws as they can strip easily.



Step 2

Gently remove screws from top ring; remove cap from top of pole; then remove the harnesses (they will slide off at this point)

Hint: leave the ball attached and it will be easier to pull out the top insert



Step 3

Your pole will now be bare



Step 4

Bottom of pole – gently remove screws that hold the insert in place



Step 5

Use pliers to pull out bottom insert
Alternatively – push the pole sections from the top and they will push out the insert



Step 6

Push the pole sections down from the top until the locking mechanism is exposed
This will reveal the sponge and the bottom part of the interlocking sleeve
If the first mechanism is fine, complete Step 7 in order to get to the next pole section, and repeat until the broken part is found



Step 7

With both flat head and star head screwdrivers, simultaneously and gently remove the post fasteners at base

Hint: helpful to have a second person to help hold the pole steady
If this section is the broken part, slip on the new locking sleeve and reassemble your pole. If going to another section, push pole through until next bottom interlocking sleeve is revealed and repeat step 7



Step 8 & 9

Generally both top and bottom of your interlocking sleeve will need replacement.

At the top of the removed section of pole, push the pins in and pull out the top of the interlocking sleeve

HINT: this is where a second set of hands is EXTREMELY helpful!



Congratulations!

You've now taken apart your flagpole to find the damaged interlocking sleeve.

Replace damaged interlocking sleeves and reassemble your pole in reverse of the way you've removed everything. Imagine a video in reverse.