# PASSPORT

for the sectional flagpole with the banner system - BANNER BAR (prestige)

SkyPole
we assign a meaning to the space

alitana

SIA "Alitana" | F. Sadovņikova iela 39, Rīga | +371 24554454 | +371 29667253 | info@alitana.lv | www.alitana.lv

# 1. BASIC GUIDELINES

1.1 Before operation please read the Passport.
1.2 Passport is an exploitative document certifying the basic parameters and technical characteristics of the product, reflecting and containing the information about its operation.

# 2. BASIC INFORMATION ABOUT THE PRODUCT AND THE SUPPLIER

## 2.Basic information about the product and the supplier

Sectional flagpoles with the banner system “PRESTIGE” SKYPOLE SP SB006 - SP SB012. Intended for the placement of flags for promotional and informational purposes.

Official supplier: BALTEX COMMERCE OÜ, Vana-Narva mnt. 24
74114 Maardu, Estonia, tel: +372 6323836, fax: +372 6323836
email: info@baltex-group.com, www.baltex-group.com

## 2.2 Technical information

2.2.1 Sectional flagpoles “PRESTIGE” SKYPOLE SP SB006 - SP SB012 are used in wind areas I-III;
-ambient temperature -40°C - +55°C;
-relative air humidity 100% at a temperature of no higher than 35°C;
-under the influence of moisture, frost, dew, snow, solar radiation, sand, dust and ice-slick.
2.2.2 Technical characteristics of the poles are shown in the table 1.

Table 1.

| № | Name | Height, m (number of sections) | Weight of the flagpole without accessories, kg | Tube diameter, mm (section length, m) | Amount of plastic bands, pcs | Packaging size, length x width x height, mm |
|---|---|---|---|---|---|---|
| 1 | SP SB006 | 6(2) | 23,5 | 50(3,5)/65(3,0) | 4+1 (flag weight) | 3600 x 95 x 95 |
| 2 | SP SB008 | 8(2) | 26,4 | 50(4,5)/65(4,0) | 4+1 (flag weight) | 4600 x 95 x 95 |
| 3 | SP SB009 | 9(3) | 33 | 50(3,5)/65(3,0) /80(3,5) | 4+1 (flag weight) | 4100 x 95 x 95 |
| 4 | SP SB0010 | 10(3) | 34 | 50(3,5)/65(4,0) /80(3,5) | 4+1 (flag weight) | 4600 x 95 x 95 |
| 5 | SP SB0012 | 12(4) | 46,5 | 50(3,5)/65(3,0) /80(3,5)/95(4) | 4+1 (flag weight) | 4100 x 200 x 120 |

## 2.3 Technical specification of the poles

2.3.1 Base;
The base looks like a triangle with the rounded sides,
- dimensions 223x210 mm;
- the diameter of the circle where the three holes 18 mm - 179 mm are placed;
- the diameter of the circumcircle is 239 mm;
2.3. 2 Lifting the pole through the hinge connection;

| I wind zone | |
|---|---|
| The height of flagpole | The size of the footing excavation, l x W x H, mm |
| 6 and 8 meters | 700 x700 x 1400 |
| 9 and 10 meters | 900 x 900 x 1400 |
| 12 meters | 1000 x 1000 x 1400 |
| II-III wind zone | |
| The height of flagpole | The size of the footing excavation, l x W x H, mm |
| 6 and 8 meters | 900 x 900 x 1400 |
| 9 and 10 meters | 1000 x 1000 x 1400 |
| 12 meters | 1200 x 1200 x 1400 |

The depth of the footing excavation should be at least 1400 mm, but definitely more than the frost penetration depth of the soil in the region where the flagpole is installed.

> *It is strongly prohibited to form the obconical excavation. The top of the excavation must be tighter or similar to the bottom part.*

As during frost penetration the foundation with the flagpole can squeeze out from the soil. Concrete not lower than the grade B-20 should be used for the foundation arrangement.
The distance between flagpoles is taken as 2 of the flag's width + 0.5 m. The distance between the building and the flag should be at least 2 m.
Concrete bases must be installed so that the principle of linearity was observed.
Also, pay attention to the alignment when setting anchor bolts (threaded rods).
When you install the hinge of the flagpole, consider the lack of obstacles during lifting and lowering the pole. At that free access to the operation of the cleat and the fixing cord should be provided. Installation of the pole is allowed not earlier than in a week and raising the flag no earlier than 2 weeks after pouring the foundation.
2.3.4 Installing the flagpole on the mobile base (pedestal), the weight of the pedestal for flagpoles 6.8 m is 400 kg, for the flagpoles 9, 10, 12 m - 600 kg.

## 2.4 Flagpole construction

2.4.1 The flagpole consists of:
- anodized tube sections in accordance with the height of the flagpole fitted with connectors and rotating top masthead;
- banner arm holder;
- banner arm 1.5 meter long 25 mm in diameter;
- the hinge base plate with anchors;
- a finial in the form of a "cone";
- four plastic bands 8 mm in diameter joint by a collet clamp;
- plastic bands with the diameter of 8 m with a flage weight of 1.2 kg.
- two steel carabiners.

2.4.2 Flagpole is a set of cylindrical anodized tubes of different diameter made of aluminium alloy 6063 T66 assembled on the site of installation in a horizontal position, joined together with the connectors with the sealing rings. All sections, except the bottom one come with connectors. Information about the number of sections and their length you can find in section 2.3, depending on the length of the flagpole. The diameter of the tube sections is given in section 2.3. depending on the length of the flagpole. The thikness of anodized sections caoting is 20 μm.
The pole, fixed wth three anchors, is based on concrete foundation, in the vertical position the flagpole should be raised manually.

## 3.PACKAGE CONTENT

| № | Наименование комплектующих | SP SO006 | SP SO008 | SP SO009 | SP SO010 | SP SO012 |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Pole section Ø 50 | 1 | 1 | 1 | 1 | 1 |
| | Pole section Ø 65 | 1 | 1 | 1 | 1 | 1 |
| | Pole section Ø 80 | | | 1 | 1 | 1 |
| | Pole section Ø 95 | | | | | 1 |
| 2 | Rotating masthead | 1 | 1 | 1 | 1 | 1 |
| 3 | A finial "cone" | 1 | 1 | 1 | 1 | 1 |
| 4 | Plastic band Ø 8 mm | 4 | 4 | 4 | 4 | 4 |
| 5 | Plastic band Ø 8 мм with the flag weight 1.2 kg | 1 | 1 | 1 | 1 | 1 |
| 6 | Steel carbine | 1 | 1 | 1 | 1 | 1 |
| 7 | Hinge base plate, Inc. | 1 | 1 | 1 | 1 | 1 |
| 8 | Banner arm holder | 1 | 1 | 1 | 1 | 1 |
| 9 | Banner arm 1.5 meter long 25 mm in diameter with a stub and a steel ring | 1 | 1 | 1 | 1 | 1 |
| 10 | Upper part | 1 | 1 | 1 | 1 | 1 |
| 11 | Lower part with the tube | | | | | |
| | Ø 60 | 1 | 1 | | | |
| | Ø 80 | | | 1 | 1 | |
| | Ø 95 | | | | | 1 |
| 12 | Bolt metal M14x120 (DIN 933) | 1 | 1 | 1 | 1 | 1 |
| 13 | Washer M14 (DIN 125) | 1 | 1 | 1 | 1 | 1 |
| 14 | Cotter pin 20x2,5 | 1 | 1 | 1 | 1 | 1 |
| 15 | Screw nut M16 (DIN 934) | 6 | 6 | 6 | 6 | 6 |
| 16 | Low nut M16 (DIN 439) | 3 | 3 | 3 | 3 | 3 |
| 17 | Washer M16 (DIN 125) | 6 | 6 | 6 | 6 | 6 |
| 18 | Anchor M16 | 3 | 3 | 3 | 3 | 3 |
| 19 | Packaging, cardboard carton (for the finial and poles, "Prestige" kit) | 3 | 3 | 3 | 3 | 3 |
| 20 | Grease | 1 | 1 | 1 | 1 | 1 |

## 4. SERVICE AND STORAGE LIFE, MANUFACTURER WARRANTY

Flagpole service life is 30 years.
The manufacturer guarantees that the quality of the flagpole corresponds to the characteristics specified in this data sheet. The warranty is valid in case of observing the terms and rules of storage, transportation, installation and operation settled in the operational documents.

*The warranty period for the flagpole mast is 5 years from the date of sale.*
*The warranty period for the accessories is 1 year from the date of sale.*

The warranty is not valid in case of:
- In case of damaging the flagpole during transportation, shipping, due to improper installation and misuse.
- In the event of damage caused by the natural disasters (earthquake, storm (wind speed of more than 25 m/s without the flag), etc.) or due to other external factors (damage caused by a vehicle, vandalism, etc.).
-In the case of unforeseen fixing methods or the damage caused during mounting.
-In the case of operating violations due to maintenance or repairs carried out by an unauthorized person.
-If the flagpole is installed on the roof of the building or on higher ground where there is no lightning rod.
-If any unintended by the manufacturer parts and accessories were used on the flagpole.
-If the flag was not hauled down during storm.
-If the flag used on the flagpole is not of the required size.

RECOMMENDED DIMENSIONS OF THE FLAG

| № п/п | Height of the flagpole, cm | Flag, cm |
|---|---|---|
| 1 | 6 | 300 x 150 |
| 2 | 8 | 400 x 150 |
| 3 | 9 | 450 x 150 |
| 4 | 10 | 500 x 150 |
| 5 | 12 | 600 x 150 |

The warranty does not compensate for:
- Harm inflicted to person (people) and/or other subjects and objects by a damaged flagpole.
- Fee for repairs made outside of warranty.
- Possible shipping charges for the transportation of the damaged goods to the vendor sales point.
The warranty does not cover:
The normal wear and tear (rope, cleat, etc.)

## 5. EXPLOITATION AND STORAGE RULES

### 5.1 Safety measures

5.1.1 During installation, observe the safety measures.
5.1.2 When mounting the flagpole it is prohibited:
- to stay within the lifting zone of the flagpole for people not taking part in the installation;
- to carry out the installation by less than three installers;
- to rise the flagpole during thunderstorms, heavy rain, ice, snow, fog, and wind speed of more than 12 m/s, at the outside air temperature below -15° c.
5.1.3 On the territory of the operating platform there should be no foreign objects hampering to assemble and raise the flagpole.
5.1.4 Before the lifting of the flagpole all bolted joints should be tested for tightness.

### 5.2 Installation

5.2.1 Installing the foundation (fig. 1).
1) Prepare a footing excavation for the foundation in accordance with paragraph 2:3.3
2) Set the level of the formwork height not exceeding 100 mm.
3) Hang out the lower part of the hinge base plate with the twisted anchors over the excavation. The anchors should protrude not more than 60 mm from the surface of the lower hinge flange. Firstly a typical screw nut M16 is twisted on the anchor, the anchor is threaded through the hinge and clamped with the low nut M16.
4) The hung lower part of hinge base plate is oriented in the direction where there is no hindrance to lower the pole in the horizontal position.
5) Fill the excavation with concrete B-20 or higher.
6) The pole is installed no earlier than one week after the fill.
7) The pole after lifting it in the vertical position is fixed with the usual nuts M16 with washers from the kit.
8)The flag can be hung on the flagpole and lifted NOT EARLIER THAN IN TWO WEEKS AFTER FILLING THE FOUNDATION
The site shall be even, not lower than the surrounding land, without hollows and hills, and have a slope of not more than 5°. To make the fill of anchor pins with con-

crete. Dimensions of foundations are listed in paragraph 2.3.3.

5.2.2 Installation of the flagpole.

Installation of flagpoles is performed by an approved installation company in accordance with the existing legislation and documentation.

The masthead with the rotating banner arm holder is installed into the upper part of the pole, being greased with the grease before the assembly of all sections of the pole.

AVOID EXCESSIVE IMPACT DURING INSTALLATION!

Put the flagpole sections along the lifting axis. Connect the upper section with the lower one, after having greased the o-rings of the connector joints. Then repeat this operation, depending on the number of sections.

The lower section should be connected with the upper part of the hinge base plate, after being greased with the grease.

After assembling the poles with the hinge base plate, the upper part of hinge base plate is connected with the top part of hinge base plate, concreted with anchors. The bolt M14 120 mm long is used for the connection.

The rotating banner arm holder is installed into the masthead and fixed with the screw nut. The banner arm is installed on the holder and fixed with the ring screw. The banner arm holder is screwed onto the finial “cone”. A ring with the flag weight that is connected to the canvas of the flag, and the four plastic bands which are connected with the canvas of the flag through the eyelets are consistently put on the flagpole.

Lifting the flagpole is carried out manually through the hinge base plate connector. After lifting the upper part of the hinge base plate is fixed with screw nuts.

5.2.3 Conditions of safe use of flags and flagpoles.

The FLAG SHOULD BE REMOVED when WIND SPEEDS ABOVE 15 m/s.

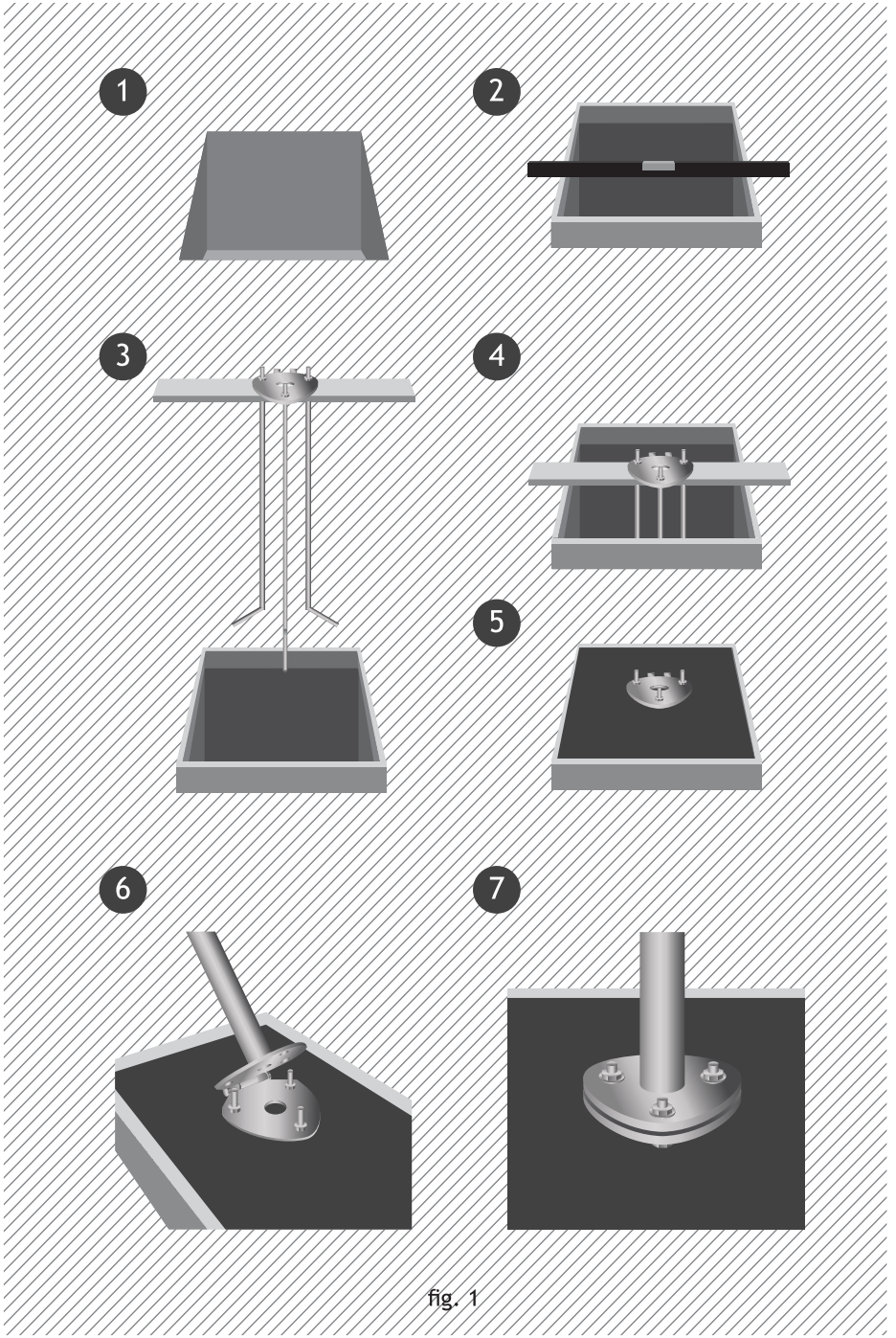


fig. 1

## 5.3 Transportation and storage

5.3.1 The flagpole may be transported by all types of transport. Place the packed flagpoles during transportation and storage observing the warning signs on the package.
5.3.2 The flagpoles must be stored in warehouses, to protect from the effects of rainfall, on racks or in packages in the absence of airborne vapors of acids, alkalis and other aggressive substances.
5.3.3 The temperature in the warehouses where the flagpoles are stored should be from -50° c up to + 50° c. When storing the flagpoles in conditions of high humidity permanent or intermittent ventilation of storage space should be provided.

## 5.4 Maintenance and repair

5.4.1 Routine maintenance
5.4.1.1 Routine maintenance of the flagpole is carried out systematically by and at the cost of the operational group, it is not planned specifically.
5.4.1.2 During the current technical inspection the state of the parts of the flagpole, visible from the ground with the naked eye or through binoculars is controlled. During the examination it is necessary to pay attention to the following:
-straightness of the flagpole bore;
-condition of the plastic bands and their fastening;
-condition of the rotating masthead;
-fixing of the hinge base plate to anchors;
-review of the sections of the flagpole and the connections;
-check the connection of the lower section and the founding of the foundation;
-the condition of the coverting on all metal parts of the flagpole.
5.4.1.3 Not eliminated in the process of inspecting defects are reported to the operation chief for urgent measures.
5.4.1.4 Maintenance is performed by a group serving the flagpole.
5.4.1.5 Works related to the lowering of the flagpole to the ground to horizontal position, must be carried out under the supervision of a responsible person of the enterprise with the assistance of a specialized team of installers who are familiar with such works.
5.4.2 The frequency of maintenance
5.4.2.1 The flagpole shall be inspected monthly.
5.4.2.2 Scheduled preventive maintenance is carried out twice a year-in the spring after the melting of snow and in the automn before the onset of winter.
5.4.2.3 In addition, it is necessary to perform an unscheduled inspection of the pole after strong wind (over 15 m/s), earthquakes, rapid melting when large flows of water were seen to represent a particular danger to the foundations mounted on gilgaied or permafrost soils.

## 5.5 Lowering the Flagpole

5.5.1 Lowering the flagpole
5.5.1.1 Bringing the pole in a horizontal position with laying out on the stands is made for:
-lifting or removing the flag;
-repair of the masthead, replacement or repair of the flagpole sections;
-small repairs and replacement of all the worn parts of the flagpole;
5.5.1.2 For lowering it is necessary to unscrew the three top flange nuts on the top flange of the foundation. It is impossible to begin lowering the flagpole on the hinge to its horizontal position without unscrewing the nuts securing the bottom flange of the foundation.

## 5.6 Possible malfunctions

| № п/п | Description malfunction | Reason | Resolvent |
|---|---|---|---|
| 1 | Deviation from the vertical position and bending of the flagpole bole | Deformation and displacement¬ of foundations due to abundant rainfall and flood waters; flag size mismatch with the requirements; the flag was not lowered in case of wind increase | Strengthening of the foundation replacement of the curved sections |
| 2 | Easing the tightening of the bolted connections of the foundation | Slacking the flagpole by the wind | Carry out the tightness of the bolted connections |
| 3 | At wind blasts and constant wind load the pole of the flagpole turns | There is no gap between the bushing and the screw nut on the axle of the banner arm holder. | Restore the clearance between the screw nut and the bushi of not less than 2 mm. |

SkyPole

we assign a meaning to the space

alitana

SIA “Alitana” | F. Sadovņikova iela 39, Rīga | +371 24554454 | +371 29667253 | info@alitana.lv | www.alitana.lv