

Hinged Base Operation Instructions

Determine which base you will be working with. The two styles can be seen in the images below. One is round with a two-piece cover. The other is square and acts as both support and cover.



Hinged Pole with Round Cover:

1. There are four 1/4" bolts holding the two-piece cover in place.
2. Unscrew these, remove cover, and place aside.
3. There are four 3/4" diameter anchor bolts holding the pole and base to the foundation. Use a wrench to remove the two hex nuts that are on the side without the hinge. Never remove the hinge pin or the two bolts on that side of the base.
4. It is recommended to have someone brace the pole as it is now free to tilt.
5. Slowly lower the pole to the ground, holding the lower end of the pole and moving outward towards the top until the pole is safely on the ground.
6. After the maintenance is complete, reverse the above steps and make sure that the nuts are firmly tightened before returning cover to the base.



Hinged Pole with Square Cover:

1. There are typically three 5/16" bolts or four 1/2" bolts that hold the cover and pole to the base. Once these bolts are removed, the pole is free to tilt.
2. It is recommended to have someone brace the pole to prevent it from tilting.
3. Never remove the hinge pin or the hex nuts that are on the anchor bolts.
4. Slowly lower the pole to the ground, holding the lower end of the pole and moving outward towards the top until the pole is safely on the ground.
5. After the maintenance is complete, reverse the above steps.

NOTE: Care should be exercised when raising or lowering a hinged pole due to the weight. A falling pole could cause injury to the user or damage to property. No one should stand directly under the pathway of the pole. If determined to be too heavy, a crane or lift can be used to support the pole. We always recommend at least two people being present during the process.