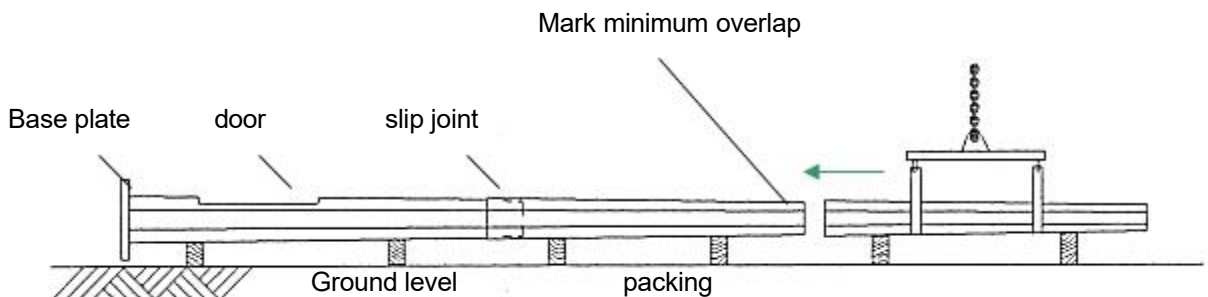


## A.D.Coote Standard Column Assembly Procedure

Due to transport restrictions in regards to length most Centre Hinge, and some Fixed columns, when delivered to site, require some degree of assembly. The following instructions are provided as a guide and are to be read in conjunction with any prevailing site and safe working regulations current at the time of the installation of the pole.

1) Lay the pole sections out on suitable packing material so that the underside of the pole will be in the horizontal position. The packing must be of sufficient height to ensure that the baseplate and headframe assembly are clear of the ground when the pole is assembled (See Fig 1) it is also important to ensure that packing is kept clear from the slip joint area, allowing for horizontal movement of the pole during assembly.



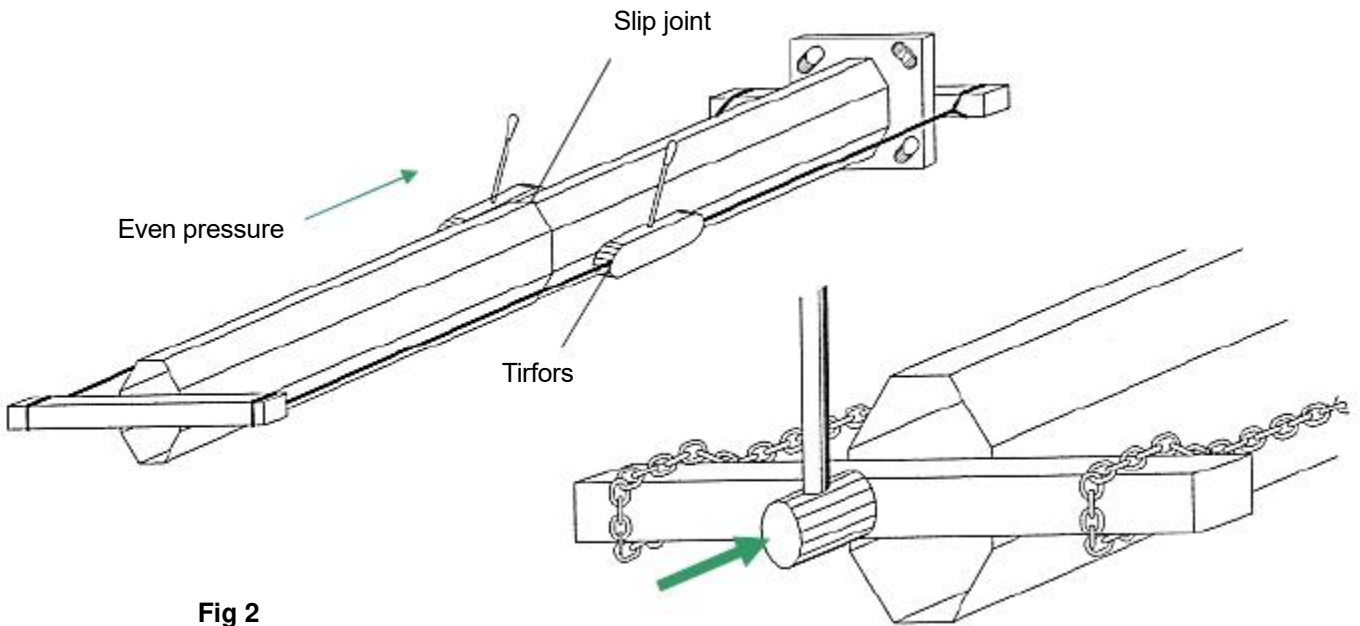
**Fig 1**

2) The minimum overlap required on slipjoints has to be at least 1.5 x the top outside diameter of the male section of the slip joint, this should be marked on the male section prior to assembly, in the event of this minimum slip NOT being achieved on any slip joint when the sections are put together all work is to stop and the manufacturer is to be contacted, to proceed further could result in serious injury to persons and/or property. Note this mark is to be used as minimum only and the sections joined are to be pulled together tightly, as described below.

3) When sections have to be joined, they are to be joined one at a time starting from the base and working towards the top of the pole. The female section to be joined should be picked up with a suitable sling at the balance point by means of a crane or other suitable equipment and aligned with the male section of the joint. It should be noted that alignment between the two sections is very important as misalignment of the sections will lead to possible jamming, and prevent the sections being properly joined. The two sections to be joined should then be telescoped into each other as far as possible by hand.

## A.D.Coote Standard Column Assembly Procedure

4) At this stage two Tirfors or similar are to be assembled as shown (See Fig 2) by fixing one end to the base of the pole by means of a suitable crossbeam, and the other end similarly to the top of the pole. Note crossbeams must be capable of withstanding the force required to pull the sections together, failure to do so may result in injury to the person or persons involved in the assembly procedure. The Tirfors are then to be operated under supervision, simultaneously to ensure an even pull down on the slipjoint. At the same time as this pressure is being applied the top crossbeam can be hammered down in the direction of the joint (See Fig 3) and the Joint area can be hammered via a wooden block to ensure a good joint. Note the galvanised surfaces should not be struck with metal objects as this may damage the protective coating.



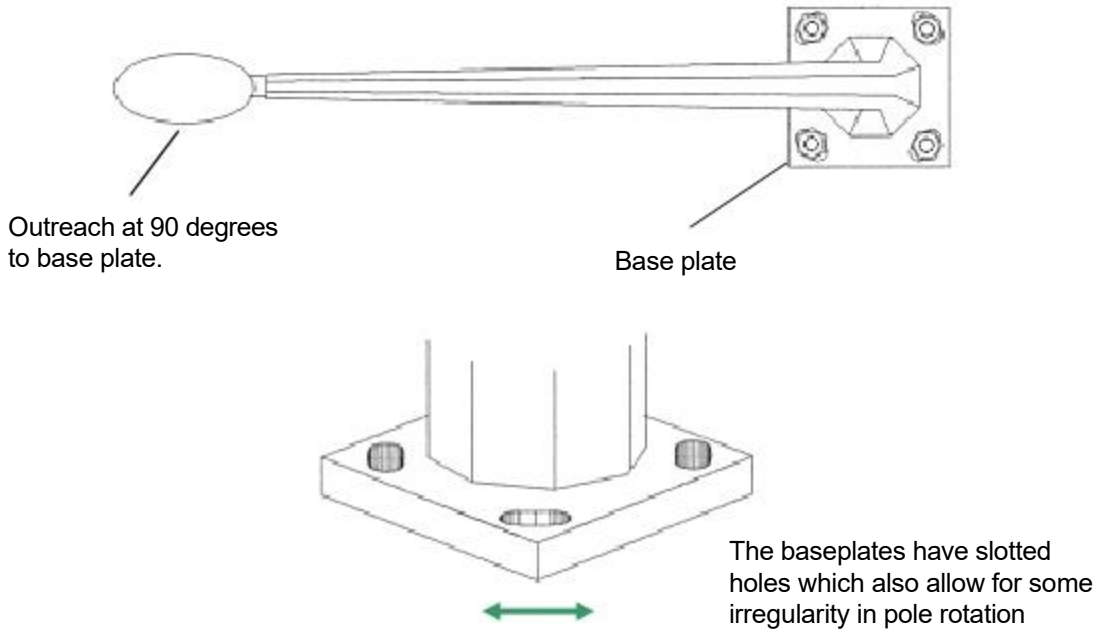
**Fig 2**

**Fig 3**

5) On some columns (particularly base plate mounted) where outreaches are fitted it will be necessary to fit the correct outreach with its corresponding column. These outreaches will have a number welded to it that will match a number on the column (usually behind the door). Doing this will ensure that the outreach sits square to the base plate and therefore 90 degrees to the road. (See fig 4)

## A.D.Coote Standard Column Assembly Procedure

Correct orientation is maintained by ensuring the correct outreach is matched to the correct column, fitting the outreach correctly and adjusting column rotation by using the slots in the baseplates.



When fitting the outreach to the column it is important to make sure the outreach is in direct line with the column and that this does not change during the operation.

**Fig 4**

