

INSTALLATION INSTRUCTIONS: REAL ESTATE SIGN SYSTEM

READ ALL INSTRUCTIONS BEFORE YOU BEGIN INSTALLATION

Sign posts are available with two different mounting methods:

- 1) Ground-mounting spike
- 2) Direct burial base extension

Please order the sign post with the mounting method that will meet your needs.



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

Mounting Method 1: Ground-mounting Spike

Step 1: Select a location where your ground is firm, but not too hard and not too soft. If you have hard soil, you will need to pound a wood or metal spike into the soil to make a pilot hole. If your ground is too soft, you should select another location, as this will not give you a firm mount when you are done.

Step 2: After you have selected your location, dig a small hole approximately 2" deep and 3" in diameter (Figure 1). This will allow the head of the ground-mounting spike to sit below ground level.

Step 3: Thread a large hex bolt with washer through the hole in the top of the ground spike and into the threaded nut insert located inside the open ring area of ground spike (Figure 2). Tighten the bolt head down so it is snug against the flat washer on top of the spike.

Step 4: Take the ground spike and center it in the small hole you dug. If you have soil that is not too hard, drive the ground spike into the earth by hitting the top bolt head with a sledge hammer (Figure 3). Stop when the top of the ground spike is about ¼" below the ground surface. Be careful not to drive the spike too far down into the hole. Try to keep the spike straight as you drive it into the ground. If your soil is very hard, you may want to use a block of scrap wood on top of the hex bolt head and pound on the block of wood instead of directly onto the bolt head. This will help prevent "mushrooming" of the bolt head.

Step 5: Once the head of the spike is ¼" below the ground surface, remove the hex bolt and flat washer from the ground spike (Figure 4).

Step 6: Take the black steel mounting plate (with the two welded mounting tabs pointed up) and place it over the center of the top hole in the ground spike. Line up the hole in the plate with the hole in the spike and attach the plate to the ground spike with the hex bolt and flat washer (Figure 5). Snug the bolt with a wrench, but do not over tighten as this may pull the ground spike up from the ground.

Step 7: The mounting plate should now be firm and solid in the ground. It should also be fairly level with mounting tabs pointing straight up. If you need to adjust the level, loosen the bolt slightly and place a rock or some other material under the mounting plate. Don't forget to re-tighten the bolt.

See reverse for additional steps.

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Figure 6

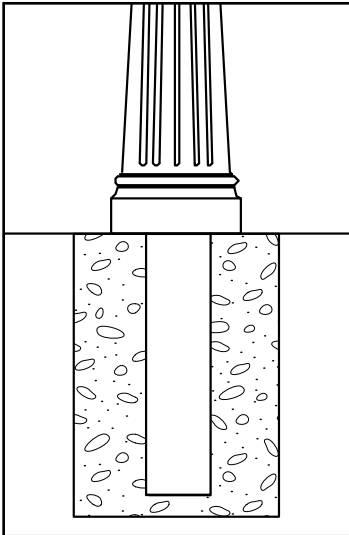


Figure 7

Step 8: Now take the sign post and carefully lay it down on the ground. Loosen the setscrews in the top of the decorative base (Figure 6). Being careful not to scratch the pole, gently and carefully slide the decorative base up the pole so it is about 1" (or more) above the two threaded inserts mounted into the bottom of the pole.

Step 9: Carefully lower the sign post down in between the two mounting tabs with the decorative base still lifted above the threaded inserts (Figure 7). You will need an assistant (or block of wood) to hold the decorative base above the threaded inserts. Insert the two smaller ¼-20 threaded bolts through the mounting tabs and into the threaded inserts in the round pole. Make sure your pole is straight (forward and back, left to right) and then tighten the two bolts until they are firm.

Step 10: Gently lower the decorative base until it is flat against the mounting plate. Tighten the setscrews at the top of the base until they are snug against the pole. Be careful not to over tighten the setscrews.



Mounting Method 2: Direct Burial Base Extension

Step 1: Take the sign post and carefully lay it down on the ground. Loosen the setscrews in the top of the decorative base (Figure 6). Being careful not to scratch the pole, gently and carefully slide the decorative base up the pole until you have around 12" to 16" of round pole extending below the decorative base. This pole extension is what you will put into the hole. Once you have the correct decorative base adjustment, snug the Allen set screw(s) at the top of the base so the base will not slide up or down.

Step 2: Dig a hole approximately 16" deep with post hole diggers or small shovel. Install completely assembled post into hole and check for fit. For a permanent installation, mix quick set style concrete and pack it around the pole. For a temporary installation, pack dirt or gravel around the pole. Use a sledge hammer to tamp the dirt or gravel until it is firmly packed around the pole. When installing, use a spirit level on the round pole to make sure your pole is straight (forward and back, left to right). If you use concrete, temporary supports may be necessary to support the sign post until the concrete dries.

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