



INSTRUCTION MANUAL
OF VALMONT
HINGE POLES

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The following information is intended to be a helpful guide to the Users. This information cannot be comprehensive enough to cover all situations or the details of all types of equipment. Therefore it is essential that the Owner and User carefully plan all aspects of the utilization process, not relying only on these guidelines to determine the steps to be followed to comply with local laws and occupational safety and health requirements.

This is general information about standard Valmont products.

A. OPERATIONAL REQUIREMENTS

1. Operation persons needs

A minimum of 2 persons is always required for the safe operation of Hinge poles.

2. Required accessories

For correct and safe operation of Valmont Hinge poles, it is necessary to use:

- ✓ Valmont winch adapter (used to connect the hand winch with the pole),
- ✓ hand winch with a steel wire rope,
- ✓ polypropylene braided rope of appropriate length (at least 6m longer than the total height of the pole) or other type of rope with adequate strength and safety of use.

3. Required tools

To handle Hinge poles you need:

- ✓ 17mm and 19mm spanner,
- ✓ Hex key (imbus) M6 and M10 tools.

B. SERVICE OF THE POLE

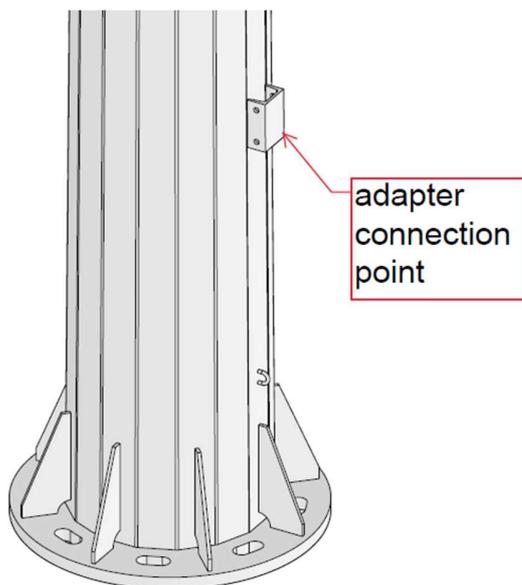
4. General

Before commencing work, make sure that you have adequate space to carry out the operation of lowering the pole and that there are no bystanders or any elements that may affect the course and safety of the work in the area of impact of the pole.

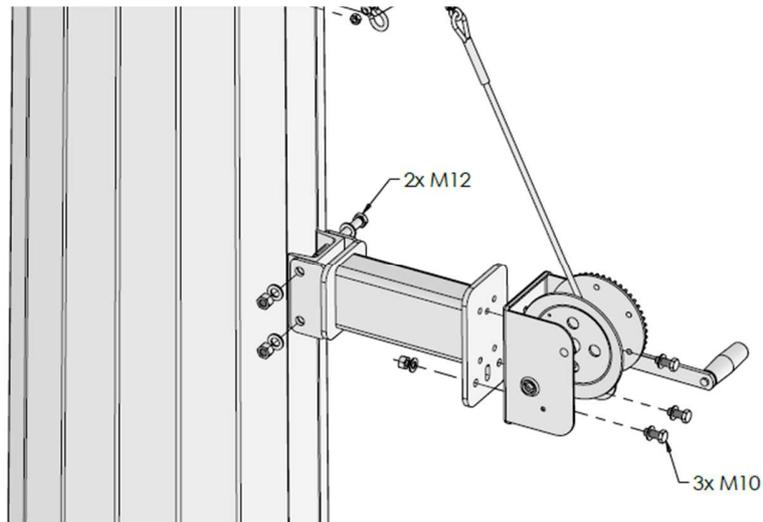
Caution: Before starting, please read and note the winch operating and safety instructions!

5. Service activities

- a. Prepare all necessary tools and check the technical condition of the devices used. Winch adapter and hand winch should not show excessive wear. Special care should be taken to the condition of the ropes. If any of the elements is damaged or threatens to cause such damage, stop work until the equipment is repaired/replaced with a fully functional one.
- b. Attach the winch adapter to the dedicated welded socket on the pole. Use the M12 screws supplied with the adapter to attach the adapter. To tighten the screws you need a 19mm spanner.



- c. Attach the hand winch to the adapter with three M10 screws and dedicated holes in the adapter. To tighten the screws you need a 17mm spanner. Check if the steel wire rope direction allows it to be lifted upwards on the outside of the winch after the winch is installed. If the steel wire rope is from the winch base side, this indicates incorrect assembly / winding of the rope around on the winch rope drum. Use the winch operating instructions and bring the winch to the correct condition.

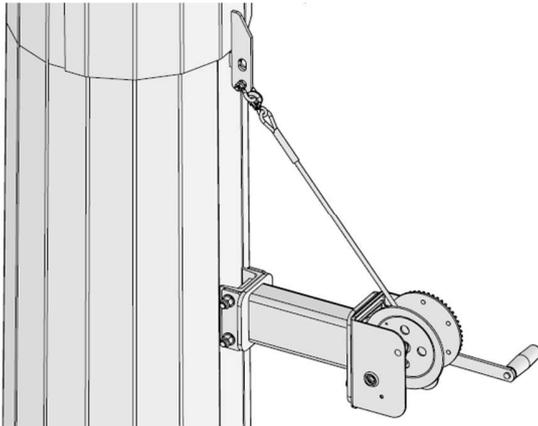


- d. It is allowed to mount the hand winch to the adapter first and then mount the prepared set to a dedicated slot on the pole. In this case, remember to check the tightness of the screws securing the hand winch to the adapter.

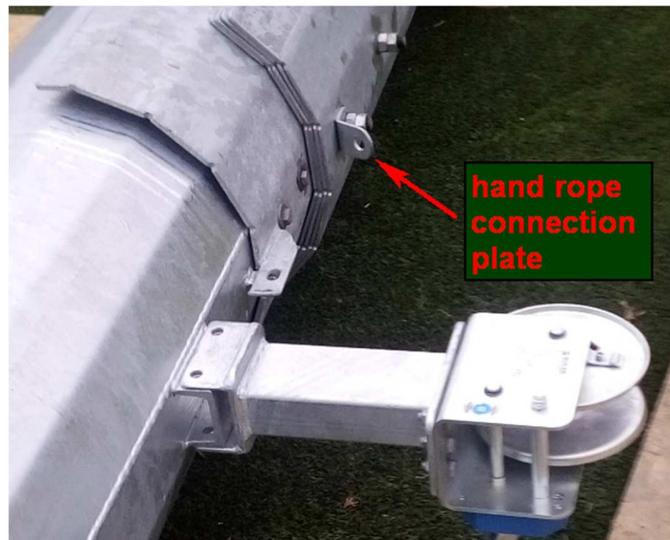


Caution: The connected components shall be drawn together such that they achieve firm contact. Each bolting assembly shall be brought at least to a snug-tight condition, with special care being given to avoid over-tightening. The term “snug-tight” can generally be taken as that achievable by the effort of one man using a normal sized spanner without extension arm.

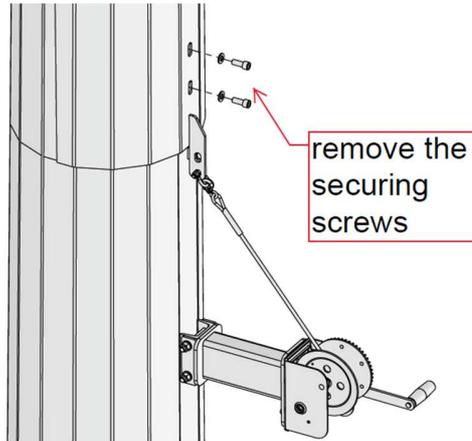
- e. Connect the winch steel wire rope to a dedicated point on the pole. The rope should be finished with a steel spring hook and shackle.



- f. Fix the security hand rope (polypropylene braided rope) with a carabiner to the dedicated plate on the pole. This additional hand rope has to be fixed always when the hinge pole is operated down and up. This is safety rope, which is there for the case of any winch mechanism failure. Always 2 persons must operate the hinge poles – one operates a hand winch and one is taking care of the hand safety rope and keeping this one tensioned!



- g. Unfasten the padlock and remove the two M12 screws securing the pole against unplanned opening. Use the padlock key and a hex key tool for screws.



- h. After all above-mentioned actions are done, using the hand rope pull the backside of the pole and „open“ it. In the same time slowly unwind the steel rope of the hand winch. This has to be done simultaneously till the pole will go down normally – unwind the steel rope with hand winch, keep the hand rope tensioned until the head of pole is down to make the service of luminaries.
- i. After the pole reaches the required position for service of luminaries, it is recommended to fix it (to underlay it) with some wooden layer in such height, that the luminaries installed on the top traverse will not be damaged by the servicing works and all the weight of pole and accessories will not be only supported and held by the steel rope of the hand winch all the time during the service works.



- j. After securing (supporting) the traverse or/and the top part of the pole, you can proceed to the scheduled service work.
- k. If service works also apply to equipment located inside the pole, it will be necessary to open / remove the inspection door. Use the M6 hex key to open the door.



- l. After all the necessary job on luminaries is done, start to wind the rope using hand winch and bring the pole to its original (closed) position. If needed, we are helping with the hand rope and keeping this one tensioned all the time. Be careful by this operation, to avoid some own-closing effect, that could cause closing the pole from 2-3m before reaching the end-point and could cause vibrations and some accident.

Caution: The hand rope **MUST** be tensioned all the time when operating the hand winch.

- m. After the pole is up and reaches the end position, you have to lock it with 2x secure M12 screws and tighten them hard. Attach also a security padlock on the back of the pole.
- n. Disconnect the steel rope, hand rope and adapter from the pole. Keep them stored in a safe place to avoid some not-allowed manipulation.
- o. Check all doors, used for ballasts of the luminaries, if they are locked properly.