SAFETY

- Personal Protective Equipment (PPE)
- Fall protection
- Rigging & lifting
- Maintain safe excavations
- Other relevant safety precautions

ENGINEERING AND PERMITS

- Review the detailed final design prepared by the Engineer/Architect of Record
- Review the Standard Specification Section 31 66 13, “Precast Concrete Pole Base Units”
- Project design documents take precedence over these recommendations

PROJECT PLAN REVIEW

- Make sure you completely understand project plans, details, and specifications
- Ask the design engineer any questions you have about the project before starting
- Coordinate your work with the General Contractor and other trades
- Consider having a Pre-Installation meeting

CONSTRUCTION PLANNING

- Locate and mark all underground utilities; call 8-1-1 or online at www.call811.com
- Pole Base should be stored above the ground on wooden cribbing, keeping the units clean and separated from each other
- Ensure no damage of the texture, or staining, cracking, chipping, etc.
- Use approved lifting devices or padded slings; never use choke chains on the units.
- Decide upon method of backfilling & coordinate materials required
- Verify weight of the units for safe lifting, transport, and installation

EQUIPMENT

- Lifting and setting equipment
- Nylon slings or lifting plate
- Excavator or rotary auger to create the hole
- Compactor and soil packing tools
- Shovels, rakes, hoes
- Level and measuring tapes

For more information, visit polebase.com
1. MARK LOCATION
- Mark the center location.
- Set two or more offset stakes.
- Mark finish elevation of top of base.

2. AUGER
- Auger or excavate hole. Hole size should equal diameter of base plus 12 inches (300 mm).
- Hole depth should equal bottom of the base plus 6 inches (150 mm).
- Check hole depth with level.
- Bottom of excavation should be flat.

3. INSTALL FOUNDATION
- Place, level, and compact crushed stone foundation.
- Minimum thickness of crushed stone should be 6 inches (150 mm) thick.
- Extend crushed stone foundation to the edge of excavation or a minimum of 6 inches (150 mm) from edge of the concrete Pole Base.
- Verify embedment depth of Pole Base and top of foundation elevation with level; adjust as required.

4. PLACE THE BASE
- Verify orientation of the Pole Base anchor bolt pattern and conduits compared to the site requirements and drawings.
- Set Pole Base unit while in a plumb orientation into final location. DO NOT TILT-UP DURING INSTALLATION.
- Set unit to proper elevation, ± ½ inch (12 mm) or project specifications.
- Brace Pole Base as required to maintain unit level, true, and plumb until backfill has been placed and compacted.

5. BACKFILLING
- Place structure backfilling per plans and specifications. Backfill is typically Crushed 57 stone, Clean Granular Fill (sand), or Controlled low-strength material (flowable fill).
- Place backfill uniformly around perimeter of Pole Base in 6 inch (150 mm) lifts.
- Compact each backfill lift to 90% relative density.
- Backfill to conduit trench bottom elevation and install below grade electrical connections.
- Finish backfilling and compacting in 6 inch (150 mm) lifts to the rough grade or as contract documents require.

6. CLEAN BASE & ERECT POLE
- Remove all soil or stains from the exposed concrete.
- Install lighting fixtures.
- Take professional quality photographs for your completed project portfolio.