



## Assembling your Air Quality Flag Pole and Flags

### Your package should contain:

- A flag pole (2 pieces)
- Screw to connect two pole pieces
- A flag pole stand (4 pieces: stand, plug, plastic tube that matches the stand, clear plastic tube)
- Finial (top part of the flag pole)
- Eyehooks (2)
- A set of four flags – blue, grey, brown and red colours
- Key chain circles (3) – you will only need two, the third is extra.

### Assembling the flag pole stand:

- Take the smaller end of the flag pole post and push it into the stand. You will need to push very hard in order to connect the two pieces. It should fit tight.
- Insert the plastic tube into the stand.

### Assembling the flag pole:

- At the top of one of the poles you'll notice two holes. Insert the eyehooks into the holes and connect the flag for that day with the two key chain circles. Add the finial to the top of the pole.
- Connect the two poles together with the screw.
- Install flag pole into the flag stand.
- Screw the plug into the bottom of the stand to secure the pole.

### Additional instructions:

- Place unit in an area with ample visibility ie: The front doorway of the school.
- Find a safe, accessible location to store the other three flags.

\*When it comes to changing the flag, it is recommended that the student has adult supervision. Remove the top half of the pole by unscrewing the screw that holds the two halves together and change the flag.

\*If your school would benefit from sharing the flag in a separate location outdoors or inside, feel free to create your own space for the flag at your school and keep it there for the duration of the eight week program.

\* If you feel like the stand requires more support, place a sandbag on top of it.

