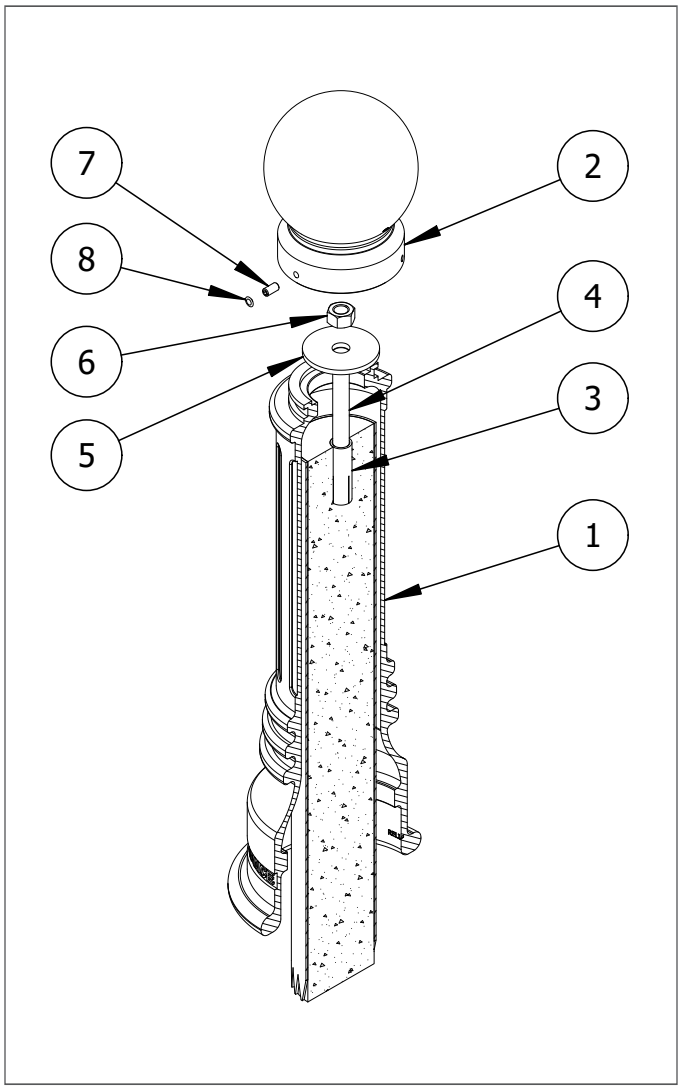
Metal Decorative Bollard Cover Installation

Drop-In Concrete Insert

Bollards shown in the diagrams may not be the same model as the bollards shipped in this order. This does not affect the integrity of the installation.



Parts List

#	PART	QTY
1	Decorative Bollard Cover	1
2	Decorative Bollard Cap	1
3	Drop-In Concrete Insert 3/4"	1
4	Threaded Rod 3/4"	1
5	Washer 3/4"	1
6	Hex Nut 3/4"	1
7	Hexagon Socket Set Screw	3
8	Plastic Plug	3

Installation Equipment

3/16" Hex Key	Vacuum
1-1/8" Wrench	Chalk
1" Masonry Drill Bit	Hammer
3/4" Setting Tool	Level
Hammer Drill or Rotary Hammer	

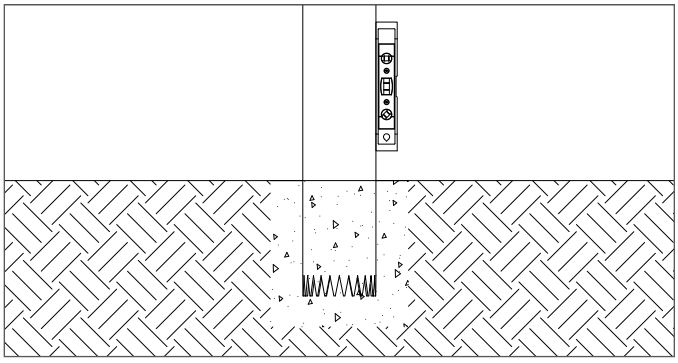
⚠ To protect the finish, keep bollard covers in packaging until exact moment of installation.

⚠ Handle with care to avoid scratching or damaging bollard cover surfaces as abrasions will lead to rust.

Before Installation

STEP 1: Examine the pre-installed pipe bollard for signs of damage. Any rust should be removed, and abrasions should be covered. If the damage is beyond repair, a new pipe bollard may need to be installed.

STEP 2: Hold a level vertically against the side of the pipe bollard and ensure that it is plumb. *Note: Any damage or tilting of the pipe bollard can affect the performance of the bollard cover.*



STEP 3: Clean and dry the pipe bollard. Debris can offset measurements and the placement of the bollard cover.

STEP 4: Use chalk to mark the center point on the concrete inside the pipe bollard.

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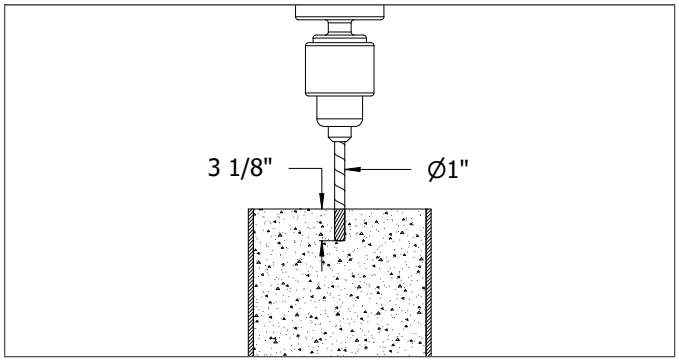
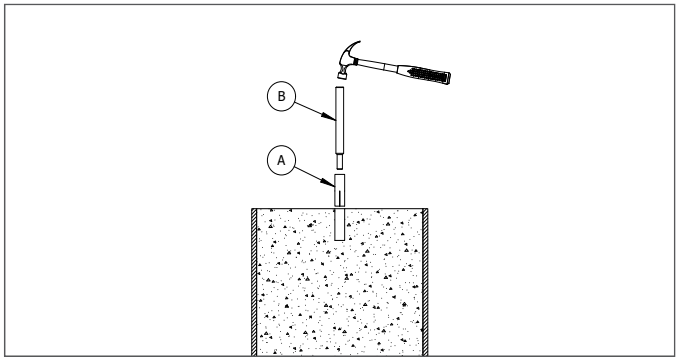
Drop-In Concrete Insert

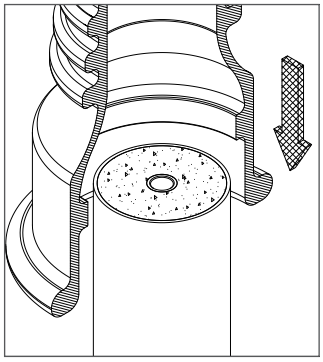
STEP 7



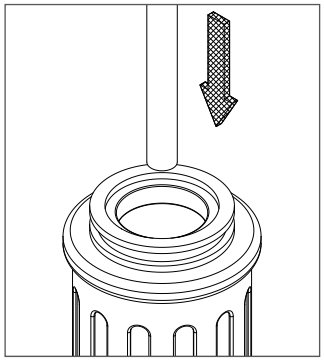
STEP 9



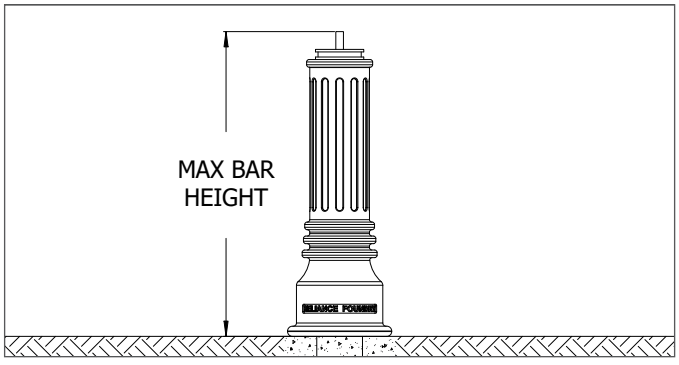
STEP 10 (B)



STEP 10 (C)



STEP 10 (E)



Drill the Hole

STEP 5: Tap a pilot hole in the center of the hole marking.

STEP 6: Set the depth control on the hammer drill (or rotary hammer) to 3-1/8". If depth control is not available, mark 3-1/8" on the masonry bit.

STEP 7: Drill a hole that has a 1" diameter and 3-1/8" depth. Drill on high speed, using the hammer function if available.

STEP 8: Clear the hole of all debris using the vacuum.

STEP 9: Tap the concrete insert **(A)** into the hole with the slotted end facing down, and drive it down until its top sits flush with the concrete surface. Insert a setting tool **(B)** into the threaded hole, then hammer down. This will cause the internal expansion plug to set the concrete insert in place. *Note: If a proper setting tool is not available, an equivalent flat-end punch can be used.*

Install the Bollard Cover

There are two options for installing the bollard cover and inserting the threaded rod.

[OPTION 1: Insert the threaded rod after bollard cover placement]

STEP 10 (A): Use a cloth to clean the surface of the pipe bollard.

STEP 10 (B): Lift the bollard cover and carefully lower over the pipe bollard. *Note: Metal bollard covers can be heavy—ensure the proper resources are available to lift them.*

STEP 10 (C): Lower the threaded rod through the top of the bollard cover and into the concrete insert.

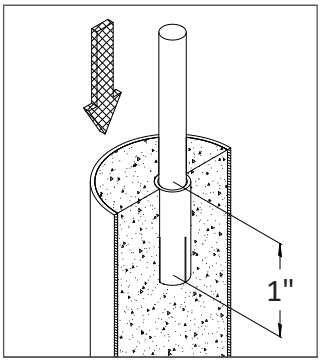
STEP 10 (D): Tighten* the threaded rod by hand until it is secure in the concrete insert.

STEP 10 (E): Measure the total distance from the surface grade to the top of the threaded rod. Ensure that this does not exceed the maximum measurment shown in the product drawings.

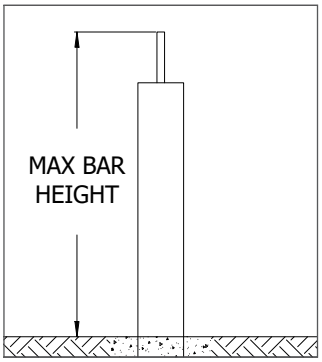
Metal Decorative Bollard Cover Installation

Drop-In Concrete Insert

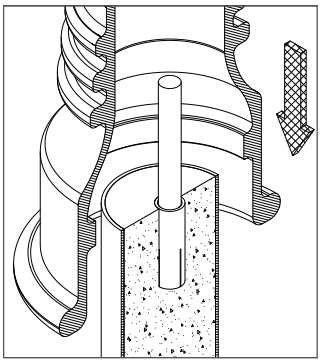
STEP 11 (A)



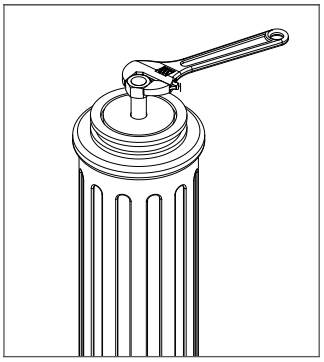
STEP 11 (B)



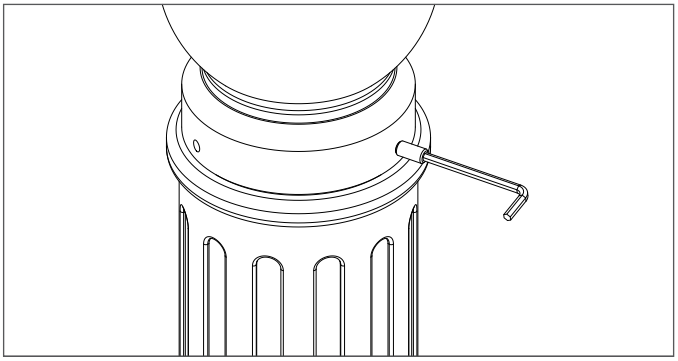
STEP 11 (D)



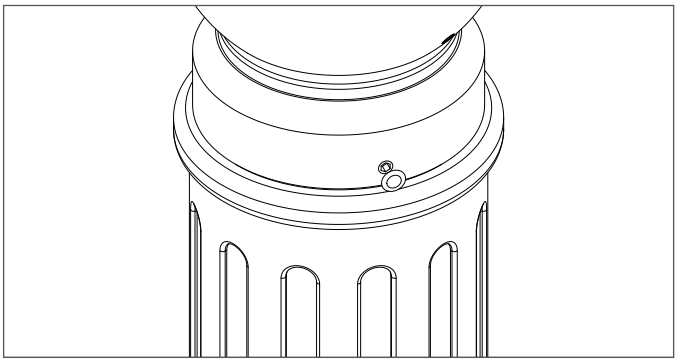
STEP 12



STEP 13



STEP 14



[OPTION 2: Insert the threaded rod prior to bollard cover placement]

STEP 11 (A): Insert the threaded rod into the concrete insert. Tighten* the threaded rod by hand until it is secure in the concrete insert.

STEP 11 (B): Measure the total distance from the surface grade to the top of the threaded rod. Ensure that this total distance does not exceed the maximum measurment shown in the product drawings.

STEP 11 (C): Use a cloth to clean the surface of the pipe bollard.

STEP 11 (D): Lift the bollard cover and carefully lower over the pipe bollard. *Note: Metal bollard covers can be heavy—ensure the proper resources are available to lift them.*

Secure the Bollard Cover and Cap

STEP 12: Place the washer over the threaded rod so that it rests on top of the shaft of the bollard cover. Apply the 3/4" nut to the threaded rod and use a wrench to tighten until the bollard is secure.

STEP 13: Remove the bollard cap from packaging and place on top of the shaft of the bollard. Secure and align the bollard cap to the bollard base with the three set screws. Tighten in equal amounts to ensure the cap remains centered.

STEP 14: Place the plastic plugs over the set screws.

Inspect the installation. Abrasions should be covered as soon as possible. For damage repair or other servicing needs, please contact Reliance Foundry's sales department.

**The manufacturer recommends tightening the threaded rod to a depth of approximately 1" into the concrete insert.*