

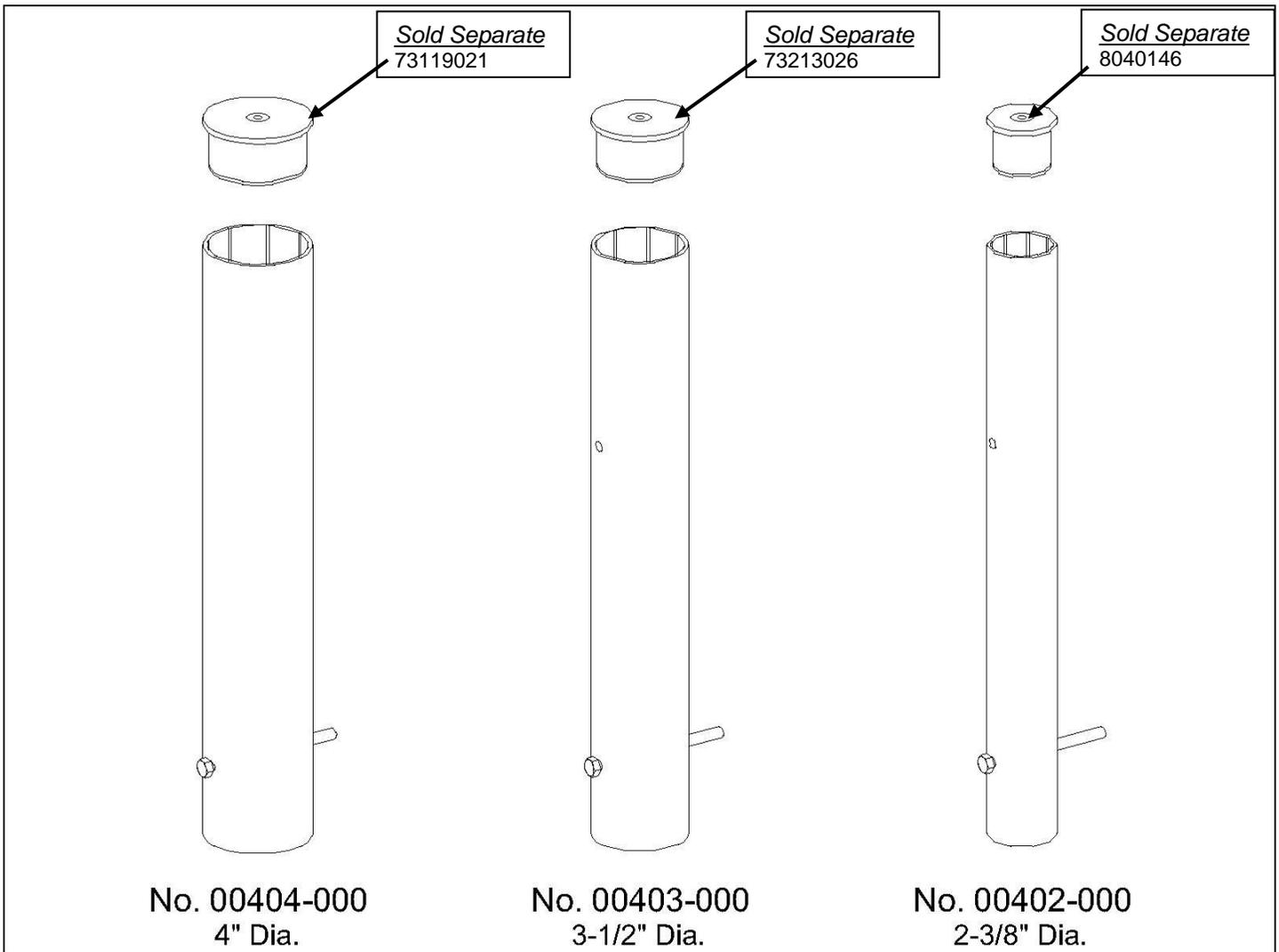
## INSTALLATION & USAGE MANUAL

### **OUTDOOR GROUND SLEEVES**

**No. 00404-000 – 4" Dia.**

**No. 00403-000 – 3-1/2" Dia.**

**No. 00402-000 – 2-3/8" Dia.**



#### **INSTALLER NOTE:**

**Upon completion of the assembly/installation of this sleeve, make sure this instruction sheet is in the possession of the owner or facility manager, to save for future reference, and to order replacement parts.**

**No. 00404-000 – 4" Diameter Ground Sleeve  
 No. 00403-000 – 3-1/2" Diameter Ground Sleeve  
 No. 00403-000 – 2-3/8" Diameter Ground Sleeve  
 INSTALLATION INSTRUCTIONS**

** WARNING**

READ ALL WARNINGS THOROUGHLY BEFORE USING THIS EQUIPMENT.

FAILURE TO COMPLY WITH THE FOLLOWING INSTRUCTIONS AND WARNINGS MAY RESULT IN SERIOUS INJURIES AND/OR PROPERTY DAMAGE.

- When ground sleeve is not in use, a cover must be securely installed in the sleeve at ALL times – seated completely and fully tightened.
- Periodically inspect the inside of the sleeve. Remove any debris that may have collected inside the sleeve.

THE OWNER OF THIS EQUIPMENT IS RESPONSIBLE TO ENSURE THAT ALL INDIVIDUALS FOLLOW THE SAFETY AND OPERATING INSTRUCTIONS TO AVOID INJURIES OR PROPERTY DAMAGE. PROPER USE AND SUPERVISION OF THIS EQUIPMENT IS ESSENTIAL TO HELP REDUCE THE POSSIBILITY OF ACCIDENTS OR INJURIES.

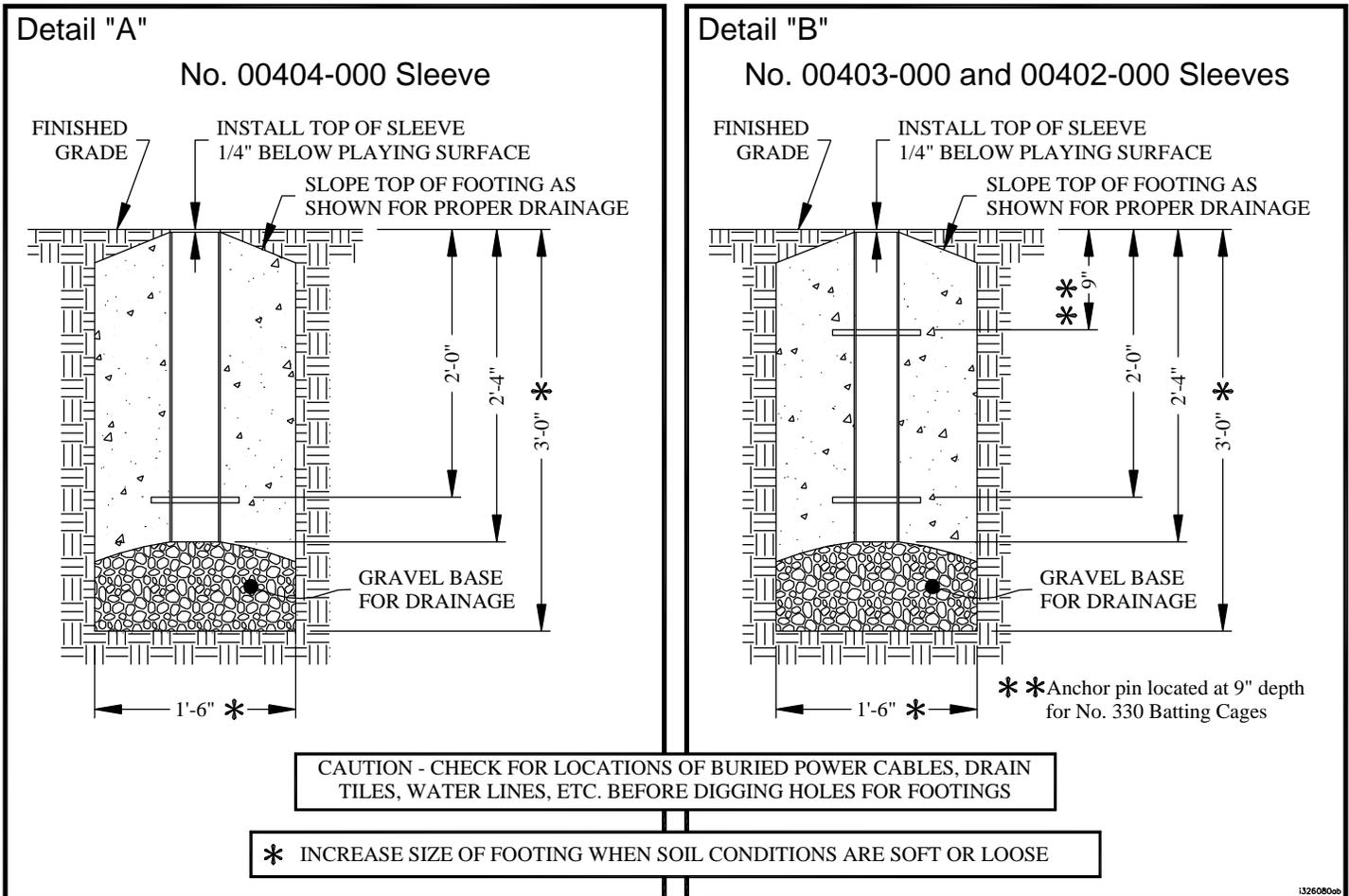
** WARNING**

READ ALL INSTRUCTIONS THOROUGHLY BEFORE ATTEMPTING TO ASSEMBLE THIS EQUIPMENT. ASSEMBLY OF THIS EQUIPMENT MUST BE DONE BY PHYSICALLY CAPABLE ADULTS ONLY.

** WARNING:** Cancer and Reproductive Harm –  
 For more information go to [www.p65warnings.ca.gov](http://www.p65warnings.ca.gov)

Item No.	Part No.	PARTS LIST			Description
		00404-000 Quantity	00403-000 Quantity	00402-000 Quantity	
1	SLVE 00103 000	1			Sleeve Extrusion – 4" Dia.
	SLVE 00102 000		1		Sleeve Extrusion – 3-1/2" Dia.
	SLVE 00101 000			1	Sleeve Extrusion – 2-3/8" Dia.
2	HDWE 01181 0E0	1	1	1	Anchor Bolt
3	HDWE 03003 0E0	1	1	1	Anchor Nut

1. Check all parts against Parts List above to make sure all have been included.
  
2. Dig hole for sleeve in required location. **CAUTION** – Contact your local utility companies to locate buried electrical, gas and water lines before digging holes for footings. For information on locating sleeve(s), refer to the installation manual that is included with the product that is being used with this sleeve. For No. 00404-000 4" dia. sleeve, see Detail “A”. For No. 00403-000 3-1/2" dia. sleeve and No. 00402-000 2-3/8" dia. sleeve, see Detail “B”.
  
3. Also note the proper location of the anchor bolt in the sleeve, according to the requirements of the upright being used. On the No. 00404-000 sleeve, the top of the anchor bolt will be located 2'-0" below the finished grade. On the No. 00403-000 and 00402-000 sleeves, the top of the anchor bolt can be located either 9" or 2'-0" below the finished grade. Cover the unused holes with duct tape, etc. to prevent concrete from entering the sleeve thru these holes.



4. After digging the hole to the proper depth, fill the bottom with gravel as shown in Details "A" and "B". The bottom of the ground sleeve will remain open after the concrete is poured, allowing for drainage into this gravel base. The gravel base will also help support the sleeve during the concrete pour.
5. Locate and support the sleeve in the hole at the proper location and depth. **IMPORTANT** – The top of the sleeve must be located exactly 1/4" below the finished grade, in order to locate the anchor bolt at the proper depth. This will also ensure that the cover is flush with the finished grade when installed.
6. Check once more that the anchor bolt is in the proper hole (9" or 24" depth), and that the sleeve is located at the proper depth and is plumb, then pour the concrete. Fill the hole with concrete, up to the top of the sleeve. Make sure no concrete is allowed inside the sleeve – this will clog the bottom of the sleeve, preventing proper drainage. Slope the top of the concrete away from the top of the sleeve, to allow for proper drainage. See Details "A" and "B".
7. Installation of the ground sleeve is now complete. Give instruction sheet to the customer, to keep for future reference.
8. Re-grade the earth over the top of the concrete pour, taking care not to allow soil or plant material near the opening of the sleeve.
9. Allow the concrete to cure for at least three days before installing any equipment in the sleeve.

Certain types of equipment will require two ground sleeves – such as Stationary Soccer Goals, etc. For these installations it is recommended that the equipment be fully assembled in advance, then used as a "fixture" to properly space the sleeves during installation of the sleeves. This will ensure that the sleeves are properly located, allowing for easy installation of the equipment in the future.

**porter**<sup>®</sup>

www.porterathletic.com  
(888) 277-7778