



Bollard Light Installation Guidelines

*The following is provided as an overview and is not intended to be a comprehensive guide. All installations must be completed by a licensed contractor or electrician and in accordance to local codes and ordinances, including but not limited, to National Electrical Code (NEC). Establish proper grounding to ensure safety. You will need to bury electric wires to power the bollard lights. It is extremely important that this is done by a licensed electrical professional. Wiring should be run in advance of installation so the wires can be fed up through the center of the mounting plate. Read all instruction guidelines before installation. **WARNING:** This procedure presents a risk of electrical shock and fire. Make sure power is switched OFF before having an electrician begin any portion of installation or repair.*

1. Dig a hole deep enough to hold the cement and bollard light in place. Cold and/or wet locations require deeper holes so the bollard is not pushed up by expansion and contraction. Some areas require cement depth of up to four feet. Confirm depth requirements and codes with a licensed contractor or electrician.
2. Have a licensed electrician run appropriate wiring from the power source to the hole. The wiring should be appropriate for safe burial and long life in the ground. Be sure to leave ample length on both ends: one end must be able to connect to the power source and the other must be able to run through the cement and up the bollard. You will need enough slack to be able to connect the wiring to the ballast or socket at the top of the bollard light.
3. Place a Sonotube in the hole. The top of the Sonotube should be just above ground level. Exact measurements will be based on local codes, personal preference, and the recommendation of a licensed electrical professional or contractor. Make sure the Sonotube remains level throughout all steps.



4. Have a licensed electrician run the wire through the center of the Sonotube. Your electrician may choose to place the wire in a plastic conduit. This holds the wire in place and keeps it away from the cement. A board at the top can keep the plastic conduit upright.

5. Set up the J-bolt anchor bolts and have them ready by each Sonotube.

6. Fill the Sonotube with cement. Be sure to keep the conduit and wire centered and level.

7. Sink the anchor bolts into the cement leaving the threaded portion above the cement.

8. Level the plastic piece that holds the anchor bolts in position and wait for the cement to harden.

9. Place the round mounting plate down over the bolts and bolt down the mounting plate. It is extremely important that the mounting plate is level.

10. Remove the bollard head from the bollard housing. This reduces the weight of the bollard and therefore the chance of scratching or breakage.

11. Have a licensed electrician connect the socket, ballast, or driver to the electrical line.



12. **Special step for LED bollards:** Because LEDs do not burn as hot as HID, condensation may develop in the bollard head. To prevent this, seal the exposed end of the wire conduit using silicone sealant. Then, fill the housing of the bollard with fiberglass insulation. Make sure the insulation creates a complete seal. This will keep cold air from rising up from the ground and into the bollard head. Keep the insulation at least 5 inches beneath the driver.



13. Attach the bollard body to the mounting plate. The bollard housing will slide onto the mounting plate and will be fastened into place with screws.
14. Make sure the bollard body is level.
15. Install the lamp in the socket.
16. Install the bollard head on the bollard body. Note: If the bollard head does not fit over the over the lamp, see the following “Bollard Installation Guide Addendum: Screw-In Lamp Instructions for High-Watt Bollards.”
17. Have a licensed electrician connect the wiring to the power source.
18. Turn on the power at the source. Your bollard light is now ready for use.



Bollard Installation Guide Addendum: Screw-In Lamp Instructions for High-Watt Bollards

Access Fixtures is proud to offer bollards in a wide range of wattages and customizable options. Many of our bollards come with medium-base screw-in sockets that make lamp installation and replacement quick and easy. Some of our high-wattage bollards do require a few extra steps, though, as their lamps are a bit larger than the ones used for a standard 11w bollard.

If the head of your bollard doesn't fit over the lamp, don't worry! Simply take the following steps to install the lamp and your bollard will be ready for use. If you have any questions about lamp installation or any other part of the process, feel free to call an Access Fixtures lighting specialist at 800-468-9925.

- 1.) Use an Allen wrench to remove the three hex screws that connect the bollard head to the housing. Do not unscrew the Phillips screws beneath them. Set the hex screws aside.



- 2.) With both hands, gently remove the bollard head from the housing. Flip the bollard head over on a flat surface so the nuts on the inside bolts are facing up.



3.) Unscrew and remove the three nuts. Set the nuts aside.

4.) With both hands, lift the round bollard head mounting plate off of the three inside bolts. Place the mounting plate aside.

5.) Gently place your lamp, top down, into the center of the three bolts. Be careful not to damage the lamp.

6.) Place the bollard head mounting plate back over the three thin bolts. Make sure the three metal tabs are facing up and away from the bollard head. *Note: Some Access Fixtures bollards have two gaskets. Note their locations on the bollard head mounting plate in case they become removed.



7.) Refasten the nuts to the three thin bolts, securing the bollard head mounting plate to the bollard head.

8.) Gently flip the bollard head over. Be careful not to damage the lamp. For bollards with Type 5 glass: Make sure the widest part of the Type 5 glass is at the top of the bollard.

9.) With your fingers, move the base of the lamp so that it comes through the bollard head mounting plate.

10.) While holding the bollard head in one arm/hand, screw the base of the lamp fully into the bollard socket.

11.) When the lamp is secured in the socket, gently slide the bollard head back down to the housing. Be sure to line up the metal tabs on the bollard head housing plate to the hex screw holes in the housing.



12.) With your fingers and an Allen wrench, screw in the three hex screws so they are flush with the bollard housing. Make sure the hollowed-out end of each screw faces away from the bollard.

13.) Your bollard is now ready for wiring and installation.

