

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**U.S. FLAG REPLACEMENT**

SITE AND BLDG #: [WV022-01](#)LOCATION/RM #: [WO# 19722](#) ASSET #[G245](#)MECHANIC  
SIGNATURE: [James R Groft Jr](#)DATE: [08/15/2025](#)

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)																
		YES	NO																	
TO BE PERFORMED AT EACH INSPECTION SERVICE																				
1	<b>Replace U.S. Flag.</b> - The U.S. Flag(s) will be made in the U.S.A., rated for outdoor use and high winds. The material will be made with 100% long-lasting 2-ply spun polyester. - When changing the flag, the "old" flag will be turned over to the facility to have the flag properly retired. When changing the flag the contractor shall have two persons present, one to lower the flag and the other to ensure that the flag DOES NOT touch the ground. If the flag is at half-mast when the flag is changed the contractor will change the flag and raise it to its full height before returning it back to half-mast position.	<input checked="" type="checkbox"/>																		
2	<b>Flag Size Requirements:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Pole Height</td> <td style="width: 15%;">Flag Size</td> </tr> <tr> <td>15' – 20'</td> <td>3' x 5'</td> </tr> <tr> <td>25'</td> <td>4' x 6'</td> </tr> <tr> <td>30'</td> <td>5' x 8'</td> </tr> <tr> <td>35' – 40'</td> <td>6' x 10'</td> </tr> <tr> <td>45'</td> <td>8' x 12'</td> </tr> <tr> <td>50' – 60'</td> <td>10' x 15'</td> </tr> <tr> <td>65' – 75'</td> <td>10' x 19'</td> </tr> </table>	Pole Height	Flag Size	15' – 20'	3' x 5'	25'	4' x 6'	30'	5' x 8'	35' – 40'	6' x 10'	45'	8' x 12'	50' – 60'	10' x 15'	65' – 75'	10' x 19'	<input checked="" type="checkbox"/>		5 X 8
Pole Height	Flag Size																			
15' – 20'	3' x 5'																			
25'	4' x 6'																			
30'	5' x 8'																			
35' – 40'	6' x 10'																			
45'	8' x 12'																			
50' – 60'	10' x 15'																			
65' – 75'	10' x 19'																			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**