PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
U.S. FLAG REPLACEMENT

SITE AND BLDG #: WV006

MECHANIC SIGNATURE: Brian McDonald **DATE:** 1-14-2025

LOCATION/RM #: **WO#** 17612 **ASSET #** G239

START TIME: 800 **FINISH TIME:** 330

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	**Replace U.S. Flag.** - 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.	●		
2	**Flag Size Requirements:** 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: