



TAKING OUT THE FLAGS





- **Taking out flags**

Before a branch takes its flags out, you need to check the weather conditions first to avoid the flags being damaged and needing to be replaced, adding unnecessary financial costs to the branch.

- **Damaged Flags**

If the branch notices their flags are damaged, do not put them up. The branch will need to take photos of the flags and send them to head office (Solwandle, Erin and Adele). Head Office will advise and assist the branch whether they can get repaired or they will need replacing.

- **If weather conditions are extremely windy**

If the weather conditions are extremely windy in the morning when the branch opens, do not put the flags up. The conditions will need to be checked at the below-mentioned intervals, if the weather conditions improve, the branch can place the flags outside, if not, the flags must be stored properly and ready for use the next day.

- 10:00 am
- 01:00 pm
- 04:00 pm

- **If weather conditions are not windy**

If the weather conditions are favourable, the branch can put the flags out. Throughout the day, the branch needs to check that the flags have not fallen. If the weather conditions change, the flags need to be brought in and stored properly for use the next day.



CAR SERVICE CITY

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Branch:	
Manager:	
Date:	

Step No	Process	Applicable(Y/N)	Comment
1	Take the flags out in the morning		
2	Check the condition of the flags		
3	If the condition of the flags is good, follow the steps to put the flags up		
4	If not in good condition/broken, report to Head office (Solly, Erin or Adele)		
5	Take pictures of what is broken and send to HO		
6	HO to action accordingly and advise whether to order new ones / get the flag company to fix		
If it is extremely windy			
1	Put flags inside		
2	If it is very windy in the morning, complete the below steps throughout the day		
3	Check wind conditions at 10 am		
3.1	Not windy, put out flags		
3.2	Very windy, don't put out flags		
4	Check wind conditions at 1 pm		
4.1	Not windy, put out flags		
4.2	Very windy, don't put out flags		
5	Check wind conditions at 4 pm		
5.1	Not windy, put out flags		
5.2	Very windy, don't put out flags		
6	Bring in flags at the end of the day		
7	Store flags properly and safely for use the next day		
If not windy			
1	Put up the flags in the morning		
2	Check on flags to ensure they have not fallen over		



3	If it gets windy, take flags inside		
4	Check wind conditions		
4.1	Not windy, put out flags		
4.2	Very windy, don't put out flags		
5	Bring in flags at the end of the day		
6	Store flags properly and safely for use the next day		

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CITY

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