

ARRIVAL & DEPARTURE CHECKLISTS

ARRIVAL - Set –up outside:

1. Remove sway bar first thing. Good idea to do this when you register at the park entrance!!!
2. Back up and align to water and electricity (do a walk around before and look at all surroundings – above and below on the ground); visualize where you want to put your trailer; move picnic table if needed
3. Check your level (put your level flat on RV floor); if level, put your stoppers on your wheel, flat side down, in front and back of wheels (vertical between the two wheels)
4. Put yellow square block under electric jack
5. Bring down electric jack pole until it is on the yellow block til it raises the rear end of my Jeep to release pressure on the torsion bar (up to my hip); raise as high as needed without lifting the wheels off the ground
6. Remove the torsion bar (use the steel pole); don't put your hands anywhere inside; lay them on the ground
7. Remove chains and emergency brake (chains and the small steel wire)
8. Open cover on the back of my Jeep, hold it open and remove electric plug
9. (Bring down the electric jack a bit to be able to release the opening of Open the ball lock to release the ball; raise electric jack above the hitch ball to release the ball (at least a few inches above – enough so that the back of the jeep does not go down on soft ground)
10. Bring truck a bit forward (a few feet); put it on neutral; keep your foot on the brake, put the park brake with your foot always on the brake.
11. Bring down hitch to level; check level (horizontal)
12. Place yellow flat blocks under each jack (adjust the number of pads that you need based on the ground level)
13. Take your drill and bring down four jacks; use your crank for the final touch (two turns when it starts to offer resistance)
14. Unlock the fan outside
15. Remove the mirrors and the towing hitches on the jeep; remember the pin later!!

Stage 2 next steps

1. Connect your electrical power and turn on the breaker (30 AMP)
2. Connect water and then open valve slowly; double check that the faucets are closed or remove kitchen cover
3. Make sure both valves are closed before setting up sewage water hose to outside drain; remove cover cap and hook up; drop the hose end in the sewage drain on the ground before removed cover cap. Then take your hose to your drain cap, keep it underneath to catch any drippings. Don't forget your gloves. Screw and lock in the sewage outlet at the trailer

Stage 3 inside

1. Pull my slide out and drop one deodorizers in the toiler and keep the water running by keeping the pedal down
2. Turn the electric water switch
3. Raise TV antenna and turn on booster, look for little light under the tv
4. Turn on air conditioning

DEPARTURE

Inside

1. **Unlock your awning!!!!**
2. Check bathroom (shower and all loose items) – include inside vanity
3. Check all cupboards and fridge
4. Close two ceiling vents
5. Lock outside stove vent/fan (outside) – only if travelling a long time or storing
6. Check entire trailer for unattached items
7. Lower TV antenna, make sure arrows align and wind it down; turn off booster (under my TV)
8. Raise shade behind kitchen sink and put down all other shades
9. Recycle stuff
10. Stabilize inside microwave
11. Water tank (electric or propane – put it off)
12. Make sure furnace/AC is off
13. Put away lawn chairs and carpet

Outside:

1. Put my mirrors back up
2. Take out drill and put up the four jacks
3. Put away the four squares
4. Close pull out
5. Retrack awning
6. Raise outside step/ double lock door
7. Close arm bar
8. Once in a while, check drain of the fridge outside
9. Make sure the propane hose is in and don't forget to close the little door shut
10. Remove electric cord and close breaker
11. Close your water valve and then slowly loosen city water connection at the trailer to remove water pressure; once the pressure is down, remove the hose and drain the water in it. Pick up the end and let gravity; 90 degree piece connects to trailer (next to water filter)
12. Unhitch the hitch lock on Jeep; unhitch the hitch lock on the trailer
13. Raise hitch above ball (4 to 5 inches) with electric jack
14. Back up beneath ball; as soon as you are in place, put your foot on brake and while there, activate hand break
15. Release back hitch ball thing
16. Lower electric jack on ball and latch
17. Raise electric jack again to put your torsion bars
18. Put tip of bar in hitch to groove the ball; if it's too hard, raise your jack again, you should never have to struggle with this
19. Get your steel pipe, three chain link, loosen it up, chain link vertical, no hands in the middle and pull it up with bar until pin lock in place, apply my weight to raise
20. Do the other side

- 21.** Untangle emergency break (thin wire) and connect the chain and clip on each side (plus gold lock pin on hitch to lock ball); connect to the Jeep underneath, always do it with the hook of the chain going upward.
- 22.** Raise electric jack completely (check underneath until the shiny gray shows it is completely up)
- 23.** Remove the yellow wheel stoppers; move truck forward or back to remove stoppers;
- 24.** Walk around trailer again, double check doors are locked; do a last check, don't forget the tire chocks
- 25.** Place sway bar (front first) $\frac{1}{4}$ turn when it gets tight. Not too tight
- 26.** Adjust mirrors for highway/road driving when on a straight road area
- 27.** Destination address in GPS
- 28.** Don't forget your handbrake.