



DEPARTING CHECKLIST (Exterior, Page 1/1)

1. Extend tow mirrors.
2. Windex windows and mirrors.
3. Windex back-up camera lens.
4. Check truck oil and inspect engine bay.
5. Check truck tire pressure (35 lbs. @ 68F).
6. Check Airstream tire pressure (65 lbs. @ 68F).
7. Check Airstream lug nuts (85 lb./ft.) 1X/Mo use torque wrench.
8. Check tightness of TPMS sensors and any cracks on stems.
9. Check awning travel lock is in position/wheelies tight.
10. Velcro awning arms.
11. Close galley fan flapper.
12. Turn off LP gas. Tug and pull on tanks. Inform interior.
13. Disconnect water system and store. Inform interior.
14. Disconnect electric system and store. Inform interior.
15. Conduct sewage evolution if full hookups.
16. Conduct hitching evolution.



HITCHING EVOLUTION (Page 1/2)

1. Remove tandem wheel stabilizer.
2. Raise stabilizers.
3. Unlock ball receiver.
4. Insert ball into truck's receiver.
5. Insert hitch pin and safety wire.
6. Check tightness of all bolts.
7. Visually inspect hitch assembly under truck for cracks or breaks.
8. Issue radios and back truck.
9. Zoom back up cam, reset "Trip 2" odometer.
10. Cindy lowers receiver onto ball and closes receiver.
11. Record mileage in Log Book.
12. Install receiver cotter pin. Visually observe ball is secure by raising jack.
13. Install weight distribution bars and secure cotter pins. Check for lubrication.
14. Place weight distribution bars on L shape bracket. Secure with pin



HITCHING EVOLUTION (Page 2/2)

15. Retrieve and stow wheel chocks.
16. Lower jack and stow base.
17. Install safety chains in "X".
18. Install pigtail through ball receiver cotter pin and secure with Velcro strap.
19. Install break-away wire through eye-bolt and secure on receiver pin.
20. Check all window soldiers are at attention. Grab and pull rock guards and Airstream sunglasses.
21. Step back and check roof for open fan doors or antennae.
22. Perform final walk around. *Look and touch everything.*
23. Lock Airstream compartment and Windoors.
24. Raise and secure entry steps.
25. Perform running light check.
26. Exit site. Cindy to check for anything left behind.
27. 1X/Mo check and brief on brake controller operations.

Drive Defensively!



ARRIVING CHECKLIST (Exterior, Page 1/2)

1. Stop and inspect site for hazards. Look overhead as well!
Brief the plan with Cindy.
2. Issue radios and back into site as per plan. *Never get mad!*
3. Turn off GPS and TPMS.
4. Once parked, ensure escape window is clear of obstructions.
5. Level side-to-side.
6. Chock wheels.
7. Install jack base and raise jack.
8. Remove and stow weight distribution bars.
9. Lower jack.
10. Disconnect: Pigtail (store hanging down), break away wire, and safety chains.
11. Remove cotter pin and open receiver.
12. Raise jack and pull truck forward.



ARRIVING CHECKLIST (Exterior, Page 2/2)

13. Stow hitch. Close receiver and install padlock and hitch lock.
14. Level front-to-back with jack. Double check with level inside.
15. Lower stabilizers, install tandem wheel lock.
16. Check electric box. Plug in Autoformer and electric cords. Tape all connections. Inform interior.
17. Disinfect water faucet. Flush filter. Connect hoses. Inform interior.
18. Turn on both LP gas bottles. Inform interior.
19. Connect sewer hose if at full hook-up site.
20. Unlatch galley fan exhaust flapper.
21. Spray for ants.
22. Un-extend tow mirrors.
23. Perform final walk around.
24. Receive beer from interior. CHEERS!



DEPARTING CHECKLIST (Interior, Page 1/2)

1. Finish with LP, water, and electric. Inform exterior when each can be disconnected.
2. Turn off all appliances (including radio, hot water heater, water pump, fans, stove, oven, air conditioner, furnace and refrigerator).
3. Close all vents and fans.
4. Remove all heavy items from refrigerator door. Also, remove items that can tip and leak.
5. Use tension rod to keep items on refrigerator shelves in place and secure door.
6. Wipe down stove top and close cover.
7. Remove anything loose on counters and place in a safe location.
8. Remove all pictures and pendant lamp and place on bed.
9. Check and secure items in all drawers and cabinets. Empty medicine cabinet.
10. Close and check locks on all cabinets, doors, and drawers.
11. Close and check all windows making sure blinds are secure.
12. With windex and paper towels, clean all remaining surfaces. Check hook on makeup mirror.
13. Bag trash and set outside. If traveling to dump station, follow steps 18-21.



DEPARTING CHECKLIST (Interior, Page 2/2)

14. During black tank dump, help flush the tank by adding 2 bowls of fresh water to commode. Once black water is closed, add 1 dixie cup of chemical to commode.
15. Once grey water is closed, add ½ dixie cup of chemical to sink if necessary.
16. Double check that water pump is off after tank dumps. Run through tank display to ensure black and grey are at 0%.
17. Double check that rear window is closed after tank dump.
18. Secure bathroom by emptying and closing commode, removing rug, securing toilet paper and closing door.
19. Check all lights are off, sweep door area, shake out mat.
20. Lock door and deadbolt. Raise entry steps. Walk about outside to double check windows, vents and awning hook.
21. Double check Rich's Hitch job.



ARRIVING CHECKLIST (Interior, Page 1/1)

1. At check-in, ask for WiFi password at desk and what county we're in for weather emergencies.
2. Retrieve outdoor mat from truck and open entry steps.
3. Help confirm trailer is level.
4. Turn on refrigerator as soon as electric or gas is hooked up.
5. Run all faucets to remove air once water is hooked up.
6. When LP gas is turned on, check flow rate by lighting one of the burners.
7. Turn on hot water heater.
8. Take out counter stuff and arrange bathroom.
9. Replace all stuff from bed (pictures, light, galley, etc.)
10. BE CAREFUL OPENING OVERHEAD BINS AS ITEMS MAY SHIFT IN TRANSIT!
11. Remove tension rods and replace contents of refrigerator.
12. Light happy candle, find good radio station, and provide exterior with beer!