

EXTERIOR ARRIVE CHECKLIST at a campsite while **BOONDOCKING**:

1. Remove anti-sway bar. 1a. Position the Trailer as desired in campsite.
2. Observe Hoppy level on front of trailer; note number of inches out-of-level.
3. Stack leveling blocks next to low wheel, and then drive Trailer on to them.
4. Unlock storage trunk doors. 4a. Install wheel chocks.
5. **Disconnect trailer 7-Pin plug from Tow Vehicle & stow coiled on tongue.**
6. **Disconnect Breakaway Switch cable & set aside for stowing with chains. ***
7. **Disconnect Safety Chains & set aside for stowing on WDH lift assemblies.**
8. Install front Jack Wheel, and jack tongue up to relieve WDH pressure.
9. Unlatch WDH lift assemblies, and release Spring Arm Chains.
10. **Remove WDH Spring Arms from ball mount assembly and set aside.**
11. Close WDH lift assemblies, & stow Safety Chains/Cable on WDH hooks.
12. Jack tongue down until Jack Wheel just starts to rise off ground.
13. Unlock and open the Hitch Ball Latch, then jack tongue up off Hitch Ball.
14. **Move Tow Vehicle away from Trailer to clear hitch space.**
15. Jack tongue level, while observing Hoppy level bubble on side of trailer.
16. Close and double lock (bail and ball) Hitch Ball Latch.
17. Position & set Stabilizer Jacks (and Leveling Blocks) as needed.
18. Stow items previously set aside, and close and lock storage trunk doors.
19. Inspect Battery and add distilled water if necessary.
20. Unlock Trailer door, set out step.
21. Raise TV antenna and connect TV antenna cable to it.
22. Fill water supply tank.
23. Connect **Port-A-Way'st** tank to smaller port between dump valves with short yellow hose. **Keep "black" dump valve closed!**
24. Open front window "Rock Guard."
25. Observe gas regulator reserve switch, open one propane tank valve.
26. Light water heater pilot; turn thermostat on to "Normal."
27. **Unlock pin and remove WDH ball mount assembly and stow. (*Optional)**
28. **Remove extended mirrors from Tow Vehicle and stow. (*Optional)**

INTERIOR ARRIVE CHECKLIST at campsite while **BOONDOCKING**:

1. Test battery voltage at 12-volt outlet below water pump switch.
2. Turn on refrigerator following instructions posted near controls inside for propane operation.
3. Shift "Blue Ice" packs up to freezer to refreeze.
4. Open water tank valve and turn on water pump switch.
Siphon kitchen faucet if necessary to get pressure built up.
5. Light *Duette* oven/furnace pilot light.
6. **Place outside patio mat and furniture. 6a. Place extra battery outside.**
7. Plug inverter into extra battery and plug TV into inverter. *Energize inverter only when TV is energized. Shut off inverter when TV is shut off.*
8. Go *outside* & deploy solar panels & connect them to the charge controller.
9. **Go outside & close Trailer door and "deploy" awning IF wind/rain permit.**

INTERIOR DEPART CHECKLIST at a campsite while **BOONDOCKING:**

1. Go outside and turn off both propane tank valves.
2. Raise and clip Window Shades. Close/Latch Windows. Tie Curtains open.
3. Turn off "Fan-tastic Fan" (both speed & direction) and close Roof Vent.
4. Turn off refrigerator. Transfer "Blue Ice" packs from freezer to refrigerator. Close door and install refrigerator door pin.
5. Turn "Duette" heater & oven controls to Heater Off / Pilots Off.
6. Turn off water pump, close valve between fresh water tank and pump.
7. Disassemble table and stow it on the floor. Stow outside furniture, Patio Mat, Solar Panels, Totes, & any separate portable equipment on floor.
8. Turn all lights off.
9. Close Cabinets, Doors, & Stove Cover and install rubber doorknob loops.
10. Sweep floor. Dump trash. 10a. Put rubber band around paper towel roll.

EXTERIOR DEPART CHECKLIST at a campsite while **BOONDOCKING:**

1. Observe that the propane regulator indicator changed from green to red.
2. Close Trailer Door and stow Awning. 2a. Close and latch "Rock Guard."
3. Unlock storage trunk doors. 3a. Turn Water Heater off.
- 4. Dump Gray holding, and Fresh supply tanks using tote at site OR*****
5. Disconnect **Port-A-Way'st** tote and hose, and stow.
6. Lower TV antenna to stowed position and stow antenna cable.
7. Unplug extra battery and stow it and the inverter cable.
8. Release stabilizer jacks and leveling blocks and set aside.
9. Install WDH ball mount assembly and lock pin to Tow Vehicle.
10. Install extended mirrors to Tow Vehicle.
11. Remove Safety Chains/Cable from WDH Lift Assemblies.
12. Jack tongue up to clear Hitch Ball. Unlock & open coupler Latch and Jaw.
13. **Position Tow Vehicle so Hitch Ball is under open Coupler; slightly forward.**
14. Lower coupler with open jaw onto Ball. Close Latch, and lock bail Padlock.
15. Jack connected hitch back up to pretension WDH.
- 16. Install WDH Spring Arms into WDH ball mount assembly.**
17. Install Spring Arm Chains at 6th link onto WDH Lift Assemblies and latch.
18. Retract tongue jack, remove wheel and set aside, retract jack completely.
- 19. Install Safety Chains to Tow Vehicle in the "cat's cradle" pattern.**
- 20. Install trailer's Breakaway Switch cable to Tow Vehicle's chain eye.**
- 21. Connect trailer's 7-Pin Plug to Tow Vehicle.**
22. Remove wheel chocks and set aside. 21a. Install anti-sway bar (if safe!)
23. Pull forward off of leveling blocks, pack blocks, and set aside.
24. Stow items previously set aside. 23a. Close and lock storage trunk doors!
25. Stow step, Close and lock Trailer door. Install rubber doorknob loop!
26. Test Trailer's: turn signal / running & side marker / brake / back-up lights.
27. Walk around inspection: Check area for dropped items.
- 28. ***Find dump station and dump holding tanks, if available.**
29. Check tire pressure. 29a. Depart.

EXTERIOR ARRIVE CHECKLIST at a campsite with FULL HOOK-UPS:

1. Remove anti-sway bar. 1a. Position the Trailer as desired in campsite.
2. Observe Hoppy level on front of trailer; note number of inches out-of-level.
3. Stack leveling blocks next to low wheel, and then drive Trailer on to them.
4. Unlock storage trunk doors. 4a. Install wheel chocks.
5. **Disconnect trailer 7-Pin plug from Tow Vehicle & stow coiled on tongue.**
6. **Disconnect Breakaway Switch cable & set aside for stowing with chains. ***
7. **Disconnect Safety Chains & set aside for stowing on WDH lift assemblies.**
8. Install front Jack Wheel, and jack tongue up to relieve WDH pressure.
9. Unlatch WDH lift assemblies, and release Spring Arm Chains.
10. **Remove WDH Spring Arms from ball mount assembly and set aside.**
11. Close WDH lift assemblies, & stow Safety Chains/Cable on WDH hooks.
12. Jack tongue down until Jack Wheel just starts to rise off ground.
13. Unlock and open the Hitch Ball Latch, then jack tongue up off Hitch Ball.
14. **Move Tow Vehicle away from Trailer to clear hitch space.**
15. Jack tongue level, while observing Hoppy level bubble on side of trailer.
16. Close and double lock (bail and ball) Hitch Ball Latch.
17. Position & set Stabilizer Jacks (and Leveling Blocks) as needed.
18. Stow items previously set aside, and close and lock storage trunk doors.
19. Inspect Battery and add distilled water if necessary.
20. Unlock Trailer door, set out step.
21. Connect 110-volt power cord to outlet, and energize breaker(s) on pole.
22. Connect TV cable from trailer jack to Cable TV outlet on pole if available, or raise TV antenna and connect TV cable to it instead.
23. Connect white water hose & pressure regulator from "City Water" port to campground faucet, and open faucet.
24. Connect sewer hose from main port between Dump Valves to campground sewer port. Use sealing rings stowed in electric cord hatch.
25. Open front window "Rock Guard."
26. Observe gas regulator reserve switch, open one propane tank valve.
27. Light water heater pilot; turn thermostat on to "Normal."
28. **Unlock pin and remove WDH ball mount assembly and stow. (*Optional)**
29. **Remove extended mirrors from Tow Vehicle and stow. (*Optional)**

INTERIOR ARRIVE CHECKLIST at campsite with FULL HOOK-UPS:

1. Turn on both circuit breakers for 110 volts. Set microwave oven's clock.
2. Turn on refrigerator following instructions posted near controls inside for electric operation.
3. Shift "Blue Ice" packs up to freezer to refreeze.
4. Assemble and install Window Air Conditioner.
5. Light *Duette* oven/furnace pilot light.
6. **Place *outside* patio mat and furniture.**
7. **Go *outside* & close Trailer door and deploy awning IF wind/rain permit.**

INTERIOR DEPART CHECKLIST at campground with **FULL HOOK-UPS**:

1. Go outside and close both propane tank valves.
2. Remove and stow Window Air Conditioner.
3. Raise and clip Window Shades. Close/Latch Windows. Tie Curtains open.
4. Turn off "Fan-tastic Fan" (both speed & direction) and close Roof Vent.
5. Turn off refrigerator. Transfer "Blue Ice" packs from freezer to refrigerator. Close door and install refrigerator door pin.
6. Turn "Duette" heater and oven controls to: Heater Off / Pilots Off.
7. Disassemble table and stow it on the floor. Stow outside furniture, Patio Mat, Solar Panels, Totes, & any separate portable equipment on floor.
8. Close Cabinets, Doors, & Stove Cover and install rubber doorknob loops.
9. Turn all lights off; Turn both 110-volt circuit breakers off.
10. Sweep floor. Dump trash. 10a. Put rubber band around paper towel roll.

EXTERIOR DEPART CHECKLIST at a campground with **FULL HOOK-UPS**:

1. Observe that the propane regulator indicator changed from green to red.
2. Close Trailer Door and stow Awning. 2a. Close and latch "Rock Guard."
3. Unlock storage trunk doors. 3a. Turn Water Heater off.
4. Disconnect 110-volt shore power and TV cables.
5. Lower TV antenna to stowed position and stow cables.
6. Dump black and gray holding tanks. Disconnect and stow Sewer Hose.
7. Disconnect white water hose and pressure regulator. Ensure "City Water" inlet is capped tightly and stow hose coiled with ends connected together.
8. Release Stabilizer Jacks and Leveling Blocks and set aside.
9. Install WDH ball mount assembly and lock pin to Tow Vehicle.
10. Install extended mirrors to Tow Vehicle.
11. Remove Safety Chains/Cable from WDH Lift Assembly hooks.
12. Jack tongue up to clear Hitch Ball. Unlock & open coupler Latch and Jaw.
13. **Position Tow Vehicle so Hitch Ball is under open Coupler; slightly forward.**
14. Lower coupler with open jaw onto Ball. Close Latch and lock bail Padlock.
15. Jack connected hitch back up to pretension WDH.
16. Install WDH Spring Arms into WDH ball mount assembly.
17. Install Spring Arm Chains at 6th link onto WDH Lift Assemblies and latch.
18. Retract tongue jack, remove wheel and set aside, retract jack completely.
19. **Install Safety Chains to Tow Vehicle in the "cat's cradle" pattern.**
20. **Install trailer's Breakaway Switch cable to Tow Vehicle's chain eye. ***
21. **Connect trailer's 7-Pin Plug to Tow Vehicle.**
22. Remove wheel chocks and set aside. 21a. Install anti-sway bar (if safe!)
23. Pull forward off of leveling blocks, pack blocks, and set aside.
24. Stow items previously set aside. 23a. Close and lock storage trunk doors!
25. Stow step, Close and lock Trailer door. Install rubber doorknob loop!
26. Test Trailer's: turn signal / running & side marker / brake / back-up lights.
27. Walk around inspection: Check area for dropped items.
28. Check tire pressure. 28a. Depart.

EXTERIOR ARRIVE CHECKLIST at a place for **STORAGE**:

1. Remove anti-sway bar. 1a. Position the Trailer as desired in storage.
2. Observe Hoppy level on front of trailer; note number of inches out-of-level.
3. Stack leveling blocks next to low wheel, and then drive Trailer on to them.
4. Unlock storage trunk doors. 4a. Install wheel chocks and tire covers.
5. **Disconnect trailer 7-Pin plug from Tow Vehicle & stow coiled on tongue.**
6. **Disconnect Breakaway Switch cable & set aside for stowing with chains. ***
7. **Disconnect Safety Chains & set aside for stowing on WDH lift assemblies.**
8. Install front Jack Wheel, and jack tongue up to relieve WDH pressure.
9. Unlatch WDH lift assemblies, and release Spring Arm Chains.
10. **Remove WDH Spring Arms from ball mount assembly and set aside.**
11. Close WDH lift assemblies, & stow Safety Chains/Cable on WDH hooks.
12. Jack tongue down until Jack Wheel just starts to rise off ground.
13. Unlock and open the Hitch Ball Latch, then jack tongue up off Hitch Ball.
14. **Move Tow Vehicle away from Trailer to clear hitch space.**
15. Jack tongue level, while observing Hoppy level bubble on side of trailer.
16. Close and double lock (bail and ball) Hitch Ball Latch.
17. Position & set Stabilizer Jacks (and Leveling Blocks) as needed.
18. Stow items previously set aside, and close and lock storage trunk doors.
19. Inspect Battery and add distilled water if necessary.
20. Unlock Trailer door, set out step.
21. **Unlock pin and remove WDH ball mount assembly and stow.**
22. **Remove extended mirrors from Tow Vehicle and stow.**

INTERIOR ARRIVE CHECKLIST at a place for **STORAGE**:

1. Empty and turn off refrigerator. Install door pin (*door open for ventilation*).
2. Empty food cupboard of items specific to trip. Note staple items, kept at all times, which require replenishment.
3. Gather and remove all soiled items to be taken home for cleaning.
4. Sweep floor. Dump trash.
5. Turn all lights off.
6. Stow step, Close and lock Trailer door. Install rubber doorknob loop!
7. Go home.

FULL HOOKUPS = BLUE / BOONDOCKING = GREEN / STORAGE = BROWN

DEPART = RED / ARRIVE = GREEN on opposite sides of the same page

Black text happens at the TRAILER. **Red text happens at the TOW VEHICLE.**

Blue text is for **OPTIONAL** tasks. Underlined text is extra steps; Don't Forget!

24 HOURS BEFORE DEPARTURE from a place for **STORAGE:**

1. Observe gas regulator reserve switch, open one propane tank valve, **OR**
2. Connect 110-volt power cord to outlet, and energize refrigerator breaker.
3. Turn on refrigerator following instructions posted near controls inside for either propane or electric operation. Close door but do not install pin.

INTERIOR DEPART CHECKLIST from a place for **STORAGE:**

1. Go outside and close both propane tank valves.
2. Raise and clip Window Shades. Close/Latch Windows. Tie Curtains open.
3. Turn off “Fan-tastic Fan” (both speed & direction) and close Roof Vent.
4. Turn off refrigerator. Transfer “Blue Ice” packs from freezer to refrigerator. Close door and install refrigerator door pin.
5. Turn “Duette” heater and oven controls to: Heater Off / Pilots Off.
6. Disassemble table and stow it on the floor. Stow outside furniture, Patio Mat, Solar Panels, Totes, & any separate portable equipment on floor.
7. Close Cabinets, Doors, & Stove Cover and install rubber doorknob loops.
8. Turn all lights off; Turn both 110-volt circuit breakers off.
9. Sweep floor. Dump trash. 9a. Put rubber band around paper towel roll.

EXTERIOR DEPART CHECKLIST from a place for **STORAGE:**

1. Observe that the propane regulator indicator changed from green to red.
2. Unlock storage trunk doors. 2a. Disconnect 110-volt shore power cable.
3. Verify that the “City Water” inlet is capped tightly.
4. Ensure front window “rock guard” is closed and latched.
5. Install WDH ball mount assembly and lock pin to Tow Vehicle.
6. Install extended mirrors to Tow Vehicle.
7. Remove Safety Chains from WDH Lift Assembly hooks.
8. Jack tongue up to clear hitch ball. Unlock & open coupler latch & jaw.
9. Position Tow Vehicle so hitch ball is under open coupler *slightly forward*.
10. Lower coupler *with open jaw* onto ball, close Latch and lock bail padlock.
11. Jack connected hitch back *up* to pretension WDH.
12. Install WDH spring arms into WDH ball mount assembly.
13. Install Spring Arm Chains at 6th link onto WDH Lift Assemblies and latch.
14. Retract tongue jack, remove wheel and set aside, retract jack completely.
15. Install Safety Chains to Tow Vehicle in the “cat’s cradle” pattern.
16. Install trailer’s Breakaway Switch cable to Tow Vehicle’s chain eye. *
17. Connect trailer’s 7-Pin Plug to Tow Vehicle. Install anti-sway bar (if safe!)
18. Remove wheel chocks and tire covers & set aside.
19. Pull forward off of leveling blocks, pack blocks, and set aside.
20. Stow items previously set aside. 20a. Close and lock storage trunk doors!
21. Stow step, Close and lock Trailer door. *Install rubber doorknob loop!*
22. Test Trailer’s: turn signal / running/side marker / brake / back-up lights.
23. Walk around inspection: Check area for dropped items.
24. Check tire pressure. 24a. Depart.