

A TRAVEL TRAILER “TAKE OFF & LANDING” CHECK LIST”

Compliments of www.ThePewterPalace.com ~ Kevin & Luise Sherman



TRAVEL TRAILER CHECK LIST

Trailer Check-in List when you arrive at your campsite or parking space:

1. **Park the trailer.** Starting out, pull through sites might be easier than back in sites till you get used to backing up your trailer. When you DO back in, always smart to have a partner outside guiding you from the rear and keeping an eye out for any obstacles you may not see in your mirrors. Talking with each other on a cell phone or walkie talkie also helps here.
2. **This is a good time to plug in your Surge Protector to the campgrounds Power Pedestal to ensure that there is power and no issues BEFORE YOU PULL INTO THE SITE. SEE STEP 11 FOR DETAILS ON HOW TO RUN A SYSTEM CHECK! *No sense in spending time getting set up on the site only to find out afterwards that the power pedestal has issues! Assuming no issues...move forward to step 3 and beyond.***
3. **Check for Level,** use Lynx blocks, Anderson leveler system or similar as needed to approximate Passenger side/Driver Side (“curbside to streetside”) level. Front to back leveling can be done with the power jack. (Being level is critical to the use and longevity of your refrigerator!) We recommend Anderson drive on levelers, or similar.
4. **Chock the wheels.** Chock all wheels (4 chocks total) place one chock to front of front wheels and to rear of rear wheels.
5. **Drop the power jack post foot** onto Lynx blocks or a sturdy board.
6. **To Unhitch the trailer**
 - a. Disconnect safety chains
 - b. Disconnect emergency brake cable
 - c. Disconnect power cable
 - d. Use the jack to lift the trailer high enough to easily remove the Equalizer bars.
 - e. Remove the Equalizer bars by lifting off the flat stock clips on the bars near the trailer
 - f. Put bars and all cotter pins into storage in back of truck or any designated storage area. Do not put them in the trailer storage bays outside-they are too heavy and clips will get lost.
 - g. Lower the jack until it’s obvious that some trailer weight is on the truck.
 - h. Unlock and release the trailer hitch.
 - i. Jack the trailer up again until it separates from the hitch ball
 - j. Raise the jack a little more so the tongue is clear of the hitch ball
 - k. Close and lock the trailer hitch again.
 - l. Gently pull the truck forward until it is clear of the trailer
7. Lower the jack until fore/aft level is achieved.
8. Install hitch lock (YES! You need a good one! (We like the Proven Industries® puck lock style)
9. Retrieve the electric drill and socket wrench for the stabilizers or use hand crank provided with trailer.

10. Use electric drill (or hand crank) to lower and position each stabilizer on a Lynx (or Anderson) block or board, fixing the trailer in place. Stabilizers are only to touch the ground and give 1 extra turn. They are stabilizers, not lifters or levelers!
11. Electric
 - a. Plug your surge protector/diagnostic box (we like the Progressive Dynamics 30 amp) into the power pedestal at the campsite.
 - b. Turn on 30 amp power at the box
 - c. Let the surge protector go through its tests.
 - d. Test outlet for ground
 - e. Turn off the 30 amp breaker
 - f. Now Plug in the black electric cable and connect it to the surge protector
 - g. Turn on the 30 amp breaker and wait several minutes
 - h. The surge protector will tell you what your voltage is.
 - i. Check voltage inside. We have a small plug in meter that works well.
 - j. Turn the fridge on and set it to "auto"
12. Propane – Turn on the propane
13. Water
 - a. Take a Clorox wipe, wipe down the water spigot at the campground. Or spray bottle with some diluted bleach mixture.
 - b. Use clean hose and connect it to the faucet at campsite.
 - c. Connect any in line filter system you want to as well as a water regulator
 - d. Connect hose to trailer, again you may want to wipe off your trailer faucet before connecting.
 - e. Turn the water on all the way
 - f. Check water pressure in RV and bleed out air bubbles.
 - g. Turn on the hot water heater
14. Cable
 - a. If cable TV, then connect it up.
 - b. Program TV for digital cable if necessary
15. HVAC
 - a. Open vents and/or windows as needed
 - b. Turn on fans, heat or AC as needed
16. Hit the swimming pool, and start happy hour!

HEADING OUT ON THE ROAD. STEPS TO DO BEFORE "Take Off" HITCHING AND GOING

1. Ratchet up your stabilizers!
2. Turn on the TPMS (Tire Pressure Monitor system) monitor if you have one. We highly recommend that you do!
3. If the cable TV cable is in use, disconnect it, coil it and put it away.

4. Turn off water at pedestal and disconnect clean water hose from trailer.
5. Put cap back on the city water inlet on trailer
6. We recommend NOT towing with water, sewage or grey water in the tanks due to weight issues and sloshing which could cause sway problems.
7. Drain the clean water hose and screw ends together.
8. Put the clean hose back in truck storage or plastic bag inside trailer, under sofa, etc.. NOT in your sewer bin!
9. **Dump your Black and Grey Tanks:**
 - a. Put on disposable rubber gloves.
 - b. Connect sewer hose to black bayonet outlet. Be sure is on securely. We recommend a clear section coupler so you can see outward flow level.
 - c. Put other end of sewer hose into the ground sewer dump hole. It helps to rest a rock or some other weight on it there to ensure it does not move with water flow. Using the funnel type that has various sizes helps and you can really screw it in place to prevent spills. Some campgrounds require this or a “donut” gasket to ensure good seal.
 - d. Slowly and evenly, Pull Open the BLACK sewer valve bayonet handle pull in the trailer service bay
 - e. Open valve for black water and wait for it to drain. Depending on the angle of the hose, you may need to lift the hose slightly by beginning at the trailer end and moving down the hose to get all black water out as much as possible.
 - f. After it stops draining, close the valve for black water
 - g. Open valve for grey water tank and wait for it to drain
 - h. Close the valve for grey water. Again, depending on angle of the hose, you may need to elevate it moving down the hose.
 - i. Drain and put dirty hose away.
 - j. Disconnect the sewer hose
 - k. Put sewer hose accoutrements away.
 - l. Remove rubber gloves and safely dispose of them.
 - m. Put at least a couple of gallons into each of the two tanks, black and grey.
 - n. Add chemicals to black water tank. We highly recommend UNIQUE (brand name) company products for the sewage digester, etc.
10. Turn off water heater
11. Turn off water pump (if it's on) You ONLY need to use a water pump when NOT hooked to a water source. We only turn our pump on when we need to do dishes, bathe. We do not recommend leaving it on all the time.
12. Crank down the TV Antenna, ensure any cell booster towers are also down.
13. Roll up and secure ALL awnings. Use latches, Velcro straps, etc. for double security against unrolling in wind, etc. while on the road.
14. Put away everything inside the trailer that might fall to the floor.
 - a. Make the bed and clear up the bedroom.
 - b. Clear off the bathroom vanity area and put everything away, some things in sink are ok.

- c. Clear away everything off the galley counter and living room not fastened down with Quake hold putty, etc.
 - d. Double check that all cabinet pulls are latched and drawers completely closed
 - e. Ensure refrigerator is closed and clicks latched.
 - f. Turn off refrigerator
 - g. Be sure all knobs of stove are in off position, close any burner cover you may have.
 - h. Toilet seat down, only an inch or so of water covering the seal
 - i. Close bathroom door securely. Do not leave open when trailering. Brace closed if needed-we use spring type café curtain rods.
15. DID YOU RAISE THE STABILIZERS?? BE SURE TO DO THAT NEXT IF YOU HAVE NOT YET!
16. **Do NOT remove ground chocks from wheels yet!**
17. Turn off the Propane (we advise NOT traveling with propane on for safety reasons!)
18. Close all the windows (secure locks or exterior safety braces if you have them) and the roof vent lids. Roof vents can be left open if you have full roof covers.
19. Turn off the breaker at the power box pedestal.
20. Unplug from the power box.
21. Disconnect the Trailer from electric power box pedestal.
22. Put the power cords away. Always check cords and plug for damage, frayed wires, etc. and replace if needed.
23. Put the surge protector and voltage regulator away inside the trailer or in your vehicle.
24. Check the TPMS . Trailer tires should be reading at 80 lbs. (this was our setting, yours may be different)
- a. If not, put air in tires
25. Bring in all the awnings, door mat and any safety cones and patio furniture, patio rug , etc..
26. Raise the stabilizers (yes, we are asking again to be sure!) and put the lynx blocks or levelers away
27. **ALWAYS CLOSE THE TRAILER DOOR AND HINGE AWAY THE STEPS BEFORE LEVELING OR MOVING YOUR TRAILER!!!** Do not have door open and steps down when attempting to level the trailer or move it. You can do significant alignment damage to the door and door jam and your steps could hit something you failed to see on the ground.
28. Re-hitch the trailer
- a. Mount the hitch on the truck
 - b. Grease the hitch ball if needed (should be done several times a season and checked at each trip)
 - c. Use the jack to raise the trailer tongue so the truck hitch will fit beneath it.
 - d. Back the truck up and position it perfectly beneath the trailer tongue.
 - e. Unlock and release the trailer hitch latch.
 - f. Use the power jack to lower the trailer onto the truck hitch.
 - g. Latch and lock the trailer tongue onto the truck hitch.
 - h. Lower the trailer jack down to lift the trailer and truck up in to make it easier for attaching the Equalizer bars.
 - i. Attach the Equalizer bars. Be sure the clips are in place

- j. Lower the trailer a bit.
 - k. Cross & attach the safety chains. Chains must be crossed underneath and not entwined with any cords or wiring.
 - l. Attach the emergency brake cable
 - m. Attach the power cable to the truck
 - n. Lift the jack all up the way until it's off the ground.
 - o. Put away the Lynx blocks and/or board(s) from under the jack.
- 29. NOW you can remove and store the chocks from your trailer tires.**
30. Walk all around the rig. Look for anything you may have forgotten. Look at the tires. Look at the roof to look to see whether the TV antenna is up. Also a good time to remember if you are on leveling blocks, etc. again!
31. Check the brake lights and turn signals on the trailer.
32. Once hitched on successfully, Go back inside the trailer one more time
- a. Make sure everything is put away.
 - b. Turn off all the lights, radio and TVs
33. Reclose, latch and lock door then Fold up and put away the steps
- **If leveling blocks are in use, drive off them and put them away. Assist the driver in safely rolling off any leveling blocks or devices that have been used.**
34. Walk all around the campsite to ensure that everything has been picked up and stored. This is BEST done by another person in your party so there are two sets of eyes looking everything over.
35. Verify the following:
- a. Steps are up
 - b. TV Antenna is down
 - c. Awnings rolled up, latched and secured in place
 - d. Stabilizers are all the way up
 - e. Power cords are stowed
 - f. Water and sewer hoses are stowed
 - g. All hitch connections are correct: hitched, latched & locked, chains attached, power attached, safety line attached
 - h. Hitch jack is all the way up
 - i. Propane is off
36. Close, latch and lock all outside compartments if not already done.
37. Close, latch and lock the trailer entry door. Do Both the deadbolt and handle lock if not already done.
38. Get ready to leave
- a. Put tow vehicle mirrors into towing configuration
 - b. Start the engine
 - c. Turn on the rearview video screen
 - d. Push tow\haul button
 - e. Check the trailer brakes

- f. Ensure that all wheels roll when you pull forward a couple of feet
- g. Do one last walkabout the site

39. Drive away, singing 99 bottles of beer on the wall at the top of your lungs.

- This list may seem daunting and seemingly to take a long time, but honestly once you get a routine down it becomes second nature. We have found we need about 25 min for set up and 20 min for break down. Your situation could be different based on your trailer size, the location you are camping in and your camping lifestyle.
- A FEW TIPS:
 - We will very often put all of our outdoor gear like chairs, coolers, etc. away the night before we plan to leave a site.
 - We also will often put our awnings away/rolled up and locked the afternoon before we leave so that they are put away dry and not with morning dew on them. These steps save time in the morning when leaving your site before check out time is up.
- **TRUST US!** It is FAR better to take the time and intention to detail when you are setting up and breaking down your camp than to miss a critical step and cause damage to yourself, your rig or others.

FINAL STEP IN THE PROCESS OF ANY TIME YOU MOVE YOUR TRAILER/RV! While Driver is doing the hitching of the trailer:

PERSON "A" (the non driver) checks....

1. All awning bars are secure and in place. Large Patio awning wheels are rotated into locked position and tight, Awning lock latch is set and extra Velcro straps on arms are secure
2. Tap on all exterior compartment doors ensuring they are properly closed.
3. Steps are retracted, any step cover is securely latched in place.
4. Check that all windows are closed and latched.
5. Check to see that battery box has pin clip or lock secured
6. Check that LP is turned off
7. Check that all Stabilizers are in the UP position and clear away any remaining lynx blocks, etc.
8. Check to be sure all tire chocks have been removed.
9. Double check that both locks on entry door have been done. Be sure the deadbolt is completely thrown closed and locked.
10. Check that emergency brake cord is connected over the hitch ball area and chains crossed underneath hitch with enough play but not dragging on the ground
11. Once the trailer is hitched, have the driver run through the trailer light systems while PERSON A stands to rear of the rig. Check Brakes, Emergency lights, signals, back up lights, running lights.
12. ***If time and space permits, it actually is a good idea for your partner to stay at the side of the trailer to watch the driver pull the rig out of the campsite completely. This ensures that the partner can scan the campsite for any leftover equipment on the ground or at site, AND watch for any obstacles, branches, etc. that may scrape or hinder the RV's exit from the site. The driver can simply pull out of the site and idle on the side of the roadway until the partner can jump back up into the vehicle.