Travel Trailer Checklist

The Trailer:

The trailer direction is the same as for a vehicle. The driver side is the left side; the passenger side is the right side. Height is with roof vents closed.

Clearance Height: 9’ 4” Width: 8’

Length with tongue: 21’ Empty Weight: 3650 lbs

Weight -full water tank: 3970 lbs Weight -full septic tanks: 4370 lbs

Towing

1. Secure the two trailer mirrors to the mirrors of the vehicle making sure of a snug fit and adjustment of both sides.
2. Sitting in the driver’s seat, adjust the mirrors so that the passenger side road edge can be seen without straining and the trailer sides can be just seen.
3. Check the tire pressures.
4. Make SURE the sewer tank cover is in place! (**ATTENTION! If you drive with the sewer cap off you will be pulled over and get an expensive ticket!)**
5. Keep an eye on the running lights to make sure they stay on. Having no running lights on means that there are no tail lights! **The police will pull you over.**
6. While driving keep checking the mirrors for traffic, lane lines and any swaying of the trailer.
7. If the trailer starts swaying; **GENTLY** apply the brakes to see if it changes. If not then **GENTLY** accelerate to slow the swaying and then apply the brakes **gradually** and drive to the side of the road. Slow down to about 25 mph and check the tires in the mirror. If the swaying continues at higher speeds then stop the trailer, check the tires and move heaviest items inside the trailer to the front floor or on the lower bed.

Arrival

1. Back trailer in and level with the flat blocks as needed. The leveling of the trailer can take time. It is important for the propane appliances to work properly. (**NOTE!! NEVER run propane appliances unless the trailer is level! Permanent damage will result in the loss of the fridge and gas heaters!**)
2. When level place wheel chocks on one side only. Place chocks so that only one is between the tires and the other wedged tightly on the opposite tire than the one between the tires.
3. Slide the door step out and unlock the trailer door.
4. Open the outside storage compartment door and remove any wooden blocking and the four trailer stabilizer jacks.
5. Place the four stabilizer jacks around the trailer along with wooden blocks to set them on.
6. Remove the electrical connector from the vehicle.
7. Remove the safety chains from the vehicle.
8. Place a large wooden block under the support leg and use the hand crank to lower the leg to touch the block. Give the crank one additional turn to make sure the block is stable.
9. Disconnect the vehicle hitch by lifting the safety latch all the way back. Slowly crank the handle to raise the trailer tongue off of the vehicle hitch.
10. Double check that the hitch is completely disconnected, and then move the vehicle away.
11. Connect the water hose to the side water inlet. **Make SURE to use the brass water connector** because the brass fitting is a water pressure regulator. **Do NOT connect a hose directly to the trailer** without using the brass fittings made for the trailer water supply.
12. Open the electrical panel door and pull the black cord out all the way. Drape the cord over the back bumper of the trailer.
13. Connect the cable to electricity. Use an extension cord if necessary.
14. Turn on the fridge.
15. Open the windows and roof vents as needed.
16. Open the front window cover. Lift up and pull down gently on the cover to make SURE that the wing nuts are tightened so the cover does not slip.

Departure

1. Remove the safety pin and the lynch pin from the ball hitch.
2. Slide the square end into the vehicle hitch receiver (square hole) and replace the lynch pin and safety pin.
3. Remove brass hose connections from the trailer and replace the white water cap. Place hoses in the bathtub.
4. Slide in the water access door and latch the handle down.
5. Close the Black and Gray sewer tank handles all the way in.
6. Disconnect the sewer hose and replace the cap. Lock the cap onto the dump tube with a twist. (**ATTENTION! If you drive with the sewer cap off you will be pulled over and get an expensive ticket!)**
7. Make sure the bumper sewer hose door is closed and latched by pressing down when the door is closed.
8. Unplug electric extension cords and disconnect black trailer electric connector. Feed the black trailer electric cord into the side compartment and slide the hole-cover down inside of the latch door. Make sure the entire cord is inside of the door and the small hole-cover is down all the way. Securely latch the electric compartment door.
9. Turn the water heater off. Open the access door by removing the wing nut (**DO NOT LOSE IT**). Turn the red knob to the **OFF** position. Close the access door and replace the wing nut.
10. Unscrew the four support jacks under the trailer. Stack the four bases. Make sure the small blue plastics are on the tips of the handles and place the four handles and stands in the storage compartment.
11. Place any support blocks inside of the storage compartment.
12. Shut off the propane on both sides. Close the propane access cover and secure with the wing nut.
13. Close all windows from the inside of the trailer.
14. Close and latch the top roof air vents.
15. Move heavier items in the trailer to the front floor.
16. Close the front window cover by loosening the wing nuts slightly and dropping the cover down. Securely latch the front cover. It can be slid from side to side slightly if needed.
17. Clear the table, stove, sink and beds of any and ALL items. (**NOTE!!. DANGER!! NO ITEMS should be left out of closets or cabinets!**)
18. Store all sink items under the sink and latch all closet and cubby doors.
19. Place toilet seat down, clear the sink, close the bathroom window and latch closet door.
20. Turn the fridge off. Latch the door with the top door peg and screw peg in to secure the door.
21. Unplug and stow all electric items (heater, electronics, appliances etc.) and stow away inside of the cupboards.
22. Turn off all lights
23. Close the bathroom door.
24. Turn off the porch light.
25. Close and latch the trailer door.
26. Slide in the trailer step and latch it securely by pushing it all the way in.
27. Raise the trailer tongue and connect the vehicle to the trailer:
	1. Backing slowly, raising the trailer tongue as needed to clear the vehicle hitch.
	2. Connect the vehicle hitch. Latch the trailer hitch securely onto the trailer ball. The yoke drops down to the bottom and the latch is all the way down.
	3. Raise the support leg up to almost all the way. The weight of the trailer is now fully on the vehicle.
	4. If hitch is equipped, secure the EZ lift system.
	5. Attach the trailer electric connector all the way into the socket on the vehicle. The door should lock the connector into the socket.
	6. Attach the safety chains securely. The chains do NOT EVER touch the ground. They should clear the ground completely by 2 to 4 inches.
	7. Remove wheel chocks and tongue support blocks. Stow in the outside storage compartment.
28. Securely close and latch all outside compartment doors.
29. Lock the outside storage with the key.
30. Start the engine and test the lights.
	1. With one person standing beside and to the rear of the trailer, test the
		1. Running lights (turn headlights on). Check front, sides and rear that all are on.
		2. Brake lights (rear only)
		3. Turn signals (rear only)

Water

The trailer is equipped with a water tank for potable water. Be SURE the water entering the tank is as drinkable as possible!

1. **Do NOT add dirty or contaminated water to the water tank**.
2. **Do not use fuel cans for water**!
3. **Use ONLY the white hose or clean water containers!**
4. **Do NOT use green or black hoses!**

The tank can be used when the trailer is not connected to the water supply. There are two water systems in the trailer with two ways of adding water; a hose can be permanently attached or a hose or container can be used to fill the tank using the white plastic access door on the right front side.

1. Connect the water hose to the side water inlet. **Make SURE to use the brass water connector** because the brass fitting is a water pressure regulator. **Do NOT connect a hose directly to the trailer** without using the brass fittings made for the trailer water supply.
2. Water can be added to the water tank by sliding out the white water intake door (right front) and placing a hose or funnel into the opening. If using a hose then adjust the water tap so the water does not splash down the side of the trailer.
3. The tank can be drained using the front drain plug under the trailer.
4. **WINTERIZING**. Drain the tank completely and then close the drain. Add RV Anti-freeze to the outside fill door. Run the sink until the anti-freeze comes out and shut off. Flush the toilet until the anti-freeze comes out. Run the bathroom sink until the anti-freeze comes out. Shut off the pump switch.
5. In the spring run the anti-freeze out into gallon jugs to save it. Drain the tank at the bottom to save the remaining. Connect the water **WHITE** hose and flush out the water lines by running the taps until the water runs clear. The water in the sink will smell of anti-freeze for the first tank fill or two.

Sewer

The trailer is equipped with two waste water tanks. Under the left side rear of the trailer are two handles. The rear is for Black Water and the front is for Gray Water. The disposal hose is located inside of the rear bumper. The access door slides open by lifting up first. Use gloves to handle the hose.

1. Black water is considered hazardous and by law **CANNOT be emptied anywhere but in designated areas**. Check gas stations and truck stops, rest areas and trailer parks for dumping facilities.
2. Gray water is considered ok for disposal.
3. Remove the sewer hose from the bumper. Lay the end with the hose clamp on the ground and lay the hose out making sure it reaches the dumping site.
4. Place the hose clamp end into the dumping sites sewer pipe (in the ground).
5. Make **SURE both handles on the trailer are in** all the way.
6. Remove the plastic cover taking note of the pins and place the hose onto the dump tube.
7. Turn the hose with a slight twist so that it locks onto the pins.
8. Do not have the front handle open when the rear handle is open.
9. Empty the rear Black water tank first by pulling the rear handle.
10. Close the rear handle tightly.
11. With the rear handle closed, pull out the front handle to empty the Gray water.
12. **NEVER empty both at the same time**.
13. Empty the back tank (Black water) first. **Do NOT empty the front first.**
14. With both handles closed remove the hose from the dump tube.
15. Replace the cap and twist the cap to lock it in place.
16. Rinse the sewer hose using a **GREEN or BLACK hose or a bucket, NOT a white one**. (**WHITE is drinking water ONLY! Keep the white hose AWAY from the sewer lines.)**
17. Place the end with the metal hose clamp into the bumper and gently shove the hose all the way back into the bumper.
18. Turn the hose slightly to close the bumper door.
19. Press down on the bumper door and make sure is stays closed.
20. **WINTERIZING**: Empty the tanks completely.

Gas

**DANGER! Misusing or not lighting appliances properly can result in explosions, injury or death! Most trailer accidents and fires are from mishandling the appliances. Gas is heavier than air and will settle to the floor.**

**If the trailer smells of gas, get out and shut off the propane. Step away from the trailer for 5 minutes and then SLOWLY open the trailer door. Open the roof vents and windows to air the trailer out completely.**

There are two propane tanks located on the front tongue of the trailer. The gas appliances are the stove and oven, the furnace, the fridge and the hot water heater.

To turn on the gas, loosen the wing nut and open the top cover. Select **ONE** tank and slightly open the valve very slightly 1/8 – ¼ turn (**NOT mostly open like water valves**). That way if the gas needs to be shut off quickly it only needs to be turned very little.

The plastic cover is held on with a rubber strap under the cover. The tanks are filled at propane stations, RV parks and gas stations or hardware stores that refill bottles. Un-attach one side of the rubber strap and slide the cover off of the tanks. The tanks are filled by unscrewing the connector and attaching the filler hose at the fill station. After filling, replace the cover and re-attach the rubber strap.

The tanks are **NOT** interchangeable at stores that trade lower capacity (smaller) tanks.

The gas regulator is under the cover and is not adjustable except by a professional.

Electrical

The black electric cord is plugged into a 110 – 120 volt outlet. The trailer pulls very little electricity: only the electrical appliances plugged into the outlets in the trailer and the battery charging unit use the 110 - 120 voltage.

The water pump, all appliances (including the fridge) and all of the lights are 12 volt.

The battery is located in the orange plastic box on the trailer tongue. It is a deep cycle battery, **NOT** a car battery. It is continually kept charged while the vehicle is plugged in or the 110 – 120 volt cord is plugged in.

Appliances

Turn on the propane at the tank. **See the section under “GAS”**

Instructions for each appliance are on the appliance. The top of the stove lifts up to expose the pilot light, however it is easiest to simply light one burner with a flame, which will then light the pilot light. Make sure it is lit or the trailer will smell of gas.

To light the oven use a long stick or long nose striker and place the flame in the hole while SLOWLY turning on the gas. Make sure the oven is lit **BEFORE** closing the door.

The hot water tank is located on the driver’s side on the front, outside of the trailer. Loosen and remove the wing nut and open access door to light the heater. Follow the instructions located at the hot water tank.

1. Turn the red knob on the left side to “Pilot”.
2. Light a match or use a striker.
3. Place the flame into the hole.
4. Press down on the red button and hold to light the pilot.
5. Keep pressing down for 1 minute.
6. Gently release pressure on the button while watching the pilot flame. If the pilot starts to go out then press down hard.
7. If the pilot goes out press down and relight the pilot light.
8. When the pilot light stays on, press in and turn the red knob all the way on.
9. The flame will turn on. Watch the flame to make sure it stays on.
10. To turn the water heater off: Open the access door by removing the wing nut (**DO NOT LOSE IT**). Turn the red knob to the **OFF** position. Close the access door and **replace the wing nut**.

Instructions for the fridge are inside of the fridge door.

Instructions for the furnace are inside of the furnace door.