

Ottawa Valley RV Checklist

This applies mostly to Class A, B & C motorhomes and pull along trailers
Checklist can be checked in pdf format on your phone

Pre-Departure

Exterior

Fluids: Checks ALL fluids – including generator oil - **BEFORE** you leave

Tire Condition: Check the condition of your tires – check for weathering on side walls and tread wear – tread wear should be even and of sufficient depth for adverse roads conditions

Tire Pressure: Read the PSI rating on the TIRE - **NOT** your door label

Important - Tires are made by multiple manufacturers, all with different PSI ratings

Jacks: Make sure they're up and locked

Lights: Make sure **ALL** lights function

Water Hoses: All drained and stowed safely

Chairs: All put away and secured

Power Cable: Disconnected and stowed away

Electric: Generator and/or wires disconnected

Satellite: Taken down and securely stowed

Cable: Disconnected and stowed away

Chocks: Removed and stowed properly

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Exterior cont'd

Heaters: Water and furnace turned off

Water Pressure: Regulator disconnect & stowed

Compartments: All are closed & locked

Levelling - All levellers stowed away & secure

Awnings: Closed and secure

Sewage: Septic hoses have been disconnected, flushed and stowed safely along with **adapter** (Chances are you'll need one later).

Steps: - Folded and secure

Class A, B & C: Clean windshield, mirrors & back up cameras

PROPANE TANKS: MAKE SURE THEY ARE TURNED OFF (CLOSED) AND SECURE! - only exception is when you are leaving the Frig on in Propane mode

Hitch: Inspect your tow vehicles hitch assembly - ensure lock pin is secure. Inspect the RV's hitch, tow safety chain/clasps and emergency breakaway brake cable.

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Interior

Refrigerator – Empty, turned off & door locked – *if you intend to leave all items in then make sure they are all in safe positioning inside the frig and that the 'Auto Mode' has shifted back to Propane and door is in locked position*

Pilot Lights: ALL pilot lights are off

Furnace: make sure it's off

Water Heater: Make sure it's off – check inside light indicator

Water Pump: Make sure it's off

Antenna Make sure it's down all the way

Windows: Make sure they are ALL fully closed

Ceiling vents: Make sure they are ALL fully closed

Bathroom: Make sure shower door is closed & locked – make sure ALL toiletries are stowed safely

Cabinets: Make sure ALL the doors & drawers are closed in locked position

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Interior cont'd

Kitchen: make sure any counter items are either stowed away safely or locked away

Bedroom: All loose items are put away safely

Slide Outs: make sure there is nothing in their way to be brought in fully - install travel lock bars!

Make sure there is nothing loose inside that could cause damage or be damaged

Faucets: Make sure they are all turned off

AC: make sure it's OFF

Lights: turn all interior lights off

Blinds: In desired position

Entry Door: closed and locked

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Arrival

Location: Try to find a relatively flat location – makes the levelling easier as well as set up of chairs etc

Power: before you do anything else check the service post (shore power)! Where needed check for polarity. Check condition of power receptacle! Check the condition of the female plug and the gap of the brass contacts inside them. They should be almost touching. A loose connection can create arcing, which in turn creates heat, in turn a melting of the plug.

Parking: Attempt to park your RV within reasonable connecting distance to the service post

Set-up: After you're in Park mode set the parking brake – the hydraulic system won't engage the levellers unless the parking brake is also engaged.

For pull-along proceed to unhitch.

Set levelling pads: do **NOT** patio stones to support your RV levelling system as they are NOT designed for weight distribution! Place proper supporting blocks under the levelling jacks. Make sure everyone is away from them before engaging the jacks. We're talking immense down pressure! Keep the engine running to provide needed additional power to the system.

Slide-outs: Remove the travel lock bars first! Make sure you've check for any obstructions before extending them. Extend slide-outs.

No Warning Tone: Once you're done with levelling and there are no warning lights (jacks and headlights) turn your engine off.

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Arrival cont'd

Steps: With the powered steps turned on, open the door. Once open turn off the powered steps switch otherwise they'll keep closing and opening. It's a real pain; plus it saves your engine battery.

Power Cable: Connect your power cord to the shore. If your microwave lights up your connected!

Refrigerator: Make sure the frig has shifted to shore power. Unlock the frig doors and check for spills. Better now than when you go to get the mustard.

Water: Make sure ALL the taps are off first! Double check to make sure both the hose AND the city water inlet have a washer! With a clean water hose, connect your RV to the service post water tap. If you have water filter make sure it's connected between the source and your hose. If you need a water pressure regulator make sure to have it properly installed to the RV water city inlet prior to connecting your hose. Double check to make sure the system is set to city water and not the fresh water tank as your source.

Water check: First open a window to help with directions. Have someone (P2) inside the RV open all the access cabinets to the sinks and water heater and that the water heater is NOT in by-pass mode. The person outside (P1) should then open the outside water source slowly. Have P2 check for leaks under the sinks and behind the water heater. No leaks? Great now you may open the outside water source fully.

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Arrival cont'd

Tip: open the pressure release (PRV) on the water heater as it fills. Once the valve spurts some water close it. This helps to reduce the amount of air that will come rushing out your taps.

P2 may now open each tap. I suggest opening one at a time and slowly to prevent burst of air and water until you have a steady flow. Don't forget to run water into the toilet!

Sewage: Connect your RV sewage hose, with the adapter if needed, to the site sewage inlet.

Grey Water Tank: Here you have a choice.

You can open the grey water valve until the black water tank is about $\frac{1}{2}$ full and then close it. It is needed to flush the sewage line properly after the black water tank valve is opened to empty the black water. You repeat the process once the black water tank is emptied and its valve closed.

Or you can leave the grey water valve closed until its tank needs to be emptied and/or is needed to flush the sewage pipe after the black water tank is emptied.

I prefer to leave it closed until needed open as it helps to prevent sludge from building up at its outlet.

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Arrival cont'd

Black Water Tank: With the black water tank valve closed, monitor the level during your stay. Empty the tank once it has become at least $\frac{3}{4}$ full. It needs that volume to properly flush its contents. Once emptied and its valve reclosed, add a good 2 gallons of water down the toilet and then add your RV designed treatment chemical. It is needed to re-stimulate bacterial breakdown or you're in for a nasty problem down the road!

Propane: First ensure that all interior propane valves are closed. Once completed you may open the propane tanks. Time to make sure that the propane alarm is on. Its cycle should finish once the annoying (but lifesaving) beeps stop.

Stove: I always like to start with the stove. I have found that this allows for a continuous supply of propane through the lines, thus making it easier to ignite the water heater etc. First turn on the overhead fan to remove any fumes. With the handle in its correct position proceed to light the pilot. Once it's lit, open one burner valve and light. Once it has a strong full flame proceed with the other burners, one at a time. . Do one burner at a time! Turn off all burners completely.

Water heater: If yours has an electric ignition, then turn the switch on. The light should go off once it's lit. If it requires manual ignition then head outside and proceed with the given procedure to lighting your water heater.

TV: If needed proceed to raise the TV antenna. If you need the satellite then proceed with its setup.

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Tools, medications, toiletries, food etc

We could make endless lists for you but we figure that would just drive you crazy!

That said, it doesn't hurt to make your own checklist to make sure you have everything you need for an enjoyable season.

One of the most important is your septic chemicals. We once had to endure the stench of a rental motorhome septic system on our trip to our destination. The departure was a rush and the previous client had not used proper septic chemicals. We wouldn't want that on anyone! Needless to say I remedied the situation as promptly as possible.

We have your needed chemicals so reach out to us and avoid such an unwanted experience.

With everything completed its time to set up the outdoors to your liking!

Have yourselves a great time and a great season!!

If you have any questions/suggestions please feel free to reach out to us.

info@ottawavalleyrv.com

If you need sewage chemicals or other products well gladly assist you.

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