**Arriving at boat**

Note: This Word doc used form fields. Form fields are activated by clicking the “Protect Form” icon in the Developers Tab in Word (Developer Tab my not show by default). When protected, only the fields may be modified. To modify the form, unprotect the form, make the changes, and then reprotect it.

**Initial**

**Main salon**

Electrical panel – set

Check frig for food quality

Adjust heat – A/C

Main

Aft

Forward

Aft deck light switch on (stays on)

**Engine Room**

Overall check for problems

Check fresh water level

Check bilge for standing water

**Heads**

Refresh crystal gel

Run head for 30 seconds

**Outside**

Port A/C pumps – flowing

Check lines and bumpers

**Once settled**

**Main salon**

Set up computer/WiFi

Refresh crystal gel

Check windows for leaks

Keys on float

Strap on glasses

**Main Stateroom**

Check windows for leaks

Refresh crystal gel

**Flybridge**

Freezer - unlocked

**Aft deck**

Check icemaker

**General**

Stow items brought to boat

Check maintenance schedule

Buy groceries

**Before Getting Underway**

**General**

Crew/guest briefing

Check weather

File float plan

Fill fresh water level

Dispose of trash

Pump holding tank?

Review departure route

Review anchor up plan

Distribute boat hooks

**Main Salon**

Secure counters/computer

Secure frig doors

Side doors

Electrical panel – set

Saltwater pump on if anchorage

**Forward Stateroom**

Secure porthole

**Main Stateroom/laundry**

Secure counters

Check aft portholes

**Engine Room**

Set fuel manifold

Check for loose items

Lock toolbox

Check fuel level

Check V-belts

Check strainers

Check fluid levels

Engine oil

Transmissions

Generators

Coolant

Stabilizers

**Heads**

Secure counters

Set Y-valves for destination

**Aft deck**

Furniture in place (lines clear)

Rescue stick out

Rescue sling out

Secure ladder (swim/side)

**Foredeck**

Secure lockers/boxes

Remove rail covers?

Secure anchor

**Flybridge**

Ready electronics

Radios/hand held

Radar

Chart plotters (both)

GPS

Synchronizer - off

Sonar

Auto pilot/remote

iPad

Items on bridge

Charts

Binoculars

Sunglasses

Camera

Drinks

Unlock brow doors

Check air & secure dinghy

Secure bicycles

Secure scooter

Secure Nordic track

**Launch Plan**

**Engine Room**

Start generator

Check generator exhaust water flow

Switch to running generator

Switch electrical panel to GEN

Disconnected shore power cable

Start engines (10 min warm-up)

Check engine instruments

Check engine exhaust water flow

**From Anchorage**

Saltwater hose hooked up

Remove anchor bridle

Release break

Retrieve & wash anchor

Set anchor

Set break

Secure anchor chain

**From Dock**

Plan line removal (short tie when possible)

Plan bumper removal sequence

**While Underway**

**As soon as clear of harbor**

Engine gauges

Engine room

Leaks

Odd noises

Generator gauges

Secure door

General walk through

Set timer for next check

**Engine room checks**

1st hour  2nd hour  4th hour  8th hour  12th hour

Engine room

Leaks

Stuffing boxes

Odd noises

Generator gauges

Set/check fuel polisher

Record temperature readings\* <Engine-Room-Temp-Log.xlsx>

Secure door

Check engine exhaust water flow

\* Engine room temps are recorded in an Excel file, which can be opened via the link above. The first reading of the day, change the name of a worksheet to todays date at the bottom. See instructions in the “Original” worksheet in the file.

General walk through

Set timer for next check

**Arriving Dock/Anchorage**

**Per arrival**

**General**

Crew/guest briefing

Survey the area (wind, current, traffic)

Review arrival route

Distribute boat hooks

**Aft deck**

Furniture in place (lines clear)

**Arrival Plan**

**At anchor**

Determine necessary rode (color)

3:1 – lunch, 5:1 clear, 7:1 storm

Who controls windless?

Ready anchor bridle

Release break

Deploy anchor

Set anchor

Install bridle

Set break

Secure anchor chain

Set stern anchor if needed

**At dock**

Plan line attachment (spring line first)

Secure lines in place

Plan bumper placement/sequence

**Once secure**

**Engine shutdown**

Let engines idle for 5 minute

Turn off Synchronizer

Shutdown engines

**Generator shutdown**

**At anchor**

Switch to 8KW if necessary

**At powered dock**

Plug in shore power/check

Switch electrical panel to SHORE

Turn off generator breaker

Turn off generator

**Main Salon**

Electrical panel - set

Anchor light?

**Engine Room**

Set fuel manifold

Unlock toolbox

Check strainers

**Heads**

Re-check Y-valves for location

**Aft deck**

Rescue stick in

Rescue sling in

Release ladder (swim/side)

**Foredeck**

Secure lockers/boxes

Wash down deck (use saltwater if at anchor)

**Flybridge**

Turn off electronics (move if necessary)

Return charts on salon

Binoculars on bridge

General cleanup

**Leaving Boat Unattended**

**Packing**

Keys

Phones

iPad

Computer

Dirty clothes?

Receipts

Take-home stuff?

**Paula**

Flight case, Bose headset

Empty boat purse - billfold, calendar, list

Sunglasses

Bedside – pills, glasses case, watch, retainer

Jewelry

Shoes – work, flips, orthotics

Knitting

Flashcards

Bible study

**Tom**

Hearing aids

Pills

Camera equipment

Project materials

**Whole boat**

All trash cans - emptied

Turn off computer/internet equipment

Vacuum - run

Bumpers - secured

Doors – locked

A/C - salon & main on cool-76° (heat 65°),

- forward stateroom - away

**Outside**

Port A/C pumps flowing

Dock lines set

Rail covers on

Anchor secure

**Main stateroom**

Refresh crystal gel

Turn off printer

**Main head**

Refresh crystal gel

Toilet – cleaned (cycle water for 30 sec)

Shower curtain - centered

Fan – low

Cabinet doors - open

**Main salon**

Refresh crystal gel

Radios - plugged into chargers

Switch panel - set

WiFi off

Side doors - locked

Curtains - closed

Aft deck light switch off

Light - on

**Fwd stateroom**

Secure hatch

**Guest head**

Refresh crystal gel

Toilet – cleaned (cycle water for 30 sec)

Cabinet doors - open

Door - ajar

**Galley**

All food - sealed

Microwave, toaster oven – clean

Refrigerator - cleaned out

**Engine room**

Fuel switches - off

Tools put away

A/C strainer?

Lights - off

**Aft deck**

All furniture – secured

Gas off on grill

Icemaker ice to freezer, icemaker off

**Flybridge**

Freezer locked

Bicycles locked/covered

Scooter locked/covered

Dock boxes locked

Brow doors locked

Nordic Track under cover

Helm cover on

Dinghy plug out!

Dinghy and winch secured

Dinghy battery charger on

Dinghy cover on?