**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?