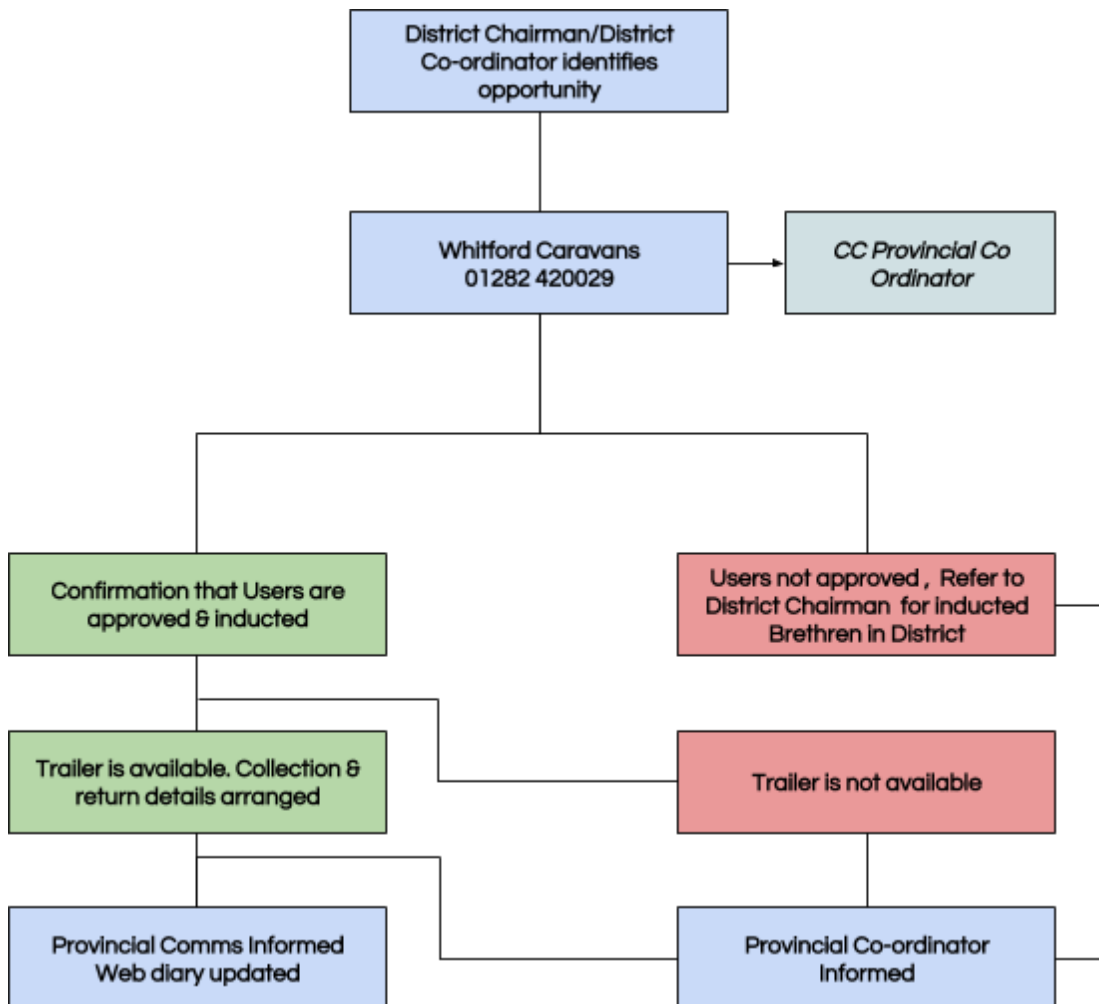




The Provincial Grand Lodge of East Lancashire

Trailer Booking



WEBSITE DOCUMENT

Trailer Induction Sheet

Please note, this list is not exhaustive and has been compiled as a guide only for trained users/coordinators, when handing over Trailer responsibility to new users/refreshing on use of trailer.

COLLECTION

- 1) CHECK EXTERNAL / TYRES OK ETC
- 2) EXPLAIN TOW LOCK HOOK UP PROCEDURE PROCEDURE
- 3) MAKE SURE VEHICLE SUITABLE TO TOW 1950 KG (2 TONNE)
- 4) HOOK UP AND CHECK BRAKE LIGHTS ETC
- 5) OFF WE GO - **50MPH -MAXIMUM**

SITE ARRIVAL

- 1) POSITION / UNLOCK / LEVEL / JACK PROCEDURE ETC
- 2) UNLOCK FRONT DOORS (PADLOCK ONLY)
- 3) FOLD BOTH DOORS BACK AND SECURE BACK TO TRAILER IN SINGLE POSITION
- 4) RELEASE CANOPY AND SPRING INTO POSITION
- 5) FOLD DOWN STEPS / ADJUST UNTIL LEVEL
- 6) FIX BOTH HAND RAILS TO STEPS , L&R IDENTIFIED
- 7) PULL DOWN CANOPY AND FIX PELMET / SPRING BACK INTO POSITION
- 8) EXPLAIN VARIOUS DOOR POSITIONS / FOLD TO HANDRAIL / BACK TO UNIT BIFOLD VIA NEW CABIN HOOK BRACKETS/ ANGLE POSITION WITH FIXING RODS ETC
- 9) GENERATOR CHECKS BEFORE CONNECTION / WIRING AND START PROCEDURE
- 10) INTERNAL FACILITIES EXPLAINED / PROMOTIONAL MATERIALS
- 11) AUDIO VISUAL EQUIPMENT CONNECTIONS / DISPLAY
- 12) GAZEBO FACILITIES

COMPLETION

- 1) BRIEF CLEANUP -VACUUM IN TRAILER
- 2) REMOVE GENERATOR AND PACK AWAY / OR SITE DISCONNECTION
- 3) FOLD BACK DOORS TO SINGLE POSITION
- 4) PULL DOWN CANOPY AND REMOVE PELMET
- 5) LET CANOPY RETURN TO UP POSITION
- 6) REMOVE HAND RAILS
- 7) ENSURE ALL EQUIPMENT SECURE IN TRAILER
- 8) FOLD UP STEPS
- 9) PULL DOWN CANOPY AND SECURE
- 10) RELEASE DOORS AND CLOSE
- 11) PADLOCK DOORS
- 12) REMOVE REAR JACK POINTS AND PACK AWAY TO REAR STORAGE COMPARTMENT
- 13) RELEASE TOW BAR LOCK FACILITY / BRAKE ETC
- 14) HOOKUP VEHICLE
- 15) CHECK BRAKE LIGHTS ETC
- 16) OFF WE GO HOME **50MPH -MAXIMUM**

HITCH LOCK TO BE FITTED AT ALL TIMES WHEN TRAILER NOT ATTACHED TO VEHICLE FOR INSURANCE PURPOSES

WEBSITE DOCUMENT