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Caravan Check List - ARRIVAL SET UP

- Engage jockey wheel, disengage level riders & unhook chains from vehicle
- Engage caravan hand brake
- Remove level riders & store in front boot
- Unhook van from vehicle and level with jockey wheel.
(TIP - door should slowly close when caravan is level) Set stabilisers
- Disconnect all electrics from vehicle including quick release braking system
- Plug in 240 Volt lead check power switch on fridge is now set to AC
- Hook up mains water hose release pressure momentarily from caravan by operating outside tap before using Internal taps.
- Hook up sullage hose

POP TOPS

- Unclip roof locking clips and set awning lever to open undo lock knobs pull out lock clips and partly pull out awning approx 300mm
- Lift roof and secure locking device
- Turn on gas bottle check that no appliance valves are on
- Open hatches & windows
- Install TV. Set antenna or attach co-axial cable if available tune in channels
- Remove travel packing & Install microwave dish
- Set awning and attach anti flappers or de flapper kit.

Caravan Check List- HOOK UP & DEPARTURE

- Close and lock all windows
- Close and secure front window protector
- Awning mechanisms locked and secured for travel
- Turn off gas bottle taps
- Switch fridge to 12 volt (DC)
- Check contents of fridge are safe & secure for travel
- Remove TV and secure for travel
- Remove Microwave plate and secure for travel
- Check all cupboards locked and ensure items inside are safe to travel

POP TOPS

- Lower roof and Secure all 4 Roof locking latches
- Disconnect 240 Volt lead and pack in front boot
- Disconnect Co-axial cable Coil evenly & secure twist wire
- Raise stabilisers and lock in position for travel
- Fit mirrors to vehicle
- Hook up van & fit chains (cross chains) (ensure ball latch is engaged)
- Attach electrical plug to vehicle (check lights for operation)
- Fit level riders
(TIP - use jockey wheel to raise hitch enabling an easier attachment of level riders)
- Remove jockey wheel and store in front boot
- Release Brake controller (flip locking latch away from teeth)
- Close and lock front boot
- Close and lock caravan door
- Return Keys, co-axial cable to Caravan Park office and advise staff member you are leaving.
- Ensure hand brake is off on towing vehicle, fasten seat belts travel safe

*Thank you for visiting Lakes Entrance and staying with us,
Pete & Helen*