**Check list for leaving the yacht. Allow 2 hours for completion.**

|  |  |  |
| --- | --- | --- |
|  | Top up Diesel and outboard unleaded fuel if below 75% full | Check |
|  | Check and refill Gas if needed - weigh partly used cylinder with the scales. Tare weight is stamped on bottle. Use your judgement on refilling. Buy gas from Barbecue Factory, Darley Street, Mona Vale | Check |
|  | Remove all personal gear and food | Clean |
|  | Remove garbage and recycling | Clean |
|  | Vacuum saloon, cabins, galley | Clean |
|  | Clean and dry fridge and freezer. Defrost and empty drip tray under fridge ice box. Turn fridge/freezer Off on way back to marina to help defrost them. Put a bowl of hot water inside. Leave fridge & freezer doors open. | Clean  Open |
|  | Clean the toilets. Pump some superbowl toilet conditioner. Flush toilets with fresh water and leave fresh water in the toilet bowls to reduce the bad sea water smell. | Clean |
|  | Empty and clean out cockpit table compartment | Clean |
|  | Gas barbecue cleaned | Clean |
|  | Mop or wipe internal floors and stairs | Clean |
|  | Shut and secure all hatches and ports |  |
|  | Close all window blinds |  |
|  | Check all Berthing lines to ensure position of boat in berth is Ok |  |
|  | Fabric covers to steering wheels & cockpit table fitted |  |
|  | Dinghy secured on foredeck |  |
|  | Winch handles stowed in cockpit lockers |  |
|  | Boat hook stowed in forward shower |  |
|  | All lines and sheets coiled and stowed |  |
|  | All halyards, Pole topping lift secured away from mast to avoid slapping |  |
|  | Topping lift adjusted |  |
|  | Mainsail neatly flaked, boom bag zipped up and mast-boom cover fitted |  |
|  | Genoa neatly furled and secured by two turns of sheets around it and around winches |  |
|  | Fenders stowed in cockpit lockers |  |
|  | Cockpit cushions stowed in cockpit lockers |  |
|  | Liferings, lifesling, and inflatable danbuoy removed from the pushpit rails and stowed in forward shower. NEVER ON BEDS. |  |
|  | Gas turned Off at galley stop cock, gas detector panel and the bottle | Off |
|  | 240 Volt AC electrical panel - in cupboard above VHF radio   * + Set Shore Power selector switch to desired power source – usually LAND   + Connect shore power cable   + When shore power is connected the Green LED light at the top left of the panel will be illuminated   + Leave main RCD circuit breaker On   + Turn hot water circuit breaker Off   + Leave power point circuit breakers On for the dehumidifier   + Turn battery charger circuit breaker On | LAND  Green  On  Off  On  On |
|  | Check the Battery meter. Are the batteries charging? Positive amps going in? | Check |
|  | 12 Volt DC electrical panel:   * + Bilge pump is on a float switch and wired always On   + Red 12 Volt DC main switch (slide the black part up and press red button) - to the right of the control panel. | Off |
|  | Bow thruster Isolator switch turned Off. | Off |
|  | Heads and Galley Seacocks - in cupboards in the heads and under the sinks:   * + Toilet inlet seawater seacocks   + Sink drain seacocks – leave open for dehumidifier drain   + Shower drain seacocks   + Toilet waste (sewage) seacocks – always leave closed in port | Closed  Open  Closed  Closed |
|  | Set up Dehumidifier on galley bench or stove top.   * Set dial to just below Normal position. * Put drain hose into a sink. Sink sea cock must be open; 240V power points on. |  |
|  | Water tanks   * Refill forward and aft water tanks. Double check and use extreme caution to ensure you use the correct filler. Diesel and Water don’t mix. * Check water tank level on display panel. | Caution  Full |
|  | Lock Outboard motor screw clamps with long shank padlock and lash it to the rail | Lock |
|  | Hose Off topsides, cockpit, transom and underside of swim platform | Clean |
|  | Engine shutdown   * + Engine isolator switch - base of stairs   + Engine seawater cooling inlet seacock – leave Open   + Diesel fuel cock in starboard aft cabin – Leave Open   + Check engine for fuel, oil or water leaks   + Check engine oil and sail drive oil levels, care with dipstick | Off  Open  Open  Check  Check |
|  | Fit steering wheel covers, table cover, winch hats |  |
|  | Complete Skipper’s report form for Maintenance Officer. Send the report by Email. You could also photograph and include it. Or hand it to the Maintenance Officer. |  |
|  | Lock Companionway doors | Lock |
|  | Lock starboard cockpit locker with combination padlock | Lock |
|  | Hang keys on the hook on the forward bulkhead in the port cockpit locker.  Lock port cockpit locker with combination lock | Lock |
|  | Close transom platform | Close |
|  | Depart Namadgi3 via the port side lifeline gate using the fender step |  |
|  | Close the lifeline gate. Leave fender step in place. | Close |