

Caravan Movement Checklist

Movement From Site To Site Or Storage To Site	
Item	Action
Evening Prior to Departure or on the day if moving from storage	
Outside	
Caravan wheels	Check torque setting ____NM
Tyres (Car and caravan)	Check pressures (Van ____psi/bar Car front ____psi/bar rear ____psi/bar)
Wing mirrors	Fit wing mirrors to car and align
* Awning	Take down and pack. If possible, stow in car for transit
* Satellite dish	pack down and stow
* Clothes line	Disassemble and stow
Day of Departure	
Inside	
* Shower head	Take down and stow on floor of shower (in padded bag or similar)
* Toilet roll	Ensure made non round to avoid unrolling or secure with elastic band
Toilet	Empty* and recharge. Ensure blade is in closed position before departure
* Bathroom shelf etc.	Ensure all loose items are stowed or secured
* Bathroom Roof Light	Ensure closed and locked
* Bathroom window	Ensure closed and locked
Taps	Ensure all taps / shower controls turned off (should have been left open for winter)
Bathroom door	Ensure locked open / closed as appropriate and secured
* TV	Disconnect, demount and stow
* Tops / table	Table and all loose items to be stowed
* Overhead lockers etc.	Ensure all items properly stowed and doors locked shut
* Kitchen sink area	Ensure all loose items are stowed or secured
* Cooker	Ensure top is folded down, oven door and grill flap closed and secured
* Waste bins	Empty and reline
* TV aerial	Ensure fully retracted, pointed toward the rear of the caravan and locked
#Master switch	Ensure switched on
Fridge	Ensure closed and lock enabled – Switch to 12 volts just before departure
* Roof lights and windows	Ensure fully closed and locked
* Wardrobe(s)	Ensure shut and locked
* Microwave	Remove turntable and stow
* Pump switch	Turn off
Caravan Tracker	Disarm
	* items not required when moving from storage to pitch (should already be done)
	# item only required when moving from storage

Caravan Movement Checklist

<u>Item</u>	<u>Action</u>
Outside	
* Waste water	Empty waste container & stow with waste water pipes. Ensure outlet(s) shut
* Fresh Water	Remove pump and / or hose. Empty container and stow it and hose/pump
Wheel/clamp & hitch lock	Remove wheel lock. Remove lock and dummy tow ball from hitch and stow all.
* Front locker	Ensure all small items secure from falling down holes
* Gas	Turn off gas at the cylinder
Legs	Ensure fully retracted
Nose weight	Check and redistribute weight in the caravan if required.
* Mains cable	Disconnect, coil up and stow
Hitch and hitch Stabiliser	Ensure fully engaged and mechanical green indicators showing after hitch up
Handbrake	Ensure fully off after hitch up
Mover	Ensure mechanically disengaged and switched off electrically after hitching up.
12N/12S/13 pin plug	Ensure fully inserted in socket(s) after hitching up
Towing Stability System	Ensure green light is steady or flashing after inserting 12N/12S/13pin plugs
Jockey wheel	Ensure fully up and locked firmly in up position after hitch up
Breakaway cable	Ensure connected after hitch up
Indicators and lights	Check operation after hitch up and before moving off
External hatches	Ensure all closed and locked including front locker
Pitch	Check nothing left behind. Recheck all above and go
	* These items not needed if moving from storage. Should have been done before
On Arrival at Site	
TV (if using satellite)	Ensure a clear line of sight in the direction 29.5E (Astra 2) when selecting pitch.
Handbrake	Before unhitching, apply handbrake or engage motor mover
Jockey wheel	Lower and ensure securely locked in position. Raise front of van and unhitch
12N/12S/13 pin plug(s)	Make sure fully disconnected before moving car away from van
Breakaway cable	Ensure disconnected before moving car away from van
Hitch	Make sure fully disengaged before moving car away from van
Caravan position	Ensure level and wheel lock receptor lines up before legs are lowered
Mover	If used, apply handbrake then disengaged mover mechanically & electrically
Legs	Lower hard down after levelling and positioning van
Hitch lock	Insert dummy ball and apply hitch lock
Wheel clamp	Apply after levelling and positioning van
Caravan Tracker	Arm
Mains electricity	Connect up. Lock connector box afterwards if appropriate.
Fridge	Switch to mains
Water	Set up fresh and waste water containers as appropriate. If first use this season fit new water filter and sterilise system before use using Milton or similar
Gas and water pump	Turn on
TV	Set up sat dish or raise and position aerial as required and / or tune in TV
Wing mirrors	Remove and stow
Self and Partner	Have coffee / beer / glass of wine as required. Repeat as necessary!

Caravan Movement Checklist

Movement to Caravan Storage	
Item	Action
Evening Prior to Departure	
Caravan wheels	Check torque setting ____NM
Tyres (Car and caravan)	Check pressures (Van ____psi/bar Car front ____psi/bar rear ____psi/bar)
Awning	Take down and pack. If possible, stow in car for transit
Satellite dish	pack down and stow
Wing mirrors	Fit wing mirrors to car and align
Clothes line	Disassemble and stow
Day of Departure	
Inside	
Shower head	Take down and stow on floor of shower (in padded bag or similar)
Toilet roll	Ensure made non round to avoid unrolling or secure with elastic band
Toilet	Empty and clean. Ensure blade is in open position before departure
Toilet flush cistern	Drain down. (drain is normally situated in the toilet cassette compartment)
Bathroom shelf etc.	Ensure everything is stowed and secure
Bathroom Roof Light	Ensure closed and locked
Bathroom window	Ensure closed and locked
Bathroom door	Ensure locked open / closed as appropriate and secured
TV	Disconnect, demount and stow
Tops / table	Table and all loose items to be stowed
Overhead lockers etc.	Ensure all items properly stowed and doors locked shut
Kitchen sink area	Ensure all loose items are stowed or secured
Cooker	Ensure top is folded down, oven door and grill flap closed and secured
Waste bins	Empty and reline
TV aerial	Ensure fully retracted, pointed toward the rear of the caravan and locked
Fridge	Empty, clean, switch off and lock shut for the journey
Roof lights and windows	Ensure fully closed and locked
Wardrobe(s)	Ensure shut and locked and contents secure.
Microwave	Remove turntable and stow
Pump and master switch	Turn off both
Caravan Tracker	Disarm
Hot/cold water system	Drain down. See caravan instructions for details. Ensure all water removed.
Taps	Turn on all taps/shower controls & set temperature controls to mid position
Food cupboards	Remove all perishables and dispose of items that will not keep over winter
Batteries	Remove all batteries from fire alarms, CO2 alarms, clocks and TV remotes etc.

Caravan Movement Checklist

Item	Action
Outside	
Waste water	Empty waste container & stow with waster water pipes. Ensure outlet(s) shut
Fresh Water	Remove pump and / or hose. Empty container and stow it and hose/pump
Wheel/clamp & hitch lock	Remove wheel lock. Remove lock and dummy tow ball from hitch and stow all.
Front locker	Ensure all small items secure from falling down holes
Gas	Turn off gas at the cylinder
Legs	Ensure fully retracted
Nose weight	Check and redistribute weight in the caravan if required.
Mains cable	Disconnect, coil up and stow
Hitch and hitch Stabiliser	Ensure fully engaged and mechanical green indicators showing after hitch up
Handbrake	Ensure fully off after hitch up
Mover	Ensure mechanically disengaged and switched off electrically
12N/12S/13 pin plug	Ensure fully inserted in socket(s)
Towing Stability System	Ensure green light is steady or flashing after inserting 12N/12S/13pin plugs
Jockey wheel	Ensure fully up and locked firmly in up position after hitch up
Breakaway cable	Ensure connected after hitch up
Indicators and lights	Check operation after hitch up and before moving off.
External hatches	Ensure all closed and locked including front locker
Pitch	Check nothing left behind. Recheck all above and go
On Arrival at Storage Facility	
Handbrake	Before unhitching, apply handbrake or engage motor mover
Jockey wheel	Lower and ensure securely locked in position. Raise front of van and unhitch
12N/12S/13 pin plug(s)	Make sure fully disconnected before moving car away from van
Breakaway cable	Ensure disconnected before moving car away from van
Hitch	Make sure fully disengaged before moving car away from van
Caravan position	Ensure wheel lock receptor lines up before legs are lowered
Mover	If used, apply handbrake then disengaged mover mechanically & electrically
Legs	Lower hard down after positioning van then release hand brake.
Hitch lock	Insert dummy ball and apply hitch lock. Apply hitch cover if available
Wheel clamp	Apply after levelling and positioning van
Caravan Tracker	Arm
Fridge	Ensure door wedged open
Dehumidifier	Set up in a plastic washing up bowl or similar near the centre of the van
Wing mirrors	Remove and stow
Leisure Battery	Remove and take home to charge or connect solar panel charger. Lock battery box.