7 February 2002

Standard Operating Procedure for Gear To Go Maintenance of Rental Equipment

1. All Equipment is inspected prior to season of use.

2. The following equipment is inspected and serviced by Gear To Go trained Facility Technicians/Operators.
    a. Alpine skis
    b. Trailers
    c. Boats
    d. Tents
    e. Stove and Grills
    f. Game equipment, Recreation equipment

3. Alpine ski preventive maintenance:
    a. Gear To Go trained professionals follow the Tyrola Hi-Tech Symrent Procedures
    b. Attachment A is binder with instructions
    c. All skis are inspected after each rental return to Gear To Go and serviced before the next rental.

4. Trailers
    a. Gear To Go has both hardtop and pop up trailers.
    b. Attachment B is the Maintenance checklist followed by Gear To Go personnel.

5. Boats
    a. Rental boats include Boston Whalers, canoes, and Kayaks.
    b. The following inspection is completed for each item prior to rental:
        - Trailer Serviceability – the following items are checked: tires, lights, bearings, and tie downs.
        - Boat Serviceability – the following items are checked – engine (make sure it starts), prop engages to forward, neutral, reverse and returns to a slow idle, engine shuts off by switch with safety lanyard.
        - Each vehicle must have a Coast Guard recommended passenger capacity placard attsached, life vests, bailing plug, life ring throw, painter line, distress flag and distress whistle.

6. Tents
    a. Camping Tents and Party Canopies are available for rental.
    b. When a tent is returned from rental the following inspection is performed:
        - Check for rips in fabric and serviceability
        - Check for all grommets in place and zippers and other closures are in working order

- Ensure all parts are returned to include poles, stakes, ropes, rain fly, sidewall and instructions
- Ensure item is clean, damage free, and complete

7. Stoves and Grills
    a. Small camping stoves and large outdoor grills are available for rental.
    b. When a grill is returned from rental the following inspection is performed:
        - Item is inspected, ready for service and clean
        - Check gas valves and connections for wear and/or damage
        - Instructions are included
8. Game Equipment and Recreation Equipment
    a. Various non-technical game equipment and recreation equipment are available for rental.
    b. When the equipment is returned the following checks are performed:
        - Check for safety, wear, damage, missing parts
        - Instructions are included for use and game rules

9. The Gear To Go staff performs all general maintenance. If additional technical maintenance or repair is required on any piece of rental equipment it is taken to a local retailer to restore or replace to its proper working condition.

Charles Nicholas
FACILITY TECHNICIAN

OPERATIONS TEAM LEADER

Attachment B

GEAR TO GO

Hard Top and Pop-Up Trailer Maintenance Checklist

Trailer Maintenance Checklist	Date Checked	Remarks
BEFORE EACH TRIP		
Inspect safety chains	8/13/2002	
Inspect trailer/tow vehicle wiring connections	8/13/2002	
Inspect LPG leak detector	8/13/2002	
Inspect hitch components	8/13/2002	
Test break-away switch	8/13/2002	
Inspect tires for wear	8/13/2002	
Check tire pressure	8/13/2002	tire pressure low
Check wheel lug nut torque	8/13/2002	
Check exterior lighting	8/13/2002	replaced bulbs
Inspect LPG components	8/13/2002	
Inspect A/C ceiling assembly bolt tightness	8/13/2002	
Lubricate crank-down stablizers	8/13/2002	
Inspect and clean battery, cables and terminals	8/13/2002	
Check fire extinguisher	8/13/2002	fire dept inspected
Test G.F.C.I.	8/13/2002	
Wash exterior (trailer closed)	8/13/2002	
Inspect and clean water pump filter	8/13/2002	
Re-pack bearings	8/13/2002	
MONTHLY		
Re-charge battery (where applicable)	5/15/2002	battery ok
Test 110 volt G.F.C.I. Circuits	5/15/2002	
EVERY TWO MONTHS		
Inspect exterior roof sealants	6/10/2002	
EVERY THREE MONTHS		
Clean and lubricate breakaway seith pin	7/3/2002	
Lubricate bed rollers (3 in 1 oil lubricant)	7/3/2002	
END OF SEASON - BEFORE STORAGE		
Check all roof mounted accessories	10/2/2002	
Lubricate lift arm pulleys and lift height adjustment	10/2/2002	
Winterize water system and drains	10/2/2002	
Lubricate glide-out compartment track and rollers	10/2/2002	
Disconnect battery (where applicable)	10/2/2002	
Ensure tenting fabric is dry	10/2/2002	
Remove and clean shower curtain	10/2/2002	replaced shower curtai
Clean fresh water hoses and storage tanks	10/2/2002	
PRIOR TO RENTAL SEASON		
Inspect all hot/cold drain plumbling components	4/1/2002	
Inspect brakes/Adjust (200 miles initially; 3000 miles thereafter	4/1/2002	
Sanitize fresh water tanks system/cassette potty or tanks	4/1/2002	
Lubricate coupler and latch	4/1/2002	
Complete LPG pressure and system check	4/1/2002	
Re-pack wheel bearings (every 12 months or 12,000 miles)	1/2/1900	
AS NEEDED		
Clean tenting	7/16/2002	
Clean interior (cushions, covers, bed vinyl, mattresses)	7/16/2002	
Lubricate door latches and locks	7/16/2002	