

YARA Appendix – Comms Trailer Transport

Checklist

1. Preparing to move the trailer
 - Individual towing vehicle has been approved to tow the comms trailer
 - Tow vehicle meets minimum specs:
 - 5000lb towing capacity
 - 500lb tongue weight capacity
 - an electronic brake controller
 - All loose items have been removed from top of drawers and workbench and put away in designated drawers or other locations
 - All drawers are firmly closed and locked
 - Power systems have been turned off
 - All coax hatches are locked
 - External power hatch is locked
 - Screwdriver antenna has been lowered
 - If necessary, the antenna mast is removed and stored inside the trailer
2. Connecting to tow vehicle
 - Trailer ball hitch is the correct height
 - Tow vehicle ball hitch size matches the trailer hitch (2"?)
 - Pin is secure in bar attachment
 - Or equalizer bars are attached
 - Pads are placed under screw jack to raise and lower the hitch onto the hitch ball
 - Safety chain is cross attached
 - Electrical cable for trailer lights and brake system is inserted and firmly attached
3. Final preparation to move
 - Chocks and jack pad are in the trailer
 - Drawer keys are on the hook by the door
 - Checked for any obstructions in moving in any direction – nearby objects, trees, rocks, etc.
 - If necessary, the antenna mast is removed and stored inside the trailer
 - If backing up, the lower back end of trailer has been checked that it will clear anything behind it
 - The entrance handrail is closed flush with the trailer and clicked into place
 - The latch handle and door are both locked with a key
4. Highway travel
 - Normal highway guidelines and precautions are followed
5. Parking the trailer
 - Slowly back trailer into designated space. If possible, assistant is watching and providing guidance

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- When backing up, the lower back end of trailer has been checked that it will clear anything behind it
- Chocks have been placed securely under the wheels before disconnecting trailer
- The electrical cable is wrapped around the jack so that it is not laying on the ground
- The ball security device is locked onto the tongue of the trailer so that no one can connect the trailer to another tow vehicle
- The cabinet keys are hung inside on the hook by the door
- The latch is locked, and the trailer keys are returned to the key custodian

Details of trailer-moving procedures



All loose items are put away in the drawers. The drawers are locked with a key and checked so that they don't open in transit



Power systems have been turned off by pressing the red button on the switch.



Checked for any obstructions in moving in any direction – nearby objects, trees, rocks, etc.
If necessary, the antenna mast is removed and stored inside the trailer



The screwdriver antenna is lowered.
The control switch is high on the wall on the same side as the antenna.



The equalizer hitch is installed (see additional notes at the end – to do).
Equalizer hitch pin is securely inserted.



Correct ball hitch matches height of tow vehicle so that the trailer rides level.

A pad is put under screw jack to provide base for the jack, especially in soft ground



Safety chain is cross attached



Electrical cable for trailer lights and brake system is inserted and firmly attached

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Chocks are removed and securely stored inside the trailer



The entrance handrail is closed flush with the trailer and clicked into place



The latch handle and door are both locked with a key
The external AC power access door is closed securely

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All coax access hatches are locked with a key



The rear access hasps are securely closed, and one padlock is locked

Parking at designated location



The trailer is backed into its designated parking area and positioned so that there is adequate clearance and access to the doors.

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When backing up, the ground level has been checked to ensure that the back end of the trailer will not dig into the ground



The chocks are placed under the wheels BEFORE the hitch is removed from the tow vehicle
You don't want a 2,000-pound trailer moving on its own when disconnect from the tow vehicle



The electrical cable is wrapped around the jack so that it is not laying on the ground



The screw jack is lowered onto the pad to take the weight of the trailer
The ball security device is locked onto the tongue of the trailer so that no one can connect the trailer to another tow vehicle



The cabinet keys are hung inside on the hook by the door
The latch is locked and the trailer keys are returned to the key custodian