

# Crow Wing County Event Sign trailer

## Checklist

- 1 Walk around Trailer and check over, document any damages to trailer.

- 2 Check inside trailer contents, do a physical count of all gear and document.

	Check Out Qty		Return Quantity	
Event in Progress	6	<div></div>	6	<div></div>
Base Stands	6	<div></div>	6	<div></div>
Safety Cones	25	<div></div>	25	<div></div>
Safety Vests	25	<div></div>	25	<div></div>
Slow/Stop paddles	4	<div></div>	4	<div></div>
Spare tire	1	<div></div>	1	<div></div>
Sand Bags	6	<div></div>	6	<div></div>
Reciever Hitch W/2" Ball	1	<div></div>	1	<div></div>
4 Wire to 7 Wire connector	1	<div></div>	1	<div></div>
Plastic Tote	1	<div></div>	1	<div></div>
Padlock on rear door	1	<div></div>	1	<div></div>

- 3 Show how to Hook up trailer

<div></div>	Connect trailer to reciever
<div></div>	Install safety pin on hitch
<div></div>	Connect Safety Chains
<div></div>	Connect Trailer Wiring
<div></div>	Check Trailer wiring for operation
<div></div>	Sign Insurance form
<div></div>	Copy of Drivers Licence and Insurance Card
<div></div>	Hand key for paddlock to customer

4	Name	<div></div>	Date checked out	<div></div>
	Adress	<div></div>		
	Phone #	<div></div>		
	Signature	<div></div>	Date Returned	<div></div>