

Use Instructions

- 1. Trailer Use** The trailer is available for use by UF/IFAS county extension agents in the Northwest District. Reservations must be made with Sandy Joyner in the NW DED office to ensure availability. **Towing the trailer requires a 2" trailer ball and proper wiring for lights and signals. Full sized vehicles (1/2 ton pick-up truck, 15 passenger van, large SUV like Expedition etc.) only should tow the trailer. This trailer is heavy, and although most any car could actually pull the trailer down the road, stopping it is another issue entirely.**
- 2. Access** The trailer can be accessed using the two combination locks on the side and rear doors. Call Sandy for the code.
- 3. Key** The keys to the trailer hitch lock and side door locks are to remain in the trailer on the hook at all times. This way they will never get lost. Unlock the hitch for travel, place the hitch lock in the back of the trailer and hang the keys back on the "I" hook in the back of the trailer.
- 4. Jack Wheel** The wheel on the trailer jack must be removed before travel. This wheel is not permanently attached. Twist the collar of the wheel and remove it after lifting the jack. Before jacking the trailer, locate the knob in the wheel collar, slide the wheel collar up the jack column and twist into the locking position.
- 5. Wheel Chocks** The trailer will roll with the jack wheel in place, which makes hooking the trailer back up much easier, but the trailer wheels must be chocked to keep the entire trailer from rolling when attempting to hook and unhook the trailer.
- 6. Organization** To make keeping all of the items organized and easy to find for every user, please keep all items in the container they belong in. The attached sheet gives a total inventory that includes where the items are stored, where they were purchased and the retail value for each in February of 2006. The final sheet gives list of items by container.
- 7. Exhibition** Many items in this trailer were purchased to aid in teaching families to prepare for disasters such as hurricanes well ahead of the event. These items can be displayed at festivals or extension programs. These displays must be supervised at all times. These items are not to be used for unmanned static displays or they will grow legs and never return.
- 8. Recovery** Many items in this trailer were purchased to aid recovery following a disaster such as a hurricane. The tarps, chain saws, generators, gas cans etc. are the responsibility of the county the trailer is checked out to. Items should be checked out to specific users for ease of tracking.

9. Before returning the trailer

- a. The inventory sheet should be checked off and signed by the responsible agent. Sheets are returned to Sandy in the DED office.**
 - b. Any items needing repair or replacement are the responsibility of the County Extension Office the trailer is checked out to.**
 - c. The outside of the trailer is to be washed off of any dust, dirt, etc. before being returned.**
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