

Pre-Delivery Check-List	
Prior to delivery	Checked-Off
email check list to dealer (So they know what to anticipate)	
Things to bring to the pick-up site	Checked-Off
Camera	
Flashlight	
Flat head Screwdriver	
Phillips head Screwdriver	
Delivery Invoice	
Hoses (Black, Gray, Potable) just in case	
Ladder (jic)	
Pen and Paper	
Old Cover Alls	
Tape Measure	
Microwave safe cup	
Water (couple of 12 oz bottles)	
Small AC/DC TV?	
Tire Pressure Gauge	
Outside Walk Around (approx 1 hr)	
Roof Ceiling and Fixtures	Checked-Off
Inspect the ladder on the back of the rig. Check that all the mounting points are solidly attached to the body and the rungs are firmly fixed to the frame.	
Roof: inspect all seams, gaskets and any other place that the roof material has been cut or holes drilled.	
Check that all shrouds & covers are intact, unbroken and properly seated on the roof. Proper polyurethane caulking should have been used to seal all laces where the roof has been penetrated.	
Check closely around air conditioners, vents, antennas, sewer vents, and side seams.	
Look for any signs of bubbles (large and small), delamination, foreign objects or protruding screw or nail heads under the membrane (if a rubber roof)	
Windows	Checked-Off
Check closely around each window to make sure it has been properly aligned and sealed	
Entry Doors	Checked-Off
Check the gasket used on all doors for proper adhesive and coverage.	
Look closely at the door from the inside and confirm that it sits flush against the inside of the doorjamb.	
Confirm that each key works in the appropriate lock.	
The main door should open & close smoothly and lock with out undue effort	

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Check that the screen door opens smoothly alone and locks to the main door without any extra effort	
Baggage Compartments	Checked-Off
Open and close each door checking for alignment and gasketing	
Confirm that each key works in the appropriate lock.	
All hinges should be tight and secure and the latches should hold the door tightly closed and still be easy to open.	
Look for any signs of moisture that might indicate rain leakage.	
Verify that compartment lighting (if fitted) works properly.	
Any gas cylinders used for keeping doors open should be properly installed so as not to interfere with items stored in the compartment	
If clamp-type door hold-opens are used, make sure they are present and hold the door correctly.	
Sewer & Fresh Water Connections	Checked-Off
Inspect this area on the trailer to make sure that nothing is broken or deformed.	
If appropriate at this time, make sure you understand how each valve or fitting works.	
Understand the proper function of the black and gray water valves.	
If tank flushing is installed, understand how it operates.	
Understand where the low point drains are for the fresh water system.	
Telephone & Cable TV Connections	Checked-Off
Find & understand the telephone and cable connections	
Make sure a weather cap is present for each connector and that connectors are properly identified and mounting plates are properly sealed	
Propane	Checked-Off
If tanks are contained in a compartment, there should be no possible way for propane to enter into the RV or any other compartment.	
Understand how the regulator works and how it switches between cylinders	
Confirm that a leak test has been performed on both pigtailed between the tanks and regulator and the rest of the system	
Locate and understand the operation of the main shutoff valve (if any)	
Battery	Checked-Off
Check the battery box to verify that it is ventilated and that any compartment slide mechanisms work properly	

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Verify that no battery cables are rubbing on any part of the frame because that will eventually end up with a short circuit and possible fire	
Understand the battery type provided and how to maintain them	
Paint and Siding	Checked-Off
Carefully check the pain finish on the RV. Any problems can be verified and corrected at this point with a lot less hassle	
Site down the side of the unit to check for bumps or depressions in the siding	
Divide each side of the unit into 2, 3, or 4 sections and inspect for siding issues: color variations, dents or irregularities	
Do the same for the ends of the unit	
Look at places where vinyl film is used to make sure it is free of any air bubbles	
Check ends of any decals for uniformity or "mistakes" that may have gouged the siding	
Look closely where masking tape was used for paint graphics to make sure there is no over-spray	
Carefully check for surface smoothness and any place when paint coverage is marginal or where there are bubbles.	
Tires & Wheels	Checked-Off
Closely inspect the tires and wheels and know the proper pressure	
verify torque of the lug nuts	
locate proper jacking point for the trailer and what kind of jack to use	
Will tow vehicle lug wrench fit the trailer lugs?	
Spare Tire	Checked-Off
Check condition & pressure	
understand the carrier mechanism	
Awnings	Checked-Off
Extend and retract each awning paying particular attention to how the awning is locked in the retracted postion	
Make sure all springs, locks and supports work well and are properly aligned.	
Wiggle the mounting points for the support arms to get a feeling for how solidly they are mounted to the body	
Chasis Inspection	Checked-Off
Inspect all air and or hydraulic lines, wiring, shock absorbers attachments, and in general every place that a wire or pipe could rub against something that could cause a problem later.	
All wiring and piping should be properly fastened.	

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Slideout Operation	Checked-Off
Check the seals while the slide is retracted. Should not be able to find any places where you can see light or detect airflow	
Use flashlight to look into dark corners	
Understand the mechanism that extends and retracts the slide	
Operate it several times, and understand any restrictions on operation	
Understand the manual retraction process and perform it.	
Look for proper alignment of any wheels that may ride on carpet or other flooring to ensure proper clearance	
Understand any locking mechanisms that are used to hold the top of the slideout tight against the top of the RV	
Check the seals while the slide is extended	
Interior	
Cabinets	Checked-Off
Inspect and open all of the cabinets to insure that all the hinges and latches work well	
pull each drawer out to its stop, return it closed and then try to open like road vibration might do	
Make sure that there have been no water leaks and that all the wiring and pipes are well fastened.	
Inspect the linings (if any), to insure they are fastened securely.	
Run your hand along all edges, front and back to check for and delamination or loose edges on molding or vinyl wraps	
Molding and Trim	Checked-Off
Go over all the trim on walls, doors, & furniture.	
Make sure everything is fastened on well and not loose or ready to come off	
Lighting	Checked-Off
Operate every light switch and observe its function.	
Use the monitor panel to check battery levels	
Understand and verify any battery disconnect switches (only 12V @ this point)	
Closets	Checked-Off
Open and close all closet doors checking for free operation and proper alignment	
Hanger rods should be properly fastened and secure.	
Check out the lighting that is provided and any switches that are used	
Furniture	Checked-Off
Examine every piece of furniture to check for construction, upholstery, pattern and cloth matching.	

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Check out the dinette by making it a bed with the appropriate cushions.	
Do the same with the couch and sofa	
Blinds	Checked-Off
Operate each blind and check for alignment	
Look at valances and trim to be sure they are secured	
Counter Tops	Checked-Off
Inspect all counter tops for alignment and fastening.	
Make sure that any trim pieces that should be there are in fact tight.	
Check for caulking quality everywhere there may be water, especially edges near a sink.	
Check the installation of sinks and faucets	
Windows	Checked-Off
Open and close every window and operate the latches	
Pay particular attention to the 2 safety egress windows and make sure they operate smoothly and easily	
Floor Coverings	
Inspect carpet and other floor coverings in all corners to insure that they have been properly fastened down.	
Check areas that slideouts may roll over for pulled threads, cuts or other problems	
Check closely for gouges or cuts in linoleum tile.	
Wall Coverings	Checked-Off
Check to make sure that all the wall coverings actually cover and join properly	
Look for any discoloration or patch jobs that may cover hidden problems.	
Try to find any places where it is not perfect	
Operation Test of all House Systems	
Shore Power System	Checked-Off
Connect to shore Power	
Pull out all of the AC cord, confirm the length and inspect the plug for proper attachment.	
Interior	Checked-Off
Check any 110V lighting and switches	
Find the GFI-protected outlet and test using the push button.	
Understand which receptacles "down stream" from the GFI are protected. CORRECT ANY ELECTRICAL PROBLEMS HERE IMMEDIATELY	
Converter	Checked-Off
Confirm the operation of the converter/charger that is installed	

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Turn on several interior lights to create a load for the converter and confirm no excessive converter noise or vibration	
Have the PDI explain the operation of the converter, the AC circuit breakers and the DC fuses.	
Make sure that there is a written list of the loads connected to each	
Water Pump	Checked-Off
Fresh water tank should be filled by PDI person prior to inspection/delivery	
Turn pump on (should hear it pump for several seconds)	
If pump does not shut off, then there is a problem	
Run water in the kitchen and bathroom sink (as well as the shower head) and notice that the pump will come back on until proper water pressure is restored	
NOW IS THE TIME TO FIX A NOISY PUMP IF IT IS VIBRATING OR MAKING ANY IRRITATING SOUNDS	
City Water System	Checked-Off
Turn off the pump	
Connect up to city water (use a regulator if overly high pressure is suspected) and confirm that the connection works correctly.	
Look for leaks under sinks and confirm the operation of all fixtures	
Tankage	Checked-Off
Re-fill the fresh water tank if necessary and run water into gray tank to verify the gauge reading and that there are no leaks	
Filling the gray tank until water comes up in the shower will make it easier to find leaks inside and out	
Do the same to the Black Water tank, including filling so that water comes up inside the toilet.	
Check for leaks (if the toilet is installed correctly, there will be no leaks)	
Fill the Black Water tank by using the tank flushing system (if fitted) by using a garden hose adapter for the sewer connection (through a backflow preventer) or by bringing the water hose inside and filling the tank through the toilet	
Check gauges for accuracy while filling	
Drain the tanks using the sewer hose or garden hose adapter	
Water Heater	Checked-Off
Try the water heater on propane first	
A few seconds after you turn it on, you should hear the click of the igniter and the small pop where the burner lights.	

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The red light should stay on until that process happens	
If it does not ignite, THERE IS A PROBLEM	
Turn the AC element in the water heater (if connected) and confirm operation	
Make sure your unit is so equipped, understand the operation of the bypass valves for winterizing.	
Confirm that hot (or warm water depending on how long the water heater has been on) comes out of the HOT tap at all sinks	
Furnace	Checked-Off
Turn the furnace on & set a temp that is at least 10 degrees hotter than ambient temperature	
In about 30 seconds, you should hear the furnace fans come on	
Shortly thereafter, you should hear the click of the igniter and the sound of the burner.	
IF NOT...THERE IS A PROBLEM	
Check each vent for air flow	
Turn the furnace down	
AC	Checked-Off
Verify if your model has also has a heat strip or pump	
Turn on the AC	
After a couple of minutes, cool air ~ 20 degrees cooler ambient should be coming out of the registers	
If your unit has ducting in the ceiling, make sure a good airflow comes out of each register	
Learn how to clean the filters at this time	
Propane and Carbon Monoxide Alarms, and Smoke Detector	Checked-Off
Check the function of the alarms	
PDI should have a small aerosol can to test (have them perform test while you watch)	
Confirm there are new batteries installed	
Activate the test button on the smoke alarm.	
Know how to turn it off	
Refrigerator	Checked-Off
Most work on propane or AC and have an automatic mode. Understand the controls	
Set the unit on Propane (the RV may need to be unplugged for this to happen)	
Go outside to the refrigerator vent grill and make sure that the propane heating column is lit and heating	
While the refrigerator grill is open, check to make sure the drain line is positioned for proper drainage.	
Set the temp at the highest cooling setting (lowest will typically cause the coils to collect moisture and ice up)	

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Check in ~ 10 minutes to feel that the coil/fins are actually starting to cool	
TV/VCR Antenna and Switching	Checked-Off
Review and understand the switching system	
Raise the TV UHF/VHF antenna and learn how to turn on the amplifier and the DC outlet	
Find out the power rating of the DC outlet and compare it to the load of the equipment you will connect to it	
activate the control on the front TV that scans for local stations.	
Learn how to rotate the antenna to maximize the quality of the picture	
Air Vents	Checked-Off
Test the operation of kitchen and bathroom air vents making sure they turn on properly	
Verify that they retract and close tightly	
Check any other vents for proper operation	
Microwave	Checked-Off
Put a cup of cold water in the Microwave and set for 5 minutes (water should begin to boil in less than 5 minutes)	
There should be no unusual sounds coming from the Microwave	
Propane Stove	Checked-Off
Turn on one burner of the stovetop while the AC and Microwave are running, and the automatic igniters should cause a strong spark to ignite the burner	
Turn on the other burners to verify that there is enough propane flow to operate the refrigerator, water heater and all the burners.	
If no problems, turn off the burners on the stove.	
Verify the operation of the pilot light for the oven	