

## Soil Tunnel Trailer Inspection Checklist

This checklist will help to ensure that the STT is properly handled and maintained, will allow restocking and replacement of supplies, and will ensure that any damages are repaired as soon as possible.

Each user of the STT is responsible for inspecting the trailer, documenting it on the checklist and submitting the completed form with the trailer when it is returning to the host Conservation District.

**In the event of damages that require immediate repairs, please notify the host county as soon as possible by calling their office.**

	YES	NO	NOTES	KACD
Tires appear to be in good shape.				
Stabilizing jacks in good condition, 2 jack handles present.				
Hitch lock, block and wheel chucks are all with trailer.				
Any damage, dents or visible scratches to exterior siding.				
Any damage to the roof, vent or roof/plant brackets.				
Doors and 3 padlocks all function (easily open/close/ lock/unlock).				
Plants stored securely inside trailer (upright, in wooden brackets).				
Any damaged or snagged plants.				
Carpet swept and clean.				
Any damage or noticeable wear on inside walls or text panels.				
Storage closet door functions and locks.				
Storage closet organized and stocked with needed items**				
Ladder in good working condition.				
Battery charged.				
Outside lights, brake lights, and signals all worked properly.				
Trailer hitched, pulled, and braked with no problems?				
Did anything happen to the trailer while in your care?				
Were any plants dropped, bent or damaged?				
Any weather events during trailer use? (rain/snow/hail/etc.)				
Was the trailer store inside or outside? <i>(circle one)</i>				

inside / outside

Additional comments or suggestions:

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\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Return Date

\_\_\_\_\_  
KACD

Should the STT transfer to another Conservation District before being returned to the host county then the second District should verify the trailer's return condition from the first District before starting their own form. Then both forms should be attached together and submitted when the trailer is finally returned to the host county.

Thank you for using the Soil Tunnel Trailer and for sharing the responsibility of its care!

\*\* Needed items in storage closet include; ladder, two jack handles, spare tire, and vacuum.