



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 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 Miami County Conservation District. **In the event of damages that require immediate repairs, please notify the MCCD as soon as possible by calling the office at 913-294-3751 Ext. 3**

	YES	NO	NOTES	MCCD
Tires appear to be in good shape. (new fall 2022)	<input type="checkbox"/>	<input type="checkbox"/>		
Stabilizing jacks in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>		
Hitch lock, block and wheel chucks are all with trailer.	<input type="checkbox"/>	<input type="checkbox"/>		
Any damage, dents or visible scratches to exterior siding.	<input type="checkbox"/>	<input type="checkbox"/>		
Any damage to the roof, vent or roof/plant brackets.	<input type="checkbox"/>	<input type="checkbox"/>		
Doors and 3 padlocks all function (easily open/close/ lock/unlock).	<input type="checkbox"/>	<input type="checkbox"/>		
Plants stored securely inside the trailer (in wooden brackets).	<input type="checkbox"/>	<input type="checkbox"/>		
Any damaged or snagged plants.	<input type="checkbox"/>	<input type="checkbox"/>		
Carpet swept and clean.	<input type="checkbox"/>	<input type="checkbox"/>		
Any damage or noticeable wear on inside walls or text panels.	<input type="checkbox"/>	<input type="checkbox"/>		
Storage closet door functions and locks.	<input type="checkbox"/>	<input type="checkbox"/>		
Storage closet organized and stocked with needed items.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladder in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>		
Battery charged.	<input type="checkbox"/>	<input type="checkbox"/>		
Outside lights, brake lights, and signals all worked properly.	<input type="checkbox"/>	<input type="checkbox"/>		
Trailer hitched, pulled, and braked with no problems?	<input type="checkbox"/>	<input type="checkbox"/>		
Did anything happen to the trailer while in your care?	<input type="checkbox"/>	<input type="checkbox"/>		
Were any plants dropped, snagged or damaged?	<input type="checkbox"/>	<input type="checkbox"/>		
Any weather events during trailer use? (rain/snow/hail/etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
Was the trailer store inside or outside? <i>(circle one)</i>			inside / outside	

Additional comments or suggestions:

Name / Title

Signature

Return Date

MMCD

Should the trailer pass to another Conservation District before being returned to the MCCD, then the intermediate 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 MCCD.

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