

WINTER LAYUP & RECOMMISSIONING FORM

BOAT NAME: _____

OWNERS NAME: _____

BOAT TYPE: _____

COMING ASHORE AT: _____

READY TO BE LAID UP FROM: _____

REQUIRED IN COMMISSION FROM: _____

DATE TO BE LIFTED: _____

RELAUNCH DATE: _____

Now that Autumn is upon us & to prevent any deterioration in the condition of the vessel we recommend that these items are carried out whilst the vessel is in the water but potentially still going to be used.

A	POST SEASON WORK	Yes	No	N/A	Comments
1	Fit dehumidifier (can be hired or purchased as required)	-----	-----	-----	-----
2	Fit bar heaters – (can be hired or purchased as required) Quantity	-----	-----	-----	-----
3	Check condition of batteries, specific gravity check, high load drop test & report condition. Top up levels as required and ensure that they are on charge.	-----	-----	-----	-----
4	Place cushions on end to allow ventilation	-----	-----	-----	-----
5	Leave cabin and cupboard doors open to allow ventilation	-----	-----	-----	-----
6	Remove any perishable food items from fridges and lockers	-----	-----	-----	-----
7	Clean out fridge / freezers and prop open door to allow ventilation	-----	-----	-----	-----
8	Flush through toilets with fresh water	-----	-----	-----	-----
9	Check holding tanks are empty and flush through with tank cleaner	-----	-----	-----	-----
10	Close off sea cocks (leave notice to say sea cocks closed) Leave open cockpit drain and bilge sea cocks & sink if dehumidifier is drained into sink	-----	-----	-----	-----
11	Fill up diesel tanks & add panacide to inhibit algae growth	-----	-----	-----	-----
12	Check gas bottle switched off at bottle	-----	-----	-----	-----
13	Set out extra shore lines and ensure fenders are in place for anticipated winter gales	-----	-----	-----	-----
14	Carryout visual mast and rigging inspection and report findings (Any work required can then be quoted for and carried out in good time over the winter)	-----	-----	-----	-----
15	Monthly soapy washdown of decks and cockpit areas to prevent build up of dirt, pollution & bird deposits	-----	-----	-----	-----
16	Run up & test vessels systems and write up report	-----	-----	-----	-----

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Once the vessel is no longer in use then we recommend for the following work to be carried out prior to the vessel being lifted

B	PRE HAUL OUT WORK	Yes	No	N/A	Comments
1	Deck Work				
a	Remove mainsail			
b	Remove genoa			
c	Remove stackpack / sail covers			
d	Remove sprayhood, bimini & dodgers			
e	Stow sails & covers below OR			
	Send off sails and covers for servicing & cleaning			
f	Mouse out halyards from mast and boom & stow below OR			
	Lift up halyards from deck and stow at mast			
g	Remove mast head instrument units			
h	Remove all moveable deck equipment & stow below			
i	Check through lockers, clean, tidy and stow below anything that may deteriorate over the winter			
2	Engine				
	Carryout full engine service			
3	Generator				
	Carry out full service			
4	Plumbing				
a	Drain down toilets & flush through with fresh water. Dismantle pump body & lubricate			
b	Check holding tanks are empty and flushed through			
c	Empty fresh water tanks			
d	Drain down hot water tank and disconnect 240v power to element			
e	Disconnect water pumps & drain to prevent frost damage			
f	Disconnect transom shower taps to prevent frost damage			
5	General				
	Inflate dinghy, check over, wash down with fresh water and dry. Stow below			

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When the vessel is ready to be lifted we recommend

C	ATTEND VESSEL AT LIFT OUT	Yes	No	N/A	Comments
1	Move vessel around to lifting bay & oversee lift				-----
2	Check vessel is blocked off ashore satisfactorily				-----
3	Stow away any warps and fenders				-----

Once the vessel is lifted out we recommend the following

D	POST HAUL OUT WORK	Yes	No	N/A	Comments
1	General				
a	Check vessel plugged in to mains supply and shore power working around vessel. Ensure battery charger, heaters and dehumidifier are functioning				-----
b	Soapy wash down of hull and decks with fresh water to remove salt water deposits. Remove any weed growth left from pressure washing of hull OR Detailed clean of teak decks and upper deck areas, soapy wash down topsides. Remove any weed growth left from pressure washing of hull				-----
c	Check bilges are clean and dry				-----
d	Disconnect bilge pumps to prevent frost damage				-----
2	Cleaning Detailed interior clean including bilges and under all bunk boards				-----
3	Engine				
a	Winterise engine				-----
b	Remove and check water pump impeller				-----
c	Seal air intake				-----
d	Seal exhaust				-----
e	Lubricate controls				-----
f	Check operation of siphon break				-----
g	Clean out engine bay & spray engine with inhibitor				-----
h	Service sail drive				-----
4	Outboard Service & winterise				-----
5	Winches & windlasses				
a	Check, strip and service all winches – replace pawls and springs				-----
b	Check and lubricate windlass				-----

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D	POST HAUL OUT WORK	Yes	No	N/A	Comments
6	Gas				
	Disconnect gas bottle			
7	General Maintenance				
a	Sand back hull and prepare for antifouling			
b	Antifoul 2 coats - Please advise type & colour			
c	Cut back & polish hull			
d	A Glaze Hull			
e	Clean and service propeller			
f	Replace hull anode & check earth bonding			
g	Replace prop anode			
h	Check steering cable tension & report findings			
i	Service all sea cocks			
j	Check cutlass bearing & report			
k	Service toilets			
l	Inspect underwater fittings & rudder hangings. Report findings			
m	Check anchor and anchor cable			

E	SAFETY & GENERAL EQUIPMENT	Yes	No	N/A	Comments
1	Send away life jackets for servicing			
2	Send away life raft for servicing			
3	Send away inflatable danbuoy for servicing			
4	Send away jon buoy recovery module for servicing			
5	Send away inflatable horseshoe life rings for servicing			
6	Check flare dates & renew as required			

When the vessel is ready to be relaunched we recommend

F	IMMEDIATELY PRIOR TO & ON LAUNCH DAY	Yes	No	N/A	Comments
1	Attend vessel and oversee launch			
2	Paint antifoul on hull patches left from shore supports (paint under keel also)			
3	Check all through hull fittings for leaks on launch			

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E	<u>IMMEDIATELY PRIOR TO & ON LAUNCH DAY</u>	Yes	No	N/A	<u>Comments</u>
4	Arrange with engineer to				
	Recommission main engine			
	Unseal air inlet and exhaust			
	Refit sea water pump impellor with new gasket			
	Check levels, run up and test			
5	Check stern gland and bleed as required on launching			
6	Return vessel to berth			

Upon launching we would recommend the following

G	<u>RECOMMISSIONING WORK IN THE SPRING</u>	Yes	No	N/A	<u>Comments</u>
1	Deck Work				
a	Re run halyards back to deck jammers			
b	Refit sprayhood, bimini & dodgers			
c	Refit sails and stackpack			
d	Refit mast head instrument unit			
2	Generator				
	Check levels, run up and test			
3	Outboard				
a	Recommission			
b	Check levels, run up and test			
4	Winches				
a	Check and clean on commissioning			
5	Toilets				
	Recommission toilet systems			
6	Plumbing				
a	Reconnect fresh water pumps			
b	Reconnect bilge pumps			
c	Reconnect transom shower head and any cockpit taps			
d	Fill fresh water tanks and check system			
7	Gas				
	Carryout CORGI gas system check, pressure test & provide test certificate			

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G	RECOMMISSIONING WORK IN THE SPRING	Yes	No	N/A	Comments
8	Safety				
	a Arrange for fire extinguishers to be checked and serviced by specialist			
	b Refit all safety equipment and deck gear			
9	Cleaning				
	Detailed interior clean			
	Detailed exterior clean			
	Detailed clean & brightening of teak decks			
	Application of Semco treatment to teak decks			
	Stainless steel polish of stanchions / Pushpits / Pullpit & deck fittings			

Please list details of any further work required

Signed

Dated.....

Your attention is draw to our standard terms of business