

CANTEEN

STANDARD OPERATING GUIDELINES (SOGs)

Tab-by-Tab Explanation

The CANTEEN STANDARD OPERATING GUIDELINES CHECK LIST and LOG BOOK is designed to assist your Local Unit with the following:

1. Documenting the responses and activities your Canteen is involved in.
2. Documenting Canteen maintenance activities.
3. Provide detailed Check Lists for most activities related to a Canteen's response .

Included in the CANTEEN STANDAR OPERATING GUIDELINES CHECK LIST and LOG BOOK is:

TAB 1: INSTRUCTIONS

Instructions on what each TAB is for.

TAB 2: COVER and SIDBAR PAGES FOR RING BINDER

Print out the cover page and side bar for a ring binder for the SOG (Standard Operating Guideline).

TAB 3: MILEAGE LOG:

Records basic information for each time the Canteen is driven. Maintenance (e.g. oil change, etc), should be recorded in the "Destination & Purpose of Travel" column.

Documents when the Canteen is driven, including the recommended weekly maintenance drive.

TAB 4: GENERATOR LOG:

Records basic information for each time the Generator is used.

Documents Generator hours including the recommended weekly 15 minute maintenance check.

TAB 5: MAINTENANCE LOG:

Records basic information about any maintenance / repair work done on the Canteen, its' generator, or other working parts (e.g. plumbing, propane, electrical system, etc.).

Documents that the Canteen is being properly maintained.

TAB 6: FRESH WATER LOG:

Records each time the Fresh Water Tank is sanitized and each time the Fresh Water Tank is filled for an operational deployment. Instructions for sanitizing and filling are on the back side.

Documents water tank sanitizin for DHQ and the Health Department .

TAB 7: CANTEEN LOAD ORDER:

Shows what is / has been loaded on the Canteen for the response.

TAB 8: RESPONSE LOG:

Records all pertinent information for each Canteen deployment to a response or special event.

Documents that the Canteen is being used on a regular basis for the purpose assigned.

TAB 9: PRE-OPERATIONS CHECK LIST:

A Check List of what must be done prior to a Canteen leaving for a response, insuring that the Canteen arrives with everything it needs. Use of the PRE-OPERATIONS CHECK LIST every time a Canteen is deployed will prevent the crew from forgetting to do key tasks prior to leaving.

TAB 10: ON-SCENE CHECK LIST:

A Check List for what must be done when the Canteen arrives on scene and in preparation for departure from the scene.

TAB 11: POST-OPERATIONS CHECK LIST:

A Check List for what must be done when a Canteen returns from a response. Following this Check List will insure that a Canteen is properly prepared for its' next deployment.

TAB 12: SITE OPS REPORT:

This is the National DISASTER OPERATIONS STATISTICAL REPORT required by the National Statistics System for each day's disaster operations for each Canteen.

TAB 13: WEEKLY INSPECTION:

This details everything that must be checked weekly on the Canteen to insure operational readiness.

Documents that the Canteen is being properly inspected each week.

TAB 14: MONTHLY INSPECTION:

This details everything that must be checked monthly on the Canteen to insure operational readiness.

Documents that the Canteen is being properly inspected each month.

TAB 15: ANNUAL INSPECTION:

This details everything that must be checked annually on the Canteen to insure operational readiness.

Documents that the Canteen is being properly inspected each year.

TAB 16: SUPPLY TRAILER INSPECTION:

This details everything that must be checked annually on the EDS Supply Trailer to insure operational readiness.

Documents that the trailer is being properly inspected each year.

TAB 17: EQUIP. & SUPPLIES:

A recommended, generic, non-mandatory list of supplies and equipment for a Canteen. The quantities and types of supplies should be tailored to the type of Canteen the Local Unit has.

TAB 18: WATER SYSTEM WINTERIZING:

A step-by-step Check List for winterizing a Canteen water system. Two methods are outlined. One is suitable for southern climates where hard freezes are infrequent and short-lived. The other is for climates in which hard freezes are more common and last longer.

Documents for DHQ that the water system is being properly winterized each year.

TAB 19: ACCIDENTS:

The Salvation Army's vehicle accident policy is on the front page; an Accident Report Form is on back

ALL ACCIDENTS INVOLVING A CANTEEN OR OTHER DISASTER VEHICLE OR EQUIPMENT MUST BE IMMEDIATELY REPORTED TO CHESTERFIELD AND TO DHQ EDS.

CANTEEN

STANDARD OPERATING GUIDELINES CHECK LIST and LOG BOOK



THE SALVATION ARMY

EMERGENCY DISASTER SERVICES

October 2013



ALM STANDARD OPERATING GUIDELINES

LIST and LOG BOOK

CHECK

Fresh Water Tank Log Instructions

Sanitation

Date of Sanitation	Bleach Used	Filled	Miles Driven	Drained	Date of Next Sanitation
	cups	Y or N		Y or N	

Date of Sanitation: Enter date the fresh water tank was sanitized. At minimum, this should be done every six (6) months.

Bleach Used: Enter number of cups of bleach used - a minimum of 1 cup of bleach per 15 gallons of water. Add bleach to tank **BEFORE** filling with water.

Filled: Circle "Y" after fresh water tank is filled.

Miles Driven: The Canteen **MUST** be driven for 10 miles to mix the bleach and water. Enter **Miles Driven**.

Drained: After draining the tank, circle "Y".

Date of Next Sanitation: Enter the date of the next scheduled sanitation - must be within six months.

WARNING!!!: These rules are ONLY for SANITATION of tank, NOT for DEPLOYMENT USE of tank.

Deployment / Storage Log Instructions

Date of Service	Fill for Use / Deployment			Fill for Storage		
	Drained	Bleach	Filled	Drained	Bleach	Filled

Filling Fresh Water Tank for Use / Deployment:

1. Drain any stored water
2. Add bleach: Number of gallons in tank divided by 5 equals the number of teaspoons of bleach needed. (e.g. a 50 gallon tank will need 10 teaspoons, etc.) 4 teaspoons is 1/8 of a cup of bleach.
3. Fill the Fresh Water Tank with fresh water, using the **WHITE** potable water hose on the Canteen.
4. Under Fill for Use / Deployment, (a) Enter Date of Service, (b) Enter "Y" for draining the tank, (c) Enter the amount of bleach used, and, (d) Enter "Y" for filling the tank.

Filling Fresh Water Tank for Storage:

1. Drain any stored water through the gray water tank, then empty the gray water tank appropriately.
2. Add 1/2 to 1 cup of bleach to the Fresh Water Tank.
3. Fill the Fresh Water Tank with fresh water, using the **WHITE** potable water hose on the Canteen.
4. Under Fill for Storage, (a) Enter Date of Service, (b) Enter "Y" for draining the tank, (c) Enter the amount of bleach used, and, (d) Enter "Y" for filling the tank.



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

PRE-OPERATIONS CHECK LIST

RESPONSE LOG:

- Record Date & Location of Incident
- Record Kind of Incident
- Record Name(s) of Canteen Crew
- Record Time-In For Canteen Crew
- Record Beginning Mileage on Mileage & Response Logs
- Record Generator Hours on Mileage & Response Logs

GENERATOR:

- Turn All Power Equipment In Canteen "OFF"
 - Unplug Coffee Maker(s)
 - Turn Exhaust Hood Fan(s) "OFF"
 - Turn Air Conditioner(s) "OFF"
 - Unplug Water Heater (if applicable)
 - Unplug Water Pump (if applicable)
 - Turn Interior Fluorescent Lights "OFF"
 - Turn Scene Lights "OFF"
- Insure ALL Inside Circuit Breakers Are "OFF"
- Insure Main Circuit Breaker(s) On Generator Are "OFF"
- Unplug Shore Power Cord, If Applicable
- Plug Canteen Interior Cord Into Generator, If Applicable
- Start Generator & Wait 2 Minutes
- After 2 Minutes, Turn Generator Main Circuit Breaker(s) "ON"
- Turn Interior Circuit Breakers "ON", As Needed
- Plug in & Turn On Coffee Maker, If Needed
- Plug In Water Pump, If Applicable
- Insure all Hot and Cold Water Faucets Are Working
- Plug In Water Heater, If Applicable

LOAD EQUIPMENT & SUPPLIES

- Insure Fresh Water Tank Is FULL (Short-Term Only)
- Stock Refrigerator / Freezer As Appropriate, And / Or . . .
- ... Fill and Ice Down 2 Ice Chests With Water/Gatorade
- ... Fill 2 Additional Coolers With Ice
- If Needed, Fill One Drink Cambro With Coffee
- Insure All Critical Supplies & Equipment Are On Board
 - Stove Lighter
 - Coffee Strainer(s) - 1 per Coffee Maker
 - Coffee Pot(s) / Satellite(s) - 1 per Coffee Maker
 - Coffee Filter Package (Minimum of 1)
 - Coffee (Minimum: 1 Full Can) or One Full Box of Packs
 - Can Opener For #10 Cans
 - Drink Cambros - Minimum of 2 Each
 - Food Cambros - Minimum of 2 Each
 - Garbage Cans (40 Gallon) - 2 Each
 - Garbage Bags (40 Gallon) - 1 Box
 - Folding or Roll-Up Table
 - Food Supplies Appropriate For Incident Type & Length
 - Gatorade / Sports Drink (12 oz.) - 5 cases
 - Individual Water (20 oz) - 10 cases
 - Paper Towels (1 Roll)
 - Clam Shells (9" x 9") - 250 each
 - SA Cups (6 oz or 8 oz.) - 500 each
 - Sanitary Gloves - 1 box
 - Waterless Handsoap - 1 Container
 - Bleach / 409 / Other Cleaning Solution - 1 Bottle
 - Disasters: See Equipment & Supplies Check List

- OVER -

PRE-OPERATIONS CHECK LIST

PRE-TRAVEL SECURITY:

- Secure Everything On Counters With Straps / Bungie Cords
- Secure All Kitchen Cabinet Doors
- Move All Loose Items To Floor
- Turn All Interior Lights "OFF"
- Remove Rear Step
- Insure All Interior & Exterior Doors Are Closed & Locked
- Insure All Windows Are Closed and Locked
- Insure Canopy Is Properly Secured
- Insure There Are No Obstacles To Vehicle Movement
- Insure Corps Building Doors Are Closed & Locked

PRE-TRAVEL START-UP:

- Start Engine
 - Gasoline Engine:
 - Turn Battery Cut-Off Switch "ON", if applicable
 - Turn Key to START
 - Diesel Engine:
 - Turnj Key to ON (NOT START!)
 - Warning / Indicator Lights Turn ON
 - All Gauge Needles Go Full To The Right
 - All Gauge Needles Go Full To The Left
 - All Gauge Needles Go Full To The Right
 - All Gauge Needles Return To Normal Settings
 - Turn Key to START
- Check Fuel Level
- Insure All Other Gauges Are Working Properly
- Turn Headlights "ON"
- Optional: Insure Two-Way Radio Is Turned On
- Insure Driver & Passengers Have Seats Belts Fastened
- Insure Rear View Mirrors Are Adjusted Properly
- Record Time In Route To Scene On Response Log
- Check To Be Sure Parking Brake Is Disengaged

DRIVING SAFETY:

- Control Personal Excitement and "Adrenaline Rush".
- Drive At Appropriate Speed For Traffic, Road & Weather
- SAFETY FIRST - LAST - AND ALWAYS!!! NO ONE WILL DIE IF IT TAKES A LITTLE LONGER TO GET THERE!!**



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

ON-SCENE CHECK LIST

IMMEDIATELY UPON ARRIVAL

- Record Time Of Arrival On Scene
- Check In With SA Incident Commander
- SA Incident Commander: Inform Public Safety Incident Comm.
- SA Incident Commander: Set Up Canteen Where Instructed

Public Safety Incident Commander Is Ultimate Authority

- SA Incident Commander: Inform PIO Of Canteen Arrival
- ESC Worker Begins Assessing Needs Of Victims And Responders

REHAB AREA SET-UP PROCEDURE

- Leave Main Engine Running If Needed For Heat or Air Cond.
- Begin Making Hot Coffee Immediately
- Install Rear Step
- Deploy Canopy, As Needed
- Set Up Portable Table
- Put Condiments, Drinks, Snacks, etc., On Table
- Set Out Drink Cooler(s)
- Set Out Garbage Can With Bag
- At Night, Turn On Exterior Scene Lights

Propane System

- Turn Propane System "ON"
 - Check Propane Level Gauge
 - Open Main Valve on Propane Tank (Only One Tank)
 - Open Secondary In-Line Valve, If Applicable
 - Open Interior In-Line Valve For Appliance(s), If Applicable
 - Light ALL Pilot Lights for Equipment To Be Used
WARNING!! Must Light ALL Pilot Lights For ANY Appliance That Has Propane For It Turned "ON"
 - MUST Turn On Exhaust Hood When Pilot Lights Are Lit
- Begin Making Hot Food, As Needed

PRE-DEPARTURE PROCEDURES

- DO NOT Leave Scene Until Released by Incident Command
- Short-Term Events: Leave Generator Run While Returning
- Cleanup Immediate Area Of All Trash and Debris
- Turn Propane System "OFF"
 - Close Interior In-Line Valve For Appliance(s) Used
WARNING!! Pilot Light(s) Will Continue To Burn Momentarily Until Propane In Line Is Used Up.
 - Close Secondary In-Line Valve, If Applicable
 - Close Main Valve(s) on Propane Tank(s) Used
 - Turn Exhaust Hood "OFF"
 - MUST Turn On Exhaust Hood When Pilot Lights Are Lit
- Take Down Portable Table And Put Items On Table Away
- Lightly Clean Canteen Kitchen Area
- Put Away All Clean Utensils
- Secure All Utensils, Pots, Pans That Need Cleaning
- Secure All Cabinet Doors
- Bring Drink Cooler(s) and Garbage Can Inside and Secure
- Retract Canopy, If It Was Used
- LOWER EXTERNAL POLE LIGHTS!
- Close and Lock Service Window Door, If Applicable
- Close and Lock All Exterior Doors And Windows
- Close Roof Vent Window, If Applicable
- Unplug Coffee Maker(s)
- Turn Interior Lights "OFF"
- Remove Rear Step
- Inform SA Commander Canteen Is Leaving The Scene
- Record Time Of Departure On Response Log
- Refuel While In Route Back



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

POST-OPERATIONS CHECK LIST

INITIAL RETURN TASKS:

- Insure Canteen Is Refueled
- Turn All Radios & Scanners "OFF"
- Turn Engine & Battery Switch "OFF"
- Put Rear Step Into Place
- Record Ending Mileage on Response Log

RESTOCK TASKS:

- Restock Canteen Per Equipment & Supplies List

CLEAN-UP TASKS:

- Return Refrigerated / Frozen Food(s) To Corps
- If Canopy Is Wet, Open It To Dry When Next Possible
- Unplug Coffee Maker
- Clean Coffee Maker's Coffee Filter Holder
- Clean All Used Coffee Pots & Carafes
- Clean and Season Stove
- Clean Stove Grease Trap
- Clean and Season Griddle
- Clean Griddle Grease Trap
- Clean Oven
- Clean Exhaust Hood, Including Removing Filters
- Clean Exhaust Hood Grease Tray and Trap
- Clean Microwave(s)
- Clean Refrigerator, Interior, Trays & Door Seals
- Clean Freezer, Interior, Trays & Door Seals
- Clean All Used Cooking Utensils, Pots, Pans, etc.

CLEAN-UP TASKS (Continued):

- Clean All Used Cambro's
- Clean All Other Equipment and Put Away**
- Empty and Clean Garbage Can(s)
- Install New Garbage Bag(s)
- Put Garbage Into Dumpster
- Clean Canteen Kitchen Counters
- Clean Front of Canteen Cabinets
- Sweep and Mop Canteen Floor
- Clean Canteen's Cab
- Clean Sinks
- Put Dirty Towels & Rags In Wash
- Unplug and Drain Water Heater, If Applicable
- Drain or Fill & Sanitize Fresh Water Tank - Enter in Log
- Drain Gray Water Tank - Enter in Log

FINAL SHUT-DOWN

- Insure Interior Propane Valves Are "OFF"
- Insure Exterior Propane Valves Are "OFF"
- Turn "Off" Canteen Fluorescent Lights
- Turn ALL Electrical Appliances To "OFF"
- Turn "OFF" All Interior Circuit Breakers
- Turn "OFF" Generator Main Circuit Breaker(s)
- Turn Generator "OFF"
- Plug Canteen Into Shore Power
- Record Ending Generator Hours on Response Log
- Note Any Maintenance Issues On Response Log

Crew Leader Signature: _____ Date: ____/____/____



Disaster Operations Statistical Report

DISASTER:		COUNTY:	
UNIT:		COMMUNITY:	
PERIOD:	<input type="checkbox"/> Single Day _____ <input type="checkbox"/> Cumulative _____ thru _____		

LOCATION DETAILS <i>(building, address, route):</i>		
GPS Coordinates	LAT	LNG

CONTACT NUMBERS <i>(phone, fax, e-mail):</i>	
Off. Ph: _____	Fax: _____
Cell Ph: _____	Hm: _____
E-Mail: _____	

FACILITY TYPE:	Feeding Operations	<input type="checkbox"/> Command Post	<input type="checkbox"/> Assistance Center	<input type="checkbox"/> Staging Area	<input type="checkbox"/> Shelter
	<input type="checkbox"/> Mobile <input type="checkbox"/> Fixed	<input type="checkbox"/> Phone Bank	<input type="checkbox"/> Distribution Center	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other _____

DISASTER FOOD SERVICES:	
Prepared Meals (hot and cold)	5206
Drinks (coffee, soda, juice, water)	
Snacks (donuts, cakes, chips)	5202

MASS SHELTERING:	
Lodging Provided	5221
MEDICAL / SANITATION:	
Medical Services Provided	
Showers Provided	

EMERGENCY FINANCIAL AID:	
Client Interviews	6310
Referrals to Other Agencies	6410
Total Cases Opened	
Total Individuals Served	5125

IN-KIND DISTRIBUTION:	
Blankets (per item)	
Bibles, Brochures, Tracts (per item)	
Cleanup Kits (per kit)	5238
Cleaning / Rebuild (per order)	
Comfort Kits (per kit)	5236
Clothing (per item)	5230
Furniture (per item)	5232
Groceries / Food Boxes (per order)	5207
Ice (per bag)	
Infant Supplies (per order)	
Tarps / Plastic Sheeting (per item)	
Toys (per order)	5250
Water (per gallon or case)	
Other (specify) _____	

FINANCIAL ASSISTANCE:		
Vouchers	# Issued	Total Cost
Cleanup / Reconstruction		
Clothing	5231	
Energy	5238	
Furniture	5233	
Gift Cards / Debit Cards	5245	
Groceries	5207	
Housing (Rent / Mortgage)	5223	
Medical / Funeral	5234	
Transient Lodging (Hotel)	5222	
Transportation	5241	
Other (specify) _____		
TOTALS:	0	\$0.00

NOTES:



Disaster Operations Statistical Report

EMOTIONAL & SPIRITUAL CARE:		
Spiritual Care Provided (Prayer)		6310
Adult Seekers		2405
Youth Seekers (Under Age 14)		2415
Mental Health Care Provided (CISM)		6310
	#	ATTENDANCE
Worship Services	2360	2360
Memorial Services	2350	2350

FINANCE & ADMINISTRATION:		
Personnel	Number on Site	Hours Served
Officers	4350	4350
Employees	4360	4360
Volunteers	4130	4130
Totals	0	0

SUBMITTED BY:	NAME	TITLE	DATE SUBMITTED
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DEFINITIONS:	
<p>General Information</p> <p>Disaster: Indicate the name of the disaster event (i.e. Hurricane Gloria; or May 4 Gainesville tornado).</p> <p>Unit: Indicate The Salvation Army unit reporting (i.e. FL DHQ; Pensacola Corps; or Jackson, MS, canteen).</p> <p>County: Indicate the county (or parish) where service occurred (i.e. Ocean County).</p> <p>Community: If applicable, indicate the city, town, community, or neighborhood where service occurred (i.e. Marietta, GA, or Lake Park sub-division).</p> <p>Period: Indicate if the report records service activity for a single day (and add the appropriate date) or is a cumulative report recording several days' activity. If the report is cumulative, record the date the report starts and the date the report concludes.</p> <p>Facility Type: Check the box that corresponds with the type of disaster facility filing the report.</p> <p>Location Details: Describe the location where the service activity took place using a street address or other descriptors. If necessary, record GPS latitude and longitude coordinates.</p> <p>Contact Numbers: Indicate phone, fax, e-mail address or other contact numbers for the persons filing the report.</p> <p>Disaster Food Services</p> <p>Note not all food products are recorded in this section. Bulk goods, such as groceries, ice, or cases of water, are recorded under the In-Kind Distribution section.</p> <p>Prepared Meals (hot and cold): Record all meals served. Note that meals are counted and not persons.</p> <p>Drinks (coffee, soda, juice, water): Record all drinks served. One cup (or bottle) equals one drink.</p> <p>Snacks (donuts, cakes, chips): Record all snacks (non-meals) served.</p> <p>Mass Sheltering</p> <p>Note transient accommodations (i.e. hotel rooms) are recorded in the Disaster Social Services section.</p> <p>Lodging Provided: Record lodgings provided. One "lodging" equals one person housed for one night.</p> <p>Medical / Sanitation</p> <p>Medical Services Provided: Record the number persons given direct medical assistance through clinics by The Salvation Army.</p> <p>Showers Provided: Record the number of showers given through Salvation Army facilities or equipment.</p> <p>Disaster Social Services</p> <p>Client Interviews: Record all interviews with individuals. If an individual is interviewed multiple times, count each interview.</p> <p>Referrals to Other Agencies: Record the total number of referrals to other community organizations.</p> <p>Total Cases Opened: Record the total number of unduplicated cases for the disaster operation</p>	<p style="text-align: right;">Total</p> <p>Individuals Assisted: Record the total number of unduplicated persons served through the disaster social services program.</p> <p>Financial Assistance (Vouchers): Record all vouchers issued, recording the number of vouchers issued and the cumulative amount. Categories include <i>cleanup / reconstruction; clothing; energy; furniture; gift cards & debit cards; groceries; housing (rent / mortgage); medical / funeral; transient lodging (hotel); transportation; and other (specify)</i>. I</p> <p>In-Kind Distribution: Record all delivery of in-kind goods to disaster victims, counting items, orders, or kits as indicated. Categories include <i>blankets; Bibles, brochures, tracts; cleanup kits, cleaning / rebuild supplies; comfort kits; clothing; furniture; groceries / food boxes; ice; infant supplies; tarps / plastic sheeting; toys; water; and other</i>.</p> <p>Emotional & Spiritual Care</p> <p>In this section, record statistics related to Salvation Army emotional and spiritual care activities.</p> <p>Spiritual Care Provided (Prayer): Record all spiritual care contacts, including prayer. If an individual is interviewed multiple times, count each interview.</p> <p>Adult Seekers: Record number of youth seekers (under age 14) who indicate a definite decision of response for conversion, holiness, or consecration.</p> <p>Youth Seekers: Record number of adult seekers who indicate a definite decision of response for conversion, holiness, or consecration.</p> <p>Mental Health Care Provided (CISM): Record all emotional care contacts, including CISM. If an individual is interviewed multiple times, count each interview.</p> <p>Counseling Referrals Provided: Record the cumulative number of referrals to other professional chaplaincy or psychological organizations.</p> <p>Worship Services: Record the number of worship services conducted by The Salvation Army and the number of persons in attendance.</p> <p>Funeral Services: Record the number of funeral services conducted by The Salvation Army and the number of persons in attendance.</p> <p>Finance & Administration</p> <p>Officers: Record the number of unduplicated Salvation Army officers assigned to the disaster relief operation and hours served.</p> <p>Employees: Record the number of unduplicated Salvation Army employees assigned to the disaster relief operation and hours served.</p> <p>Volunteers: Record the number of unduplicated volunteers assigned to the disaster relief operation and hours served.</p> <p>Submitted By</p> <p>In this section, the person reporting the statistical data should sign their name, indicate their title, and date the report.</p>

FOR COMMAND USE ONLY:		
Current	Operational Assets	Unduplicated Totals
	Mobile Canteens	4325
	Other S.A. Vehicles	4320
	Assistance Centers	
	Command Posts	
	Distribution Centers	
	Feeding Facilities	
	Phone Banks	
	Shelters	
	Staging Areas	
	Warehouses	
	Other S.A. Facilities	
	Gov't EOCs*	4330
	Gov't DRCs*	4340
*where The Salvation Army has representation		
Notes:		



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

WEEKLY MAINTENANCE CHECK LIST

Canteen: _____ Date: _____

Unit No.: _____ By: _____

Items to Check	Item #	P	F	E	SC	Explanation of Any Problems
Generator:						
Generator (Gas) Set To Season	4140	0		1		
Circuit Breakers						
Off When Not In Use	4151	0		3		
Functional	4152	0	3	5		
Starts Easily From Outside	4161	0	5	10		
Starts Easily From Inside	4162	0	5	10		
Generator Produces Power	4170	0	25	50		
Runs Smoothly	4180	0	5	10		
Total Generator Score	0%				0	
Main Engine Operations:						
Engine Starts Easily	2210	0	5	10		
Engine Operational	2220	0	5	10		
Engine Runs Smoothly	2230	0	5	10		
Total Main Engine Score	0%				0	
Driving Operations						
Driving Mirrors	1620	0		3		
Fuel Level At 3/4 Full or More	2312	0		2		
Transmission Works Smoothly	9100	0	5	10		
Steering Works Properly	9200	0	5	10		
Shocks / Suspension Operational	9300	0	5	10		
Rear Differential Operational	9400	0	5	10		
Brakes Operational	9500	0	5	10		
Total Driving Operations Score	0%				0	
Vehicle Data						
Canteen Log Book In Cabin	0700	0		1		
Maintenance Log Up-To-Date	0701	0		1		
Generator Log Up-To-Date	0702	0		1		Generator Hours:
Mileage Log Up-To-Date	0703	0		1		Mileage:
Total Vehicle Data Score	0%				0	
General Cleanliness:						
Exterior: Overall Cleanliness	1110	0	1	2		
Interior: Overall Cleanliness	1111	0	1	2		
Total General Cleanliness Score	0%				0	
TOTAL INSPECTION SCORES						
	0%				0	
OTHER COMMENTS / RECOMMENDATIONS						

Canteen Inspection Detail Instructions - Page One

LINE # INSTRUCTIONS for LINE

ALL: Enter NA on ANY line for an item that does NOT APPLY to your unit.

Generator

- 4140 Enter 0 if the Maintenance Log is NOT up-to-date or 1 if it IS up-to-date.
- 4151 Enter 0 if ANYL circuit breakers are ON when generator is OFF or 1 if ALL circuit breakers are OFF.
- 4152 Enter 0 if NONE of the circuit breakers are functional, 3 if SOME are functional and 5 if ALL are functional.
- 4161 Enter 0 if generator will NOT start from the INSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
- 4162 Enter 0 if generator will NOT start from the OUTSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
If generator will NOT start all, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4170 Enter 0 if NO power is produced, 25 if power less than 110 volts is produced or 50 if FULL power.
If NO or POOR power is produced, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4180 Enter 0 if generator runs POORLY or 10 if generator runs SMOOTHLY. Note any problems.

Main Engine Operations

- 2210 Enter 0 if engine does NOT operate, 5 if engine operates poorly, 10 if engine operates well. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2220 Enter 0 if engine does NOT start, 5 if engine is DIFFICULT to start, 10 if it starts EASILY. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2230 Enter 0 if engine runs VERY rough, 5 if engine runs somewhat rough, and 10 if engine operates smoothly.

Driving Operations

- 1620 Enter 0 if ANY rearview mirrors are damaged. Enter 3 if ALL rear view mirrors are in excellent condition.
- 2312 Enter 0 if Fuel Gauge is LESS THAN 3/4 Full. Enter 1 if Fuel Gauge is GREATER THAN 3/4 Full.
- 9100 Enter 0 if transmission DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9200 Enter 0 if steering DOES NOT work or 5 if it works with PROBLEMS or 10 if it works WELL.
- 9300 Enter 0 if shocks & suspension DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9400 Enter 0 if rear differential DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9500 Enter 0 if brakes DO NOT work or 5 if they work with DIFFICULTY or 10 if they work WELL.
Low scores in some or all of the Driving Operations indicators will cause a Warning flag to appear.

Vehicle Data

- 0700 Enter 0 if Canteen Log is not present in the cab area or 1 if it is.
- 0701 Enter 0 if the Maintenance Log is NOT up to date or 1 if it is.
- 0702 Enter 0 if the Generator Log is NOT up to date or 1 if it is.
- 0703 Enter 0 if the Mileage Log is NOT up to date or 1 if it is.

General Cleanliness:

- 1110 Grade overall exterior cleanliness of vehicle as 0 ("Filthy"), 1 ("Moderately Clean") or 2 ("Very Clean").
- 1111 Grade overall interior cleanliness of vehicle as 0 ("Filthy"), 1 ("Moderately Clean") or 2 ("Very Clean").



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

MONTHLY MAINTENANCE CHECK LIST

Canteen: _____ Date: _____

Unit No.: _____ By: _____

Items to Check	Item #	P	F	E	SC	Explanation of Any Problems
Vehicle Data						
Plate Validation Sticker Valid	0200	0		1		
State Inspection Sticker Valid	0300	0		1		
Valid Vehicle Registration Card In Cab	0400	0		1		
Valid Insurance Card In Cab	0500	0		1		
Accident Instr./Report Form In Cab	0600	0		1		
Canteen Log Book In Cabin	0700	0		1		
Maintenance Log Up-To-Date	0701	0		1		
Generator Log Up-To-Date	0702	0		1		Generator Hours:
Mileage Log Up-To-Date	0703	0		1		Mileage:
Water Log Up-to-Date	0704	0		1		
Total Vehicle Data Score	0%				0	
General Body Inspection						
Body						
Overall Cleanliness	1110	0	1	2		
Paint (Chips / Scratches, etc.)	1120	0	1	2		
Dents / Body Damage	1130	0	1	2		
Hood Latches Lock / Unlock	1140	0		1		
Total Body Score	0%				0	
Doors and Windows						
Windows						
Cracks / Holes / Damage	1211	0		1		
Clean	1212	0	1	2		
Doors						
All Doors Operational	1221	0		1		
All Door Locks Operational	1222	0		1		
Total Doors & Windows Score	0%				0	
Awning / Canopy						
Operational	1410	0		1		
Condition	1420	0	1	2		
Total Awning Score	0%				0	
Tires						
Pressure correct	1520	0		1		
Condition	1530	0	1	2		
Total Tires Score	0%				0	
Other						
Roof Air Conditioner Shroud	1610	0	1	2		
Driving Mirrors	1620	0		3		
Trailer Hitch Present	1632	0		1		
Trailer Wiring Intact	1633	0		1		
Total Other Score	0%				0	
TOTAL CAB / EXTERIOR SCORE	0%				0	

Canteen Inspection Detail - Page 2

Main Engine Inspection	Item #	P	F	E	SC	Explanation of Any Problems
Engine Compartment						
Oil Level	2110	0	3	5		
Brake Fluid	2120	0	3	5		
Windshield Fluid	2130	0	1	2		
Power Steering Fluid*	2140	0	3	5		
Radiator Overflow Fluid*	2150	0	3	5		
Battery Fluid*	2160	0	1	2		
Drive Belts Tight	2170	0		3		
Total Engine Compart. Score	0%				0	
Engine Operations						
Operational	2210	0	5	10		
Starts Easily	2220	0	5	10		
Runs Smoothly	2230	0	5	10		
Transmission Fluid	2250	0	3	5		
Total Engine Operations Score	0%				0	
Dash Board						
Fuel Gauge Operational	2311	0		3		
Fuel Level >3/4 Full	2312	0		3		
Volt Gauge / Light Operational	2313	0		3		
Oil Gauge / Light Operational	2314	0		3		
Heat Gauge / Light Operational	2315	0		3		
Cab Air Conditioner Operational	2330	0		3		
Heater / Defroster Operational	2340	0		3		
Horn Operational	2350	0		3		
Windshiled Wipers Operational	2360	0		3		
Total Dash Board Score	0%				0	
Lights (Operational)						
Dome Light(s)	2410	0		1		
Left Low Normal Headlight	2421	0		5		
Right Low Normal Headlight	2422	0		5		
Left Bright Headlight	2423	0		3		
Right Bright Headlight	2424	0		3		
Front Left Turn Signal	2431	0		3		
Front Right Turn Signal	2432	0		3		
Running / Clearance Lights	2440	0	1	2		
Rear Left Tail Light	2451	0		5		
Rear Right Tail Light	2452	0		5		
Left Brake Light(s)	2453	0		5		
Right Brake Light (s)	2454	0		5		
Rear Left Turn Signal(s)	2455	0		3		
Rear Right Turn Signal(s)	2456	0		3		
Four-Way Flashers	2460	0		3		
License Plate Light(s)	2470	0		1		
Reverse / Back-up Lights	2480	0		3		
Reverse / Back-up Alarm	2481	0		3		
Emergency Beacon Lights	2390	0		1		
Total Lights Score	0%				0	
TOTAL MAIN ENGINE SCORE	0%				0	

Canteen Inspection Detail - Page 3

Cab Interior & Safety	Item #	P	F	E	SC	Explanation of Any Problems
Cab Interior						
Cab Cleanliness	3100	0	1	2		
Seat Upholstery	3200	0	1	2		
Business Band Radio						
Operational	3321	0		1		
Operational Repeater	3322	0		1		
Total Cab Interior Score	0%				0	
Fire Extinguisher (s)						
Available	3411	0		1		
Service Up-To-Date	3412	0		1		
Total Fire Ext(s) Score					0	
First Aid Kit						
Available	3421	0		1		
Supplies Up-To-Date	3422	0	1	2		
Total First Aid Kit Score	0%				0	
TOTAL CAB & SAFETY	0%				0	
Utilities						
Generator						
Oil Level Full	4110	0	3	5		
Radiator Overflow Full	4120	0	3	5		
Circuit Breakers						
Off When Not In Use	4151	0		3		
Functional	4152	0	3	5		
Starts Easily From Outside	4161	0	5	10		
Starts Easily From Inside	4162	0	5	10		
Generator Produces Power	4170	0	25	50		
Runs Smoothly	4180	0	5	10		
Total Generator Score	0%				0	
Water System						
Fresh Water Tank						
Sanitized Since Last Use	4211	0		1		
Empty	4212	0		1		
Grey Water Tank						
Empty	4221	0		1		
Sanitized Since Last Use	4222	0		1		
Water Heater Operational	4230	0	1	2		
All Faucets Work	4240	0		1		
Total Water System Score	0%				0	
Propane System						
Between 50% & 80% Full	4310	0		3		
All Valves Closed	4320	0		5		
Sniffer Operational	4330	0		5		
No Gas Smell When Valves Ope	4340	0		3		
Total Propane System Score	0%				0	
Scene Light(s) Operational	4410	0	1	2		
TOTAL UTILITIES SCORE	0%				0	

Canteen Inspection Detail - Page 4

Cooking Areas	Item #	P	F	E	SC	Explanation of Any Problems
Stove						
Clean	5110	0	1	2		
Properly "Seasoned" & Covered	5120	0		1		
Operational	5130	0		1		
Grease Trap Clean	5140	0	1	2		
Griddle or Tilt Skillet						
Clean	5210	0	1	2		
Properly "Seasoned" & Covered	5220	0		1		
Operational	5230	0		1		
Grease Trap Clean	5240	0	1	2		
Oven						
Clean	5310	0	1	2		
Operational	5320	0		1		
Exhaust Hood / Fan						
Clean (Filters, Fans, etc.)	5410	0	1	2		
Operational	5420	0		1		
Grease Trap Clean	5430	0	1	2		
Coffee Maker						
Clean	5510	0	1	2		
Satellites & Strainers Available	5520	0		1		
Operational	5530	0		1		
Microwave						
Clean	5610	0	1	2		
Operational	5620	0		1		
TOTAL COOKING AREA	0%				0	
Food Preparation Area						
Refrigerator						
Clean	6110	0	1	2		
Seals Clean	6120	0	1	2		
Operational	6130	0		1		
Freezer						
Clean	6210	0	1	2		
Seals Clean	6220	0	1	2		
Operational	6230	0		1		
Counters						
Clean	6310	0	1	2		
Organized	6320	0	1	2		
Cabinets						
Clean	6410	0	1	2		
Organized	6420	0	1	2		
Sinks Clean	6510	0	1	2		
TOTAL FOOD PREP AREA	0%				0	
General Kitchen Area						
Service Window						
Clean	7110	0	1	2		
Operational / Secure	7120	0		1		
Floor Clean (under mats)	7210	0	1	2		
Roof Air/Heat/Vents						
Clean	7310	0	1	2		
Operational	7320	0		1		
Interior Kitchen Lights						
110 Volt Lights Operational	7510	0		1		
12 Volt Lights Operational	7520	0		1		
TOTAL GEN. KITCHEN SCORE	0%				0	

Canteen Inspection Detail Instructions - Page One

LINE # INSTRUCTIONS for LINE

ALL: Enter NA on ANY line for an item that does NOT APPLY to your unit.

Vehicle Data

- 0200 Enter 0 if the Licensure Plate Tab IS NOT valid (out-of-date) or enter 1 if IS valid (in-date).
- 0300 Enter 0 if the State Inspection Sticker IS NOT valid (out-of-date) or enter 1 if IS valid (in-date).
- 0400 Enter 0 if the Vehicle Registration Card is NOT valid (out-of-date) or 1 if it IS valid (in-date).
- 0500 Enter 0 if the Insurance Card is NOT valid (out-of-date) or 1 if it IS valid (in-date).
- 0600 Enter 0 if there IS NOT an Accident Instruction / Report Form in the cab, or 1 if it IS in the cab.
- 0700 Enter 0 if there is NO Canteen Log Book in the vehicle; 1 if there IS a Canteen Log Book in the vehicle.
- 0701 Enter 0 if the Maintenance Log is NOT up-to-date; 1 if the Maintenance Log IS up-to-date.
- 0702 Enter 0 if the Generator Hours Log is NOT up-to-date; 1 if it IS up-to-date. Enter Generator Hours.
- 0703 Enter 0 if the Mileage Log is NOT up-to-date; 1 if the Mileage Log IS up-to-date. Enter Mileage.
- 0704 Enter 0 if the Water Log is NOT up-to-date; 1 if the Water Log IS up-to-date.

Exterior Inspection - Body

- 1110 Grade overall exterior cleanliness of vehicle body as 0 ("Filthy"), 1 ("Moderately Clean") or 2 ("Very Clean").
- 1120 Enter 0 if MANY chips or scratches are found, 1 if FEW are found and 2 if NONE are found. Make notes.
- 1130 Enter 0 if MANY dents or body damage is found, 1 if FEW are found and 2 if NONE are found. Make notes.
- 1140 Enter 0 if ANY hood latch doesn't work. Enter 1 if ALL hood latches work.

Exterior Inspection - Windows

- 1211 Enter 0 if ANY window damage. Note what and where the damage is. Enter 1 if NO window damage.
- 1212 Enter 0 if MOST windows are dirty or 1 if SOME windows are dirty. Enter 2 if ALL windows are clean.

Exterior Inspection - Doors

- 1221 Enter 0 if ANY doors are not operational. Enter 1 only if ALL doors are operational.
- 1222 Enter 0 if ANY door locks are not operational. Enter 1 only if ALL door locks are operational.

Exterior Inspection - Awning / Canopy

- 1410 Enter 0 if the awning does not operate correctly. Enter 1 if the awning does operate correctly.
- 1420 Enter 0 if awning is in POOR condition, 1 if in FAIR condition and 2 if in EXCELLENT condition.

Exterior Inspection - Tires

- 1520 Enter 0 if the tire pressure is incorrect (too low or too high). Enter 1 if the tire pressure is correct.
- 1530 Enter 0 if tires are in overall POOR condition, 1 if in FAIR condition and 2 if in EXCELLENT condition.

Exterior Inspection - Other

- 1610 Enter 0 if roof air conditioner shroud is in POOR condition, 1 if in FAIR and 2 if in EXCELLENT condition.
- 1620 Enter 0 if ANY rearview mirrors are damaged. Enter 3 if ALL rear view mirrors are in excellent condition.

Exterior Inspection - Other - Trailer Hitch Assembly

- 1632 Enter 0 if a trailer hitch is NOT on board the Canteen or 1 if a trailer hitch IS on board the Canteen
- 1633 Enter 0 if trailer wiring is NOT installed or NOT working. Enter 1 if the trailer wiring IS installed /working
Enter "N" for both 1632 and 1633 if the vehicle does not have a trailer hitch.

Canteen Inspection Detail Instructions - Page Two

Main Engine Inspection - Engine Compartment

- 2110 Enter 0 if NO oil on dipstick, 3 if SOME oil on dipstick and 5 if oil level is FULL. Note any problems.
NO oil on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 2120 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
NO brake fluid on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 2130 Enter 0 if NO fluid in overflow tank, 1 if SOME fluid in overflow tank and 2 if fluid level is FULL.
- 2140 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
- 2150 Enter 0 if NO fluid in radiator, 3 if SOME fluid in radiator and 5 if fluid level is FULL. Note any problems.
- 2160 Enter 0 if NO fluid in battery, 3 if SOME fluid in battery and 5 if fluid level is FULL. Note any problems.
- 2170 Enter 0 if drive belts are LOOSE, 3 if drive belts are TIGHT. Note any problems.

Main Engine Inspection - Engine Operations

- 2210 Enter 0 if engine does NOT operate, 5 if engine operates poorly, 10 if engine operates well. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2220 Enter 0 if engine does NOT start, 5 if engine is DIFFICULT to start, 10 if it starts EASILY. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2230 Enter 0 if engine runs VERY rough, 5 if engine runs somewhat rough, and 10 if engine operates smoothly.
- 2250 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
NO brake fluid on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"

Main Engine Inspection - Dash Board

- 2311 Enter 0 if Fuel Gauge DOES NOT operate. Enter 1 if Fuel Gauge DOES operate. Note any problems.
- 2312 Enter 0 if Fuel Gauge is LESS THAN 1/2 Full. Enter 1 if Fuel Gauge is GREATER THAN 1/2 Full.
- 2313 Enter 0 if Voltage Gauge or Light DOES NOT operate or 1 if it DOES operate. Note any problems.
- 2314 Enter 0 if Oil Pressure Gauge or Light DOES NOT operate or 1 if it DOES operate. Note any problems.
- 2315 Enter 0 if Engine Heat Gauge or Light DOES NOT operate or 1 if it DOES operate. Note any problems.
- 2330 Enter 0 if cab air conditioner DOES NOT work or 1 if it DOES work. Note any problems.
- 2340 Enter 0 if Heater / Defroster system DOES NOT work or 1 if it DOES work. Note any problems.
- 2350 Enter 0 if Horn DOES NOT work or 1 if it DOES work. Note any problems.
- 2360 Enter 0 if Windshield Wipers DO NOT work or 1 if they DO work. Note any problems.

Main Engine Inspection - Lights

- 2410 Enter 0 if Dome Light(s) DO NOT work. Enter 1 if Dome Light(s) DO work. Note any problems.
- 2421 Enter 0 if Left Low Normal Headlight DOES NOT work; 1 if it DOES work. Note any problems.
- 2422 Enter 0 if Right Low Normal Headlight DOES NOT work; 1 if it DOES work. Note any problems.
If BOTH Low Headlights DO NOT work a message will say, "NO HEADLIGHTS!"
- 2423 Enter 0 if Left Bright Headlight DOES NOT work; 1 if it DOES work. Note any problems.
- 2424 Enter 0 if Right Bright Headlight DOES NOT work; 1 if it DOES work. Note any problems.
- 2431 Enter 0 if Front Left Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2432 Enter 0 if Front Right Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2440 Enter 0 if NO Cleanance Lights work, 1 if SOME work and 2 if ALL work. Note any problems.
- 2451 Enter 0 if Rear Left Tail Light DOES NOT work; 1 if it DOES work. Note any problems.
- 2452 Enter 0 if Rear Right Tail Light DOES NOT work; 1 if it DOES work. Note any problems.
If ALL Tail Lights DO NOT work a message will say, "NO TAIL LIGHTS!"
If ALL Headlights and Tail Lights DO NOT work a message will say, "NO LIGHTS!"
- 2453 Enter 0 if Rear Left Brake Light DOES NOT work; 1 if it DOES work. Note any problems.
- 2454 Enter 0 if Rear Right Brake Light DOES NOT work; 1 if it DOES work. Note any problems.
If ALL Brake Lights DO NOT work a message will say, "NO BRAKE LIGHTS!"
- 2455 Enter 0 if Rear Left Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2456 Enter 0 if Rear Right Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2460 Enter 0 if Four-Way Flashers DO NOT work; 1 if they DO work. Note any problems.
- 2470 Enter 0 if License Plate Light(s) DO NOT work; 1 if they DO work. Note any problems.
- 2480 Enter 0 if Reverse / Backup Light(s) DO NOT work; 1 if they DO work. Note any problems.
- 2481 Enter 0 if Reverse / Backup Alarm DOES NOT work; 1 if it DOES work. Note any problems.
- 2390 Enter 0 if Emergency Beacon Lights DO NOT work or 1 if they DO work. Note any problems.

Canteen Inspection Detail Instructions - Page Three

Cab Interior & Safety - Cab Interior Items

- 3100 Enter 0 if Cab is VERY dirty, 1 if MODERATELY dirty and 2 if VERY clean.
- 3200 Enter 0 if Upholstery is VERY dirty or in POOR condition, 1 if MODERATELY dirty or FAIR condition and 2 if VERY clean or in EXCELLENT condition.
- 3321 For ALL Radios, enter NA if Not Applicable, 0 if ANY radio is INOPERABLE or 1 if ALL radios WORK.
- 3322 For ALL Radios, enter NA if NO repeater exists for your radios, 0 if the repeater system DOES NOT work, and 2 if the repeater system DOES work.

Cab Interior & Safety - Safety Items

- 3411 Enter 0 if Fire Extinguisher is NOT onboard the Canteen or 1 if it IS onboard.
- 3412 Enter 0 if Fire Extinguisher has NOT been serviced in the last year or 1 if it HAS been serviced.
- 3421 Enter 0 if First Aid Kit is NOT onboard the Canteen or 1 if it IS onboard.
- 3422 Enter 0 if First Aid Kit Kit has NOT been serviced in the last year or 1 if it HAS been serviced.

Utilities - Generator

- 4110 Enter 0 if NO oil on dipstick, 3 if SOME oil on dipstick and 5 if oil level is FULL. Note any problems.
NO oil on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 4120 Enter 0 if NO fluid in radiator, 3 if SOME fluid in radiator and 5 if fluid level is FULL. Note any problems.
- 4151 Enter 0 if ANY circuit breakers are ON when generator is OFF or 1 if ALL circuit breakers are OFF.
- 4152 Enter 0 if NONE of the circuit breakers are functional, 3 if SOME are functional and 5 if ALL are functional.
- 4161 Enter 0 if generator will NOT start from the INSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
- 4162 Enter 0 if generator will NOT start from the OUTSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
If generator will NOT start all, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4170 Enter 0 if NO power is produced, 25 if power less than 110 volts is produced or 50 if FULL power.
If NO or POOR power is produced, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4180 Enter 0 if generator runs POORLY or 10 if generator runs SMOOTHLY. Note any problems.

Utilities - Water System

- 4211 Enter 0 if Fresh Water Tank NOT sanitized since its last use or 1 if it IS sanitized.
- 4212 Fresh Water Fill: Enter NA if not applicable or 0 if NOT FULL or 1 if it IS FULL.
- 4221 Enter NA if not applicable or 0 if Gray Water Tank IS FULL or 1 if it IS NOT FULL.
- 4222 Enter 0 if Gray Water Tank NOT sanitized since its last use or 1 if it IS sanitized.
- 4230 Enter NA if NO water heater or 0 if Water Heater is NOT operational or 1 if Water Heater IS operational.
- 4240 Enter 0 if NONE or ONLY SOME of the faucets work or 1 if ALL faucets work.

Utilities - Propane System

- 4310 Enter 0 if propane tank is LESS THAN 50% or GREATER THAN 80 % full
OR 3 if GREATER THAN 50% and LESS THAN OR EQUAL TO 80% full.
WARNING!! It is UNSAFE to have the propane tank more than 80% full
- 4320 Enter 0 if ANY propane valve is OPEN prior to use or 5 if ALL propane valves are closed prior to use.
- 4330 Enter 0 if the Propane Sniffer IS NOT operational or 5 if it IS operational.
- 4340 Enter 0 if there IS a gas smell upon opening the valves or 3 if there is NO gas smell.

Utilities - Scene Lights

- 4410 Enter 0 if NO scene lights work or 1 if SOME scene lights work or 2 if ALL scene lights work.

Canteen Inspection Detail Instructions - Page Four

Cooking Areas - Stove

- 5110 Enter 0 if stove is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5120 Enter 0 if stove IS NOT properly "seasoned and covered or 1 if stove IS properly seasoned and covered.
- 5130 Enter 0 if stove IS NOT operational or 1 if stove IS operational.
- 5140 Enter 0 if stove grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.

Cooking Areas - Griddle

- 5210 Enter 0 if griddle is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5220 Enter 0 if griddle IS NOT properly "seasoned and covered or 1 if stove IS properly seasoned and covered.
- 5230 Enter 0 if griddle IS NOT operational or 1 if stove IS operational.
- 5240 Enter 0 if griddle grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.

Cooking Areas - Oven

- 5310 Enter 0 if oven is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5320 Enter 0 if oven IS NOT operational or 1 if stove IS operational.

Cooking Areas - Exhaust Hood / Fan

- 5410 Enter 0 if exhaust hood or fan are VERY DIRTY, 1 IF both are FAIRLY CLEAN, 2 if both are VERY CLEAN.
- 5420 Enter 0 if either exhaust hood or fan ARE NOT working or 1 if both exhaust hood and fan ARE working.
- 5430 Enter 0 if grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN, 2 if it is VERY CLEAN.

Cooking Areas - Coffee Maker(s)

- 5510 Enter 0 if coffee maker(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 5520 Enter 0 if coffee strainer(s) ARE NOT in kitchen or 1 if coffee strainer(s) ARE in kitchen.
- 5530 Enter 0 if coffee maker(s) ARE NOT operational or 1 if coffee maker(s) ARE operational.

Cooking Areas - Microwave(s)

- 5610 Enter 0 if microwave(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 5620 Enter 0 if ANY microwave(s) ARE NOT operational or 1 if ALL microwave(s) ARE operational.

Food Preparation Area - Refrigerator(s)

- 6110 Enter 0 if refrigerator(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6120 Enter 0 if refrigerator(s) seal(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6130 Enter 0 if ANY refrigerator(s) ARE NOT operational or 1 if ALL refrigerator(s) ARE operational.

Food Preparation Area - Freezer(s)

- 6210 Enter 0 if freezer(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6220 Enter 0 if freezer(s) seal(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6230 Enter 0 if ANY freezer(s) ARE NOT operational or 1 if ALL freezer(s) ARE operational.

Food Preparation Area - Counter(s)

- 6310 Enter 0 if ANY counter(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.
- 6320 Enter 0 if ANY counter(s) are VERY disorganized, 1 if ALL are FAIRLY organizaed, 2 if VERY oranized

Food Preparation Area - Cabinet(s) & Sinks

- 6410 Enter 0 if ANY cabinet(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.
- 6420 Enter 0 if ANY cabinet(s) are VERY disorganized, 1 if ALL are FAIRLY organizaed, 2 if VERY oranized
- 6510 Enter 0 if ANY sink(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.

General Kitchen Area

- 7110 Enter 0 if ANY service window is VERY DIRTY, 1 if ALL are IF FAIRLY CLEAN, 2 if ALL are VERY CLEAN.
- 7120 Enter 0 if ANY service window DOES NOT work or secure or 1 if ALL service windows ARE operational.
- 7210 Enter 0 if floor is VERY DIRTY or 1 IF floor is FAIRLY CLEAN or 2 if floor is VERY CLEAN.
- 7310 Enter 0 if roof AC/Heat vents are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 7320 Enter 0 if roof AC/Heat uni(s) ARE NOT operational or 1 if ALL roof AC/Heat unit(s) ARE operational.
- 7510 Enter 0 if ANY 110 volt light(s) ARE NOT operational or 1 if ALL 110 volt light(s) ARE operational.
- 7520 Enter 0 if ANY 12 volt light(s) ARE NOT operational or 1 if ALL 12 volt light(s) ARE operational.

Canteen Inspection Detail Instructions - Page Five

Equipment - White Pottable Water Hose

- 8111 Enter 0 if there is NO white pottable water hose or 1 if there IS a white pottable water hose.
- 8112 Enter 0 if white hose is VERY DIRTY or 1 FAIRLY clean or 2 if VERY CLEAN.
- 8113 Enter 0 if the ends of the white hose ARE NOT connected together or 1 if they ARE connected together.

Equipment - Grey Water Hose

- 8121 Enter 0 if there is NO grey water hose or 1 if there IS a white pottable water hose.
- 8122 Enter 0 if grey hose is NOT MARKED as a grey water hose or 1 if it IS MARKED as a grey water hose.
- 8123 Enter 0 if grey water hose IS stored near food or 1 if stored SEPARATELY from the food.

Equipment - Cooking Utensils (Pots, Pans & Utensils)

- 8210 Enter 0 if there are NO cooking utensils in kitchen, 1 if there amount is INADEQUATE or 2 if there are an ADEQUATE number of cooking utensils in the kitchen.
- 8220 Enter 0 if cooking utensils are VERY DIRTY or 1 FAIRLY clean or 2 if VERY CLEAN.
- 8230 Enter 0 if NO stove lighter is in kitchen or it DOESN'T WORK or 1 if a stove lighter IS in kitchen and works.

Equipment - Cambro(s)

- 8310 Enter 0 if cambro(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 8320 Enter 0 if cambro(s) ARE NOT operational or 1 if ALL cambro(s) ARE operational.

Equipment - Emergency Equipment

- 8410 Enter 0 if NO tool box and/or tools are in vehicle or 1 if there IS a tool box and/or tools are in the vehicle.
- 8420 Enter 0 if NO jumper cables are in vehicle or 1 if there ARE jumper cables in the vehicle.

- 8510 Enter 0 if equipment IS NOT properly secured or 1 if equipment IS properly secured.

Driving Operations

- 9100 Enter 0 if transmission DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9200 Enter 0 if steering DOES NOT work or 5 if it works with PROBLEMS or 10 if it works WELL.
- 9300 Enter 0 if shocks & suspension DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9400 Enter 0 if rear differential DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9500 Enter 0 if brakes DO NOT work or 5 if they work with DIFFICULTY or 10 if they work WELL.

Low scores in some or all Driving Operations indicators will cause a Warning flag to appear.



THE SALVATION ARMY

EMERGENCY DISASTER SERVICES

ANNUAL CANTEEN INSPECTION - SUMMARY

Corps: _____

Date: _____

Unit #: _____

Vehicle Data	Poss	Act	%
Complete, up to date	9	0	0%
	9	0	0%
Exterior Inspection	Poss	Act	%
Vehicle Body	7	0	0%
Doors / Windows	6	0	0%
Lettering / Graphics	5	0	0%
Awning / Canopy	3	0	0%
Tires	5	0	0%
Other	8	0	0%
	34	0	0%
Main Engine Inspection	Poss	Act	%
Engine Compartment	31	0	0%
Engine Operations	40	0	0%
Dashboard / Gauges	36	0	0%
Lights	61	0	0%
Exhaust System	2	0	0%
	170	0	0%
Cab Inspection	Poss	Act	%
Cab Interior	7	0	0%
Fire Extinguisher	2	0	0%
First Aid Kit	3	0	0%
	12	0	0%
Utilities	Poss	Act	%
Generator System	106	0	0%
Water System	10	0	0%
Propane System	19	0	0%
Scene Lights	2	0	0%
	137	0	0%
Cooking Area Inspection	Poss	Act	%
Stove	6	0	0%
Griddle / Tilt Skillet	6	0	0%
Oven	3	0	0%
Exhaust Hood / Fan	5	0	0%
Coffee Maker	4	0	0%
Microwave	3	0	0%
	27	0	0%

Food Preparation Area	Poss	Act	%
Refrigerator	5	0	0%
Freezer	5	0	0%
Counters	4	0	0%
Cabinets	4	0	0%
Sinks	2	0	0%
	20	0	0%
General Kitchen Area	Poss	Act	%
Service Windows(s)	3	0	0%
Floor	2	0	0%
Roof Air / Heat / Vent	3	0	0%
Front / Rear Screens	1	0	0%
Inter. 12v / 110 v Lights	2	0	0%
	11	0	0%
Equipment Inspection	Poss	Act	%
Hoses	7	0	0%
Cooking Utensils	5	0	0%
Cambros	3	0	0%
Emergency Equipment	2	0	0%
Other	2	0	0%
	19	0	0%
Driving Operations	Poss	Act	%
Canteen Drives Safely	50	0	0%
	50	0	0%
VEHICLE DATA			
Vehicle ID No. (VIN):			
Date of Last Inspection:			
Current Inspection Date:			
License Plate Number:			
Licesne Plate Tab Date:			
Date of State Vehicle Insp.:			
Mileage (Last Inspection):			
Mileage (Current Inspection):			
Mileage Travelled:	0		
Gen. Hrs. (Last Insp.):			
Gen. Hrs. (Current Insp.):			
Gen. Hrs. Since Last Insp.:	0		
Tracker Battery State (G/Y/R)			
Date of Last Tracker Signal			
TOTAL SCORE	Poss	Act	%
	489	0	0%

Annual Canteen Inspection - Detail

Canteen: _____

Date: _____

Unit No.: _____

By: _____

Items to Check	Item #	P	F	E	SC	Explanation of Any Problems
Vehicle Data						
VIN matches recorded VIN	0100	0		1		
Plate Validation Sticker Valid	0200	0		1		
State Inspection Sticker Valid	0300	0		1		
Valid Vehicle Registration Card In Cab	0400	0		1		
Valid Insurance Card In Cab	0500	0		1		
Accident Instr./Report Form In Cab	0600	0		1		
Maintenance Log In Cab or Vehicle	0700	0		1		
Mileage Log In Cab or Vehicle	0800	0		1		
Vehicle Stored Outside (0) or Inside (1)	0900	0		1		
Total Vehicle Data Score					0	
Exterior Inspection						
Body						
Overall Cleanliness	1110	0	1	2		
Paint (Chips / Scratches, etc.	1120	0	1	2		
Dents / Body Damage	1130	0	1	2		
Hood Latches Lock / Unlock	1140	0		1		
Total Body Score					0	
Doors and Windows						
Windows						
Cracks / Holes / Damage	1211	0		1		
Clean	1212	0	1	2		
Doors						
All Doors Operational	1221	0		1		
All Door Locks Operational	1222	0		1		
Corps Has Extra Set of Keys	1223	0		1		
Total Doors & Windows Score					0	
Lettering / Graphics						
Faded	1310	0	1	2		
Peeling/Cracking	1320	0	1	2		
By NHQ / THQ Standards	1330	0		1		
Total Lettering / Graphics Score					0	
Awning / Canopy						
Operational	1410	0		1		
Condition	1420	0	1	2		
Total Awning Score					0	
Tires						
Tread	1510	0	1	2		
Pressure correct	1520	0		1		
Condition	1530	0	1	2		
Total Tires Score					0	
Other						
Roof Air Conditioner Shroud	1610	0	1	2		
Driving Mirrors	1620	0		3		
Trailer Kit						
Receiver Hitch Installed	1631	0		1		
Trailer Hitch Present	1632	0		1		
Trailer Wiring Intact	1633	0		1		
Total Other Score					0	
TOTAL EXTERIOR SCORE					0	

Canteen Inspection Detail - Page 2

Main Engine Inspection	Item #	P	F	E	SC	Explanation of Any Problems
Engine Compartment						
Oil Level*	2110	0	3	5		
Brake Fluid*	2120	0	3	5		
Windshield Fluid*	2130	0	1	2		
Power Steering Fluid*	2140	0	3	5		
Radiator Overflow Fluid*	2150	0	3	5		
Battery Fluid*	2160	0	1	2		
Drive Belts Tight	2170	0		3		
Oil Change Within Last 12 Mos.	2180	0		2		
Tune-UP Within Last 12 Mos.	2190	0		2		
Total Engine Compartment Score					0	
Engine Operations						
Operational	2210	0	5	10		
Starts Easily	2220	0	5	10		
Runs Smoothly	2230	0	5	10		
Maintenance Log Up-to-Date	2240	0		5		
Transmission Fluid	2250	0	3	5		
Total Engine Operations Score					0	
Dash Board						
Fuel Gauge Operational	2311	0		3		
Fuel Level >1/2 Full	2312	0		3		
Volt Gauge / Light Operational	2313	0		3		
Oil Gauge / Light Operational	2314	0		3		
Heat Gauge / Light Operational	2315	0		3		
Battery Cut-Off Operational	2320	0		3		
Cab Air Conditioner Operational	2330	0		3		
Heater / Defroster Operational	2340	0		3		
Horn Operational	2350	0		3		
Windshiled Wipers Operational	2360	0		3		
Windshield Washers Operational	2370	0		3		
Emergency Beacon Lights	2380	0		3		
Total Dash Board Score					0	
Lights (Operational)						
Dome Light(s)	2410	0		1		
Left Low Normal Headlight	2421	0		5		
Right Low Normal Headlight	2422	0		5		
Left Bright Headlight	2423	0		3		
Right Bright Headlight	2424	0		3		
Front Left Turn Signal	2431	0		3		
Front Right Turn Signal	2432	0		3		
Running / Clearance Lights	2440	0	1	2		
Rear Left Tail Light	2451	0		5		
Rear Right Tail Light	2452	0		5		
Right Brake Light(s)	2461	0		5		
Left Brake Light (s)	2462	0		5		
Rear Right Turn Signal(s)	2471	0		3		
Rear Left Turn Signal(s)	2472	0		3		
Four-Way Flashers	2480	0		3		
Reverse / Backup Lights	2490	0		3		
Reverse / Backup Alarm	2491	0		3		
License Plate Light(s)	2495	0		1		
Total Lights Score					0	
Exhaust System (Leaks, etc.)	2500	0	1	2		
TOTAL MAIN ENGINE SCORE					0	

Canteen Inspection Detail - Page 3

Cab Interior & Safety	Item #	P	F	E	SC	Explanation of Any Problems
Cab Cleanliness	3100	0	1	2		
Seat Upholstery	3200	0	1	2		
Communications Equipment						
Operational Amateur Radio	3310	0		1		
Operational SA UHF Radio	3320	0		1		
Operational Other Radio	3330	0		1		
Total Cab Interior Score					0	
Fire Extinguisher (s)						
Available	3411	0		1		
Serviced	3412	0		1		
Total Fire Ext(s) Score					0	
First Aid Kit						
Available	3421	0		1		
Serviced	3422	0	1	2		
Total First Aid Kit Score					0	
TOTAL CAB & SAFETY					0	
Utilities						
Generator						
Oil Level Full	4110	0	3	5		
Radiator Overflow Full	4120	0	3	5		
Serviced Within Last 12 Mos.	4130	0		3		
Maintenance Log Up-to-Date	4140	0		5		
Circuit Breakers						
Off When Not In Use	4151	0		3		
Functional	4152	0	3	5		
Starts Easily From Outside	4161	0	5	10		
Starts Easily From Inside	4162	0	5	10		
Generator Produces Power	4170	0	25	50		
Runs Smoothly	4180	0	5	10		
Total Generator Score					0	
Water System						
Fresh Water Tank						
Sanitized Within Last 12 Mos.	4211	0		1		
Full	4212	0		1		
Bleach added	4213	0		1		
Log Up-to-Date	4214	0		1		
Grey Water Tank						
Empty	4221	0		1		
Sanitized Within Last 12 Mos.	4222	0		1		
Log Up-to-Date	4223	0		1		
Water Heater Operational	4230	0	1	2		
All Faucets Work	4240	0		1		
Total Water System Score					0	
Propane System						
Between 50% & 80% Full	4310	0		3		
All Valves Closed	4320	0		5		
Sniffer Operational	4330	0		5		
No Gas Smell When Valves Open	4340	0		3		
Inspected Within Last 12 Mos.	4350	0		3		
Total Propane System Score					0	
Scene Light(s) Operational	4410	0	1	2		
TOTAL UTILITIES SCORE					0	

Canteen Inspection Detail - Page 4

Cooking Areas	Item #	P	F	E	SC	Explanation of Any Problems
Stove						
Clean	5110	0	1	2		
Properly "Seasoned" & Covered	5120	0		1		
Operational	5130	0		1		
Grease Trap Clean	5140	0	1	2		
Griddle / Tilt Skillet						
Clean	5210	0	1	2		
Properly "Seasoned" & Covered	5220	0		1		
Operational	5230	0		1		
Grease Trap Clean	5240	0	1	2		
Oven						
Clean	5310	0	1	2		
Operational	5320	0		1		
Exhaust Hood / Fan						
Clean (Filters, Fans, etc.)	5410	0	1	2		
Operational	5420	0		1		
Grease Trap Clean	5430	0	1	2		
Coffee Maker						
Clean	5510	0	1	2		
Equipment (Strainers) Available	5520	0		1		
Operational	5530	0		1		
Microwave						
Clean	5610	0	1	2		
Operational	5620	0		1		
TOTAL COOKING AREA					0	
Food Preparation Area						
Refrigerator						
Clean	6110	0	1	2		
Seals Clean	6120	0	1	2		
Operational	6130	0		1		
Freezer						
Clean	6210	0	1	2		
Seals Clean	6220	0	1	2		
Operational	6230	0		1		
Counters						
Clean	6310	0	1	2		
Organized	6320	0	1	2		
Cabinets						
Clean	6410	0	1	2		
Organized	6420	0	1	2		
Sinks Clean	6510	0	1	2		
TOTAL FOOD PREPERATION AREA SCORE					0	
General Kitchen Area						
Service Window						
Clean	7110	0	1	2		
Operational / Secure	7120	0		1		
Floor Clean (under mats)	7210	0	1	2		
Roof Air/Heat/Vents						
Clean	7310	0	1	2		
Operational	7320	0		1		
Front/Rear Screen Door(s) Operational	7410	0		1		
Interior Kitchen Lights						
110 Volt Lights Operational	7510	0		1		
12 Volt Lights Operational	7520	0		1		
TOTAL GENERAL KITCHEN AREA SCORE					0	

Canteen Inspection Report & General Instructions

Canteen Report - Overview:

The Canteen Report automatically totals all of the information from the Canteen Detail Sheets to give the evaluator quick statistical overview of the Canteen's performance in 9 critical areas encompassing 4 sub-functions. These 41 sub-functions and 9 key areas are directly correlated to information separately defined and contained in the Canteen Detail Sheets.

Poor scores in critical areas or functions such as Driving Operations, Engine Maintenance and Operations and Generator Operations will cause alert messages to appear warning the evaluator that the Canteen is inoperable in those key areas and / or unsafe to drive.

The Total Score at the bottom will tell the reader at what percentage capacity the vehicle is operating overall. A score of less than 75% will generally indicate a vehicle that has serious difficulties. The lower the score, the more serious the difficulties.

VEHICLE DATA:

Most of the VEHICLE DATA requested is self-explanatory, except for the information concerning GEDIS.

To obtain the GEDIS information, someone must check the status of the GEDIS unit for this particular vehicle on the GEDIS web-site and enter the following:

- a. Whether the GEDIS Battery Status is GREEN, YELLOW or RED.
- b. The date of the last GEDIS signal received from this particular unit.

Any problems should be reported to Territorial Disaster Services for assistance.

Canteen Detail Sheets - Instructions:

There are six columns following the description for each detail on the Canteen Detail Sheet. They are:

- Item #: This is a numerical number for that item. You can refer to that number on the back of each page to get a full description of how to complete that particular item.
- P: This is the score (usually "0") for POOR - the poorest rating possible. This usually denotes items that are either totally inoperable, missing or extremely dirty, depending upon what is being graded.
- F: This is the score for "FAIR" for items that can be graded on a continuum.
- E: This is the score for "EXCELLENT" - the highest score possible.
- SC: This is the column in which the evaluator enters the score for that item. The scores can be:
- "N" for Not Applicable. This should be used for ANY item that does not apply to the vehicle being evaluated. An "N" will automatically reduce the overall "perfect" score against which the evaluated score is compared.
- "0" will ALWAYS indicate POOR for the poorest rating possible.
A "0" on some items will cause a message warning flag to appear.
- Scores over "0" (POOR) are shown in the F and E column. You MUST use the number indicated in the F or E column.

TOTAL: Each critical area will be automatically totalled and entered on the Canteen Report.

The final column is for further describing any problems found or POOR scores recorded. If a problem is found that needs to be resolved, it is important to record that problem and a recommendation for resolving that problem in the RECOMMENDATIONS section at the end of Page 5. This will help provide additional guidance and information to whomever is responsible for the Canteen's maintenance. The problems and recommendations should be dealt with immediately as the Canteen could be called into service any time.

Canteen Inspection Detail Instructions - Page One

LINE

INSTRUCTIONS for LINE

ALL: Enter NA on ANY line for an item that does NOT APPLY to your unit.

Vehicle Data

- 0100 Enter 0 if Vehicle VIN DOES NOT match recorded VIN or enter 1 if it DOES match.
- 0200 Enter 0 if the Licnese Plate Tab IS NOT valid (out-of-date) or enter 1 if IS valid (in-date).
- 0300 Enter 0 if the State Inspection Sticker IS NOT valid (out-of-date) or enter 1 if IS valid (in-date).
- 0400 Enter 0 if the Vehicle Registration Card is NOT valid (out-of-date) or 1 if it IS valid (in-date).
- 0500 Enter 0 if the Insurance Card is NOT valid (out-of-date) or 1 if it IS valid (in-date).
- 0600 Enter 0 if there IS NOT an Accident Instruction / Report Form in the cab, or 1 if it IS in the cab.
- 0700 Enter 0 if there is NO Maintenance Log in the vehicle 1 if there IS a Maintenance Log in the vehicle.
- 0800 Enter 0 if there is NO Mileage Log in the vehicle 1 if there IS a Mileage Log in the vehicle.
- 0900 Enter 0 if the Vehicle is stored COMPLETELY OUTSIDE or 1 if INSIDE or UNDER A CANOPY COVER.

Exterior Inspection - Body

- 1110 Grade overall exterior cleanliness of vehicle body as 0 ("Filthy"), 1 ("Moderately Clean") or 2 ("Very Clean").
- 1120 Enter 0 if MANY chips or scratches are found, 1 if FEW are found and 2 if NONE are found. Make notes.
- 1130 Enter 0 if MANY dents or body damage is found, 1 if FEW are found and 2 if NONE are found. Make notes.
- 1140 Enter 0 if ANY hood latch doesn't work. Enter 1 if ALL hood latches work.

Exterior Inspection - Windows

- 1211 Enter 0 if ANY window damage. Note what and where the damage is. Enter 1 if NO window damage.
- 1212 Enter 0 if MOST windows are dirty or 1 if SOME windos are dirty. Enter 2 if ALL windows are clean.

Exterior Inspection - Doors

- 1221 Enter 0 if ANY doors are not operational. Enter 1 only if ALL doors are operational.
- 1222 Enter 0 if ANY door locks are not operational. Enter 1 only if ALL door locks are operational.
- 1223 Enter 0 if Corps does NOT have an extra set of keys. Enter 1 if Corps DOES have an extra set of keys.

Exterior Inspection - Lettering / Graphics

- 1310 Enter 0 if MOST graphics are fading, 1 if SOME and 2 if NONE. Note where problems exist.
- 1320 Enter 0 if MOST graphics are peeling or cracking, 1 if SOME and 2 if NONE. Note where problems exist.
- 1330 Enter 0 if graphics do not meet the graphics standards at the time of applicatoin. Enter 1 if they do.

Exterior Inspection - Awning / Canopy

- 1410 Enter 0 if the awning does not operate correctly. Enter 1 if the awning does operate correctly.
- 1420 Enter 0 if awning is in POOR condition, 1 if in FAIR condition and 2 if in EXCELLENT condition.

Exterior Inspection - Tires

- 1510 Enter 0 if tire tread is POOR, 1 if FAIR and 2 if EXCELEENT.
- 1520 Enter 0 if the tire pressure is incorrect (too low or too high). Enter 1 if the tire pressure is correct.
- 1530 Enter 0 if tires are in overall POOR condition, 1 if in FAIR condition and 2 if in EXCELLENT condition.

Exterior Inspection - Other

- 1610 Enter 0 if roof air conditioner shroud is in POOR condition, 1 if in FAIR and 2 if in EXCELLENT condition.
- 1620 Enter 0 if ANY rearview mirrors are damaged. Enter 3 if ALL rear view mirrors are in excellent condition.

Exterior Inspection - Other - Trailer Hitch Assembly

- 1631 Enter 0 if a receiver for a trailer hitch is NOT installed. Enter 1 if a receiver for a trailer hitch IS installed.
- 1632 Enter 0 if a trailer hitch is NOT on board the Canteen. Tner 1 if a trailer hitche IS on board the Canteen
- 1633 Enter 0 if trailer wiring is NOT installed or NOT working. Enter 1 if the trailer wiring IS installed /working

Canteen Inspection Detail Instructions - Page Two

Main Engine Inspection - Engine Compartment

- 2110 Enter 0 if NO oil on dipstick, 3 if SOME oil on dipstick and 5 if oil level is FULL. Note any problems.
NO oil on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 2120 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
NO brake fluid on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 2130 Enter 0 if NO fluid in overflow tank, 1 if SOME fluid in overflow tank and 2 if fluid level is FULL.
- 2140 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
- 2150 Enter 0 if NO fluid in radiator, 3 if SOME fluid in radiator and 5 if fluid level is FULL. Note any problems.
- 2160 Enter 0 if NO fluid in battery, 3 if SOME fluid in battery and 5 if fluid level is FULL. Note any problems.
- 2170 Enter 0 if drive belts are LOOSE, 3 if drive belts are TIGHT. Note any problems.

Main Engine Inspection - Engine Operations

- 2210 Enter 0 if engine does NOT operate, 5 if engine operates poorly, 10 if engine operates well. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2220 Enter 0 if engine does NOT start, 5 if engine is DIFFICULT to start, 10 if it starts EASILY. Note problems.
A "0" score will cause a flag that says, "WARNING!! ENGINE INOPERABLE."
- 2230 Enter 0 if engine runs VERY rough, 5 if engine runs somewhat rough, and 10 if engine operates smoothly.
- 2250 Enter 0 if NO fluid on dipstick, 3 if SOME fluid on dipstick and 5 if fluid level is FULL. Note any problems.
NO brake fluid on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"

Main Engine Inspection - Dash Board

- 2311 Enter 0 if Fuel Gauge DOES NOT operate. Enter 3 if Fuel Gauge DOES operate. Note any problems.
- 2312 Enter 0 if Fuel Gauge is LESS THAN 1/2 Full. Enter 3 if Fuel Gauge is GREATER THAN 1/2 Full.
- 2313 Enter 0 if Voltage Gauge or Light DOES NOT operate or 3 if it DOES operate. Note any problems.
- 2314 Enter 0 if Oil Pressure Gauge or Light DOES NOT operate or 3 if it DOES operate. Note any problems.
- 2315 Enter 0 if Engine Heat Gauge or Light DOES NOT operate or 3 if it DOES operate. Note any problems.
- 2330 Enter 0 if cab air conditioner DOES NOT work or 3 if it DOES work. Note any problems.
- 2340 Enter 0 if Heater / Defroster system DOES NOT work or 3 if it DOES work. Note any problems.
- 2350 Enter 0 if Horn DOES NOT work or 3 if it DOES work. Note any problems.
- 2360 Enter 0 if Windshield Wipers DO NOT work or 3 if they DO work. Note any problems.
- 2370 Enter 0 if Windshield Washers DO NOT work or 3 if they DO work. Note any problems.
- 2380 Enter 0 if Emergency Beacons DO NOT work or 3 if they DO work. Note any problems.

Main Engine Inspection - Lights

- 2410 Enter 0 if Dome Light(s) DO NOT work. Enter 1 if Dome Light(s) DO work. Note any problems.
- 2421 Enter 0 if Left Low Normal Headlight DOES NOT work; 5 if it DOES work. Note any problems.
- 2422 Enter 0 if Right Low Normal Headlight DOES NOT work; 5 if it DOES work. Note any problems.
If BOTH Low Headlights DO NOT work a message will say, "NO HEADLIGHTS!"
- 2423 Enter 0 if Left Bright Headlight DOES NOT work; 3 if it DOES work. Note any problems.
- 2424 Enter 0 if Right Bright Headlight DOES NOT work; 3 if it DOES work. Note any problems.
- 2431 Enter 0 if Front Left Turn Signal DOES NOT work; 3 if it DOES work. Note any problems.
- 2432 Enter 0 if Front Right Turn Signal DOES NOT work; 3 if it DOES work. Note any problems.
- 2440 Enter 0 if NO Cleanance Lights work, 1 if SOME work and 2 if ALL work. Note any problems.
- 2451 Enter 0 if Rear Left Tail Light DOES NOT work; 5 if it DOES work. Note any problems.
- 2452 Enter 0 if Rear Right Tail Light DOES NOT work; 5 if it DOES work. Note any problems.
If ALL Tail Lights DO NOT work a message will say, "NO TAIL LIGHTS!"
If ALL Headlights and Tail Lights DO NOT work a message will say, "NO LIGHTS!"
- 2461 Enter 0 if Rear Left Brake Light DOES NOT work; 1 if it DOES work. Note any problems.
- 2462 Enter 0 if Rear Right Brake Light DOES NOT work; 1 if it DOES work. Note any problems.
If ALL Brake Lights DO NOT work a message will say, "NO BRAKE LIGHTS!"
- 2471 Enter 0 if Rear Left Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2472 Enter 0 if Rear Right Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.
- 2480 Enter 0 if Four-Way Flashers DO NOT work; 1 if they DO work. Note any problems.
- 2490 Enter 0 if Reverse / Backup Light(s) DO NOT work; 1 if they DO work. Note any problems.
- 2491 Enter 0 if Reverse / Backup Alarm DOES NOT work; 1 if it DOES work. Note any problems.
- 2495 Enter 0 if License Plate Light(s) DO NOT work; 1 if they DO work. Note any problems.

Canteen Inspection Detail Instructions - Page Three

Cab Interior & Safety - Cab Interior Items

- 3100 Enter 0 if Cab is VERY dirty, 1 if MODERATELY dirty and 2 if VERY clean.
- 3200 Enter 0 if Upholstery is VERY dirty or in POOR condition, 1 if MODERATELY dirty or FAIR condition and 2 if VERY clean or in EXCELLENT condition.
- 3310 Enter NA if Not Applicable, 0 if INOPERABLE or 1 if OPERATING. Note problems.
- 3320 Enter NA if Not Applicable, 0 if INOPERABLE or 1 if OPERATING. Note problems.
- 3330 Enter NA if Not Applicable, 0 if INOPERABLE or 1 if OPERATING. Note problems.

Cab Interior & Safety - Safety Items

- 3411 Enter 0 if Fire Extinguisher is NOT onboard the Canteen or 1 if it IS onboard.
- 3412 Enter 0 if Fire Extinguisher has NOT been serviced in the last year or 1 if it HAS been serviced.
- 3421 Enter 0 if First Aid Kit is NOT onboard the Canteen or 1 if it IS onboard.
- 3422 Enter 0 if First Aid Kit Kit has NOT been serviced in the last year or 1 if it HAS been serviced.

Utilities - Generator

- 4110 Enter 0 if NO oil on dipstick, 3 if SOME oil on dipstick and 5 if oil level is FULL. Note any problems.
NO oil on dipstick will activate a flag that says, "VEHICLE UNSAFE TO DRIVE"
- 4120 Enter 0 if NO fluid in radiator, 3 if SOME fluid in radiator and 5 if fluid level is FULL. Note any problems.
- 4151 Enter 0 if ANYL circuit breakers are ON when generator is OFF or 1 if ALL circuit breakers are OFF.
- 4152 Enter 0 if NONE of the circuit breakers are functional, 3 if SOME are functional and 5 if ALL are functional.
- 4161 Enter 0 if generator will NOT start from the INSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
- 4162 Enter 0 if generator will NOT start from the OUTSDIE, 5 if it is DIFFICULT to start or 10 if it starts EASILY.
If generator will NOT start all, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4170 Enter 0 if NO power is produced, 25 if power less than 110 volts is produced or 50 if FULL power.
If NO or POOR power is produced, a message will say, "WARNING!! GENERATOR INOPERABLE!"
- 4180 Enter 0 if generator runs POORLY or 10 if generator runs SMOOTHLY. Note any problems.

Utilities - Water System

- 4211 Enter 0 if Fresh Water Tank NOT sanitized since its last use or 1 if it IS sanitized.
- 4212 Fresh Water Fill: Enter NA if not applicable or 0 if NOT FULL or 1 if it IS FULL.
- 4221 Enter NA if not applicable or 0 if Gray Water Tank IS FULL or 1 if it IS NOT FULL.
- 4222 Enter 0 if Gray Water Tank NOT sanitized since its last use or 1 if it IS sanitized.
- 4230 Enter NA if NO water heater or 0 if Water Heater is NOT operational or 1 if Water Heater IS operational.
- 4240 Enter 0 of NONE or ONLY SOME of the faucets work or 1 if ALL faucets works.

Utilities - Propane System

- 4310 Enter 0 if propane tank is LESS THAN 50% or GREATER THAN 80 % full
OR 3 if GREATER THAN 50% and LESS THAN OR EQUAL TO 80% full.
WARNING!! It is UNSAFE to have the propane tank more than 80% full
- 4320 Enter 0 if ANY propane valve is OPEN prior to use or 5 if ALL propane valves are closed prior to use.
- 4330 Enter 0 if the Propane Sniifer IS NOT operational or 5 if it IS operational.
- 4340 Enter 0 if there IS a gas smell upon opening the valves or 3 if there is NO gas smell.

Utilities - Scene Lights

- 4410 Enter 0 if NO scene lights work or 1 if SOME scene lights work or 2 if ALL scene lights work.

Canteen Inspection Detail Instructions - Page Four

Cooking Areas - Stove

- 5110 Enter 0 if stove is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5120 Enter 0 if stove IS NOT properly "seasonsed and covered or 1 if stove IS properly seasoned and covered.
- 5130 Enter 0 if stove IS NOT operational or 1 if stove IS operational.
- 5140 Enter 0 if stove grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.

Cooking Areas - Griddle

- 5210 Enter 0 if griddle is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5220 Enter 0 if griddle IS NOT properly "seasonsed and covered or 1 if stove IS properly seasoned and covered.
- 5230 Enter 0 if griddle IS NOT operational or 1 if stove IS operational.
- 5240 Enter 0 if griddle grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.

Cooking Areas - Oven

- 5310 Enter 0 if oven is VERY DIRTY or 1 IF it is FAIRLY CLEAN or 2 if it is VERY CLEAN.
- 5320 Enter 0 if oven IS NOT operational or 1 if stove IS operational.

Cooking Areas - Exhaust Hood / Fan

- 5410 Enter 0 if exhaust hood or fan are VERY DIRTY, 1 IF both are FAIRLY CLEAN, 2 if both are VERY CLEAN.
- 5420 Enter 0 if either exhaust hood or fan ARE NOT working or 1 if both exhaust hood and fan ARE working.
- 5430 Enter 0 if grease trap is VERY DIRTY or 1 IF it is FAIRLY CLEAN, 2 if it is VERY CLEAN.

Cooking Areas - Coffee Maker(s)

- 5510 Enter 0 if coffee maker(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 5520 Enter 0 if coffee strainer(s) ARE NOT in kitchen or 1 if coffee strainer(s) ARE in kitchen.
- 5530 Enter 0 if coffee maker(s) ARE NOT operational or 1 if cofffee maker(s) ARE operational.

Cooking Areas - Microwave(s)

- 5610 Enter 0 if microwave(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 5620 Enter 0 if ANY microwave(s) ARE NOT operational or 1 if ALL microwave(s) ARE operational.

Food Preparation Area - Refrigerator(s)

- 6110 Enter 0 if refrigerator(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6120 Enter 0 if refrigerator(s) seal(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6130 Enter 0 if ANY refrigerator(s) ARE NOT operational or 1 if ALL refrigerator(s) ARE operational.

Food Preparation Area - Freezer(s)

- 6210 Enter 0 if freezer(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6220 Enter 0 if freezer(s) seal(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 6230 Enter 0 if ANY freezer(s) ARE NOT operational or 1 if ALL freezer(s) ARE operational.

Food Preparation Area - Counter(s)

- 6310 Enter 0 if ANY counter(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.
- 6320 Enter 0 if ANY counter(s) are VERY disorganized, 1 if ALL are FAIRLY organizaed, 2 if VERY oranized

Food Preparation Area - Cabinet(s) & Sinks

- 6410 Enter 0 if ANY cabinet(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.
- 6420 Enter 0 if ANY cabinet(s) are VERY disorganized, 1 if ALL are FAIRLY organizaed, 2 if VERY oranized
- 6510 Enter 0 if ANY sink(s) are VERY DIRTY or 1 if ALL are IF FAIRLY CLEAN or 2 if ALL are VERY CLEAN.

General Kitchen Area

- 7110 Enter 0 if ANY service window is VERY DIRTY, 1 if ALL are IF FAIRLY CLEAN, 2 if ALL are VERY CLEAN.
- 7120 Enter 0 if ANY service window DOES NOT work or secure or 1 if ALL service windows ARE operational.
- 7210 Enter 0 if floor is VERY DIRTY or 1 IF floor is FAIRLY CLEAN or 2 if floor is VERY CLEAN.
- 7310 Enter 0 if roof AC/Heat vents are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 7320 Enter 0 if roof AC/Heat uni(s) ARE NOT operational or 1 if ALL roof AC/Heat unit(s) ARE operational.
- 7510 Enter 0 if ANY 110 volt light(s) ARE NOT operational or 1 if ALL 110 volt light(s) ARE operational.
- 7520 Enter 0 if ANY 12 volt light(s) ARE NOT operational or 1 if ALL 12 volt light(s) ARE operational.

Canteen Inspection Detail Instructions - Page Five

Equipment - White Pottable Water Hose

- 8111 Enter 0 if there is NO white pottable water hose or 1 if there IS a white pottable water hose.
- 8112 Enter 0 if white hose is VERY DIRTY or 1 FAIRLY clean or 2 if VERY CLEAN.
- 8113 Enter 0 if the ends of the white hose ARE NOT connected together or 1 if they ARE connected together.

Equipment - Grey Water Hose

- 8121 Enter 0 if there is NO grey water hose or 1 if there IS a grey water hose.
- 8122 Enter 0 if grey hose is NOT MARKED as a grey water hose or 1 if it IS MARKED as a grey water hose.
- 8123 Enter 0 if grey water hose IS stored near food or 1 if stored SEPARATELY from the food.

Equipment - Cooking Utensils (Pots, Pans & Utensils)

- 8210 Enter 0 if there are NO cooking utensils in kitchen, 1 if there amount is INADEQUATE or 2 if there are an ADEQUATE number of cooking utensils in the kitchen.
- 8220 Enter 0 if cooking utensils are VERY DIRTY or 1 FAIRLY clean or 2 if VERY CLEAN.
- 8230 Enter 0 if NO stove lighter is in kitchen or it DOESN'T WORK or 1 if a stove lighter IS in kitchen and works.

Equipment - Cambro(s)

- 8310 Enter 0 if cambro(s) are VERY DIRTY or 1 IF FAIRLY CLEAN or 2 if VERY CLEAN.
- 8320 Enter 0 if cambro(s) ARE NOT operational or 1 if ALL cambro(s) ARE operational.

Equipment - Emergency Equipment

- 8410 Enter 0 if NO tool box and/or tools are in vehicle or 1 if there IS a tool box and/or tools are in the vehicle.
- 8420 Enter 0 if NO jumper cables are in vehicle or 1 if there ARE jumper cables in the vehicle.

- 8510 Enter 0 if equipment IS NOT properly secured or 1 if equipment IS properly secured.

Driving Operations

- 9100 Enter 0 if transmission DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9200 Enter 0 if steering DOES NOT work or 5 if it works with PROBLEMS or 10 if it works WELL.
- 9300 Enter 0 if shocks & suspension DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9400 Enter 0 if rear differential DOES NOT work or 5 if it works with DIFFICULTY or 10 if it works WELL.
- 9500 Enter 0 if brakes DO NOT work or 5 if they work with DIFFICULTY or 10 if they work WELL.

Low scores in some or all Driving Operations indicators will cause a Warning flag to appear.

Utility Trailer Inspection - General Instructions

Utility Trailer Detail - Instructions:

Item #: This is a numerical number for that item. You can refer to that number on the back of this page to get a full description of how to complete that particular item.

P: This is the score (usually "0") for POOR - the poorest rating possible. This usually denotes an item that is either totally inoperable, missing or extremely dirty, depending upon what is being graded.

F: This is the score for "FAIR" for items that can be graded on a continuum.

E: This is the score for "EXCELLENT" - the highest score possible.

SC: This is the column in which the evaluator enters the message score for that item. The scores can be:

"N" for Not Applicable. This should be used for ANY item that does not apply to the trailer being evaluated. An "N" automatically reduces the overall "perfect" score that determines the final score.

"0" will ALWAYS indicate POOR. **This may cause a message warning flag to appear.**

Scores over "0" or POOR are indicated in the F and E column. You MUST use the number shown.

TOTAL: The Total Score will be automatically calculated.

The final column is for further describing any problems found. If a problem is found that needs to be resolved, it is important to record that problem and a recommendation for resolving that problem.

Item # Instructions

T110 Grade overall exterior cleanliness of vehicle body as 0 ("Filthy"), 1 ("Moderately Clean") or 2 ("Very Clean").

T120 Enter 0 if Tongue AND Hitch ARE NOT operational or 1 if Tongue AND Hitch ARE operational.

T211 Enter 0 if Left Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.

T212 Enter 0 if Right Turn Signal DOES NOT work; 1 if it DOES work. Note any problems.

T220 Enter 0 if NO Cleanance Lights work, 1 if SOME work and 2 if ALL work. Note any problems.

T231 Enter 0 if Rear Left Tail Light DOES NOT work; 1 if it DOES work. Note any problems.

T232 Enter 0 if Rear Right Tail Light DOES NOT work; 1 if it DOES work. Note any problems.

If ALL Tail Lights DO NOT work a Warning & Alert message will say, "NO TAIL LIGHTS!"

T241 Enter 0 if Left Brake Light DOES NOT work; 1 if it DOES work. Note any problems.

T242 Enter 0 if Right Brake Light DOES NOT work; 1 if it DOES work. Note any problems.

If ALL Brake Lights DO NOT work a Warning & Alert message will say, "NO BRAKE LIGHTS!"

T250 Enter 0 if Emergency Flashers DO NOT work; 1 if they DO work. Note any problems.

T310 Enter 0 if tire tread is POOR, 1 if FAIR and 2 if EXCELLENT.

T320 Enter 0 if the tire pressure is incorrect (too low or too high). Enter 1 if the tire pressure is correct.

T330 Enter 0 if tires are in overall POOR condition, 1 if in FAIR condition and 2 if in EXCELLENT condition.

If OVERALL SCORE for the tires is LESS THAN 3, a Warning & Alert message will be presented.

T410 Enter 0 if MOST graphics are fading, 1 if SOME and 2 if NONE. Note where problems exist.

T420 Enter 0 if MOST graphics are peeling or cracking, 1 if SOME and 2 if NONE. Note where problems exist.

T430 Enter 0 if graphics do not meet the graphics standards at the time of application. Enter 1 if they do.

T510 Enter 0 if Trailer Interior is VERY dirty, 1 if MODERATELY dirty and 2 if VERY clean.

T520 Enter 0 if Interior Trailer Lights DO NOT work or 1 if Interior Trailer Lights DO work. Note problems.

T530 Enter 0 if Trailer Interior is VERY disorganized, 1 if FAIRLY organized, 2 if VERY organized

T610 Enter 0 if brakes DO NOT work or 5 if they work with DIFFICULTY or 10 if they work WELL.

If the electric brakes are NOT working, a Warning & Alert message will appear.

SUPPLIES CHECK LIST

COOKING SUPPLIES:

QTY	INVENTORY	OK
by Box	Aluminum Foil (1 Partial / 1 Full)	
by Box	Plastic Wrap (1 Partial / 1 Full)	
by Box	Coffee Filters (1 Partial / 1 Full)	
	OPTION:: Use coffee packs with both coffee and filter built-in	

KITCHEN SUPPLIES:

QTY	INVENTORY	OK
by Box	Garbage Bags (1 Partial / 1 Full)	
by Roll	Paper Towels (1 Partial / 1 Full)	
by Box	Sanitary Gloves (Min. 3/4 Full)	

CONDIMENTS:

QTY	INVENTORY	OK
by Box	Ketchup Packs (1 Partial / 1 Full)	
by Box	Mustard Packs (1 Partial / 1 Full)	
by Box	Salt Packs (1 Partial / 1 Full)	
by Box	Creamer Packs (1 Partial / 1 Full)	
by Box	Sugar Packs (1 Partial / 1 Full)	
by Box	Sweetener Packs (1 Partial / 1 Full)	
by Box	Stir Sticks	

CLEANING SUPPLIES

QTY	INVENTORY	OK
1 bottle	Waterless Hand Soap	
2 each	Dish Towels	
1 each	Dust Pan	
1 each	Whisk Broom	
1 each	Straight Broom	
1 each	Stainless Steel Cleaning Solution	
1 bottle	Bleach or Hylex	
1 box	Handi-Wipes	

FOOD & FOOD SERVICE SUPPLIES (Available At All Times For Local Emergencies)

QTY	INVENTORY	OK
	All Quantities Should Be Based On Service For 250 People	
	Food Entre' For 250 HOT Meals	
	Dry Soup (Add Hot Water)	
	Coffee	
	Hot Chocolate	
	Hot or Cold Tea	
	Cookies (Assorted)	
	Snacks (Assorted)	
	Chips (Plain)	
	Gatorade (Individual 12 -16 oz)	
	Water (Individual 16-20 oz)	
	Water (1 Gal. - Optional)	
	Clam Shells	
	Sandwich Bags	
	SA Napkins	
	8 oz. SA Cups	
	Styrofoam Bowls	
	Cambro Liners	
	Plastic Forks / Knives / Spoons	

FOOD & FOOD SERVICE SUPPLIES (Purchased At Time Of Major Disasters)

QTY	INVENTORY	OK
	All Quantities Should Be Based On Service For The Full Service Capacity Of The Unit.	
	Food Entre' For 250 HOT Meals	
	Dry Soup (Add Hot Water)	
	Coffee	
	Hot Chocolate	
	Hot or Cold Tea	
	Cookies (Assorted)	
	Snacks (Assorted)	
	Chips (Plain)	
	Gatorade	
	Bottled Water (Individual)	
	Water (1 Gal. - Optional))	
	Clam Shells	
	Sandwich Bags	
	SA Napkins	
	8 oz. SA Cups (Minimum)	
	Styrofoam Bowls	
	Cambro Liners	
	Plastic Forks / Knives / Spoons	



THE SALVATION ARMY EMERGENCY DISASTER SERVICES

WATER SYSTEM: TEMPORARY WINTERIZING CHECK LIST

For Water Systems That May Need To Be Quickly Re-Activated
To Be Done By No Later Than November 1 of Each Year

COFFEEMAKER(S) - TYPE I

That Are NOT Supplied By The Canteen's Water System

- Unplug The Coffee Maker(s)
- OPTION 1: Drain The Coffeemaker(s) of ALL Water
NOTE: Coffeemakers with internal tanks, such as the Bunn VPS three-pot coffee makers on the DRU-1 and DRU-2 will have to be detached from the Canteen and turned upside down to drain all of the water from the internal water tank and coils.
- OPTION 2: Remove Coffeemaker(s) From Canteen

COFFEEMAKER(S) - TYPE II

That ARE Supplied By The Canteen's Water System

- Plug In The CoffeeMaker(s)
- Turn the Tank Heater Switch to OFF
NOTE: Tank Heater Switch is a simple toggle switch located on the back of the Bunn Pour-Over Satellite models.
- Open Hot Water Valve On Coffeemaker(s) Until No Water Comes Out While Draining Fresh Water System (See Next Section: DRAIN THE FRESH WATER SYSTSEM).

DRAIN THE FRESH WATER SYSTEM

- Unplug Water Heater
- Open Drain Valve On Water Heater
- Open Drain Valve On Fresh Water Tank
- Turn On Water Pump
- Turn On All Interior Faucets Until No Water Comes Out
- Turn On All Exterior Faucets Until No Water Comes Out
- Turn On Coffeemaker(s) Hot Water Valve (See Above)
- Turn Water Pump OFF
- Unplug Water Pump, If Possible
- Leave All Faucets Turned ON
- Leave All Drains Open

DRAIN THE GRAY WATER SYSTEM

- Open Drain To Gray Water Tank
- Completely Drain Gray Water Tank
- Leave Gray Water Tank Drain Open

PROTECT WATER SYSTEM FROM FREEZING:

- Place One Or More CERAMIC Space Heater(s) On Counter
- Set Temperature To Approximately 40 Degrees
- Place CERAMIC Space Heater Near Coffeemaker(s)
- Set Temperature To Approximately 40 Degrees
- WARNING!! DO NOT USE WIRE-COIL SPACE HEATER(S)!**
WARNING!! USE A THICK, HEAVY DUTY EXTENSION CORD

REACTIVATING WATER SYSTEM

- Close Fresh Water Tank Drain Valve
- Close Gray Water Tank Drain Valve
- Close Water Heater Drain Valve
- Close All Interior Faucets
- Close All Exterior Faucets
- Fill Fresh Water Tank, Following Instructions In Water Log
- Make Appropriate Entry Into Water Log
- Plug In Water Pump
- Turn Water Pump ON
- Open ALL Faucets Until Water Comes Out
- Re-install Type I Coffeemaker(s), or . . .
- Plug In Type II Coffeemaker(s)
- Turn Tank Heater ON
- Open Hot Water Valve Until Water Comes Out



THE SALVATION ARMY

Alabama - Louisiana - Mississippi Division

1450 Riverside Drive - Jackson, Mississippi 39202
Web-Site: www.SalvationArmySouth.org/ALM

Office: 601.969.7560
E-Mail: Bill_Feist@USS.SalvationArmy.org
Cell: 601.421.1496

WATER SYSTEM: FULL-SEASON WINTERIZING CHECK LIST

For Water Systems That Will Remain Winterized All Season

To Be Done By No Later Than November 1 of Each Year

COFFEEMAKER(S) - TYPE I

That Are NOT Supplied By The Canteen's Water System

- Unplug The Coffee Maker(s)
- OPTION 1: Drain The Coffeemaker(s) of ALL Water
NOTE: Coffeemakers with internal tanks, such as the Bunn coffeemakers on the DRU-1 / DRU-2 must be detached from the Canteen and turned upside down to drain all of the water from the internal water tank and coils.
- OPTION 2: Remove Coffeemaker(s) From Canteen

COFFEEMAKER(S) - TYPE II

That ARE Supplied By The Canteen's Water System

- Plug In The CoffeeMaker(s)
- Turn the Tank Heater Switch to OFF
NOTE: Tank Heater Switch is a simple toggle switch located on the back of the Bunn Pour-Over Satellite models.

DRAIN WATER TANKS

- Unplug Water Heater
- Open Drain Valve On Water Heater
- Open Drain Valve On Fresh Water Tank
- Leave Fresh Water Tank Drain Open
- Open Drain To Gray Water Tank
- Completely Drain Gray Water Tank
- Leave Gray Water Tank Drain Open

WINTERIZING THE WATER SYSTEM

- Disconnect Water Pump Intake Line At Fresh Water Tank
- Close Water Heater By-Pass Valve
NOTE: Will Need To Install By-Pass Valve First Time This Is Done
- Put Disconnected Intake Line Into Gallon Of RV Anti-Freeze
NOTE: May take as many as three (3) gallons of RV Anti-Freeze
- Turn On Water Pump
- Turn On Interior COLD WATER Faucet Closest To Water Pump. Leave On Until RV Anti-Freeze Comes From Faucet
- Turn COLD WATER Faucet OFF

WINTERIZING THE WATER SYSTEM (Continued)

- Repeat Last Two Seps For Each COLD WATER Faucet
- Repeat Last Two Seps For Exterior Faucet
- Turn On Hot Water Valve On Type II Coffeemaker(s) Until RV Anti-Freeze Comes From Valve.
- Turn Water Pump OFF
- Unplug Water Pump, If Possible

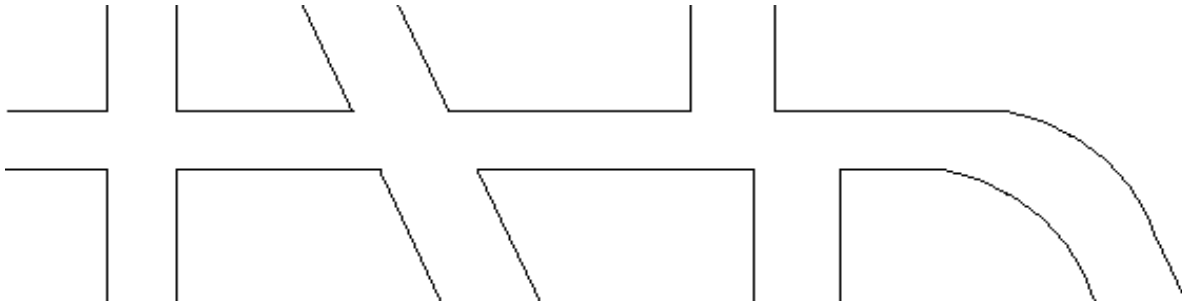
REACTIVATING WATER SYSTEM

- Close Fresh Water Tank Drain Valve
- Close Gray Water Tank Drain Valve
- Close Water Heater Drain Valve
- Reattach Water Intake Line To Fresh Water Tank
- Fill Fresh Water Tank, Following Instructions In Water Log
NOTE:
Use Vinegar instead of Bleach to sanitize the tank of fresh Make Ap water to remove taste of RV anti-freeze from system.
- Plug In Water Pump
- Turn Water Pump ON
- Open ALL Faucets Until PURE, FRESH Water Comes Out
- Re-install Type I Coffeemaker(s), or . . .
- Plug In Type II Coffeemaker(s)
 - Open Hot Water Valve Until FRESH Water Comes Out
 - Use Brew Switch. Cycle Several Pots Of FRESH Water
 - Turn Tank Heater ON
- Open Water Heater By-Pass Valve
- Fill Water Heater With FRESH Water
- Plug Hot Water Heater In
- Open HOT Water Faucets Until Hot Water Comes Out

OFFICIAL ACCIDENT POLICY

INITIAL ACCIDENT REPORT INSTRUCTIONS:

1. No matter how minor the accident you may be involved in, stop immediately to investigate!
2. Prevent another accident. Make sure a emergency flashers, lights or similar signalling device(s) are turned on or placed to warn oncoming traffic.
- 3 Call 911 and ask for police assistance - ESPECIALLY if there have been INJURIES.
- 4 Do NOT give information concerning the accident to anyone except law enforcement, your supervisor or the insurance company.
- 5 Get the name and badge number of the responding law enforcement officer.
- 6 Ask the responding officer for the names of the drivers and passengers in all of the other vehicles. Also ask for the names and policy numbers of the insurance company/ies of the other vehicles.
- 7 Secure the names, addresses and telephone numbers of as many witnesses as you can see. Also, write down the license plate number of any vehicles present at the time.
- 8 If photographs are taken, secure the name(s) and address(es) of the photographer(s).
- 9 Make a complete diagram of the accident at the scene of the accident. Give the diagram to your supervisor. Be sure to show ALL street names and directions of travel for ALL vehicles involved.



- 10 **YOU MUST INFORM YOUR SUPERVISOR OF ALL ACCIDENTS, NO MATTER HOW MINOR!
In the event of a serious injury, and you are UNABLE TO CONTACT YOUR SUPERVISOR
you may call Chesterfield Services, 24 hours a day, at 1-800-743-4311.**

INSURANCE INFORMATION:

Insured Party:	The Salvation Army
Company Number:	16535
Name of Insurer:	Zurich Insurance Company
Card Issued By:	Chesterfield Insurance Agency, Inc. P.O. Box 237 Green, OH 44232-0237
Police Number:	BAP 9300525-05
Insurance Period:	October 1, 20XX through September 30, 20XX

ACCIDENT REPORT FORMS

IN CASE OF PERSONAL INJURY:

Name Age

Address

Describe Injury

IN CASE OF PROPERTY DAMAGE:

Owner: Telephone Number

Address:

Driver: Telephone Number

Address:

Driver's License No.: License Plate No.

Make and Year of Vehicle

Describe Damage

THE ACCIDENT

Date Time AM or PM Weather Conditions

Location

Describe Just How Accident Occured

WITNESSES

Name Telephone Number

Address

Name Telephone Number

Address