

PDI Checklist For Hybrids

Most of this checklist can be used for any trailer but parts are specific to hybrid trailers with tent ends.

It is an updated checklist made up over time from various internet lists, forum discussions and experience.

But if you don't feel like going through the whole checklist then, in general, just plan to work everything from locks to lights, all switches, appliances, tent ends, entertainment stuff and ALL systems (do this on battery and also on shore power), and check the roof, ceiling, walls and floors. Gather all manuals.

It's good to keep in mind the following ...

- ☐ Your PDI tech should have worked all the systems beforehand and tested all of the systems you are going to test again in your walkthrough.
- ☐ The concept for a walkthrough or PDI is both to learn from your tech and to check over the trailer before you accept delivery. You will most likely work with the tech again in the future so treat him with respect.
- ☐ The sale is not over until you sign and you maintain the most control until that point. Ask questions and take your time (3-4 hours) during the walkthrough. Most dealers are fine with the fact that they need to earn your business. It helps to share the checklist with the tech beforehand.
- ☐ Wear old clothes you can crawl around in, bring a pen and paper, flashlight, air pressure gauge, and CD and DVD if equipped with a TV and radio.
- ☐ Some people like to video their PDI for future reference, which is not a bad idea especially for systems that you might not need or use for a few months.
- ☐ Review the manual for the weight distribution hitch before the walkthrough.
- ☐ Once you are done with your inspection, you have a choice to accept the trailer or not. Assuming all is fine (except for the minor items which inevitably occur) you can feel comfortable taking delivery.
- ☐ However, major items that you feel uncomfortable with should be taken care of before you assume responsibility for the trailer. In that case, leave it there for the dealer to fix before accepting delivery. It's very tempting to take it with you but you might not get the same level of service or timeliness once you sign the paperwork. This is your call. It really depends on how good the dealer is at service.
- ☐ After you eventually bring it home, make sure to setup in the driveway and camp a night before your shakedown cruise, which is a whole 'nuther topic.

Good luck and congratulations on your new trailer!

Structure

Walls –

- ☐ Inspect for siding issues: delamination, color variations, dents or irregularities.

Roof –

- ☐ Climb on the roof and inspect all seams, gaskets and any other place that the roof material has been cut or holes drilled.
- ☐ Check closely around air conditioner, vents, antennas, sewer vents, and side seams.
- ☐ Look for any signs of bubbles (large and small) and delaminating.
- ☐ *Have the PDI tech demonstrate how to apply Lap sealant as needed. Buy a tube of sealant.*

Tent ends –

- ☐ Open each bunk on a hybrid.
- ☐ Examine the integrity of the rubber seals.
- ☐ Examine the fabric and cables.
- ☐ Confirm that each bunk key works smoothly in the latch locks.
- ☐ Test the zippers on all windows.
- ☐ *Have the PDI tech demonstrate how to close bunk ends so that no fabric is caught in between the seals. (Some leaks in the bunks are caused by improperly closing the bunk ends).*

Inside –

- ☐ Make sure that there have been no water leaks and that all the wiring and pipes are well-fastened.
- ☐ Check that no nail or staples are protruding.
- ☐ **Walls** – Walls and paneling should be free of scuffs or marks.
- ☐ **Cabinets** - Inspect & open all of the cabinets to insure that all the hinges and latches work well.
- ☐ **Drawers** - Pull each drawer out to its stop, return it closed. Will they open when on the road?
- ☐ **Closets** -open and close closet doors checking for free operation and proper alignment.
- ☐ **Furniture** - Examine couch and dinette seats to check for construction, upholstery, pattern and cloth matching.
- ☐ **Heated mattresses** – Assuming you have heated mattresses, plug into AC receptacles and turn to high (6). Allow to warm for 30-60 minutes and feel if they are warm.
- ☐ **Blinds** - Operate each blind and check for alignment.
- ☐ **Windows** - Open and close every window and operate the latches. Check closely around each window to make sure it has been properly aligned and sealed.

Doors –

- ☐ The main door should open & close smoothly and lock without undue effort.
- ☐ Confirm that each key works in the two locks.
- ☐ Check that the screen door opens smoothly alone and locks to the main door without any extra effort.
- ☐ Open, close and work the locks on all baggage doors. All hinges should be tight and secure and the latches should hold the door tightly closed and be easy to open. Look for any signs of moisture that might indicate rain leakage.

Awning –

- ☐ Extend and retract the awning paying particular attention to how the awning is locked in the extended and retracted positions.
- ☐ Understand how to manually close in an emergency.
- ☐ Inspect the slideout's awning-topper if so equipped.

Slide Out Operation –

- ☐ Spend the time it takes to understand its operation.
- ☐ Operate it several times on both shore (AC) and battery (DC) power and understand any restrictions on operation. While operating, listen for rubbing or signs that it is struggling to open or close.
- ☐ Check the seals while the slide is retracted. There should be no gaps top, bottom or sides for water to enter.
- ☐ Understand how to manually retract the slide if the automatic mechanism fails.
- ☐ Understand how to use the lock bar if so equipped.

Hitch, Wheels, Jack and Stabilizers

Hitch and tongue –

- ☐ Every weight distribution hitch is different so you will want to review your hitch's manual beforehand to understand if the dealer set it up correctly.
- ☐ In the most general sense, you will want the trailer to be level or slightly nose down when hitched. Once hitched and with spring bars snapped up, the front wheel-well height of your tow vehicle should be close to or just very slightly above its unhitched height. If you are too far off of these items, then you will need to adjust.

It's best to go by the manufacturer's manual to check if its setup right and make sure you weigh your TV/TT at a later date to verify the hitch setup.

- ☐ Hook up to your vehicle and verify all trailer lights (brake, turn, etc) are working.
- ☐ *Have the PDI tech demonstrate each adjustable part of the weight distribution hitch.*
- ☐ *Have the PDI tech explain what will need to be tightened for maintenance and at what foot-pounds.*
- ☐ *The tech set it up for an unloaded tow vehicle and unloaded trailer so have the tech show you what to adjust after you have loaded your vehicle and trailer.*

Tires and Wheels –

- ☐ Closely inspect the tires and wheels (including the spare) and understand the proper inflation pressure. Verify the pressure is correct with your gauge before you leave for home.
- ☐ Verify the age of the tires if unit has been sitting on the lot for awhile.
- ☐ Verify the torque of the lug nuts or have the PDI tech do it while you watch. Buy your own torque wrench because these loosen up in the first few hundred miles.
- ☐ Find out the proper jacking point for the trailer.
- ☐ Determine if your tow vehicle lug nut wrench will fit the lug nuts on the trailer or if another size is necessary.
- ☐ *Have the PDI tech demonstrate how to lube through the Zerk fittings.*

Stabilizers and Jack –

- ☐ Understand how to use the manual stabs. Note that stabs are not meant to lift the trailer.
- ☐ Run the power tongue jack up and down. Mark the highest point of the jack to make sure you don't exceed it in the future.
- ☐ Buy or make an attachment for your power drill to raise and lower stabs (probably a 3/4" socket). Consider adding outside bubble levels to help level properly.
- ☐ *Have the PDI tech demonstrate the manual operation of the power jack.*

Water and Waste System

Fresh, Gray, and Black Water –

- ☐ Learn how to fill the fresh water tank
- ☐ Inspect under the trailer to make sure that nothing is broken and tanks are secured.
- ☐ Make certain you understand how each valve or fitting works.
- ☐ Understand where the low point drains are for the fresh water system.
- ☐ Understand the proper function of the black and gray water valves.
- ☐ Learn how to dump gray and black water.
- ☐ Buy a better stinky slinky than what they normally give you at the dealer. Learn how to store the hose in your bumper.

Water Pump –

- ☐ Your PDI tech should have filled the fresh water tank, so now you can test the function of the water pump.
- ☐ Locate where the pump is inside your unit. You may need to unscrew a false panel for access.
- ☐ After turning on the water pump at the interior panel console, you may hear it pump for several seconds (even up to a minute to create enough pressure in the system).
- ☐ If the pump does not shut off after a minute or turns on and off intermittently, there is a problem such as an open faucet or shower head or, possibly, there is a leak that needs to be corrected.
- ☐ Run water in the kitchen and bathroom sinks, toilet and the outside shower. Notice that the pump will come back on until proper water pressure is restored.
- ☐ *Have the PDI tech show you the water filter near the water pump. Learn how to replace the filter. Seriously consider installing a bypass kit.*

City Water System –

- ☐ With the water pump off, connect to city water (use a regulator if overly high pressure is suspected) and confirm that the connection works correctly.
- ☐ Look for leaks under sinks and at the toilet and showers and confirm the operation of all fixtures.

Water Heater –

Try the water heater on propane first...

- ☐ Verify your PDI tech filled the HWH with water, filled the propane tanks and bled the gas lines.
- ☐ Make sure you know the location of the AC switch in the water heater compartment for electrical and the correct operation of the interior panel switch for gas.
- ☐ Make sure that the AC switch is “off”. This switch is found in the water heater compartment.
- ☐ Press the “Water Heater” toggle switch on the control panel. A few seconds after you turn it on, you should hear the click of the igniter and the small pop when the burner lights. If it does not ignite, then there is a problem.

Try the electric next...

- ☐ Turn off the Water Heater toggle (control panel) and turn on the AC element in the water heater compartment and confirm operation.
- ☐ Confirm that hot water comes out of the hot tap at the various sinks (after 10-20 min of heating).

Winterizing –

- ☐ Understand the operation of the water heater bypass valves for winterizing.
- ☐ Understand how to drain the HWH and how to access and examine the anode rod.
- ☐ *Have the PDI tech demonstrate everything for winterizing the water system.*

Power

Battery and outside electrical system –

- ☐ Understand the battery type provided by the dealer and how to charge, maintain and store the battery.
- ☐ Learn how to disconnect the battery when not in use. Depending on the model and year of your trailer your unit may come with a battery disconnect already installed. Locate and learn how to use it.
- ☐ Verify that neither battery cables nor electrical wires are rubbing on any part of the frame because that may eventually end up with a short circuit.
- ☐ Your unit will have an inline fuse or possibly a resettable breaker between the battery and the slide. This is usually within a few feet of the battery just underneath the trailer body on the driver's side. Locate this and learn how to replace or reset as needed. Buy extra fuses.

Power systems – (check both 12 volt and shore power). Any electrical problems must be corrected immediately.

- ☐ Inspect the 30 amp AC cord and plug. Plug in.
- ☐ Check all inside and outside 110V lighting and switches and the kitchen and bathroom fans.
- ☐ If you have a 110V receptacle tester, check all outlets for proper wiring/polarity.
- ☐ Find the GFI-protected outlet and test using the push button.
- ☐ Understand which receptacles "downstream" from the GFI are protected.
- ☐ Plug in and test bunk fan/lights.
- ☐ Unplug from shore power and run off battery. Check all inside and outside lighting and switches again.

Note: 110 receptacles will not work on battery (DC).

Converter – Confirm the operation of the converter/charger that is installed.

- ☐ Make sure that there is a written list of the loads connected to each fuse or breaker.
- ☐ Buy extra fuses in the right size and type either from the dealer or at the hardware store.
- ☐ *PDI tech should explain the operation of the converter, the A/C circuit breakers and the DC fuses.*

Entertainment

Radio –

- ☐ Test the Radio/CD/DVD player. Bring your own CD and DCD.
- ☐ Test the controller.
- ☐ Test all indoor and outdoor speakers separately.

TV VCR Antenna–

- ☐ Raise the TV UHF/VHF antenna and learn how to turn on the amplifier.
- ☐ Learn how to rotate the antenna to maximize the quality of the picture.
- ☐ Test the TV if so equipped.

Heating and Cooling Systems

Propane –

- ☐ Understand how the regulator works and how it switches between cylinders.
- ☐ Confirm that a leak test has been performed on both pigtailed between the tanks and regulator and the rest of the system.

Furnace –

- ☐ Understand the operation of the thermostat that controls heating and air conditioning.
- ☐ Turn the furnace on and set a temperature demand that is at least 10 degrees hotter than air temperature.
- ☐ In about 30 seconds, you should hear the furnace fan and the click of the igniter and the sound of the burner. If not then there is a problem. It could also be taking a while for propane to get to the heater. The PDI tech should show you how to bleed the lines via the stove top.
- ☐ Let the furnace blow and you should get hot air coming out of all vents. Check each one.
- ☐ Now turn the furnace down and the hot air will gradually turn cooler and the fans will eventually stop after the furnace has cooled sufficiently.
- ☐ You might smell oil burning off of the metal. Its normal the first few times until the oil is gone.

Air Conditioner –

- ☐ Turn on the air conditioner.
- ☐ After a couple of minutes, cool air, 20 degrees cooler than ambient, should be coming out of the registers.
- ☐ If you unit has ducted in the ceiling, make sure a good airflow comes out of each register.

Air Vents and fans –

- ☐ Test the operation of kitchen and bathroom air vents making sure they open and turn on properly (if powered). Verify that they retract and close tightly.

Propane and Carbon Monoxide Alarms & Smoke Detector- check the function of these alarms.

- ☐ The PDI tech might have a small canister of gas that can be sprayed at the alarm to test its operation.
- ☐ Have them perform this test while you watch and learn how the alarms work.
- ☐ Confirm that there is a new battery in the Smoke Detector (write the date on it for reference).
- ☐ Activate the test button to check operation of the smoke detector. Understand how to turn it off.

Kitchen

Stove and Oven –

- ☐ Turn on one burner of the stovetop. Turn on the other burners to verify that there is enough propane flow to operate the refrigerator, water heater and all the burners.
- ☐ Understand how the oven pilot is lit and verify its operation now.
- ☐ *The PDI tech should demonstrate how to bleed the lines through the stove top.*

Refrigerator –

- ☐ Modern refrigerators work on propane and shore power (AC) and have an automatic mode that gives preference to AC and then will switch to propane if AC power is not available.
- ☐ Understand the controls and the status lights and set the unit on propane. The trailer may need to be unplugged for this to happen.
- ☐ Go outside to the refrigerator vent grill and make sure that the propane heating column is lit and heating.
- ☐ Set the temperature at the highest cooling setting.
- ☐ Check inside the fridge in about 10 minutes to feel that the coil/fins are actually starting to cool.

Microwave –

- ☐ Put a cup of water in the microwave and set the timer for 5 minutes.
- ☐ The water in the cup should boil in less than 5 minutes.
- ☐ Make sure there are no unusual sounds coming from the Microwave.

Paperwork

Manuals – You should receive a thick package of material. This should include ...

- ☐ Manuals for all appliances, systems, converter, radio, furnace, A/C, water heater, frame, axles, etc.
- ☐ Warranty information for all separate systems. Make sure to complete and mail.
- ☐ If this is a Forest River product, make sure to sign up for the Forest River 2nd year warranty extension for an additional \$150. You probably need to do that directly with FR and you want to do it within 10 days (technically).

Questions to ask yourself at the end of the walkthrough

There are some common procedure questions that arise later. With so much information thrown at you in the PDI, take a moment and make certain you are familiar with the following ...

- ☐ Weight distribution hitch setup and adjustments?
- ☐ Tent end procedure?
- ☐ Water Heater AC and gas operation?
- ☐ Fridge Operation (auto and gas)?
- ☐ Dump station procedure?
- ☐ Winterizing and de-winterizing?
- ☐ Roof maintenance and cleaning?