

## TSV MOBILE CLINIC SHUT-DOWN CHECKLIST

### **1 – PREPARING FOR DEPARTURE, BEFORE YOU LEAVE CLINIC SITE:**

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Disconnect the Shore Power cord and store it in the lower storage compartment. If you have been running off of Generator power then locate the generator switch on the wall separating the driver's area from the rear. Press and hold the Stop portion of the switch for a few seconds and the Generator will power down.

Make sure all equipment is picked up and stored properly. Double check that devices are mounted/strapped in place so they are secure during transportation. Make sure all cabinets, drawers, doors, and lower storage compartments are closed and locked. Strap physician stools and exam bed drawers in place.

Make sure awning system is fully retracted and stored. Double check by holding the 'Retract' portion of the awning switch until the awning is retracted and you hear the motor stop.

Once all equipment is stored properly and all power sources are disconnected or powered down, you may start your vehicle. Make sure your Battery Disconnect Switch is On as well. This would also be a good time to set your A/C or heat to allow the vehicle to get to temperature while you are making a few last checks before departure.

If your unit has a wheelchair lift, double check the wheelchair is stowed and both wheelchair doors are completely shut. You will need your parking brake applied and wheelchair switch in the On position to use the wheelchair lift. The wheelchair switch is located in the driver's cab area.

If your unit has a leveling system, make sure all of your jacks are in the stored position and ready for travel. The leveling controls are either located inside the front middle storage compartment on the wall that separates the driver from the rear, or in the driver's cab area, depending on your unit model. Check one last time to make sure nobody is standing near the outside of the vehicle. Once you are clear you may press the Power button on the leveling control, and then the Retract All button to retract the jacks. Once all of the jacks are completely retracted you can retrieve your stabilizer blocks, if used, and store them in one of the lower storage compartments.

If your unit has a restroom make sure the restroom light switch is turned Off. This switch will remain On even when all the doors are closed and the other lights have shut off automatically. The restroom light is on its own circuit.

If your restroom was used throughout the day then check for a nearby dump station to dump your waste tank. Map out the closest location before leaving so that you aren't trying to do so while driving. Check for nearby campgrounds, RV dealerships, marinas, truck stops, sporting goods stores, National parks; most of those places will have a dump station.

Make sure the restroom light switch is turned Off. This switch will remain On even when all the doors are closed and the other lights have shut off automatically. The restroom light is on its own circuit.

Check fuel level, especially if you've been running off Generator power all day. Remember the vehicle and generator share the same fuel tank.

Double check you have a clear exit route and that there aren't any low hanging tree branches, power lines, or anything that the vehicle may hit when exiting. Check both directions before pulling out into traffic and carefully proceed back to your parking / storage location.

**Once your Sharps container is 3/4 full, permanently cap it and take it to the nearest participating Sharps Disposal Site for disposal. Most hospitals and medical centers can dispose of the container.**

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### 2 – ARRIVING AT PARKING / STORAGE LOCATION:

**IF THE TEMPERATURE IS FORECAST TO DROP BELOW 34°F (1°C) IT IS IMPORTANT TO MAINTAIN MINIMUM HEAT IN THE CLINIC**

Make sure all windows and doors are completely closed and locked, the ceiling vents are closed, and all the exterior lower compartments are closed as well. If your unit has shades or curtains you can close them.

If you are storing the vehicle inside overnight or for a longer period of time, make sure your Shore Power is plugged in, Battery Disconnect switch is On, and Inverter switch is On as well. This will give you full Shore Power access. The ideal setup would be to store the vehicle inside with Shore Power connected to ensure the vehicle's water lines and tanks do not freeze.

120/240 VAC Panel: Make sure Main breaker is turned On. It is the only double Pole breaker in breaker box

Make sure Inverter switch is turned On and Battery Disconnect switch is On. This will allow the system to run independently and the heaters to kick on when needed.

If you do not have access to Shore Power and your unit will be sitting outside overnight or longer, you will want to complete the RV Winterization process to ensure your unit does not freeze. The full Winterization process can be found in the "TSV Mobile Clinic Winterization Check List", shortened version below. Remove all water from system by turning on bathroom pump and letting a sink run until dry. Drain the sewer tank on the passenger exterior of the vehicle, using the sewer hose and funnel. Once all water is removed, find the fill spout on the passenger side body of the bus, and fill with 3 gallons RV Anti-Freeze (Anti-Gel, Non-Toxic). Go back inside to the bathroom and run the pump with the sink on until you see RV Anti-Freeze. Once you do, flush all toilets to ensure the lines are filled with Anti-Freeze. For Dental Units, make sure RV Anti-Freeze is run through all the High-Volume Vacuum lines as well. If all sinks and toilets are spitting out RV Anti-Freeze, the Winterization process is complete, and you can turn off the bathroom pump. Make sure the inverter and Battery Disconnect Switches are turned Off before exiting the vehicle.

If parking outside, try to park the unit on a side of a building that blocks most of the wind. This will help keep the unit from being hit directly by the wind and keep as much warmth inside the vehicle as possible.

If your unit has an engine block heater you may plug it in to the nearest outlet. The block heater is usually located at front of the unit underneath the front bumper.

If your unit is parked outside overnight, make sure all doors are locked and the Battery Disconnect Switch is Off before you leave the vehicle.