

## TSV MOBILE CLINIC START-UP CHECKLIST

### 1 – WHAT TO CONSIDER WHEN PARKING THE UNIT, BEFORE YOU ARRIVE AT CLINIC SITE:

Be conscious of vehicle access: turning radius, curbs, vehicle height, pedestrians, light poles, trees, overhangs, awnings, etc. Be aware of rooftop a/c units when clearance height can be an issue. Make sure there is ample space for the awning to be retracted (if applicable).

Client access and overall safety. Make sure there is a clear pathway for clients to enter the unit, no trip hazards.

Wheelchair accessible? Sidewalk ramp near for clients to use?

Is the clinic site level? If not, will the jacks level it?

Access to shore power. Is the clinic site near shore power access? Can you reach the shore power outlet without crossing traffic areas and interfering?

Vehicle departure path. Make sure the vehicle has a clear and free path to exit the clinic site. Check for any traffic, crosswalks, and areas with tight turns.

### 2 – SETTING UP, LEVELING, AND PARKING CLINIC AT YOUR SITE:

Make sure parking brake is set. Check dash to confirm the parking brake has been engaged.

Turn Battery Disconnect switch to On position. This is the round red switch that is usually located inside the driver's door or in the driver's cab area depending on your unit model.

If your unit has a leveling system, make sure you place stabilizer blocks or pads under each jack for extra assurance. Again, double check the slope of the site and add blocks where needed. Do not let jacks lift vehicle tires off the ground, if so, immediately retract the jacks and remove a stabilizer block so tires stay firmly on the ground when leveled.

Once the above steps are complete and you are sure the vehicle is clear of any personnel or equipment, you can deploy the leveling system, and you can do so with the unit completely turned Off. 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 drivers cab area, depending on your unit model. Again, always double check your surroundings are clear before deploying.

To deploy the jacks, you will hit the 'Power' button in the top left of the display. Once the power is On you will want to hit the "Auto Level" button in the middle of the display. At that point your jacks will begin to extend, and the unit will automatically level itself.

When raining or snowing, use the manual controls to drain the roof away from the entry door. This will keep clients from getting wet and dripped on when entering. Make sure entry steps are clear and dry for clients during inclement weather to avoid any safety issues.

If your unit has an awning, you can deploy it by pressing and holding the "Extend" switch. The switch is located above or to the side of the passenger entry door, depending on your unit model. Once your awning is completely extended let go of the switch. If you do not let go once the awning is fully extended, you may damage the awning.

Once your vehicle is leveled, turn ignition to the Off position and remove the key.

\* For all Freightliner units, your unit **MUST** have the Battery Disconnect Switch in the **ON** position to release the Air Brakes. If it is Off your unit will not release the air brakes.

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### 3 – POWERING THE REAR OF YOUR CLINIC:

First thing you will want to do is turn your Battery Disconnect switch to the On position. Again, the battery disconnect switch is round and red and located in the driver's area. If you are hooked up to Shore Power, the rear of the clinic should have full power once the inverter is turned On. The inverter is located on the wall that separates the driver's area from the rear. The Shore Power outlet is by the driver's door and the cord is stored in one of the lower storage compartments.

If you do not have access to Shore Power, but want to power the rear of your clinic, you will want to start your generator. The generator push-to-start switch is also located on the wall separating the driver's area from the rear. You will want to hold the "prime" section of the button down for 4-5 seconds until the light flashes. Once it flashes, hold the "Start" section of the switch down until you hear the generator fire up. Once the generator is On you will want to turn the inverter On as well. The inverter should be located right near the generator switch and will light up when powered on. Whether you are hooked up to Shore Power or the Generator, if you want to power on any accessories you will need to turn on the inverter first.

\* Generator will not operate under 1/4 tank of fuel

Once shore power is hooked up, or the generator is running, and both the inverter and Battery Disconnect Switch are On, you can start turning on the accessories throughout the vehicle.

**Entry door switch** is located on the master panel in the drivers dash area. This panel also houses other switches like rear dome lights, wheelchair lift, door lock, etc.

**Rear Dome light switches** are in multiple locations. All units will have a rear dome switch just inside the entry door, and also up in drivers' dash area on the master panel. If your unit has a third exam room then there should be another switch in there as well, usually located by the counter area or by the second entry door.

**Rooftop A/C thermostats** can be found in each separate exam room to control each zone individually. These can be turned on by hitting the Power/Mode button to turn on the thermostat, and then hitting the same button again to activate the rooftop unit. From there you can use the up or down arrows to set your temperature. Remember that each thermostat works separately so you will want to do this for every room you would like temperature controlled.

**Floor or wall heaters** are standard in each vehicle, depending on your unit model you might have up to 3 separate heaters. The wall heaters are 1000Watt 120V and are controlled individually by the knob on the face of the heater. Depending on your unit model, mostly trailers, will have baseboard heaters instead that are mounted where the floor and wall meet. These are also controlled individually by the knob on the face of the heater.

**Powered Airflow roof vents** are located on the ceiling of your unit, depending on your unit model you may have up to three, one in each exam room. There is 3 parts to the roof vent. First you will want to use the crank handle to open the roof vent. Next, choose whether you want to bring air into the unit or push air out by using the switch located on the roof vent. Last step is to select your fan speed 1-3, which will power on the fan.

**RVS backup camera** is located on the very rear of the unit, as well as the 2 turn signal cameras on each side of the unit towards the front roof area. The RVS system gains power once the unit is started. The monitor is mounted directly on the windshield, if it doesn't turn on when in reverse or when the blinker is activated, then make sure your Battery Disconnect Switch is in the On position.

**Awning systems** will have power once the unit is started. You can control the awning with the interior controls located right inside the entry door. Hold the extend portion of the switch until the awning is fully extended and you hear the motor stop. To close the awning, hold the retract portion of the switch until the awning is fully retracted and you hear the motor stop.

## TSV MOBILE CLINIC START-UP CHECKLIST

### 3 – POWERING THE REAR OF YOUR CLINIC CONTINUED:

**WiFi system** is powered by Shore Power or Generator, unless specified by customer. Once you have power you will want to connect wirelessly to the correct network.

**Fridges and microwave** will need the unit powered On and inverter turned On to gain power.

**Diagnostic sets, Dental ProCarts**, or any other specific exam equipment added to the unit will need to have Shore Power hooked up or the Generator turned On. Once the Shore Power or Generator are On you will need to turn the inverter ON also. Once the inverter is On you will have power to your equipment. Double check if your equipment has an individual Power switch, if so, make sure it is in the On position when trying to use.

**Wheelchair lifts** are located in the rear of the unit and there are a few steps to take before gaining power to the lift. If you have a Freightliner unit, see asterisk below on dumping air pressure before using lift. First you will want to put the unit in park with the parking brake applied. Next turn On the Wheelchair lift switch that is located in the driver's area on the master panel. That should now bring full power to the lift, and you can tell you have power when the two lights on the wheelchair lift light up. From there, use the wheelchair hand controller to "Unfold" the lift. Once it is completely unfolded and the lift plate is flat inside the bus, you can use the controller to lower the lift "Down". The lift is completely down once the lift gate flattens to the ground and you hear the hydraulics stop.

\*Wheelchair lift will not work unless Battery Disconnect Switch is On.

\*If you have a Freightliner model, before activating the lift, you will want to dump the air pressure from the unit's leveling system. You can do so by holding the "Dump" switch located on the drivers dash. This will slowly lower your unit so that when the wheelchair lift is deployed it will be at the correct height to meet ground level. Once the air is completely dumped you can follow the steps above to powering on your wheelchair lift.

The **water pump switch** for sinks and bathrooms are usually located inside the restroom but depending on your unit model it may be located inside a cabinet underneath your sink. The water pump switch will work as long as the unit is turned On. You will want to use the water pump whenever you Winterize the vehicle, or if you need to flush the system. See 'Winterizing Checklist' for complete process. Your restroom will also have a Tank Monitoring display for all your fresh, grey, and black water and that has power once the unit is turned On as well. Empty holding tank when they reach 2/3 full. Add fresh water when tank is down to 1/3 full

\*If your unit has a sink in the front exam room, you will want to have Shore Power connected or your Generator On whenever using the sink. This will keep your sump pump powered and you won't have any issues with the tank overflow. Typically, this is for bigger F550 and Freightliner units with multiple sinks.

Dental units will need purged before/after every use. Make sure to use a fresh bottle of water and purge the lines until the water runs clear out of all the lines. You will want to do this with all hand tools and any air/water syringes that are used. This will ensure you have clean water running through your lines when working with patients. Repeat this process at the end of your day to ensure the lines are clean while the unit sits until it's next exam.

### 4 – CIRCUIT PANEL, FUSES, AND TRANSFER SWITCH:

Circuit breakers are located in the interior storage compartments on the wall that separates the driver from the rear, driver side compartment. These breakers run all of your AC power in the unit. If you ever lose power to a specific piece of equipment, or hear a popping noise when losing electricity, check your breakers. Each breaker should be labeled accordingly.

## TSV MOBILE CLINIC START-UP CHECKLIST

### 4 – CIRCUIT PANEL, FUSES, AND TRANSFER SWITCH CONTINUED:

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Vehicle chassis fuses are on the driver side, located under the bus just before the rear tire. This is for the chassis and some vehicle DC power.

Transfer switch transfers between shore power and generated power, both cannot be On at the same time. The transfer switch is located in the interior storage compartment on the wall that separates the driver from the rear. It is in the driver's side compartment.

The Inverter switches from DC to AC power. It is located in the interior storage compartment on the wall that separates the driver from the rear, middle compartment. The Inverter is 750 Watt

### 5 – INSIDE THE CLINIC:

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Turn on lights

Check A/C thermostats and floor heaters in each room and adjust accordingly. A/C is typically set between 68-70 degrees (Degree symbol instead of wording). Heaters can be adjusted by the knob on the face of the heater itself.

Remove any tie downs, latches, bungee cords, on your equipment throughout the vehicle so that it is ready for use. Make sure they are stored in the proper place while not being used.

Make sure all tools and devices are cleaned and ready for use.

### 6 – IMPORTANT INFORMATION:

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Make sure whenever you are driving, parking, or leveling the vehicle that you are aware of your surroundings and check your mirrors frequently.

Make sure your Battery Disconnect Switch is in the On position whenever using the vehicle. Always turn Off Battery Disconnect Switch when shutting down the unit so batteries are not drained.

Be cautious of weather when using the vehicle. Make sure you give yourself ample stopping time when roads are wet or slippery. Make sure clients have a safe entry and exit area from the vehicle during inclement weather

Generator and unit chassis share the same fuel tank. The unit will not start if the fuel tank is under 1/4 of a tank. Make sure the unit is fueled up and ready to go for each morning.

For Freightliners, use the air dump switch on the drivers dash to lower the vehicle before you try to deploy the wheelchair lift. If not, your wheelchair lift will not lower to the ground surface and can cause bigger issues with the lift.

If your unit has a sink in the front exam room, make sure you have Shore Power connected or your Generator On whenever using the sink. This will keep your sump pump powered and you won't have any issues with the tank overflowing. Typically, this is for bigger F550 and Freightliner units with multiple sinks.

See 'Winterizing Checklist' for full process. Make sure to Winterize the unit whenever it is stored in cold weather and not hooked up to Shore Power.

ALL Freightliner units MUST have the Battery Disconnect Switch in the ON position when releasing the air brakes.