

Travel Trailer

Setup and Tear Down Full Guide

Setting Up Camp:

Arriving at an RV site

- ☐ Stop at the front office to register.
- ☐ If spot does not have sewer or water, dump tanks, or fill up with water if needed.

Pulling into Camping Spot

- ☐ When arriving at a spot, decide how best to enter the space.
- ☐ Get out of truck and look for hazards when pulling in.
- ☐ Remember to watch for overhead hazards, power post locations, ground hazards, slope of the site for leveling purposes, & solid areas to place RV jacks.
- ☐ Discuss plan and hazards with spotter if you have one.
- ☐ Some trailer weight distributing hitches and sway control need to be removed before backing in. Check with your manufacturer.
- ☐ Carefully pull into spot. Avoid distractions from other campers while pulling in and setting up.

Leveling & Disconnecting Trailer

- ☐ Place boards under wheels to level out trailer side to side.
- ☐ Chock wheels so trailer does not roll when disconnected from truck.
- ☐ Lower tongue jack to raise hitch off ball.
- ☐ Disconnect truck - pull truck away.
- ☐ Level trailer front to back with tongue jack.
- ☐ Follow your trailer manufacturer's guide for operating your leveling jacks.
- ☐ Lower rest of jacks to stabilize trailer.

Note: travel trailer jacks are meant to stabilize the trailer only. They aren't meant to raise the trailer.

- ☐ If necessary, put wood or other blocks under jack locations.



Deploying Slides

- ☐ Check your RV's procedure.
- ☐ Check around RV to make sure nothing will be impacted by the slides when they are deployed.
- ☐ Unlock slides if needed.
- ☐ Check for pets in the way of slides.
- ☐ Check for any other obstructions in the slides.
- ☐ Deploy slides

Connecting Utilities

Connecting Electricity

- ☐ Make sure circuit breakers at power post are turned off.
- ☐ Plug in EMS if external model.
- ☐ Plug power cord into EMS.
- ☐ Turn on circuit breaker.
- ☐ Verify that power supply is good on EMS.
- ☐ Turn on air conditioner as needed.

Connecting Water

- ☐ Connect fresh water hose with pressure reducer.
- ☐ Turn on water.
- ☐ Verify no leaks.
- ☐ Push rest of water hose under RV so sun doesn't heat up water.

Connecting Sewer

- ☐ Put on rubber gloves.
- ☐ Connect sewer hose.
- ☐ Verify connections are good.
- ☐ Open grey tank valve (optional).
- ☐ Leave black tank closed until it is 3/4 full or more.
- ☐ Remove rubber gloves.



Propane System and Water Heater

- ☐ Turn on propane if off for travel.
- ☐ Smell for leaks while you set up.
- ☐ Turn on electric side of water heater.

This is so you will have hot water as needed throughout the day. Turn on gas side of water heater for faster hot water recovery when taking showers or washing dishes. Note: Some RVs don't have an electric option.

Pull out chairs, etc., and enjoy!



Breaking Down Camp

Day Before Check-Out

- ☐ Close gray tank so that it can fill with shower water, etc to help rinse the sewer hose after dumping black tank.
- ☐ Pack up any outside chairs, mats, etc. if bad weather is coming.
- ☐ Pack up interior.

Check-Out Day

- ☐ Move from the back to the front putting away anything that can fall or be damaged while traveling.
- ☐ Move anything that can be damaged by slides coming in.
- ☐ Lower TV antenna or satellite
- ☐ Turn on Tire Pressure Monitoring System (TPMS), so it can connect to tires while packing.
- ☐ Pack up exterior camping supplies.
- ☐ Make sure everything is dry before storing to prevent mildew.

Unhooking Utilities

- ☐ Turn off propane if you do not want it on for travel.
- ☐ Turn off freshwater.

Tip: After turning off water, flip the tank fill valve to remove pressure from water line. Remember to flip valve back to normal so water works properly.

- ☐ Disconnect freshwater hose and drain.

Tip: Connect hose ends together to prevent water coming out while stored.



Dumping and Disconnecting Sewer

- ☐ Connect separate water hose to black tank flush if RV is equipped.
- ☐ Put on rubber gloves.
- ☐ Verify sewer connection is still good.
- ☐ Open black tank valve (gray tank valve should still be closed from the day before).
- ☐ Turn on black tank flush water hose.
- ☐ Let black tank empty until water is mostly clear when viewed through the transparent elbow on the sewer hose, if so equipped.
- ☐ Close black tank.
- ☐ Allow a minute or so to allow 1-2 gallons of water to fill the black tank from the black tank flush.

*Tip: **Do not forget that the black tank flush is running.** If the tank should fill, the water will go up into the toilet and up the black tank vent. If the toilet seal does not hold, you will get black tank water inside the RV. If the toilet seal does hold, the black tank water will come out of the roof vent of the RV and rain down over the sides.*

- ☐ Turn off water to black tank flush.
- ☐ Open grey tank and allow to drain and rinse the inside of the hose.
- ☐ Close grey tank when finished draining.
- ☐ Starting closest to the RV, carefully lift sewer hose and walk the water out of the sewer hose to the sewer drain.
- ☐ Repeat a couple of times until hose is empty, then disconnect it from the RV.
- ☐ Lift up the hose to allow any extra water to drain into the sewer.
- ☐ Disconnect sewer hose from drain and connect ends together to trap smells inside (*This isn't possible with all hoses*).
- ☐ Store sewer hose and black tank flush hose.
- ☐ Dispose of gloves.



Disconnecting Electric

- ☐ Turn off any appliances that may be using the electricity, especially the AC.
- ☐ Flip circuit breaker at the power post to cut off electricity to the RV.
- ☐ Unplug the RV from the power post and store the cables and EMS.

Bringing in RV Slides

- ☐ Dry outside of slide walls if they are wet from rain to avoid bringing water in.
- ☐ Brush off tops of slides if water, leaves or other debris has fallen on them.
- ☐ Make sure not furniture, pets, etc. are in the way of the slides.
- ☐ Lock slides as needed.

Raise Jacks and Final Walk-Around

- ☐ Follow manufacturer's procedure to raise RV jacks.
- ☐ Raise tongue of trailer so hitch can fit under it.
- ☐ Back truck under hitch and lower hitch onto ball hitch using tongue jack.
- ☐ Secure trailer to ball hitch. Immediately tighten hitch to ball so you don't forget.
- ☐ Insert a pin or padlock through the latch on the ball hitch to make sure the hitch can not come open in transit.
- ☐ If you have a weight-distributing hitch (which you should have) - use the tongue jack to raise the tongue of the trailer along with the truck up to just above normal ride height.
- ☐ Connect your weight distributing hitch per the manufacturer's instructions.
- ☐ Insert any locking or safety pins into weight distributing hitch.
Tip: In some campsites it can be difficult to attach your weight distribution bars because the site is not level. Wait until after you pull out of the site to attach the bars when you are on level pavement.
- ☐ Connect safety chains from trailer to truck. Chains must be crossed under the tongue of the trailer when connecting to truck.
- ☐ Connect breakaway cable from trailer to truck.
- ☐ Connect power cord from trailer to truck.



- ☐ Turn on headlights and emergency flashers on truck, and verify that all lights are working on the trailer.
- ☐ Raise up tongue jack and store it. Make sure that it is raised all the way up so it doesn't get damaged when going over bumps, etc.
- ☐ Remove wheel chocks from the trailer.
- ☐ Drive trailer off of any leveling blocks you may have used.
- ☐ Check antenna/satellite is down.
- ☐ Check awnings are stored and secure.
- ☐ Check all bays are locked.
- ☐ Check that anything connected to the RV ladder or on rear hitch, etc., is secure for travel. (Bikes, ladder, etc.)
- ☐ Make sure the RV is no longer connected to the campground by the sewer, electric, water, cable, etc.
- ☐ Check TPMS to make sure tires are properly inflated.
- ☐ Make sure nothing is left behind in the campsite.
- ☐ Do one final walk around before leaving.

