

Sample Document

The following pages contain a PDF file of a document describing the opening and closing procedures for a motor coach (mobile home). This file was given to me for comprehensive editing. I was also asked to proofread, copyedit, and otherwise prepare the document to be shared with the author's friends and family. The intent of the document is to provide instructions for guests to use the coach when the owners are not in residence.

My process started with a comprehensive edit, resulting in suggestions to improve the organization and flow of information in the document. I then contacted the author to discuss the comprehensive edit suggestions. During this conversation, I found that there were several changes in the procedure since the time the author wrote the original draft. I then prepared the final document, updating the steps and incorporating the agreed upon organizational changes. Corrections resulting from proofreading and copy editing were made electronically within Microsoft Word 2007. By using headings and embedded references within the text, I also incorporated an automated Table of Contents and Index to the final document.

MOTOR COACH USER MANUAL

We are happy to share our Florida motor coach with friends and family who love to travel as much as we do. This document contains information that will help you enjoy our home when we are not in residence. Included are instructions for opening the coach at the start of the season, instructions for closing it at the end of the season, and helpful information for visitors.

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1. Opening Procedures

A. Initial Access

Check In

Notify park management at the office in the clubhouse as soon as practical after arriving. (The office is not staffed on weekends.) You can do this in person or via phone. Also let management know your anticipated departure date.

Keys

Upon arrival at the coach, go to the garbage compartment which is in the carport area. The compartment is set into the side of the utility shed and is accessible only from the outside. The unlocked door to the compartment is across from the water faucet. A key to the utility shed is hanging on a screw concealed behind a strut on the right-side wall inside the compartment. Use this key to open the utility shed, then return the key to its place in the compartment. A key to the coach is hidden inside the utility shed. It is hanging from a nail in a board above the light switch (to the left of the door). It is hidden by other items hanging from the same nail. Use this key to open to coach door in the kitchen area, then return the key to its place in the shed. Keys for daily use are hanging from hooks in the wall just inside the kitchen door. The larger key unlocks the kitchen and Florida room doors, including the deadbolts. The smaller key unlocks the utility shed.

B. Water and Plumbing

Main Water Supply

The main water supply valve is located outside the coach, in the rear, to the right of the air conditioning unit. Open this valve by rotating the red valve handle until it is parallel to the water pipe. Note that when the valve handle is positioned perpendicular (at a right angle) to the pipe, the valve is closed and the water supply is off.

The water is supplied by the county water system. It is tested regularly and is safe to drink. It is chlorinated. If you prefer, you can buy bottled drinking water from the grocery store.

Kitchen and Bathrooms

At each sink and tub/shower, turn on both the hot and cold water faucets to allow water flow. Let the water run for at least 30 seconds to flush the pipes. If no water flows, you will need to open the water supply valves under the sinks. Check for leaks under each sink.

At each toilet, remove the plastic wrap from the top of the toilet bowl and discard. Flush each toilet. If no water flows, you will need to open the water supply valves under each toilet. Check for leaks around the base.

C. Power

The electrical circuit breakers are located in a compartment on the back wall of the walk-in closet in the back bedroom.

CAUTION:

Before switching on the circuit breakers, turn on a hot water faucet to be sure there is some water in the hot water tank.

Switch all circuit breakers to **ON**, which is toward the vertical centerline of the power panel. Note that the breaker labeled **AC/HEAT** will already be in the on position.

D. Heater and Air Conditioner Control

The controller for the heating and air conditioning system is located on the hallway wall across from the kitchen entry. The control will likely be set to **COOL**.

To Activate Cooling:

1. Set the thermostat to the desired temperature. We recommend between 74 and 76 degrees F.
2. Set the fan to **AUTO**.
3. Set the humidity control to **ON**.

To Activate Heating:

1. Set the control to **OFF**.
2. Wait two minutes and then set the control to **HEAT**.
3. Set the thermostat to the desired temperature. We recommend 70 degrees F or lower.

E. Ventilation

Leave the double-hung window between the dining room and the Florida room open approximately 2 inches.

Open the sliding glass door between the living room and the Florida room.

Check the direction of the vanes in the floor vent in front of the sliding door. If needed, pull the vent out of the floor, turn it to direct the air flow into the Florida room, and replace the vent into the floor.

F. Appliances

Refrigerator

Set the control dial between 4 and 5. Close the freezer and refrigerator doors. It will take about 2 hours to cool to 35 degrees F. After about 12 hours, check the temperature on the thermometers in the

refrigerator and the freezer. The freezer should be between 0 and 5 degrees F and the refrigerator should be 35 degrees F. Adjust the control dial as needed.

Dishwasher

The dishwasher is already set for a normal wash and dry cycle. Dishwasher detergent is located in the cabinet under the kitchen sink. Check for water leakage on the floor during the first use.

Stove

The stove and oven require no special action once the power is on. Pots are in the pantry, in the bottom drawer of the stove, and in cupboards on either side of the stove.

Microwave

Plug in.

Toaster

Plug in.

Televisions

Plug in the TV in the living room and connect the cable.

The TV for the Florida room is stored in the back bedroom. Attach the TV to the wall mount in the Florida room. Set the TV to channel 3 using the TV remote controller. After this is set, use the Comcast cable remote controller to change channels and volume. There is a Blu-ray/DVD player and remote control in the bookcase below the TV. Connect the HDMI cable between the player and the TV.

Miscellaneous Appliances

Plug in all electric clocks, cordless phones, and radios, including the weather radio located on the dresser in the middle bedroom. If any of these items have batteries next to them, reinstall the batteries, which are back-up for a power failure.

Plug in the electric blankets, if desired.

Plug in the emergency lights which are located in the hallway and in the back bedroom. Switch each light to **AUTO**.

Clothes Washer

Plug in the washer, which is located in the utility shed. Both the hot and cold water valves are turned off when the washer is not in use. Before washing a load of laundry, turn each valve handle

counterclockwise about three turns to allow the water to flow. After washing is done, turn both valve handles clockwise until hand tight to close the valves and prevent leaks.

Clothes Dryer

The dryer should already be plugged in. Please clean the lint filter after each use. The filter is located on the top of the dryer, on the right.

G. Furniture

Inside

Remove the dust cover sheets and store them in the closet of the middle bedroom, in the tote marked **DUST COVERS**.

Move the cushions stored on the living room sofa to the chairs in the Florida room.

Move the two leather lounge chairs from their storage location in the living room to the Florida Room.

Outside

In the carport area, there is a section of white picket fence hinged to a support post. When in residence, swing the fence out until it is perpendicular to the carport lattice wall. This serves as a divider between the parking area and the patio area.

Patio chairs and a small table are stored in the utility shed. Move them to the patio area.

The barbeque grill is stored in the utility shed. Move the grill to the patio area.

CAUTION: Make sure the propane tank valve is closed securely at all times unless you are cooking.

H. Awnings

Raising Small Window Awnings

1. Retrieve the clevis pins that are in a plastic bag hanging from the clothesline in the utility shed.
2. Remove the wing-nuts from the tie-down bolts for each awning.
3. Raise the awning.
4. Put the ends of the support rods in the brackets and install the clevis pins through the brackets and rods. It is helpful to jiggle the rods while aligning the holes and pushing the pins into place.

Raising Large Florida Room Awning (Requires Two People)

1. Retrieve two 1" x 2" wood furring strips from the utility shed. These are used to prop up both corners of the awning prior to reinstalling the tubular supports. The furring strips are of different lengths due to the slope of the ground, so be certain to check the label on each strip for proper positioning.
2. Position the tops of the furring strips in contact with the aluminum channel framework that runs along the front edge of the awning.
3. While one person acts as a spotter to insure one of the corner furring strips remains securely in place, the other person should reinstall the tubular support rods beginning at the opposite end from where the spotter is located. Continue along the awning to the end supported by the other furring strip. It may be necessary to raise the awning slightly to allow the supports to drop into position. The supports are wired to the awning. Release the supports but leave the wires in place (curl them up) for reuse when the awning is lowered.
4. When all the supports are reinstalled, remove the furring strips and return them to the utility shed.

I. Maintenance

Clean the rain gutters on all sides of the coach, carport, and utility shed.

Weed, prune, and water the flowers and shrubs in the planter area at the front of the coach. Remove old or decayed plants and prune off any branches that rub on the coach. Pruning shears are located in the utility shed. Clippings can be put out on trash collection day (Thursday). Wrap them in twine or place them in a black plastic garbage bag. If you use a bag, leave it open so the collectors can see it is not regular trash.

J. Services

Call Comcast to switch phone and internet service from the vacation rate.

Call the local newspaper to arrange for delivery.

Visit the local post office to resume mail delivery. Depending on prior arrangements, you may need to stop mail holding and forwarding services.

2. Closing Procedures

A. Final Departure

Notify park management at the office in the clubhouse when you plan to leave. You can do this in person or via phone. The office is not staffed on weekends.

B. Services

Call Comcast to switch phone and internet service to the vacation rate.

Call the local newspaper to stop delivery.

Visit the local post office to activate mail forwarding service.

C. Maintenance

Check the rain gutters on all sides of the coach, carport, and utility shed. Clean the gutters as needed.

Weed, prune, and water the flowers and shrubs in the planter area at the front of the coach. Remove old or decayed plants and prune off any branches that rub on the coach. Pruning shears are located in the utility shed. Clippings can be put out on trash collection day (Thursday). Wrap them in twine or place them in a black plastic garbage bag. If you use a bag, leave it open so the collectors know it is not regular trash.

D. Awnings

Lowering Small Window Awnings

1. Lower each awning by removing the clevis pin at the end of each tubular support and lifting the awning slightly to release the supports from the wall brackets.
2. Fold up and hold the support rods on the underside of the awning while carefully lowering the awning.
3. Use the wing-nuts on the tie-down bolts to firmly secure the awning in the down position.
4. Store the removed clevis pins for all the awnings in a plastic bag and hang it from the clothesline in the utility shed.

Lowering Large Florida Room Awning (Requires Two People)

1. Retrieve two 1" x 2" wood furring strips from the utility shed. Use these to prop up both corners of the awning prior to disconnecting the tubular supports. The furring strips are of different lengths due to the slope of the ground, so be certain to check the label on each strip for proper positioning.

2. Position the tops of the furring strips in contact with the aluminum channel framework that runs along the front edge of the awning.
3. While one person acts as a spotter to insure one of the corner furring strips remains securely in place, the other person should release the tubular support rods beginning at the end where the spotter is located. Continue along the awning to the end supported by the other furring strip.
4. Wire each support against the underside of the awning using the wire already in place for this purpose.
5. When all the supports are released and wired up, carefully remove the furring strip supports and slowly lower the awning. Secure the awning in the down position with wing-nuts at the bottom corners at each end of the awning.
6. Return the furring strips to the utility shed.

E. Storage of Outside Items

Because many outside items will be stored in the utility shed, first unplug the clothes washer and shut off the hot and cold water valves. (Turn both valve handles clockwise until hand tight.)

Clean the barbeque grill by scraping the grill racks then heating the grill with both burners on **HIGH** for 15 minutes to burn off any residual grease. Also empty and clean the drip can and return it to its hanging hook. Allow the grill to cool and move it to the utility shed.

CAUTION:

Make sure the propane tank valve is closed security.

Store the patio chairs and table in the utility shed, on top of the washer and dryer.

Store the tricycle in the utility shed.

Store the bicycles in the living room. First retrieve the white plastic tarp from the utility shed and place it on the living room floor behind the reclining chairs. Be sure not to cover the heating / air conditioning vent. Clean the bikes and place them on the tarp. Place folded newspapers or magazines under the kickstands to prevent puncturing the tarp.

Swing the section of white picket fence that separates the patio area from the parking area back against the carport lattice wall. Latch the fence in place.

F. Storage of Inside Items

Dust the furniture, vacuum the carpets, and mop the bathroom and kitchen floors. All cleaning tools are in the hallway closet and the cleaning products are under the kitchen and bathroom sinks.

Remove the cushions from all the Florida room chairs and stack the cushions on the sofa in the living room.

Move the two leather chairs from the Florida room to the living room.

Retrieve the furniture dust covers from the tote in the closet of the middle bedroom marked **DUST COVERS**. Place them over the living room sofa and chairs, and the dining room table and chairs.

G. Appliances

Refrigerator

Turn the control dial to **OFF**. Empty and clean the refrigerator and freezer compartments. Prop open the doors with towels.

Dishwasher

Clean the inside of the dishwasher and then pour two cups of water into the bottom. This helps to keep the seals and gaskets moist and flexible.

Close the dishwasher door, but do not lock it.

Stove

Clean the stove of any spills and grease.

Microwave

Unplug and clean.

Toaster

Unplug and clean.

Televisions

Unplug the TV in the living room and disconnect the cable.

Remove the HDMI cable that connects the Blu-ray player to the TV in the Florida room.

Retrieve the TV stand from the closet in the back bedroom. Set it on the bookshelf in the bedroom.

Remove the TV from the wall mount in the Florida room. Move the TV to the back bedroom and place it on the stand.

Miscellaneous Appliances

Unplug all electric clocks, cordless phones, and radios, including the weather radio in the middle bedroom. If any have back-up batteries, remove them and place them next to the devices.

CAUTION:

Do not remove batteries from the smoke alarms in the hallway or in the master bedroom.

Unplug all electric blankets.

Unplug the emergency lights located in the hallway and the back bedroom. Switch them to **OFF** and place them on a nearby table.

H. Ventilation

Close the sliding glass door between the living room and the Florida room.

Pull the floor vent in front of the sliding glass door out of the floor, turn it so the vanes direct the air flow into the living room, and replace the vent into the floor.

Make sure all floor vent vanes are wide open with the exception of the floor vent in the dining room. This vent should be closed tightly to divert the maximum amount of air directly through the wall vent into the Florida room.

I. Heater and Air Conditioner Control

The controller for the heating and air conditioning system is located on the hallway wall across from the kitchen entry.

1. Set the control to **COOL**.
2. Set the fan to **AUTO**.
3. Set the thermostat to **78**.
4. Set the humidity control to **50%**. (There is a black mark at the proper location.)

J. Water and Plumbing

Kitchen and Bathrooms

Clean all kitchen and bathroom sinks and close the drains.

Clean the bathtub in the middle bathroom and close the drain.

Clean the shower in the back bedroom. Retrieve the rubber drain cover from the cabinet under the bathroom sink and place it over the shower drain.

Clean each toilet using the cleaning supplies under each bathroom sink. Sanitize the bowls by adding ¼ cup of bleach to each. Cover the bowls with plastic wrap to prevent water evaporation. Mark the plastic wrap with an “X” in permanent marker to remind users to remove the wrap prior to using the toilets.

Main Water Supply

The main water supply valve is located outside the coach, in the rear, to the right of the air conditioning unit. Close this valve by rotating the red valve handle until it is perpendicular (at a right angle) to the pipe.

K. Power

The electrical circuit breakers are located in a compartment on the back wall of the walk-in closet in the back bedroom.

Switch all circuit breakers except the breaker labeled **AC/HEAT** to **OFF**, which is toward the outer sides of the power panel.

CAUTION:

You must leave the AC/HEAT breaker in the ON position

L. Garbage and Recyclables

It is very important that no garbage be left in the coach or the utility shed. Plan ahead so that as much garbage as possible is put out for pick-up on the Thursday before your departure. See “Garbage and Recyclables” in the “Helpful Information” section for how to do this.

On the day of your departure, you must take all remaining garbage with you. You can drop it off at the local waste station at no charge, as described in the “Helpful Information” section.

M. Locking Up

Close and lock all windows.

Make sure the two keys for daily use are returned to the hook next to the kitchen door. Have in hand the extra coach key (kept in the utility shed) and the extra utility room key (kept in the garbage compartment).

1. Lock the Florida room doorknob and deadbolt from the inside.
2. Exit the coach and lock both the doorknob and the deadbolt of the kitchen door from the outside with the extra coach key.

3. Return the extra coach key to the utility shed, hanging it on the nail in a board above the light switch (to the left of the door). Place it under a few other items hanging from the same nail to hide it.
4. Exit the utility shed and lock the door from the outside using the extra key.
5. Return the extra utility shed key to the garbage compartment, hanging it on a screw concealed behind a strut on the right-side wall of the compartment. Close the compartment door securely. (It does not lock.)

Thank you for enjoying our home and preparing it for idle time until someone returns.

3. Helpful Information

A. Coach

Bedding and Linen

The sofa in the living room is a fold-out type. A queen size mattress pad, sheets, blankets, pillows, and an air mattress are stored on shelves in the middle bedroom closet. For increased comfort while using the bed, inflate the air mattress and place it on top of the thin fold-out mattress. Cover both with the mattress pad, tucking the edges under the bottom mattress to prevent the air mattress from sliding. The air mattress may be inflated with the battery powered inflation pump that is stored with the mattress, or with the shop-vac stored in the utility shed. To use the shop-vac, connect the hose to the exhaust side of the shop-vac instead of the suction side.

Two twin-sized air mattresses are stored in a plastic tote in the closet of the back bedroom. These may be inflated with the battery powered pump or the shop-vac. Sheets and blankets for these mattresses are stored in the closet of the middle bedroom.

A portable crib is stored in the closet of the middle bedroom.

Bath towels are in the cabinet across from the toilet in the middle bathroom.

Cleaning Supplies

A vacuum cleaner, dust mop, broom, and dustpan are in the hallway closet.

Cleaning products are under the kitchen and bathroom sinks.

Paper Products

Toilet tissue is in the hamper bin on the right as you enter the middle bathroom.

Paper towels, facial tissue, and soap are in the cupboard to the left as you enter the middle bathroom.

B. Recreation

A tricycle is stored in the utility shed. When you are in residence, it can stay in the carport area.

Two bicycles are stored in the living room. When you are in residence, they can be kept in the carport area. Please use the combination cable to lock them up. Helmets are on the shelf in the hallway closet.

Beach chairs, mats, umbrellas, and sand toys are in the utility shed. Beach towels are in the closet of the middle bathroom.

C. Park

Roads

The speed limit on park roads is 15 mph.

Traffic is one-way around the lake. Bear right as you enter the park and continue behind the clubhouse to the pool area and on to the rest of the park roads. Upon exiting, stay to the right of the lake. Signs are posted along the roadway.

Pool

Pool hours for adults and children may differ. Check the signs near the pool or inquire at the clubhouse.

It is mandatory that everyone take a shower at the pool prior to swimming.

Garbage and Recyclables

White and black garbage bags are stored in the kitchen cabinet to the left of the sink, behind the trash bin. Use white garbage bags in the trash bin for daily collection. Place full white bags in a black plastic bag inside the garbage can in the compartment in the carport area (across from the water faucet).

Store recyclables in the blue and red plastic crates in the utility shed.

- Clean plastic, glass, and metal go in the blue crate
- Cardboard, newspapers, and magazines go in the red crate

Garbage pick-up day is Thursday, and pick-up can be as early as 7 o'clock in the morning. It is best to put things out early in the morning to avoid the nighttime critters that will disturb the garbage. Be sure to cover the large garbage can and roll it from the garbage compartment to the front of the property. Place the can and the recycle crates on the grass to the right of the driveway. Place any plant clippings to the left of the driveway, past the mailbox.

If you are unable to stay Thursday to return containers to the utility shed, or if you leave between pick-up days you must take all garbage with you. The company that picks up the garbage in the park is Waste Management. They also operate a waste station on Knights Trail Road which is open every weekday. Stop at the gate and tell them you have weekly pick-up service at our address. You will be allowed to leave your garbage with no fee.

D. Area

Groceries

Many food items are in the pantry. Check for expiration dates. Publix grocery store is on Route 41 just south of the park. (Turn left at the park exit.) CVS and Walgreens drug stores are also in the same area. Wal-Mart is a few miles north on Route 41.

Restaurants

It is a good idea to make dining reservations at all restaurants unless you go before 5 pm. We recommend the following:

Name	Location*	Comments
Anita's	South	Popular with locals. Good food.
Curry Creek Café	South	Thai food. Seafood stew is great.
Hungry Howie's Pizza	South	They deliver.
Left Coast Seafood	South, on bypass	Oyster dinner is good.
Ophelia's Pasta House	South	Italian food.
Rosebud's	North	Opens at 4 pm (no lunch). Upscale.
Saltwater Café	South	Very good.
Sharkey's on the Pier	South to Harbor Drive	Very Informal. Lots of fun.

*All restaurants listed are located on Route 41. North is to the right as you leave the park, south is to the left.

E. Security

Our street and the park are very safe with neighbors on the watch, but it is a good idea to lock the doors at night and whenever you are away.

During the day the interior of the Florida room is not visible from the outside, due to the reflective glass windows. However, for privacy at night you may want to lower the inside window blinds.

The emergency lights in the hallway and in the back bedroom will turn on if the power goes out. They can also be used as flashlights when removed from their outlets and switched to the **ON** position.

F. For More Information

Instruction manuals for various items in the coach are in the kitchen cupboard behind the telephone.

Telephone directories are in that same cabinet.

Newspapers are available from coin machines near the clubhouse, behind the shuffleboard courts.

Maps of the local area and the cities of Tampa and Orlando are located in the bookcase in the Florida room, along with a “Day Drive” brochure and a “Sites” notebook that we put together for visitors.

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