

SUGGESTED ANNUAL MAINTENANCE GUIDE

It is suggested that this list be kept on each boat, with initials and the date put next to each item as it is completed by the owner or service personnel.

Boat Name: _____

Date Checklist Started:

AFTER EVERY SIGNIFICANT USE:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

1. Check oil and coolant levels in engines and genset, add fluids if necessary.
2. Check sea strainers main engines and genset, clean as necessary.
3. Check oil pads, replace if necessary, follow up any fluid leaks.
4. Clean bilge well(s) as necessary.
5. Check extra-fluid supply in engine room: () Oil () Coolant () Distilled Water
6. Check paper towel supply in engine room, supply if necessary
7. Clean shower sumps.
8. Replenish stove and barbecue propane tanks.
9. Check exterior deck boxes and flybridge seat storage and under-console storage is neat and orderly, remedy as necessary.
10. Check dinghy for stopper plug, oars, pump, cleanliness, remedy as necessary
11. Check flashlights for good batteries and bulbs.

MONTHLY DURING SEASON:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

12. Wipe engine and mechanical components in engine room with oily cloth to remove dirt and grease.
13. Check rate of raw water lubrication of propeller shaft. Adjust if necessary. (applies only to adjustable shaft logs.)
14. Check transmission fluid levels
15. Check battery water levels

MONTHLY OFF SEASON:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

Date & Initial:

16. Check battery voltages, confirm charger and heaters on.
17. Open seacocks and start engine and run up to operating temperature to prevent corrosion of cylinder walls. When done, shut off seacocks!

AT LEAST EVERY 200 HOURS OF OPERATION, AND/OR AT FALL END-OF-SEASON:

Date & Initial:

Date & Initial:

Date & Initial:

18. Change oil and filter.

FALL & SPRING: Date & Initial:

Date & Initial:

19. Replace engine & genset zincs
20. Replace hull, shaft, rudder & trim tab zincs (as required)
21. Check ports and hatches for leaks. Reseal where necessary. Clean and coat opening port and hatch gaskets with Vaseline or other suitable lubricant/sealer as needed.
22. Check operation of Diesel heater.
23. Inspect all exterior teak. Renew as necessary.
24. Check water level of batteries.

FALL:

Date & Initial:

25. Change oil in engines, transmissions and genset.
26. Check antifreeze level and freezing point in engine(s), genset and Diesel furnace hot water cabin heat system and add protection if necessary.
27. Add corrosion inhibitor to heating system and/or engine(s) as necessary.
28. Make sure fuel tanks are full and bactericide is in tanks.
29. Close all seacocks for winter months to minimize danger of pipe and hose freezing.
PUT WARNING NOTE ON ENGINE SWITCHES RE SEACOCKS!
1. Install any canvas rail covers, engine vent covers.
2. Deflate non-davit inflatable dinghies and store for winter if required. Remove floorboards. Wash sand from inside hull.
3. Clean all exterior light bulb contact points, spray with anti-corrosion spray.
4. Service owner-owned outboards, winterize

SPRING:

Date & Initial:

5. **OPEN SEACOCKS AND CHECK SEA STRAINERS, HOSES & PUMPS FOR INTEGRITY.**
6. **Start engines and genset and warm up, verify proper operation.**
1. **Machine wash all lines, dry, return in orderly fashion to rope lockers**
2. **“Deep Clean” entire vessel including carpet, upholstery, lockers, galley cabinets, refrigerator, stove, all dishware and cookware, bilges, flush domestic water system, sanitize head system, clean all concealed hatch gutters, empty, vacuum, and re-organize per inventory all storage lockers outside and in.**
3. **Replace any lost or damaged cooking ware.**
4. **Renew interior varnish and/or painted finishes as necessary.**
5. **Re-organize chart storage, make sure charts, tide tables, and navigation implements are complete and current.**
6. **Review vessel manual, edit and reprint as necessary for accuracy, notify office of changes. Make sure blank pages are adequate in “Customs Log” and “Vessel Log” sections.**
7. **Review inventory for accuracy. Correct. Notify office of corrections.**
8. **Clean and polish barbecue. Make sure it operates properly.**
9. **Review contents/placement/cleanliness of safety equipment: Life jackets, life ring, lifesling, first aid kit, flares (check date, verify current for entire season), bell, boat hook(s).**
10. **Have fire extinguishers inspected and tagged.**
11. **Remove rust, spot paint engine(s) and other engine room equipment.**
12. **Make sure engine room equipment is stowed properly, clean, and unnecessary stuff is removed.**
13. **Service outboard as necessary including lower-end grease. Inspect outboard prop, skeg, zinc, fuel lines, tanks for integrity/serviceability. Replace/renew as necessary.**
14. **Lubricate and otherwise service as called for anchor and davit winches.**
15. **Clean lazarette thoroughly and re-stow contents.**
16. **Thoroughly clean dinghy, verify leak-free. Clean and lubricate dinghy-davit rigging, make sure it is strong and safe.**
17. **Confirm all stanchions secure. Confirm rail gates and latches operate smoothly, lubricate.**
18. **Tension any cables between stanchions as required for tightness and safety. Check stanchion cable fastener security.**
19. **Check mast stays and halyards for tension and integrity. Service as necessary.**
20. **Clean all canvas, replace tension bungees and snaps as necessary. Apply Vaseline to all canvas snaps.**
21. **Open Bimini, check that fasteners are tight and complete.**

22. Check engine nuts, bolts, and hose clamps for tightness and wear.
23. Service Diesel furnace including cleaning carbon from dashpot and igniters.
24. Turn on all interior and running lights to check operation. Replace bulbs if necessary.
25. Turn on running, spreader, and exterior courtesy lights, check and replace as necessary.
26. Test batteries to confirm still have capacity, replace if necessary.
27. Fill all propane tanks, assure stock of *full* smaller propane bottles if used.

ANNUALLY:

Date & Initial:

28. Replace fuel primary and secondary fuel filters on each engine and the genset, bleed fuel system and assure no air locks, test for proper operation and no leaks.
29. Check engine belts for wear and tension (1/2 inch deflection). Adjust or replace if necessary.
30. Replace raw water impellers.
31. Oil steering cable sheaves with #30 oil; check tension and wear of steering cable.
32. Grease rudder shaft(s) (if zerk fitting available), check adjustment of rudder packing gland (if applicable).

HAUL-OUT:

Date & Initial:

33. Schedule boat for haulout with yard and deliver to yard.
34. Scrub bottom immediately after lift-out to remove all organic growth (or power wash).
35. If power washed, sand or rough up existing paint surface to prepare for fresh coat of bottom paint.
36. Obtain and mix paint, tape waterline with special painters' tape, paint bottom.
37. Sand propeller shaft and propeller with #400 sandpaper, spray with WD 40 to help inhibit marine growth.
38. Check hull, keel, and rudder for damage. Arrange for any necessary repairs.
39. Clean, restore with rubbing compound, and polish hull and deck smooth surfaces.
40. Disassemble, clean, emery cloth any scratches, grease and reassemble all through-hull fittings that do not close easily.
41. Rub out hull gelcoat scratches with rubbing compound or arrange for repair of gelcoat chips.
42. Check condition of cutlass bearing for excessive or uneven wear, replace if necessary.
43. Re-tighten all engine and engine mount bolts.
44. Inspect for any blisters.
45. Refloat boat, re-attach standing rigging if necessary, deliver boat to slip and secure.
46. Check shaft alignment in water, re-align engine if necessary.

STORM CHECK AND OFF-SEASON TREATMENT.

EVERY TWO WEEKS DURING SEPTEMBER THROUGH MAY AND DURING AND AFTER STORMS:

<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>
<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>
<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>
<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>
<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>
<u>Date & Initial:</u>	<u>Date & Initial:</u>	<u>Date & Initial:</u>

1. Check bow, stern and spring lines for wear, alter/replace if necessary.
2. Check fenders for placement and wear. Reposition or replace.
3. Check heater is operational and room temperature appropriate. Correct setting, check wiring or repair/replace heater(s) if necessary.
4. Conduct security check for entry, missing major equipment, damages. Notify office if problems.
5. Rotate rudder post to lubricate shaft and reduce exacerbated passive electrolysis.
6. Assure cushions are lifted for ventilation and mildew prevention.
7. Empty water from dinghy when necessary. Assure dinghy is secured properly.

This form is based upon forms developed by San Juan Sailing and San Juan Yachting. Special thanks to BYC Members and San Juan Sailing executives Rick Sale and Roger Van Dyken!

Printed on 1/13/08