

**PHLAS Sailboat Club
Yacht Check-In Form**

Member Name	Vessel	Date
--------------------	---------------	-------------

Upon Arrival to the Yacht	Yes	No
Was the yacht found clean and orderly? If not, please tell us what was wrong		
All items in the inventory list were aboard. If not, please list any missing items.		
Sailing Gear and Equipment all in good working order. If no, please explain.		
Hull scuff and scratch free. If no please take a picture and send to our office prior to departure. email to reservations@thesailingacademy.com		
Bilge clean and bilge pump in good working order.		
Oil and Coolant at proper levels If no, did you add fluids?		

Prior to Leaving the Yacht	Yes	No
Fuel Tank Topped Off If no, was the engine run more than ½ hour? (Fuel charge will apply)		
Head Pumped Out If no, was the head used? (Pump out fee will apply)		
Trash and personal items removed		
All hatches and ports closed		
Ice Box/ refrigerator cleaned out and left OPEN		
Any equipment lost or broken while on board? If yes, please note items.		
Any contact made with docks, pilings, other vessels or grounding? If yes, please explain.		

