



**Clubhouse Trailer Co.**  
**14625 Santa Fe Crossing Dr**  
**Edmond, OK 73013**

*Safety. Efficiency. Innovation.*  
MarchingLogistics.com

# 2024 Trailer Maintenance Checklist

As you gear up for your coming marching season, we have put together a checklist of recommended general maintenance points for your Clubhouse trailer! We recommend picking a work day to accomplish this list so your trailer is ready to go for the season, as well as give you a chance to identify and contact us with any questions or issues that may have arisen since the last outing with your trailer. Contact us for any assistance at [support@clubhousetrailer.com](mailto:support@clubhousetrailer.com). Additionally, we have an online shop to order new parts or kits: [shop.clubhousetrailer.com](http://shop.clubhousetrailer.com)

Note: Please forward this to the appropriate channels within your organization, whether it be band boosters, transportation personnel, or band directors.

## Trailer Maintenance Tips

- ☐ Wash your trailer and inspect for new/growing rust spots and damaged vinyl
  - ☐ The vinyl wrap will last longer with periodic washing of road grime.
  - ☐ Hand wash your trailer only. We do not recommend the use of power washers or harsh chemicals on your trailer.
  - ☐ 3M recommends a mild detergent when washing vinyl.
- ☐ Inspect all of the batteries- located inside the electrical box
  - ☐ Check the age and charge of the batteries. They should maintain a voltage of 12.4 - 13.4 volts during non-solar charging times.
  - ☐ If you think the batteries need to be replaced, The Clubhouse recommends Group 31 AGM batteries (O'Reilly's part number: AGM21DT).
- ☐ Check that nuts and bolts are snug
  - ☐ While in transit, some hardware may work itself loose. Before your first trip of the season, inspect for any loose or missing fasteners. Some places to check fasteners include the ramp, stairs, power cabinet, and shelving connections to the walls.
  - ☐ If you notice any missing hardware, contact us and we'll be happy to identify what needs replacing and where to source them.



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## Trailer Maintenance Tips Cont.

- ☐ Inspect solar panels
  - ☐ Examine the solar panels on the roof of your trailer for damage. Clean solar panels to maximize their efficiency.
  - ☐ Ensure the voltage on the charge controller (inside the battery cabinet) shows between 12.6 - 14.5 volts during daylight.
    - If the controller does not show a reading, or the reading is below 12.6 volts, the solar panels may be damaged or missing. If the solar panels are missing or damaged, contact us for replacements.
  - ☐ The solar charge controller should display a moving arrow, or a blue light, from the panel symbol to the battery symbol if the solar panels are functioning properly.
- ☐ Hydraulic ramp and hydraulic Tubavator inspection
  - ☐ If your trailer has a hydraulic ramp and Tubavator, inspect each line carefully for signs of damage.
  - ☐ Inspect connections and joints for damage and leakage
    - Fittings showing signs of leakage can be tightened with two wrenches
  - ☐ Check the hydraulic fluid level in the reservoir with the dipstick.
    - To accurately measure the fluid level, the ramp must be in the folded storage position, and Tubavator must be retracted fully.
    - If fluid level indicates more is necessary, We recommend using 46 weight hydraulic fluid from your local automotive supply store.
- ☐ Functional systems check of stairs
  - ☐ Ensure that the powered or manual stairs in your trailer are functioning smoothly and securely by opening and stowing them.
  - ☐ Check for loose pivot bolts.
  - ☐ Check 3-D printed feet for excessive wear or damage.
    - New feet can be purchased through our online store.
- ☐ Functional system check of powered ramp
  - ☐ Ensure that the ramp in your trailer is functioning smoothly and securely by opening and closing it. Check that all nuts and bolts are in place and secure.
  - ☐ On the end of the ramp, check for missing rollers, landing feet, and approach plate foot pads. Replace if necessary, available at our online store.



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## Trailer Maintenance Tips Cont.

- ☐ 3-D printed parts check
  - ☐ 3-D printed parts may become worn or damaged during the life of the trailer. These parts include stair landing feet, ramp approach plates, lighting junction boxes, shelf tags, and flood light mounts. Check for any parts that may need replacing.
- ☐ Running gear maintenance- likely to be done by transportation personnel
  - ☐ Inspect trailer tires for tread life or damage and replace them if necessary.
  - ☐ Ensure a current annual DOT inspection of your trailer.
  - ☐ Hook up your trailer before you load to leave and check that brakes, air systems, and lights are in working order.

For assistance with the operations of your trailer, please access our [digital operating manual](#). This manual contains walkthrough videos of general operations, some troubleshooting, and maintenance tips.

If you find that your trailer may need a service visit, or needs replacement parts not currently available on our website, please send an email to [support@clubhousetrailer.com](mailto:support@clubhousetrailer.com)

Thank you for being a part of The Clubhouse family.  
We hope you have an excellent marching season!

Website: [clubhousetrailer.com](http://clubhousetrailer.com)  
Store: [shop.clubhousetrailer.com](http://shop.clubhousetrailer.com)  
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