

Miss Conduct

Departure Checklist

- Check boat for damage. If any, note in green sheet
- Detach power cord and bring onboard
- Turn off AC switch (shore power) and Turn on DC batteries/helm power, as appropriate.
- Check fuel level
- Start/warm up engine
- Attach life ring/sling to stern

Crew Safety Briefing:

- Location of safety equipment (in cabin, **port side**), boat pole (in cabin, **starboard side**)
- Life jackets (PFDs) are on everyone before leaving dock
- CB Radio location, using channels 13 & 16, or call 911 (how to use phone's GPS locator)
- Hand for self, hand for boat
- Helmsman be aware of surroundings *at all times*
- Overboard: shout, point, litter – tell crew to not touch the lines until instructed; person who sees overboard points until person is actively being pulled back on board.

Arrival Checklist

- Engine is turned off, then ignition key at helm turned to off
 - Key back on thru-hull and lever closed
- Sails and equipment covered
- Main halyard re-attached to boom end or starboard life line
- Lines and sheets coiled and hung
- Detach life ring/sling from stern and stow in cabin
- Fenders (3) attached on dock side – one amidship, then one forward of it ≈3' and one aft of it ≈3', bottom of fender just off touching water
- Winch handles put in sink
- Attach power line – at boat first, then shore
- Rinse hull
- **Below deck/Galley/Nav table:** Cleaned up (including floor) and trash emptied
- Personal items removed
- Thru hulls closed
- Batteries off

Complete green sheet and pay for fuel, with either cash or Venmo. (\$15 for diesel)

For Urgent Boat Issues, call: 253-383-1774.

You will reach a staff member on call.

Do not call anyone else directly. You will be re-directed to this number.

PUGET SOUND SAILING CLUB



PROCEDURES FOR CATALINA 27 – “Miss Conduct”

For Urgent Boat Issues, call: 253-383-1774.

You will reach a staff member on call.

Do not call anyone else directly. You will be re-directed to this number.

SAFETY EQUIPMENT – The following equipment is located in the cabin.

In tub/box, on port side:

- Flares and Flare guns
- First Aid and Band aids
- Hull Plugs
- Mallet
- Manual Bilge Pump (Also use bucket); Pump is located in cockpit under plate on starboard side.

In sink:

- Horns
- Winch Handles
- Deck Key

Attached to port wall, shin level:

- Fire Extinguisher (Type B:C Size 1).

On seat, port side:

- Horse shoe buoy (aka Jim-Buoy) should be mounted on the port stern pulpit. Be sure to snap strap to a secure point on the boat.

On Starboard side in cabin:

- Boat hook.

WHAT TO DO BEFORE YOU ARRIVE AT THE DOCK

- Check local marine weather, tide conditions and tidal currents.
- Tell a responsible person where you are going and when you'll return.
- Approaching the marina and dock, look for indicator signs of existing winds and currents.

WHEN YOU FIRST ARRIVE TO SAIL

- Inspect boat for condition and note setup of lines, rigging, etc.
 - Dock lines: 2 bow, 1 stern, 1 forward spring, 1 aft spring. Remember: dock lines remain on the dock, unless you know you will need them during your outing.
 - Fenders: at least 3 correctly placed to protect hull and securely tied.
 - Boat cover (in rainy season).
 - Tiller: bungeed port and/or starboard to prevent excess wear on rudder.
 - Check hull, deck and rigging for any signs of damage or unsafe condition.
- Remove boat cover (in rainy season) and stow in stern lazarette or below.
- Unlock companionway. Stow hatch boards below.
- Unlock cockpit lockers.
- Remove and store below the mainsail cover, tiller bungees/ties and cover, and winch covers.
- If heater in use, turn it off
- Turn off shore power at dock and unplug. Carefully unscrew shore power retaining ring at boat. Turn plug about 3 degrees counter-clockwise and gently pull plug out. Immediately replace shore power receptacle cover. Take shore power cord on board.

ENGINE - *See photo next page.*

Miss Conduct has a 2-cylinder 14 horsepower diesel engine.

Do the CHOBS checklist

- **C** - Coolant.
- **H** - Hoses.
- **O** - Oil.
- **B** - Belts.
- **S** - Sea Strainer.

Remove the companion way ladder and open the locker under that ladder. See photos on next page.

1. Check **coolant** level on expansion tank in cockpit port locker (see photo)
2. Check **hoses** for cracks and leaks.
3. Check **oil** level (on left side of engine, about halfway back). Oil should be between the two holes on the dipstick
4. Check **belts** for cracks and unusually loose.
5. Check **sea strainer** that no seaweed or other objects are visible through glass.
6. **Then open the engine thru hull valve to vertical and remove the ignition key.**
7. Close the locker and put the companion way ladder back in place.



- Engine Thru-Hull-closed (blue circle) with Ignition Key
- Sea Strainer (green circle)
- Engine Oil Stick (white circle)
- Coolant level on expansion tank (red circle)

Check the fuel:

The fuel gauge is located under the quarter berth, starboard side, as pictured here. Make sure you have enough fuel for the journey. If there is less than a half tank, let the office know.



ELECTRICAL

Battery Selector Switch



This is the typical sequence using the battery switches:

- Battery 2 (Start Battery) - Use to start the motor. Caution: Do NOT use this battery to run anything else, like lights or appliances.
- Once engine is started, turn selector switch to ALL. When the motor is running, this will recharge both batteries.
- Once engine has been turned off, switch to Battery 1 (House Battery) - Use Battery 1 when sailing or at anchor - the HOUSE battery energizes the DC SERVICE switches.
- Turn switch to OFF at end of sail.

NEVER switch battery to OFF while the motor is still running!

Electrical Panel

Turn on “Top Panel” switch (circled in red) to operate the TOP PANEL, which operates:

- VHF radio (Turn on VHF radio with switch on the unit)
- Instruments (knot meter and depth sounder)
- Cabin lights
- AM/FM radio (Turn on AM/FM radio with switch on the unit)

The **bottom panel** operates:

- Running lights
- Steaming light
- Anchor light
- Volt mtr is used to check volts for the batteries
- **Top Panel** turns on top panel, as described above



Note: Bilge Pump is manual only! Use the manual bilge pump in the cockpit. The handle is in the box in the cabin on the port side or in the sink.

To start the engine:

In the cockpit, orient yourself to the engine control panel and engine control levers.

- The *throttle* is the lever with the small red handle. Idle is straight up; move lever forward for more RPMs.
- The transmission *shift lever* is the large black handle. Straight up is neutral, back is reverse and forward is forward. **Never shift transmission unless engine has idled down**; shift slowly put positively.



Special Note until May 2023

Until we can replace the propellor shaft seal tube, keep the boat speed to less than 2,500 RPM so that the current seal tube does not leak.





Engine Control Panel in Cockpit

1. Gear must be in neutral position, straight up. Throttle can be forward a little for more fuel to engine as you start, especially in colder weather.
2. Turn key counter-clockwise to "HEAT" position and hold for up to 15 seconds, *maximum*. The colder the weather, the longer you hold.
3. Turn to "START" position and engine will turn over. Hold in position until engine fires. (Do not run starter for more than 20 seconds.)
4. Once engine has started, release key and it will move to "RUN" position.
5. **After engine starts, check for water flow out the transom. If no water flow, shut motor down immediately!** Run motor for several minutes to warm up before leaving the dock.

To operate the engine:

1. **Always lower throttle (red) to an idle before shifting into gear (black).**
2. Shift into gear relatively slowly, but positively.
3. **At this time, do not run the engine more than 2,500 RPM.**
4. Before stopping engine, allow engine to cool down by idling engine for several minutes.



To stop the engine:

1. Throttle down (red handle) the speed/RPM, shift into neutral (black handle) and push the STOP button. Only after engine stops running do you turn key to OFF and remove from key hole.
2. Put the key in sink, so no one steps on it while sailing and can be found by anyone.

SAILING

- Make sure boat is head to wind before hoisting the main so that sails will luff and you can hoist completely. **Keep motor running** slowly in gear to maintain steerage.
- Shackle main halyard to head of main. Loosen mainsheet, cunningham/downhaul and boom vang before hoisting mainsail.
- Remove sail ties. You can use the starboard cabin top winch to hoist the main. But if you feel excess resistance, stop and check that slides are not bound up.
- Once sailing close reach under main, throttle down and shift motor into neutral and SHUT DOWN by pushing the “STOP” button. Turn off key. Switch battery selector switch to #1.
- To unroll the 140% genoa, ease the furling line (line at aft starboard side with a cam cleat) as you pull the leeward jib sheet. Again, you want sail to luff while unrolling and you must keep some tension on the furling line to prevent rapid unfurling.
- The genoa sheets go through blocks on the toe rail. The starboard sheet then goes through another turning block on the toe rail, while the port sheet goes through a turning block on the side of the cockpit. Sheets are then led back to the winches. The **forward** blocks should be set just forward of the life line stanchion for the full genoa and moved forward as you reef. NEVER MOVE THE BLOCKS AFT OF THE LIFE LINE STANCHION.
- At the end of sailing, roll up the genoa. To roll up genoa, keep a little tension on the genoa sheet while pulling in the furling line. If there is more than a corner of sail left unrolled, the sail is rolled too tight and you will need to unroll it and do again.

RETURNING TO THE SLIP

- Ensure fenders are tied securely and in a position to protect the hull during docking.
 - Fenders (3) attached on dock side – one amidship, then one forward of it $\approx 3'$ and one aft of it $\approx 3'$, bottom of fender just touching water. At the dock, there should be one fender at midship, one fender about 3' forward of midship, and one fender 3' aft of amidship.
- Return to the slip from which you sailed
- Secure boat with bow lines and stern line.
- Slip spring lines on to bow and stern cleats, checking that the lines are tight enough to prevent the boat from springing forward into the dock.

CLOSING BOAT FOR THE DAY

- Ensure all thru hull valves closed. Put engine key on handle of closed engine cooling water thru hull valve.
- Hose boat off, take off trash.
- Turn off electrical switches on electrical panel and turn Red main switch to OFF
- Put covers back on: mainsail, tiller, winches. Bungee tiller to port and/or starboard.
- Plug in the shore power cord. Make sure breaker at dock station is turned back “ON”. Check that the AC/DC charger in the port cockpit locker is “ON”.
- Turn on heater to MEDIUM heat (during rainy season).
- Ensure lockers are locked
- Lock up the hatch.
- Put on boat cover (rainy season).
- Wipe down cockpit and side deck leaving no footprints or any trash.

USE CLEANING SUPPLIES – to properly close the boat, sweep the interior floor and clean off footprints



LEAVE NO FOOTPRINTS



Two Thru Hulls – make sure these are closed at end of sail



Engine Intake



Head (Toilet) Intake



Sink Thru Hull

Various Appliances to Make Your Trip More Enjoyable

Note: Use only battery #1 position for appliances. Never use the starting battery #2 for anything except starting engine.

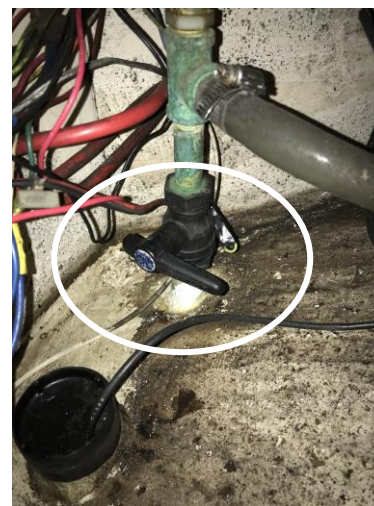
To recharge battery, with the black button on the throttle depressed, run the engine at 1500 RPM for 30 minutes. If you cannot start engine because of dead starting battery, maybe call TowBoatUS.

Fresh Water Tank

- Upon request ahead of an overnight sail, we will fill the fresh water tank on the boat. This is in case you want to shower or use the galley sink. We do not recommend using it for drinking and cooking.

Sink/Icebox Thru Hull

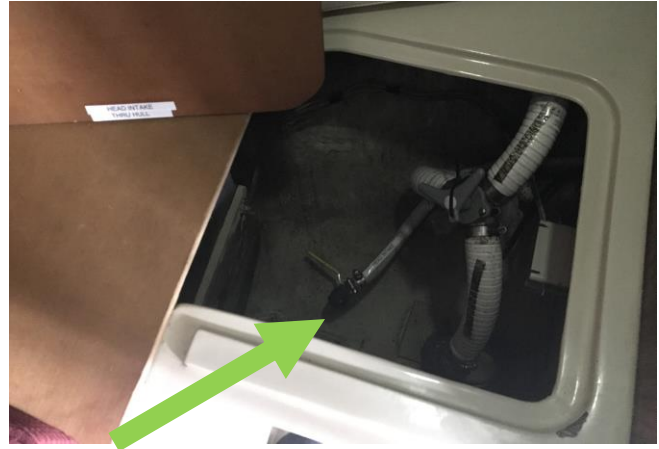
The thru hull for the sink and the icebox is the same for both. It is under the stove, behind the electrical panel. Pull the cushion out and lift up the lid to turn the valve to open. This valve must be closed **while sailing** or you will have sea water in the ice box.



Using the Head (Toilet)

If you use the toilet, you must pump out upon return to the marina. The pump out deck plate is on the port side just forward of the shrouds.

The Head Thru Hull is located in the forward cabin (V-berth) on the starboard side under the cushion.



Open the **yellow-handled intake valve** to the head. This will allow seawater to be pulled into the toilet to flush it.



Head Intake Thru Hull



Head Intake Thru Hull



- **To flush head**, flip the lever on the starboard side of the toilet to the left, “Flush/Wet Bowl” position, and pump the handle up and down; this brings water in. Switch the lever back to the right, “Dry Bowl” position, and pump the water out. Put more water in a second time and pump it dry, 7 pumps the second time is recommended - to push solids to the holding tank.
- Leave valve in “Dry Bowl” position when not using head to avoid water syphoning into toilet and possibly flooding.
- **Use Toilet Paper sparingly**; if the head clogs there will be a repair charge or you can repair the toilet clog yourself.
 - **After using head, close head intake (yellow handle).**

Stove

This stove uses denatured alcohol as fuel.



Starting instructions on next page

To fuel the stove, depress latch on front of stove to remove canister. Then pour denatured alcohol into canister.



Replace canister and close stove top. Light fuel through top. Adjust and extinguish flame with knob.



Note: if the fuel “cap” operated by the knob does not close to be able to extinguish flame, use front latch to open top a little to allow the cap to slide over canister.

THE FINE PRINT

Empty holding tank if you have used the head. See instructions under “Head.”

Failure to empty the holding tank or leave the boat in the condition you found it will result in a \$50-75 fee as specified in the member contract.

FAILURE TO REPORT LOST ITEMS OR DAMAGE TO BOAT WILL RESULT IN FORFEITURE OF YOUR CLUB SECURITY DEPOSIT.

Lost key fee is \$50.

THANK YOU AND HAPPY SAILING!