

MARINE DEPARTMENT CHECK LIST

All boats/Vessels should be kept cleand and well maintained at all times. The checklist items needs to be completed a minimum of 24 hours before JEE arival. After completion, please sign the check list and return to Island Manger for filing.

VESSEL DAILY TASKS

	Little C	SPORT IS	PRD	Nanna	Nautica		Barge	
Wash & Detail								
Windows Cleaned								
Vacuumed								
Fuel Levels								
Oil Levels								

VESSEL WEEKLY TASK

	Little C	SPORT IS	PRD	Nanna	Nautica		Barge	
Stainless Steel parts polished								
Electronics & Radios checked								
Navigation lights checked								
Service Intervals checked								
Tie Up ropes ? Clean and not frayed								
Vipers, blades and step motors								
Zinks								
Props, any nicks or damage								
Air tube inflated correctly								
Boat under cover when JEE not in residence								

VESSEL MONTHLY TASKS

Test drive all JEE Jetskis/hoses/fuel/clean		Test date / /
Test QuadSki drives (Carlos only)		Test date / /

DOCK & CAPTAINS OFFICE WEEKLY

- Vacuum office / tidy desks
- Organize Dock cabinets drawers
- Check underwater lights
- Clean and secure Fenders
- Wash vinyl siding

ENGINE HOURS

	Little C	SPORT IS	PRD	Nanna	Nautica		Barge
Engine 1							
Engine 2							

DAMAGE REPORTING (Vessels which has sustained damage or need repairs) Describe below

Checklist Completed by:

NAME & DATE

SIGNATURE