

## Haulout Checklist for 2020 with Social Distancing

*Prior to your haulout at Harbour West, please ensure:*

1. Contact the marina office to arrange your haulout date and storage requirements in advance.
2. Your winter storage agreement is signed and returned to the marina office.
3. Your account is in good standing prior to your scheduled haulout.
4. A current copy of your vessel insurance is on file with the marina office.
5. Mark your calendar with your haulout date and any scheduled service including mast unstepping.
6. Have your vessel waste tank pumped out.
7. Have your boat keys and access cards available.
8. Your cradle pads are with your cradle, and your cradle pads and threaded rod are adjustable.
9. You will receive a courtesy call 1-2 days prior to your haulout date as a reminder of your upcoming haulout, and to provide you a time-window for your haulout the day of.

### *Day of Haulout*

1. Arrive to the 210 Hillyard storage facility with your boat
2. Check in with marina crew who will direct you where to dock your boat.
3. Marina crew will signal you, while maintaining a distance of at least 6 feet, when they are ready to haul your boat. You can then pilot your boat into the haulout slip indicated by marina crew.
4. You can then disembark the vessel and head to the designated waiting area located along the dock wall while haulout is in progress.
5. Marina crew will place lifting slings under the hull and snug them up.
6. Your boat will be lifted from the water, moved to the wash basin for bottom wash, transferred to our yard trailer and then moved to its storage location
  - a. For sailboats, the boat will be set on its cradle before bottom wash, and the cradle/boat lifted on our yard carrier for transport through the yard and set down
7. Once the boat is set down, marina crew will remove themselves from the area and signal that you can access the area.
8. Any customer having their mast unstepped, please ensure you have removed your sails, boom and disconnected any electrical required prior to unstepping. Marina crew will unstep the mast on the set date, and place the mast on sawhorses for 48 hours. Please have all spreaders, mast head equipment and electronics removed, as well as stays/halyards/lines secure for mast storage in this time. The boat owner or their representative are not required to be present for unstepping

### *Reminders:*

- No vessel will be hauled without a signed agreement and updated copy of insurance on file. This must be done no later than 48 hours prior to your scheduled haulout date.
- Vessels that are hauled out first will be last in during launch, and the last out will be first in.
- For winter storage, make sure your fuel tanks are at minimum levels, fenders/lines removed, and batteries charged/disconnected. Make arrangements for winterizing your vessel.
- Hydro will be available through the yard over the winter. **Boats may be plugged in while owner is present, and must be unplugged when unattended. Any boats not adhering to this rule will incur a penalty fee.**
- For customers bringing their boats to staging docks at the storage facility the night before, please contact the marina office to let us know the boat is onsite. **Boats may not arrive to the staging docks any earlier than the night before their scheduled haulout date.** Keys will be required to be dropped off. If the marina is not provided these items, this may result in your boat not being hauled out on its scheduled day, and/or additional fees.

If you have any questions, please do not hesitate to contact the office during business hours Monday to Friday, 8am to 4pm, at 905-525-3622 or via email.

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