Vessel Check-In Form

It is the responsibility of the operator to properly complete this document and submit it to DWS. Violations of Boat Pool policy could result in a $25.00 service charge.

(1) Fuel Topped Off?  ☐ Yes  ☐ No
(2) Vessel Clean?  ☐ Yes  ☐ No
(3) Actual Number of Use Days? ________________
(4) Safety Chain/Strap Properly Attached?  ☐ Yes  ☐ No
(5) Batteries in Off Position?  ☐ Yes  ☐ No
(6) Antennas lowered?  ☐ Yes  ☐ No
(7) All Equipment Returned/Accounted For?  ☐ Yes  ☐ No

Equipment Includes:
- Keys
- Electronics
- Personal Floatation Devices
- Throwable (Type IV) PFD
- Ring buoy with grab rope (Ocean use only)
- Visual distress signals
- Fire Extinguisher(s)
- Sound producing device (whistle/horn)
- State registration onboard vessel
- Bumpers
- Dock lines
- Nautical charts
- First aid kit
- PFD lights and whistles (Ocean use only)
- Marine sanitation device clean
- Tie down strap
- Anchor and tackle
- Other assigned Equipment

(8) Is Your Float Plan Closed?  ☐ Yes  ☐ No
(9) Have Signed Passenger “Liability Waivers” been submitted to DWS with Check-In Form?  ☐ Yes  ☐ No

Problems With Vessel/Trailer/Additional Equipment Provided:

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This vessel is returned as indicated: (Operator Signature) ___________________________ Date: ____________

Vessel checked in by: (DWS Signature) ___________________________ Date: ____________

Revised 6/28/2006