

Boat Name: _____

CONCORDIA

E-mail _____

Owner Name: _____

C O M P A N Y ★

Daytime Phone _____

2013-2014

WINTER WORK ORDER - POWER☐

Check if you would like a recommendation

☐

Check if you would like an estimate

*Check in the "OK" column for each service you authorize. Bold items we recommend every year.**We start the service by charging batteries***MECHANICAL ITEMS****OK**

Service shift and throttle cables

Check Box ☐

Inspect electrical wiring, clean connections

Check Box ☐

Replace windshield wiper blades

Check Box ☐

Service windlass

Check Box ☐

Inspect stove, change tanks (circle one)

Check Box ☐

Service manual bilge pump

Check Box ☐

Inspect/Service electric bilge pump

Check Box ☐

Clean Bilge

Check Box ☐

Service domestic FW pump

Check Box ☐

Inspect/service steering system

Check Box ☐**ENGINE****OK**

Service fresh water cooling pump

Check Box ☐

Service raw water cooling pump

Check Box ☐

Renew engine zincs

Check Box ☐

Service carburetor

Check Box ☐

Clean Inspect/clean fuel lines & check vents

Check Box ☐

Clean Inspect engine mounts

Check Box ☐

Service heat exchanger

Check Box ☐

Tune up gas engine

Check Box ☐

Service strainers

Check Box ☐

Service oil coolers

Check Box ☐

Service alternator/regulator

Check Box ☐

Service starter

Check Box ☐

Replace belts

Check Box ☐

Inspect exhaust system

Check Box ☐

Clean & paint engine

Check Box ☐**PLUMBING****OK**

Service shower sump pump

Check Box ☐

Service wash down pump

Check Box ☐

Overhaul or renew head and/or head hoses

Check Box ☐

Clean & inspect all plumbing systems

Check Box ☐**GENERATOR (if necessary)****OK**

Inspect & recommend service

Check Box ☐**SAFETY****OK**

Service life raft (send out)

Check Box ☐

Inspect fire extinguishers & systems

Check Box ☐

Inspect bow/stern & rails

Check Box ☐

Check & update all safety gear as needed

Check Box ☐**UNDERWATER HARDWARE****OK**

Clean underwater gear (transducers, thru hulls, drive gear)

Check Box ☐

Renew exterior zincs

Check Box ☐

Inspect cutlass bearing

Check Box ☐

Service propeller

Check Box ☐

Service seacocks

Check Box ☐

Repack rudder port

Check Box ☐

Repack stuffing box, replace PSS

Check Box ☐

Service thrusters

Check Box ☐**OUTDRIVE / JET****OK**

T/R outdrive (beyond the basics done at decom.)

Check Box ☐

Service jet drive

Check Box ☐

Renew outdrive/jet zincs

Check Box ☐**COSMETICS****OK**

Brightwork (define scope)

Check Box ☐

Interior Cosmetics (define)

Check Box ☐

Polish exterior hardware

Check Box ☐

Wax topsides

Check Box ☐

Clean & wax deck

Check Box ☐

Repair dings & scratches

Check Box ☐**DINGHY/INFLATABLE**

Anything needed: _____

Other Notes/Ideas: _____

Signature: _____

Date: (MM) (DD) (YY) _____

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WINTER WORK ORDER - SAIL

☐ Check if you would like a recommendation

☐ Check if you would like an estimate

Check in the "OK" column for each service you authorize. Bold items we recommend every year.

We start the service by charging batteries

SAFETY

OK

Service life raft (send out)

Check Box ☐**Inspect/update all safety equipment**Check Box ☐**Inspect rails, stanchions & lifelines**Check Box ☐

MECHANICAL ITEMS

OK

Service shift & throttle cables

Check Box ☐**Inspect electrical wiring, clean connections**Check Box ☐

Service windlass

Check Box ☐

Inspect stove, fill tank (circle one)

Check Box ☐

Service manual bilge pump

Check Box ☐**Service electric bilge pump**Check Box ☐

Service domestic FW pump

Check Box ☐

ENGINE

OK

Service fresh water cooling pump

Check Box ☐

Service raw water cooling pump

Check Box ☐**Renew engine zincs**Check Box ☐

Service carburetor (gas engine)

Check Box ☐**Clean & inspect fuel system**Check Box ☐**Clean & inspect engine mounts**Check Box ☐

Service heat exchanger

Check Box ☐

Tune up gas engine

Check Box ☐

Service strainers

Check Box ☐

Service oil coolers

Check Box ☐

Service alternator/regulator

Check Box ☐

Service starter

Check Box ☐**Change belts**Check Box ☐**Inspect exhaust system**Check Box ☐

Service saildrive

Check Box ☐

Clean & paint engine

Check Box ☐

GENERATOR (if necessary)

OK

Inspect and recommend serviceCheck Box ☐

UNDERWATER HARDWARE

OK

Clean underwater hardware

Check Box ☐**Renew exterior zinc**Check Box ☐**Inspect cutlass bearing**Check Box ☐**Inspect/service propeller**Check Box ☐

Service seacocks

Check Box ☐

Repack rudder port

Check Box ☐

Repack stuffing box, replace PSS (circle one)

Check Box ☐

Service bow/stern thrusters

Check Box ☐

PLUMBING

OK

Service shower sump pump

Check Box ☐

Service wash down pump

Check Box ☐

Overhaul or renew head, head hoses

Check Box ☐**Inspect all plumbing systems**Check Box ☐

RIGGING

OK

Service steering system

Check Box ☐

Service deck winches

Check Box ☐

Service mast winches

Check Box ☐

Service turnbuckles

Check Box ☐

Service masthead sheaves

Check Box ☐**Inspect standing rigging**Check Box ☐

Service jib roller furling system

Check Box ☐

Service mainsail roller furling system

Check Box ☐

Service spinnaker pole plungers

Check Box ☐**Inspect running rigging**Check Box ☐

Service deck hardware

Check Box ☐

PAINT OIL & VARNISH

OK

Clean & wax spars

Check Box ☐

Paint spars

Check Box ☐**Varnish spars - two coats**Check Box ☐

Paint topsides

Check Box ☐

Paint boottop

Check Box ☐

Paint decks

Check Box ☐

Paint cabin house

Check Box ☐

Clean & oil exterior teak

Check Box ☐**Varnish exterior brightwork - two coats**Check Box ☐

Interior work describe: _____

DINGHY/INFLATABLE

OK

Clean & wax dinghy

Check Box ☐

Varnish dinghy brightwork - two coats

Check Box ☐

Repair Inflatable

Check Box ☐

FIBERGLASS & WAX

OK

AWLGRIP spars

Check Box ☐

AWLGRIP topsides

Check Box ☐

AWLGRIP boottop

Check Box ☐

Polish exterior hardware

Check Box ☐**Clean & wax topsides (or)**Check Box ☐**Clean/wax ALWGRIP topsides**Check Box ☐**Clean & wax deck**Check Box ☐

Repair dings & scratches

Check Box ☐

Signature: _____

Date: (MM) (DD) (YY)

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2013-2014

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WINTER WORK ORDER - OUTBOARD

☐

Check if you would like a recommendation

☐

Check if you would like an estimate

Check in the "OK" column for each service you authorize. Bold items we recommend every year.

We start the service by charging batteries

MECHANICAL ITEMS

OK

- Service shift & throttle cables Check Box ☐
- Inspect wiring, clean connections Check Box ☐
- Replace windshield wiper blades Check Box ☐
- Clean & service bilge pump Check Box ☐
- Replace water pumps & thermostats Check Box ☐
- Renew zincs Check Box ☐
- Inspect/clean fuel lines Check Box ☐
- Service steering system Check Box ☐
- Clean bilge/compartments Check Box ☐

PLUMBING

OK

- Service wash down pump Check Box ☐
- Overhaul or renew head Check Box ☐
- Inspect all plumbing systems Check Box ☐

UNDERWATER HARDWARE

OK

- Balance/service propeller Check Box ☐
- Service bow/stern thrusters Check Box ☐
- Service seacocks Check Box ☐

SAFETY

OK

- Inspect fire extinguishers & systems Check Box ☐
- Inspect rails Check Box ☐
- Check & update all safety gear as needed Check Box ☐

COSMETIC

OK

- Varnish/treat exterior woodwork Check Box ☐
- Polish exterior hardware Check Box ☐
- Clean & wax topsides (or) Check Box ☐
- Clean/wax ALWGRIP topsides Check Box ☐
- Renew ALWGRIP Check Box ☐
- Clean & wax deck Check Box ☐
- Repair dings & scratches Check Box ☐
- Clean cushions, canvas Check Box ☐

DINGHY/INFLATABLE

OK

Anything needed: _____

Other Notes/Ideas: _____

Signature: _____

Date: _____

(MM)

(DD)

(YY)

Boat Name: _____

CONCORDIA

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**C
C O M P A N Y ★**

Daytime Phone _____

DECOMMISSIONING - FALL 2013

Finished Using Boat: (MM) (DD) (YY) _____

Check the box next to the item that you would like Concordia to service. Save and e-mail this document to conco@concordiaboats.com or mail it to the address above.☐ **Remove and have serviced**☐ *Sails* ☐ *Canvas*☐ *Bimini/curtains*☒ **Unstep, disassemble, tie and store mast**☐ **Remove electronics**☐ *Service*☐ *Software updates*☐ **Haul, wash and store dinghy**☐ **Winterize dinghy outboard**☐ **Unload Boat**☐ **Set-up cover (if stored outside)**☐ *Canvas*☐ *Shrink Wrap*☐ **Mechanical Decommissioning**

- *Top off fuel (if necessary) change oil & filter (oil analysis if appropriate)*
- *Winterize plumbing & systems (as needed)*
- *Check bilges/remove water*

Fall Cleaning☒ **Power wash bottom**☐ **Wash / Rinse deck & topsides***Other information or winter projects to discuss:*

Signature: _____

Date: _____

(MM)

(DD)

(YY)