



OXFORD
MARINA & BOATYARD

2018/2019 Decommissioning & Commissioning Checklist

PLEASE CHECK OFF THE WORK THAT YOU WOULD LIKE PERFORMED AND SIGN AT THE BOTTOM. **FLAT RATE PRICES ARE FOR LABOR ONLY UNLESS OTHERWISE NOTED.** NON FLAT RATE LABOR WILL BE BILLED AT THE RESPECTIVE DEPARTMENT'S HOURLY RATE. PRICES DO NOT INCLUDE FREIGHT CHARGES, SALES TAX, SUBCONTRACT, FREIGHT, OR THE 1.5% ENVIRONMENTAL COMPLIANCE CHARGES. THESE WILL BE APPLIED ACCORDINGLY AT THE TIME OF BILLING. WORK ORDERS WILL BE BILLED AS WORK PROGRESSES AND MAY BE PARTIALLY BILLED OVER SEVERAL BILLING PERIODS.

LAYUP START DATE: _____

SPRING READINESS DATE: _____

NOTE: DATES ARE FOR YARD PLANNING PURPOSES. **PLEASE CONTACT YARD OFFICE TO CONFIRM THE SCHEDULE AT LEAST TWO WEEKS PRIOR TO REQUESTED LAUNCH DATE**

HAUL & LAUNCH BOAT **2100-2103 (REG) / 2200-2203 (DIY)**

<u>MECHANICAL DECOMMISSIONING</u>	<u>MECHANICAL COMMISSIONING</u>
MECHANICAL LABOR IS \$95/HR UNLESS OTHERWISE NOTED.	
<input type="checkbox"/> SEA TRIAL PRIOR TO DECOMMISSIONING 1650.1	<input type="checkbox"/> SEA TRIAL AFTER COMMISSIONING 1650.2
<input type="checkbox"/> NO DECOMMISSIONING BY YARD 1490	<input type="checkbox"/> NO COMMISSIONING BY YARD 1590
<input type="checkbox"/> DECOMMISSION ENGINES ONLY 1400 RUN RV ANTIFREEZE THROUGH RAW WATER CIRCUIT ONLY	<input type="checkbox"/> COMMISSION ENGINES ONLY 1500 CHECK FLUID LEVELS AND START ENGINES ONLY
<input type="checkbox"/> DECOMMISSION ENGINES & GENERATORS AND CHANGE OIL/FILTERS RUN RV ANTIFREEZE AND CHANGE ALL OIL, FUEL FILTERS INCLUDING TRANSMISSION AND LOWER UNIT OIL IF APPLICABLE	
<input type="checkbox"/> DECOMMISSION ALL VESSEL SYSTEMS 1499 DECOMMISSION ENGINES AND GENERATORS , PERFORM ALL OIL/FILTER CHANGES AND WINTERIZE ALL WATER SYSTEMS INCLUDING, BUT NOT NECESSARILY LIMITED TO, FRESH WATER SYSTEMS, HEADS, AIR CONDITIONERS, DECKWASHES AND COCKPIT SHOWERS	<input type="checkbox"/> COMMISSION ALL VESSEL SYSTEMS 1599 COMMISSION ENGINES & GENERATORS, FILL WATER TANKS AND START UP PREVIOUSLY WINTERIZED SYSTEMS. CHECK OPERATION OF INTERIOR LIGHTING, NAVIGATION LIGHTS AND PERFORM BASIC STARTUP OF NAVIGATION ELECTRONICS
<input type="checkbox"/> REMOVE OUTBOARD 1411 REMOVE FROM VESSEL, TAG AND STORE INDOORS	<input type="checkbox"/> REINSTALL OUTBOARD 1511
<input type="checkbox"/> DECOMMISSION AND SERVICE OUTBOARD 1410 SERVICE INCLUDING LOWER UNIT OIL, FOG AND LAY UP. SMALL ENGINES <20HP WILL BE REMOVED FROM VESSEL, TAGGED AND STORED INDOORS	<input type="checkbox"/> COMMISSION OUTBOARD 1510 TEST RUN IN TANK OR WITH MUFFS AND RETURN TO VESSEL AS NEEDED
<input checked="" type="checkbox"/> PUMP OUT HOLDING TANK (ALL TANKS WILL BE PUMPED) 2350	<input type="checkbox"/> SANITIZE WATER SYSTEM WITH BLEACH 1091
<input type="checkbox"/> OWNER MAINTAINED BATTERIES 1281	
<input type="checkbox"/> CHARGE, LOAD TEST AND DISCONNECT BATTERIES 1284 BATTERIES ARE LEFT IN PLACE ABOARD VESSEL. OWNER IS RESPONSIBLE FOR MONITORING BILGE WATER AND ASSUMES ALL LIABILITY FOR DAMAGE CAUSED BY EXCESS ACCUMULATION	<input type="checkbox"/> RECONNECT BATTERIES IN SPRING 1287
<input type="checkbox"/> REMOVE BATTERIES, LOAD TEST AND TRICKLE CHARGE 1285 BATTERIES ARE REMOVED FROM VESSEL AND STORED INDOORS. GROUP 24, 27 OR 31 SIZES ONLY. OWNER IS RESPONSIBLE FOR MONITORING BILGE WATER AND ASSUMES ALL LIABILITY FOR DAMAGE CAUSED BY EXCESS ACCUMULATION	<input type="checkbox"/> REINSTALL BATTERIES IN SPRING 1286
<input type="checkbox"/> LOAD TEST BATTERIES AND CHARGE IN-PLACE MONTHLY 1280 BATTERIES ARE TESTED FOR SERVICABILITY AND REMAIN ABOARD VESSEL ALL WINTER. VESSEL'S BATTERY CHARGER WILL BE USED TO MAINTAIN THE STATE OF CHARGE AND BILGES WILL BE INSPECTED PERIODICALLY	<input type="checkbox"/> REPLACE BATTERIES IN SPRING 1299

MECHANICAL SERVICE WORK:			
<input type="checkbox"/>	REPLACE ENGINE AND GENERATOR ZINCS	1250, 1255, 1260	<input type="checkbox"/> SERVICE SEACOCKS 1340
<input type="checkbox"/>	REPLACE EXTERNAL ZINCS, CHECK AND CLEAN RUNNING GEAR	1271	<input type="checkbox"/> INSPECT OR REPLACE CUTLASS BEARINGS 1231, 1232
<input type="checkbox"/>	CHANGE ENGINE WATER PUMP IMPELLERS	1103, 1133	<input type="checkbox"/> REPACK STUFFING BOX / SERVICE DRIPLESS SHAFT SEAL 1230
<input type="checkbox"/>	CHANGE GENERATOR WATER PUMP IMPELLERS	1123	<input type="checkbox"/> SERVICE OUTDRIVE (INCL. SCRAPING, SANDING AND PAINTING) 1149
<input type="checkbox"/>	FLUSH HEAT EXCHANGERS	1110	<input type="checkbox"/> REMOVE PROPELLERS FOR RECONDITION AND REINSTALLATION 1275
<input type="checkbox"/>	CHECK AND SERVICE STEERING (POWERBOATS/HYDRAULIC)	1350	<input type="checkbox"/> SERVICE MAX PROP OR FOLDING PROPELLER 1277
<input type="checkbox"/>	SERVICE WINDLASS	1341	<input type="checkbox"/> SERVICE BOW/STERN THRUSTERS 1360

SHRINK WRAP, CANVAS & COVERS: SHRINK WRAPPING: CALL FOR QUOTES FOR SHRINK WRAPPING BOATS WITH FLYBRIDGES, TOWERS OR WET STORED. SHRINK WRAP PRICE DOES NOT INCLUDE ANY REPAIRS TO SHRINK WRAP DUE TO STORM DAMAGE DURING WINTER STORAGE. IF SUCH DAMAGE OCCURS, MARINA WILL NOTIFY THE OWNER AND ANY REPAIRS AUTHORIZED WILL BE BILLED AT REGULAR RATES. **REMOVAL OF EQUIPMENT, FITTINGS, ENCLOSURES AND ANTENNAS ARE MANDATORY AND ARE NOT INCLUDED IN THE PRICE. IF NOT COMPLETED BY THE CUSTOMER THEY WILL BE BILLED ON A TIME AND MATERIALS BASIS.**

<input type="checkbox"/>	REMOVE CANVAS	3650	<input type="checkbox"/> REINSTALL CANVAS 3660
<input type="checkbox"/>	REMOVE ANTENNAS OR OUTRIGGERS FOR COVER/SHRINK	2500	<input type="checkbox"/> REINSTALL ANTENNAS, OUTRIGGERS 2510
<input type="checkbox"/>	INSTALL WINTER COVER	2620	<input type="checkbox"/> REMOVE WINTER COVER 2621
<input type="checkbox"/>	SHRINK WRAP FOR BOATS UP TO 50'	<25'LOA \$16/FT 2601 25-35'LOA \$21/FT 2602 >35'LOA \$24/FT 2603	<input type="checkbox"/> REMOVE AND DISPOSE OF SHRINK WRAP PRIOR TO LAUNCH 2610
<input type="checkbox"/>	SHRINK WRAP FOR BOATS WITH FLY BRIDGES, WET STORED OR OVER 50'	CALL FOR PRICING 2602	NOTE: IF WE INSTALL SHRINK WRAP IN THE FALL, WE WILL REMOVE IT IN THE SPRING UNLESS NOTIFIED TO LEAVE IT IN PLACE.

RIGGING DECOMMISSIONING AND COMMISSIONING: RIGGING LABOR IS \$75 PER HOUR UNLESS OTHERWISE NOTED. "PREPARE MAST TO UNSTEP" INCLUDES DISCONNECTION WIRING, HYDRAULICS, BACKSTAY RADARS, REMOVAL OF BOOMS, NECESSARY FURNITURE, WEDGES, RUNNING RIGGING, REMOVING TAPE TO ACCESS PINS AND LOOSEN TURNBUCKLES. "UNSTEP MAST" IS DEFINED AS DISCONNECTING STANDING RIGGING (REMOVING CLEVIS PINS) AND REMOVING MAST ONLY. "STEP MAST" IS DEFINED AS INSTALLING MAST, CONNECTING STANDING RIGGING AND INSTALLING CLEVIS PINS ONLY; BOAT NOT READY TO SAIL. "DOCKSIDE TUNE" INCLUDES INSTALLING WEDGES AND MAST BOOT, TIGHTENING TURNBUCKLES AND RIGGING BACK TO TUNED MARKS, PINNING AND TAPING, INSTALLING RADAR(S) AND HYDRAULICS (IF REMOVED), INSTALLING WIRING, HANGING BOOM(S) AND RUNNING RIGGING LINES. OWNERS ARE RESPONSIBLE FOR TUNING UNDER SAIL.

RIGGING DECOMMISSIONING		RIGGING COMMISSIONING	
<input type="checkbox"/>	PREPARE MAST TO UNSTEP	3399	<input type="checkbox"/> PREPARE MAST TO STEP 3402
<input type="checkbox"/>	UNSTEP MAST	3400	<input type="checkbox"/> STEP MAST 3403
<input type="checkbox"/>	PREPARE MAST TO STORE	3401	<input type="checkbox"/> DOCKSIDE TUNE MAST (AS DEFINED) 3450
<input type="checkbox"/>	REMOVE SAILS (MAIN AND JIB)	3540	<input type="checkbox"/> INSTALL SAILS 3530

RIGGING SERVICE WORK:			
<input type="checkbox"/>	INSPECT MAST AND RIGGING (DECK LEVEL)	3516	<input type="checkbox"/> SERVICE AND CLEAN ROLLER FURLER 3441
<input type="checkbox"/>	INSPECT MAST AND RIGGING (ALOFT)	3517	<input type="checkbox"/> CLEAN AND LUBRICATE TURNBUCKLES 3410
<input type="checkbox"/>	INSPECT AND CLEAN MAST STEP	3518	<input type="checkbox"/> CLEAN AND LUBRICATE WINCHES 3513
<input type="checkbox"/>	INSPECT CENTERBOARD PENNANT AND REPLACE IF NECESSARY	3510	<input type="checkbox"/> CHECK AND LUBRICATE STEERING SYSTEM (SAILBOATS/CABLE) 3515

PAINT: BOTTOM PAINT LABOR IS \$75/HR AND WAX LABOR IS \$65/HR UNLESS OTHERWISE NOTED. MATERIALS ARE NOT INCLUDED IN ANY PRICES.			
<input type="checkbox"/> PAINT BOTTOM (STANDARD, ROLL 1 COAT)	4000, 4002	<input type="checkbox"/> PAINT BOTTOM (OTHER), E.G. MULTIPLE COATS, SPRAYED RACING FINISHES ETC.	4003
<input type="checkbox"/> PAINT CENTERBOARD	4001		
<input type="checkbox"/> CLEAN AND WAX HULL	<30'LOA \$11/FT 4401 30-39'LOA \$14/FT 4402 40-49'LOA \$17/FT 4403 >=50'LOA \$65/HR 4400	<input type="checkbox"/> CLEAN AND WAX SUPERSTRUCTURE	\$65.00/HR 4410
<input type="checkbox"/> EXTERIOR BRIGHTWORK (VARNISH/CETOL)	\$75.00/HR 4250		
RUNNING GEAR: CLEANING AND PAINT LABOR IS \$75/HR UNLESS OTHERWISE NOTED. PROPSPEED IS A SILICONE BASED ANTIFOULING DESIGNED SPECIFICALLY TO ADHERE TO HIGH SPEED UNDERWATER METALS. IT PROVIDES THE BEST PROTECTION AGAINST PROP FOULING BUT MUST BE COMPLETELY REMOVED BEFORE BEING REAPPLIED EACH YEAR. PETTIT BARNACLE BARRIER A COST-EFFECTIVE ZINC BASED SPRAY THAT PROVIDES GOOD ANTIFOULING PROTECTION AND CAN USUALLY BE RECOATED WITHOUT BEING COMPLETE REMOVED.			
<input type="checkbox"/> CLEAN RUNNING GEAR REMOVE BARNACLES AND OTHER FOULING FROM PROPS, SHAFTS, RUDDERS AND TRIM TABS	4008		
<input type="checkbox"/> CLEAN AND APPLY PROPSPEED TO (CHECK ALL): <input type="checkbox"/> PROP(S) <input type="checkbox"/> SHAFT(S) <input type="checkbox"/> RUDDER(S) <input type="checkbox"/> TRIM TABS	4010, 4015	<input type="checkbox"/> CLEAN AND APPLY PETTIT BARNACLE BARRIER TO: <input type="checkbox"/> PROP(S) <input type="checkbox"/> SHAFT(S) <input type="checkbox"/> RUDDER(S) <input type="checkbox"/> TRIM TABS	4009
CLEANING & DETAILING: CLEANING LABOR IS \$65 PER HOUR. MATERIALS ARE NOT INCLUDED IN ANY PRICES. BASIC EXTERIOR DECK CLEANING WILL BE CHARGED TO ALL VESSELS UNLESS INDICATED BELOW. MORE EXTENSIVE INTERIOR AND EXTERIOR DETAILING SERVICES AVAILABLE BY REQUEST.			
<input type="checkbox"/> NO CLEANING REQUIRED	2401	<input type="checkbox"/> CLEAN & POLISH STAINLESS	2415
<input type="checkbox"/> CLEAN & DETAIL INTERIOR	2405	<input type="checkbox"/> CLEAN & DETAIL EXTERIOR	2410

OTHER WORK / COMMENTS:

KEYS OR COMBINATION MUST BE PROVIDED OR DELAYS WILL OCCUR. RATES ARE BASED ON VESSELS THAT ARE LAND STORED. ADDITIONAL CHARGES WILL INCUR IF BATTERIES ARE REMOVED OR FOUND DISCHARGED PRIOR TO WINTERIZATION. **THE MARINA IS NOT RESPONSIBLE FOR WINTERIZATION ARRANGED AFTER FREEZING WEATHER COMMENCES.**

WE ASK THAT YOU PLEASE READ THE **GENERAL YARD RULES & CONDITIONS** ATTACHED TO THIS AGREEMENT, AND THAT YOU UNDERSTAND THEM FULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS PLEASE GIVE US A CALL. INVOICES WILL BE PROCESSED MONTHLY AND DUE UPON RECEIPT. A 1.5% SERVICE CHARGE (18% ANNUALLY) WILL BE ADDED TO ALL BALANCES 30 DAYS PAST DUE. ALL LEGAL AND COLLECTION FEES ARE THE RESPONSIBILITY OF THE VESSEL OWNER. **ALL BILLS MUST BE PAID PRIOR TO VESSEL DEPARTURE.**

OWNER'S SIGNATURE _____ **DATE** ____/____/____

I HAVE READ THE CONDITIONS STATED HEREIN AND REQUEST THAT THE WORK INDICATED ABOVE BE PERFORMED. I UNDERSTAND THAT SERVICE WORK IS PERFORMED IN SEQUENCE OF RECEIPT.

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