Trailer Operations Guide

Routing Logistics Checklist

1. Hitch and coupler w/safety pin
2. Safety chains crossed and secured properly
3. Breakaway cable is properly attached to the vehicle
4. All Jacks are up
5. All running lights, brake lights, and turn signals functioning
6. Brakes, brake controller, and breakaway system
7. Proper tire pressure and tire condition on trailer and tow vehicle
8. Wheel lug nuts tightened
9. Doors are closed and locked
10. Steps, Porches, & Railings (if equipped) are properly stowed and secured
11. Both Fresh & Wastewater tanks must be empty prior to transporting the trailer

***Most common causes of accidents are (1) driver error, (2) failure to match your road speed with road conditions, and (3) improper loading*.**

Safety Chains:

Be sure to always connect the safety chains by crossing them beneath the coupler when hooking up your trailer. Crossing your safety chains will create a cradle to catch the tongue in case of disconnect from the hitch. Allow enough chain for turning, if too long, then they should be shortened (just simply twist them). If they look like they have been over-stressed, they should be replaced. In some states it is required by law, that you cross your safety chains.

Brakes:

Every OI trailer comes equipped with brakes. Repair and service information for each available type of brake can be found in the Axle Manufacturer's Service Manual. Please follow all the Axle Manufacturer's instructions concerning brakes. Remember that failure to follow instructions could result in loss of warranty.

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Tire Pressure:

The proper air pressure for your tires is printed on the sidewall of the tire. Air pressure should always be checked when tires are cold for the most accurate reading. You must not raise or lower your air pressure to meet your load. Serious injury may result in under and over inflation. Excessive wear and tear will also result if recommended pressure is not met. You must avoid, if possible, any chuckholes, curbs, or other hazards in the road.

Hitch & Coupler:

You must correctly match your tow vehicle to your trailer. It is essential that your tow vehicle can handle the total trailer weight (GVWR). You should also check to see that the hitch weight carrying capacity of your tow vehicle matches the loaded tongue weight of your trailer. If you have a brake controller, then you want it to match with the number of braking wheels on your trailer. The electrical wiring of your tow vehicle needs to match the wiring on your trailer. It is very important that the ball on your hitch matches the coupler size on the trailer.

Trailer Wiring:

You must have the correct vehicle wiring when using your trailer. Trailers are equipped with brakes and a 7- way plug. Don’t forget that a ground wire running from the plug back to the frame of the tow vehicle must be incorporated into proper tow vehicle wiring. WARNING: Safety chains, hitches, and couplers DO NOT provide adequate grounding by themselves and can cause electrical failures.

Continue for Instillation & Set-Up Procedures..

Instillation & Set-Up Procedures

Electrical Hook-Up:

The power connector(s) is/are located on the roadside wall, to the left of the utility door. Connect to a 120 Volt, minimum 15 Amp, GFI, (Ground Fault Interrupter) outlet. Use up to a 100ft long 12 Ga. (minimum) extension cord. Units with additional electrical options may require multiple extension cords. If multiple cords are needed, then multiple outlets on separate circuits will be needed to properly power the unit. Before proceeding, check the breakers in the breaker panel(s) to assure the appropriate breakers are switched on.

There is a directory on the control room door that explains the distribution of power amongst the inlets.For example: If you have a base OI-3 unit with a heat package, water heater and a stereo added.

There are four (4) electrical inlets and each one powers different parts of the trailer. The breakdown and details per inlet are as follows:

1. Top cord – this powers the water heater (12 amps) and the blanket heater (5 amps) on the waste tank.
2. Middle top cord – this cord powers a room heater (7 amps) and the wall heater (7 amps) in the control room.
3. Middle bottom cord – this cord powers the other two room heaters (14 amps total).
4. Bottom cord – this cord powers the convertor for all 12v – radio, lights, fresh pump (4 amps) and the air conditioner (12.8 amps cool / 16 amps heat).

At full amp draw, these cords will not exceed 20 amps so the number of outlets/extension cords will depend on your needs. They breakdown as follows:

Summer Operations:

- Base unit without AC: One cord providing 15 amps.
- Base unit without AC but including water heater: Two cords providing 15 amps each.
- Base unit with AC: One cord providing 20 amps.
- Base unit with AC and water heater: Two cords with one providing 20 amps and one providing 15 amps.

Cold Weather Operations:

- Base unit with heat strip (in AC unit): One cord providing 20 amps.
- Base unit with heat strip and water heater: Two cords providing 20 amps each.
- Base unit with all room and tank heaters: Four cords providing 20 amps each.
- Room & tank run continuously to ward off freezing your water lines.

Water Hook-Up Procedures

City Fill:

Connect to the water source using a common garden hose. Attach the hose to the City Fill water connection located on the roadside wall close to the utility door. You can choose to fill the fresh tank via the City Fill or you can hydrate the unit for use.

Water Heater:

For those units equipped with a water heater, the temperature has been preset to approximately 104° F, eliminating the need for a mixing valve. The single push to operate faucets will supply warm water only and are timed for approximately 5 seconds. The supply line to the water heater also contains a shut-off valve. This shut-off valve will normally remain open except when performing water heater maintenance or when winterizing.

On-Board:

If your unit is equipped with the On-Board Fresh Water System, you will find all the components located in the control room. This will include a freshwater tank, a freshwater pump and an expansion tank. The freshwater tank is filled by turning the freshwater fill valve to open and the unit supply line to closed. The supply pump will operate based on demand and the supply valve will need to be opened to provide water to it. The expansion tank acts as a reserve, so the pump does not cycle continuously.

Continue for Tank Procedures..

Water & Waste Tank Information & Procedures

Waste and Fresh Water Tanks:

The waste tank is constructed of 3/8" co-polymer, extrusion welded polyethylene and the freshwater tank is roto-molded polyethylene, so they are virtually indestructible. However, it should be noted that for safety reasons, both the waste and fresh tanks MUST BE EMPTY PRIOR TO TRANSPORTING the trailer. Before every event or rental period, the waste tank should be “charged”. This refers to the bottom of the waste tank being covered with approximately ½” of fresh water treated with deodorizing packets. The recommended packet rate is 1-2 packets per toilet.

The recommended water amounts are as follows:

- 12’ trailer = 50 gallons
- 16’ trailers = 75 gallons
- 20’+ trailers = 100 gallons

Charging the Waste Tank:

The waste tank is constructed of 3/8" co-polymer, extrusion welded polyethylene and the freshwater tank is roto-molded polyethylene, so they are virtually indestructible. However, it should be noted that for safety reasons, both the waste and fresh tanks MUST BE EMPTY PRIOR TO TRANSPORTING the trailer. Before every event or rental period, the waste tank should be “charged”. This refers to the bottom of the waste tank being covered with approximately ½” of fresh water treated with deodorizing packets. The recommended packet rate is 1-2 packets per toilet.

Continue for General Operation Guide..

General Operation Guide

Charging the Waste Tank:

Air Conditioning / Heating: Climate Control is provided via a roof air conditioner and a heat strip. The cooling and heating controls are located inside the control room and are mounted on the control panel. Refer to A.C. Manual for operation.

The air conditioner and optional heater are both located in the control room and operate on 120 volts. The controls for the unit are located on the control panel. Refer to the operator manual for control heat and AC. If you are using your unit in temperatures below freezing, it is very important all heaters (room & tank) run continuously to ward off freezing of your water lines and waste tank.

Monitoring the Waste Tank: The wastewater tank has a L.E.D. tank level monitor located in the control room. The display panel is above the control center and an accurate percentage reading is displayed when the "read" button is pressed. Add the appropriate odor control and waste digesting chemicals to the waste holding tank

Waterless Urinal: The urinals are waterless and drain directly into the waste tank. Please find the urinal cartridge in the control room and consult their manual or website for maintenance information.

Toilets: The toilets drain directly into the waste tank. They are foot operated and the shut off valves for the toilets are located behind each toilet. In addition, each sink also has a shut-off valve, which is located under each vanity.

Doors:

For Single User:: The "in-use" lock is in the deadbolt itself. A label on each slide bolt indicates the locked and unlocked position of the bolt. When the dead bolt is moved into the locked position, the bolt activates the occupied light changing it to red (occupied). When the dead bolt is moved back to the unlocked position, the light will change to green (vacant). The door can only be key locked from the outside for security and for transporting.

For Multi-User: The door can only be key locked from the outside for security and for transporting.

Mirrors: All mirrors are made of shatter-proof glass. For best results, clean mirror with warm water, wipe and dry using a soft, lint free cloth. When using common household glass cleaners, never spray directly on the mirror. Always apply cleaner directly to a lint free cloth, wipe, and dry immediately. Proper care and handling should always be taken to avoid allowing any liquid or substance to contact the edges of the mirror. Continuous use of household cleaners can result in edge damage as many contain chemicals such as chlorine, alkali, or sulfuric acid, which can be harmful to mirrors.

Paper Towel Dispenser: These dispensers use any C/multi fold paper towel.

Soap dispensers: The soap dispensers are normally shipped loose and if you choose to use ours, then replacement cartridges will be needed. IF bulk fill dispensers: Any non-foaming bulk fill soap can be used.IF Dial dispensers: Dispenser part number – Dial 16619. Soap cartridge part number – Dial 16714

General Operation Guide

Tear Down:

- Once the event/rental has concluded and with your return/tear-down checklist in hand, your restroom trailer can be returned to "road-worthy" condition and transported back to your shop.
- The waste tank should be emptied (pumped) prior to transport. This pump should occur after tear-down and is required to insure a safe return trip.
- Give the unit a complete walk-thru keeping an eye out for any large issues or damage
- that may require attention prior to and/or after transport.
- If no issues preventing transport are present, then turn off the water source to the unit.
- Relieve the water pressure to all faucets, toilets, and lock all stall doors (if equipped).
- Disconnect the power cord and return it to the control room.

Stowing the "Inside" steps:

- Open the entry door and while gently leaning against the inside of the door, carefully raise the step assembly from the ground into the doorway. (some gentle manipulation of the step may be required to clear the door)
- Make sure the step clicks into place and the latch is set.
- Close and LOCK the entry door.
- Unlock the folding grab handles, fold in, and lock against the door.
- Check the door lock before moving to the next door.

Once all steps are stowed and doors are locked:

- Raise the front of the unit slightly with the tongue jack.
- Completely raise both scissor jacks to their travel position.
- Lower the front of the unit slightly.
- Swing the rear jacks up and tie the handles or remove and stow them for travel.
- Give the unit one final walk around making sure all entry doors are locked, steps
- secured (if equipped outside), and the control room door is closed and latched.