



## **STORMWATER SUPERHERO MOBILE RESOURCE: THE CHECK IN/OUT CHECKLIST**

### **Storage:**

Environment Canterbury houses the mobile resource in the basement of their **200 Tuam St** building, behind the directors' parks, near the charging socket. You must ensure an ECan employee is aware you are in the basement while checking the trailer in/out.

Call Customer Services on **0800 324 636** to ensure you have booked a suitable time, or if you have an issue carrying out any of the following instructions.

### **Before you book:**

There are some things to consider before booking the resource:

- ✓ Ensure you have watched the Stormwater Superheroes how-to video on Environment Canterbury's YouTube channel before you book the resource.
- ✓ Are you confident and physically able to hook/unhook and drive the trailer?
- ✓ Is the intended venue/area where the resource will be used undercover and accessible?
- ✓ Does the venue have a wet weather plan in place, or would use have to be rescheduled?

### **Please note:**

Due to the electrics in the resource, it is not possible to use the resource in poor weather conditions. It is rain resistant when being towed, however you must ensure there is a towel on hand to dry seals prior to opening the resource.

### **Before you hook it up:**

Health and safety considerations with the resource:

1. The resource has an all-terrain front wheel to assist with maneuvering it when not attached to a tow ball. To function optimally, ensure this is extended by using the hand-winder.
2. The resource can be maneuvered by a fit and practiced person. Ideally, two people should do this.
3. Once connected to the towing vehicle, ensure lights, brakes and indicator cables are working and that the tow ball and tow bar are properly connected, with the chain from trailer onto car connected, and the front wheel is fully wound up by using hand winder.

### Hooking up the trailer:

The resource fits any standard sized tow ball. The aim is that it can be used by community groups, individuals with a standard driving licence.

1. Once the resource is positioned over the tow ball, lower down using the hand winder and ensure the tow bar is open (pull pin out and up), then lower onto the tow ball.
2. Ensure the tow ball and tow bar are properly connected and replace pin.
3. Ensure health and safety steps on page 1 are carried out.

### Unhooking the trailer:

Once you've reached the venue, maneuver as close to the area the resource is to be used as possible, and consider if it is appropriate to use hazard lights (e.g. in a public park/school area).

1. Once the vehicle is turned off, disconnect the lights, and take off the chain.
2. Open pin above tow bar and open lever (lifting upwards).
3. Wind up the front wheel using the hand winder.
4. Move trailer away from tow ball and position where required. Although this can be done with one person, ideally it is a two-person job.

### Setting up the mobile resource:

1. Unlock the padlock on the resource, place padlock back on ring (so it does not get lost).
2. Take out wheel chocks and place beside wheels to prevent resource moving.
3. Open the door to a right angle. Be aware the door can open further than this on a windy day, so ideally have a second person hold it in place while setting up.
4. Open the lever holding the wobble and buzzer boards.
5. Pull out the platform for the buzzer and wobble boards. Make sure the blackout curtain is out of the way. Connect the platform into the door. It slots into the arrow mark.

6. Once secured, get the stand from the box in resource and put under the square platform at the bottom of the end of wobble/buzzer board platform. This ensures the platform is secure and level and prevents the possibility of tipping.
7. Use the lever to open the solar panels, they open like a barbecue lid. Undo and lift the bar holding the sunscreen.
8. Unload any content required from the resource for the session (hand sanitiser, screen wipe, dog poo bag dispensers, flags).
9. Take the lid off the box with the computer in and turn the red power button on. Press the 'press' button once. This switch powers the laptop up from the storage battery. While this is loading, pull the full-sized screen out by the bottom bar. Check the blackout curtain is out the way so it doesn't get caught. Once the screen is fully extended, secure with the pin.
10. Wait for the screen to connect to the laptop. A box will pop up in the right-hand corner for a few seconds showing it's connected. You must wait for this otherwise information does not get pulled from the laptop and the touchscreen will not work. Once the screen has connected, touch the import button.
11. Once loaded, the screen will display the Stormwater Superhero logo and both the movie and game will be able to be used. Occasionally the movie doesn't run. If this happens, close and reopen from the large screen.

### Packing down:

- Find the 'O' button in the stormwater word on the screen and press once to switch off. A shaded block circle will pop up once touched. This has been put here to prevent switching off when in use. Undertake above steps the opposite way round to pack down.