

Nelly Belly Pizza Trailer Procedures

Warning

If you don't know what you are doing, stop and get help. These steps are designed to protect you and others from injury, and to protect equipment that costs tens of thousands of dollars. You will not be asked to do these things without having been trained.

If you are trained you MUST still use this as a guideline.

Hooking up the trailer to the pickup

Hooking up is no different with our pizza trailer than with any other trailer to F150 hookup. Nothing special, however, it needs to be done properly. If you have never done this alone, you will need help to guide you into place.

1. Assuming you get the trailer aligned with the hitch on the pickup truck, back up slowly and make sure the trailer is high enough for the ball to slide under
2. lower the trailer onto the ball hitch. When the trailer is on the hitch, snap the hitch pin lever down. **IF THE LEVER DOES NOT SNAP INTO PLACE AND APPEARS "WIGGLY" THEN IT'S NOT RIGHT.** IF THIS HAPPENS, RAISE UP THE LEVER, THEN RAISE UP THE TRAILER AND TRY AGAIN, THIS TAKES SOME GETTING USED TO AND FAMILIARITY WITH SEATING THE BALL. When the lever is correct you will be able to feel that it's in place. **IF YOU ARE UNSURE OF THIS DO NOT DRIVE!!!!!!**
3. Once the hitch pin lever is CORRECT, put the pin through the hole and into place
4. The chains criss-cross and connect to the tow rings under the truck hitch. If the hitch connection breaks these keep the vehicles connected so there is no runaway trailer
5. Connect the black power cord. **DOUBLE CHECK THAT IT IS SEATED CORRECTLY BY TESTING THE TURN SIGNALS ON THE F150...the turn signals should work on the side and back of the trailer**
6. Connect the RED cord to the left F150 tow ring, next to the chain hook. If the vehicles become disconnected, the cord trips the brakes on the trailer making it stop.
7. Make sure to raise the hitch post up high, then put the brick in the truck bed
8. **DO A FINAL WALK AROUND TO MAKE SURE ALL THE DOORS ARE PROPERLY CLOSED, EVEN IF YOU THINK THEY ARE BY YOUR HAND OR SOMEONE ELSE'S...DO THE FINAL WALK AROUND BEFORE YOU ATTEMPT TO DRIVE AWAY!!!!!!**

Trailer Operations

Opening Up

1. **MAKE SURE THE AWNING LOCKING PINS ARE UNDONE BEFORE OPERATING THE AWNING LIFTERS (ACTUATORS) OR YOU WILL CAUSE MAJOR DAMAGE.**
2. Put the awning sign bar in place
3. If it's a night event, plug in the light up sign with the special white cord
4. Use the lift switch to raise the awning. Pay attention...do not over raise...once it levels out it's done...release the toggle switch

The Generator/Powering Up

1. Make sure there is gas
2. When starting up, make sure the ECO THROTTLE switch is set to OFF
3. Turn the key, push the red button
4. The refrigerators are on a 20 second start up delay
5. Go to the back area near the sink. To the left on the wall is the breaker box. If the lights and stereo are needed but not on, check that the breaker switches on the left are switched to on.... these are labeled "LIGHTS" and "WALL OUTLET"
6. The water pump should kick on....is water coming out of the faucets? If not check that two black cords are plugged into the GFI outlet to the left of the sink...one is the water pump and the other the water heater. If they are plugged in and still not working, then check that the GFI plug itself is set.... push the "RESET" button until it clicks and stays in.
7. **If the generator kicks off, it's likely overloaded...this occurs when too much power is needed at one time. In other words, ...the major power draws (refrigerators, water heater, electric warmers, etc.) are all on at once. If this happens, unplug the two black cords for the water heater and the water pump, next to the sink to the left. Restart the generator. When the prepping is done and the refrigerators are cold and not continually being opened, then you plug the cords back in.**

Breaking Down After Event

1. Close out register and submit CC transactions.
2. All food needs to be secured for travel. Bins, bags, etc
3. Take an inventory of what is usable and what needs pitched.
4. Dirty utensils are put into the dirty box and taken to FB for washing.
5. THOROUGHLY wipe all the wipeable areas and inside the coolers and prep tables. Don't forget the white cart!
6. **SECURE THE OVEN DOOR** with the pins provided.
7. Wipe and fold tablecloth(s) and store
8. Wipe and secure tables in storage
9. Put cart and long prep stool in storage
10. Throw garbage in a dumpster at the event if possible, if not throw in the F150 to take to FB.
11. Double check the doors are secured and the awning is pinned properly.
12. Double check the hitch connections
13. Return to FB

Back at FB

1. Turn in paperwork...inventory of usable food, register tape, pull sheet, timecards
2. Throw out trash if necessary, take dirties and wash in kitchen. Return to utensil bin
3. Take cash register into kitchen
4. Plug in IPAD
5. Park and disconnect
6. Punch Out