

Boat-Rental Opening Checklist

Adapt this working checklist to the vessels, location, manufacturer requirements, jurisdiction, insurance and emergency plan used by the operation.

Important: Adapt this checklist to the actual vessels, facility, manufacturer instructions, jurisdiction, insurance, staffing and emergency plan. It is not a universal legal or safety document.

Facility and access

- Inspect docks, ramps, walkways, rails, lighting and customer access areas.
- Confirm office, payment, printer, network, radio and phone readiness.
- Check first-aid, fire, spill-response and emergency equipment according to the approved plan.
- Verify fuel, charging, waste, restroom and waiting-area readiness.
- Record and block any unsafe or unavailable area immediately.

Notes:

Fleet readiness

- Match each unit to its internal identifier and maintenance status.
- Complete required manufacturer and operational checks for engine, steering, controls, fluids, fuel or battery.
- Verify required life jackets and other safety equipment for the vessel and expected participants.
- Inspect hull, propeller, deck, seating, lines, anchor, electronics and included accessories.
- Confirm cleanliness, existing-damage record and ready status before releasing availability.

Notes:

Reservations and staffing

- Review departures, returns, assigned units and turnover windows.

- Identify missing waivers, customer information, payments, deposits and eligibility requirements.
- Stage add-ons, special equipment, delivery items and accessibility needs.
- Confirm staffing, role assignments, qualified operators and escalation coverage.
- Create a visible exception list for overlaps, short buffers, special groups and unresolved issues.

Notes:

Weather and communication

- Review the approved official weather sources and local observations.
- Record the responsible weather decision-maker and current operating status.
- Confirm customer directions, arrival instructions, return reminders and support contact methods.
- Block affected inventory and contact impacted customers when operations change.
- Document the opening decision, time and unresolved follow-up.

Notes:

Completed by	Date and time	Manager review

Created August 4, 2026. Review and update the working version whenever equipment, policies, laws, operating conditions or responsibilities change.