



Brookings Flying Club

# Aircraft Return Checklist

- Fuel: At least 10 gallons per side remaining unless “minimum fuel” or “full fuel” requested by next on schedule, in which case you should comply with their request whenever possible.
- Control lock: Installed or stowed in pilots’ side floor-level pouch.
- Rental: Ended in online system, invoice received in email
- Aircraft: Properly stored in hangar, straight, aligned with markings, and with proper wall clearances on all sides.
- Hangar door: secure
- Chocks: In place
- Cabin Air Vents: Closed (Overhead front and rear vents, plus cabin air and heat controls in-panel)
- Vent Plugs: Installed (4 cabin vent plugs near wing root, 2 avionics vent plugs near cowling, 1 on fuel vent midspan left wing)
- Pitot cover: Installed
- Front cowling plugs: Installed with connecting rope IN FRONT of one propeller blade
- Battery minder (black cord): Connected and showing good on LED indicators
- Engine pre-heater (pink cord): Connected
- Club headsets (if used): Cleaned, stored in cases, returned to locked storage.
- Personal belongings, non-club checklists, trash, etc: Removed
- Sic sacs: Restocked as necessary (1 per seat)
- Life jackets: verified in place and secured to floor (1 per seat)
- Aircraft interior: Clean
- Seatbelts: Buckled across seats and shoulder harnesses properly stowed with padding in place
- iPad/Device mount: Attached
- Tow bar: In back of aircraft
- Baggage door and copilot door: Locked
- Keys: In binder
- Fuel card: In binder
- Binder: on copilot seat
- Master: Off
- 360 walk-around: Completed
- Squawks: Submitted (as necessary)
- Keys: Definitely in binder and not in pocket

## Last flight of the day – Addendum

- Interior: Vacuumed / wiped down as necessary
- Windows: Cleaned as necessary
- Leading edges: Cleaned as necessary
- Prop: Wiped down with CorrosionX (light blue can sprayed onto paper towel and applied evenly)
- Oil: 4.5qts-6qts, refill as required.
- \*ALL\* hangar and hangar office doors: Check for security before leaving airport and report any issues.

**Thank you for doing your part in keeping the aircraft safe and ready to fly for all members!**

*Note that members who repeatedly fail to complete some or all of these tasks may be subject to club enforcement actions. If you arrive to start your rental and find any of these tasks not completed by the previous member, please notify the board of directors.*