

Guide to Mobile Unit Set- Up

Before leaving Loughborough

- Ensure any cables are unplugged (the power supply on the building can be left on) and external and internal compartment doors secured.
- Make sure you have all the critical equipment and plenty of consumable supplies for the collection session.
- Check levels of fuel and clean water prior to leaving and fill as necessary. The unit uses fuel so a minimum level of ¼ tank is required for use during the collection session. The clean water tank holds 80 litres and can be filled up at the local garage with a hose pipe. In addition, bottled water will be required to fill up the tea/coffee making tank.
- Ensure toilet sink is in the upright position for travel.
- Manually lock the side door.
- Complete the car check list (HR provides)

On arrival at the venue

- Find a suitable place to park that has mains access if possible
- Park on a flat, even surface and release the MU step
- Plug the MU in to the mains supply if possible
- Switch Mains Control in the MU to 'ON'
- Set the air conditioning or heating as required
- Switch on the sink water pump
- Secure both the left and right stabiliser legs at the rear of the vehicle
- Set out the non-slip mats
- +/- Set out the awning if sunny day to provide shelter. Do not use when windy or when very wet.
- Set up the pre-screen and donation equipment inside the vehicle as required based on the facilities at the venue
- If there is no volunteer present, put up the sign on the outside of the MU door informing customers to wait for a staff member and not to knock
- Calibrate blood scales (especially important as uneven surfaces can affect the readings)

Before leaving the venue

- Remove the door sign and pack away all the kit
- Give the unit a quick wipe over
- Store away awning
- Return the non-slip mats and ensure the sink is in the upright position.
- Secure the stability legs in position
- Turn off the heating and air conditioning
- Turn water and mains control OFF
- Secure all internal cupboard and drawer doors and close window/skylight
- Unplug the MU if plugged in at the venue
- Manually lock the side door
- Return the releasable step under the carriage

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On arriving back at Loughborough

- Before parking, stop over the car park grid in front of the building to empty the waste water container
- Park in front of the building facing the correct direction based on the charger to be plugged in
- Plug in the correct charger as per the collection session email. Trickle charger if not going out on session again soon. Mains charger if the MU is being used again in the next few days. A charge period of 24 hours minimum is required to charge the MU power battery for approximately 6 hours.
- Switch the Mains charger inside the MU to 'Charger only'
- Return critical equipment to room 31 and remove waste bags
- Take the transport boxes to the laboratory
- Drain the clean water tank if conditions are freezing to prevent damage to the pipes +/- Sterilise the clean water tank – this should be performed every 4-6 weeks.
- Restock consumables and sprays
- Clean down the inside of the unit
- Empty the toilet waste if it has been used on session and refill with the chemicals as per the manufacturer's instructions on the bottles
- Open the awning to dry if it has got wet on the session. Liaise with Loughborough staff member to bring in the awning or put it out the following day.
- Secure all compartments and doors.