



### Oil

- Preferred operating levels:
  - o < 3 hrs. – 7 quarts at start \*never operate on any less than 5 quarts
  - o > 3 hrs. – 8 quarts at start
- Oil used should be Aeroshell W100 Plus Engine Oil
- Check prior to flight, as hot oil makes accurate readings challenging
- Always make sure 1-2 extra quarts are in plane baggage area
- Spare oil is kept in hangar
- Please note on the equipment log if you find the oil checks below 5 quarts and email Heather with details
- If you add oil, please note it on the flight time log to the tenths

### Fuel

- Keep fuel selector on Right or Left when parked
- Fill to ¼" below tabs after each usage of aircraft once back to homebase
- At KINT, if you do not have time to do self-serve fuel, Signature (336-776-6060) will top off the plane if you call and give them your credit card info
- Please note in Flight Circle if you find the plane has not been refueled and or any other item not correctly left by previous pilot and email Heather with details ([hadams@eyecandyaviation.com](mailto:hadams@eyecandyaviation.com))

### Cleaning

- Clean bugs off windscreen with Prist and a windscreen rag after every flight
- Clean bugs off leading edges: wings, nose, spinner, spars, struts, horizontal & vertical stabilizers after every flight
- Wipe any obvious oil streaks off the top, bottom, and sides of the cowl, belly and undercarriage after every flight
- Please note on the equipment log and in Flight Circle if you find the plane had not been cleaned by the previous pilot and email Heather at [hadams@eyecandyaviation.com](mailto:hadams@eyecandyaviation.com)
- Keep paint cleaning and windscreen cleaning rags and supplies in separate bins
- Keep oil and windscreen cleaning supplies separate and in their proper containers at all times
- Please note on Flight Circle if any supplies are low (oil, Prist, cleaning solution, rags, airsick bags)
- Don't leave the plane "as you found it" if it is not left as it should be, note in Flight Circle and email Heather at [hadams@eyecandyaviation.com](mailto:hadams@eyecandyaviation.com) if you find something left improperly

### Organization Post Flight

- All switches confirmed off per the checklist
- Front and back seatbelts fastened and neat
- Supplies in baggage area neat and organized, damp towels left out on boxes to dry
- Make sure pitot cover and gust lock are installed.
- Install window shades when left outside anywhere
- Use key lock box to open hangar, but only lock the hangar with supplied lock, not the key lock box as FBO/Fire Dept needs access. Always replace key in lock box immediately so no mistake there.
- Be careful to not hit wings or tail when pulling plane in our out of hangar and spinner when closing hangar door. Call Signature if you want them to put plane in the hanger, there is no charge for them to do so.
- Do not leave anything that draws constant power plugged in the hangar
- Follow all POH post flight procedures
- If any item is missing, updated in Flight Circle. The last person to use it will may be billed for a replacement part.

### Tires

- Nosewheel – 50 lbs
- Main tires – 68 lbs

### Documents

- Make sure to complete the flight time log, equipment list and squawk log, all should be noted in Flight Circle
- Reserve, check out and check in on Flight Circle each time engine is started and stopped
- Refuel or have refueled to tabs after each stint with the plane to the tenth and upload receipt into Flight Circle (ex. 10.1)



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