

Facilities Development and Operations

12,000 MILE / ANNUAL VEHICLE SAFETY INSPECTON/SERVICE

Date_____ License Number_____ Vehicle Number_____

Make_____ Model_____ Year_____

Odometer Reading_____ Department_____

Serviced By _____

- | | |
|--|--|
| <input type="checkbox"/> Change engine oil | <input type="checkbox"/> Change oil filter |
| <input type="checkbox"/> Inspect air cleaner (change if necessary) | <input type="checkbox"/> Lubricate Chassis |
| <input type="checkbox"/> Check differential | <input type="checkbox"/> Check battery – load test |
| <input type="checkbox"/> Check steering gear | <input type="checkbox"/> Check master cylinder for signs of leakage |
| <input type="checkbox"/> Check transmission fluid (service if needed) | <input type="checkbox"/> Check Radiator fluid |
| <input type="checkbox"/> Inspect brake linings for wear | <input type="checkbox"/> Check tire condition for wear/damage(nails/screws) |
| <input type="checkbox"/> Inspect wheel cylinders for signs of leakage | <input type="checkbox"/> Check tire pressure/inflation |
| <input type="checkbox"/> Inspect and repack wheel bearings | <input type="checkbox"/> Vacuum dust from drums and brake assemblies |
| <input type="checkbox"/> Inspect brake lines or hoses | <input type="checkbox"/> Ignition tune-up (if necessary) |
| <input type="checkbox"/> Clean and tighten battery terminals | <input type="checkbox"/> Clean throttle body if necessary |
| <input type="checkbox"/> Replace fuel filter (if necessary) | <input type="checkbox"/> Check tension of drive belts, adjust as necessary |
| <input type="checkbox"/> Check emergency brake cables | <input type="checkbox"/> Check belt tensioner |
| <input type="checkbox"/> Service emission system as necessary | <input type="checkbox"/> Check operation of all lights, instruments and gauges |
| <input type="checkbox"/> Visually inspect exhaust system | <input type="checkbox"/> Visually inspect fuel system for leaks |
| <input type="checkbox"/> Inspect engine mountings | <input type="checkbox"/> Check transmission for leaks |
| <input type="checkbox"/> Check rear axle for leaks | <input type="checkbox"/> Check engine for oil leaks |
| <input type="checkbox"/> Check condition of tires | <input type="checkbox"/> Check U-joints for tightness |
| <input type="checkbox"/> Inspect cooling system, including; radiator core, freeze plugs, hoses, water pump and perform pressure test | |
| <input type="checkbox"/> Inspect suspension system, tie rod ends, steering gear, shock absorbers and springs | |
| <input type="checkbox"/> Check license plate frames – replace as necessary | |

Road test the vehicle for the following:

Power and performance

Steering and handling

Operation of brakes

Transmission slippage

Unusual noises

Glovebox Materials Checklist

All items present

Remarks: _____
