

# Pre-delivery Inspection Checklist

Equipment Make/Model/Year: \_\_\_\_\_ I.D. #: \_\_\_\_\_

New   
Used

Inspection Completed  
\_\_\_\_\_  
Vehicle Inspector/Date

**Under Hood – Engine Off**

- Engine Oil Level
- Steering gear housing fluid level
- Brake Master Cylinder fluid level
- Windshield washer reservoir fluid level
- Radiator coolant level
- Battery fluid level
- Carburetor requirements for local altitudes
- Drive belt tensions
- Battery voltage and load-voltage drop
- Point resistance (coil-to-ground test)
- Ignition bypass circuit resistance

**Under Hood – Engine Operating**

- Automatic transmission fluid level

**Under Hood – Engine Operating & Hot**

- Distributor dwell
- Condenser condition
- Initial ignition timing
- Alternator and voltage regulator operation
- Primary circuit resistance
- Coil condition
- Distributor cap and rotor condition
- Rotor air gap
- Spark plug & Hi-Tension wire condition

**Other Operations**

- Carburetor idle mixture & speed adjustments
- Fast idle speed adjustment (automatic choke engines)
- Hydraulic lines, fittings, connections/components for leaks
- Adjust mechanical valve tappet clearance

**On Outside**

- Latches, keys, and locks – operation
- Hood, deck and door panels for fit and alignment
- Bumpers and moldings – alignment
- Weather Strips – adhesion and fit
- Wheel nut torques

**Miscellaneous**

- Obtain vehicle/equipment Operation/maintenance manual
- Check and operate auxiliary equipment
- Maintenance Records (used vehicle)

**On Inside**

- Operation of lights, turn signals, stop signals, courtesy lights
- Operation of oil pressure & alternator warning lights
- Front Seat control – operation (manual or power)
- Rear Seat and floor operation
- Inside locks & door handles – operation
- Windows and vents – operation & fit
- Glass condition
- Cigarette Lighter – install & test

**On Hoist – Or Underside**

- Axle fluid level
- Hydraulic lines, fittings, connections/components for leaks
- Tire pressures
- Steering linkage and connections

**Alignment Stall**

- Front/rear wheel toe-in

**Road Test**

- Neutral switch – operation (Automatic transmission)
- Parking Brake – operations
- Horn, windshield washer/wipers – operation
- Heater & air vents – operation
- Air conditioning – operation
- Brake – operation
- Transmission shift lever – operation
- Automatic transmission shift timing & quality
- Accelerator pedal – operation
- Engine performance
- Drive belts
- Steering control
- Squeaks, rattles, and wind noise
- Speedometer, odometer, fuel & temperature gauge - operation
- Other optional equipment – operation

**After Road Test**

- Wash Car and check for leaks
- Inspect for interior & exterior metal & paint damage
- Check soft trim for soilage & excess sealer

**Other Items specific to vehicle**

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The vehicle should not be accepted until the campus vehicle inspector has performed the pre-delivery inspection on the vehicle in accordance with the above recommended vehicle pre-acceptance checklist and has authorized the acceptance.

- Acceptance Authorized
- Acceptance Not Authorized

\_\_\_\_\_(Signature)  
\_\_\_\_\_(Date)