Facilities Development and Operations

12,000 MILE / ANNUAL VEHICLE SAFETY INSPECTION/SERVICE

Date_____________  License Number_______________ Vehicle Number____________

Make_______________________  Model_______________________  Year__________

Odometer Reading______________  Department________________________________

Serviced By ___________________________________________________________________

[ ] Change engine oil  [ ] Change oil filter
[ ] Inspect air cleaner (change if necessary)  [ ] Lubricate Chassis
[ ] Check differential  [ ] Check battery – load test
[ ] Check steering gear  [ ] Check master cylinder for signs of leakage
[ ] Check transmission fluid (service if needed)  [ ] Check Radiator fluid
[ ] Inspect brake linings for wear  [ ] Check tire condition for wear/damage(nails/screws)
[ ] Inspect wheel cylinders for signs of leakage  [ ] Check tire pressure/inflation
[ ] Inspect and repack wheel bearings  [ ] Vacuum dust from drums and brake assemblies
[ ] Inspect brake lines or hoses  [ ] Ignition tune-up (if necessary)
[ ] Clean and tighten battery terminals  [ ] Clean throttle body if necessary
[ ] Replace fuel filter (if necessary)  [ ] Check tension of drive belts, adjust as necessary
[ ] Check emergency brake cables  [ ] Check belt tensioner
[ ] Service emission system as necessary  [ ] Check operation of all lights, instruments and gauges
[ ] Visually inspect exhaust system  [ ] Visually inspect fuel system for leaks
[ ] Inspect engine mountings  [ ] Check transmission for leaks
[ ] Check rear axle for leaks  [ ] Check engine for oil leaks
[ ] Check condition of tires  [ ] Check U-joints for tightness
[ ] Inspect cooling system, including; radiator core, freeze plugs, hoses, water pump and perform pressure test
[ ] Inspect suspension system, tie rod ends, steering gear, shock absorbers and springs
[ ] Check license plate frames – replace as necessary
Appendix 12.9

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:________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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