SJSU – Administrative and Finance Division
Facilities Development and Operations
Facilities Management
4000 MILE / SIX MONTH VEHICLE SAFETY INSPECTION/SERVICE

Date_____________ License Number_______________ Vehicle Number_____________

Make_______________________ Model_______________________ Year_____________

Odometer Reading_____________ Department________________________________

Serviced By______________________________________________________________

[  ] Change Oil     [  ] Change Oil Filter
[  ] Check Air Cleaner    [  ] Lubricate Chassis
[  ] Change
[  ] Check Differential   [  ] Check Battery
[  ] Check Steering Gear  [  ] Check Master Cylinder Fluid
[  ] Check Transmission Fluid [  ] Check Radiator Fluid
[  ] Rotate & balance tires [  ] Check Cooling Systems
[  ] Check Tire
[  ] Inflation/Pressure
[  ] condition/wear
[  ] Check License Plate Frames

[  ] Glovebox Materials Checklist (all items must be present):

Notes: