Appendix 12.13

Pre-delivery Inspection Checklist

Pre-delivery Inspection Checklist

Equipment Make/Model/Year: __________________________ I.D. #: __________________________ New ☐ Used ☐ Inspection Completed

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

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

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

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)

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