

Fleet Maintenance Checklist

A well-documented and implemented preventive maintenance program extends vehicle life, controls hazards and minimizes potential losses caused by mechanical failure.



✓ Vehicle Maintenance Checklist

INSPECTOR:		DATE:		TIME:		
VIN:		LICENSE PLATE:				
MONTHLY MAINTENANCE				YES	NO	N/A
Replace oil filter						
Replace air filter						
Change oil						
Lubricate chassis						
Change transmission fluid						
Add antifreeze						
Flush cooling system						
Align wheels						
Rotate tires						
Adjust brakes						
Tune engine						
Inspect HVAC						
Inspect electrical system						
Comments:						



ENGINE	YES	NO	N/A
Check belts for wear and tension			
Inspect spark plugs			
Inspect points			
Inspect exhaust system for leaks, smoke and rust			
Check for oil, transmission and coolant leaks			
Check seals on engine block and oil pan			
Check seals around filters			

Comments:

BRAKES	YES	NO	N/A
Conduct a general brake inspection			
Adjust parking brake			
Check brake disc condition			
Check brake pad condition			
Check brake hose condition			
Inspect hydraulic units			
Check brake fluid level			
Inspect clutch			

Comments:

ELECTRICAL	YES	NO	N/A
Check battery charge/condition			
Check battery terminal condition			
Test exterior lighting function			
Test interior lighting function			
Test signals function			

Comments:

COOLING	YES	NO	N/A
Check radiator and reservoir for leaks			
Check fluid levels			
Check condition of radiator fan			
Adjust level of coolant			
Renew coolant as necessary			

Comments:

STEERING	YES	NO	N/A
Adjust play in the system			
Inspect ball joints			
Inspect front and rear bearings			
Check dampers for leaks			
Inspect steering torque			
Check condition of suspension			

Comments:



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