

PREVENTIVE MAINTENANCE CHECKLIST

Customer Name: _____

Unit #: _____ PM: _____ Last PM: _____

Mechanic: _____ Date: _____

Next PM Due On: _____

	Instructions: Write Initial in Appropriate Boxes Below			
TASKS TO BE PERFORMED	Inspected Okay	Repaired & Adjusted	Greased & Lubed	Comments & Parts List
A. Engine				
1. Change oil and filter				
2. Change fuel lines and tank cap				
3. Check fuel filter (25,000 mil)				
4. Check air filter if needed				
5. Check spark plugs				
6. Check distributor cap & rotor				
7. Pressure test cooling system				
8. Check all hoses under pressure				
9. Check all belts & tensioners				
10. Check water pump and fan bearing				
11. Check complete exhaust system				
12. Check for engine oil leaks				
B. Under The Hood Fluid Levels				
1. Radiator- note strength				
2. Brake				
3. Steering				
4. Windshield washer				
5. Automatic transmission				
6. Rear end fluid				

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7. Check AC Freon level (blows cold)				
C. Chassis				
TASKS TO BE PERFORMED	Inspected Okay	Repaired & Adjusted	Greased & Lubed	Comments & Parts List
1. Check steering play				
2. Check power steering hose				
3. Check steering pitman arm, drag link & idler arm				
4. Check tie rod ends				
5. Check front springs				
6. Check front shocks				
7. Check ball joints				
8. Check rear springs				
9. Check rear shocks				
10. Check bell housing bolts				
11. Check transmission mounts				
12. Check U-joints & grease				
13. Check carrier bearings				
14. Check slip joint & grease				
15. Check wheels and axle seals				
E. Brakes				
1. Check for fluid leaks				
2. Check front pads & rotors				
3. Check rear brakes & adjustment				
4. Check parking brake operation				

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F. Wheelchair Lift & ADA				
TASKS TO BE PERFORMED	Inspected Okay	Repaired & Adjusted	Greased & Lubed	Comments & Parts List
1. Check wheelchair lift & operation				
2. Check chair lift fluid level				
3. Check chair lift control card				
4. Check wheelchair tie downs & straps				
5. Check seats & seat belts				
F. Drivability Checks				
1. Check window glass and operation				
2. Check emergency exits				
3. Check mirrors, sport mirrors & brackets				
4. Check wiper blades				
5. Check if washer fluid sprays				
6. Check heater & AC fans				
7. Check heater, AC & defrost controls				
8. Check accelerator & linkage				
9. Check & lube all hinges, latches & locks				
10. Check & lube passenger doors				
11. Check fuel tank & mounting				
12. Check tire condition & match				
13. Check tire rims & lug nuts				
14. Check tire inflation				
15. Check mud flaps				

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G. Safety / Emergency Items				
TASKS TO BE PERFORMED	Inspected Okay	Repaired & Adjusted	Greased & Lubed	Comments & Parts List
1. Fire extinguisher				
2. First aid kit				
3. Operating flashlight				
4. Reflective triangles				
5. Ice scraper (season applicable)				
6. Blanket				
7. Toolkit				
H. Wrap-Up				
1. Check for leaks				
2. Recheck oil level				
3. Wash engine & chassis if applicable				
4. Install next PM due mileage in pocket				
5. Note any other repairs needed				