







# Preventive Maintenance Inspection and Service Checklist

Circle Service Type: **(A)** B C D

Date: **12/17/18** Vehicle #: **5152**

Mileage in: **254379** Mileage out: **254381**

| P | F | Item Inspected                                     |
|---|---|----------------------------------------------------|
|   |   | <b>A) Vehicle drive in inspection (5 miles)</b>    |
|   |   | 1) Driver carpet                                   |
|   |   | 2) Driver seat condition and operation             |
|   |   | 3) Drivers door operation and condition            |
|   |   | 4) Drivers seat belt operation and condition       |
|   |   | 5) Engine starting and ignition system             |
|   |   | 6) Instrument panel gauges & warning lights        |
|   |   | 7) Instrument panel lighting & condition           |
|   |   | 8) Horn operation                                  |
|   |   | 9) Steering wheel tight, no excessive play         |
|   |   | 10) Windshield wipers                              |
|   |   | 11) Windshield washer                              |
|   |   | 12) Sun visor condition and operation              |
|   |   | 13) Parking brake operation & condition            |
|   |   | 14) Parking and service brake pedal pads           |
|   |   | 15) Passenger door operation                       |
|   |   | 16) No vibrations, pulsations or noises            |
|   |   | <b>B) Walk around inspection</b>                   |
|   |   | 1) Body damage (list on separate sheet)            |
|   |   | 2) Headlights, high & low beam operation           |
|   |   | 3) Parking lights operation & condition            |
|   |   | 4) Marker lights operation & condition             |
|   |   | 5) Directional signals operation & condition       |
|   |   | 6) Hazard lights operation & condition             |
|   |   | 7) Clearance lights operation and condition        |
|   |   | 8) Brake lights operation & condition              |
|   |   | 9) License plate lamp operation & condition        |
|   |   | 10) License plates and tags                        |
|   |   | 11) Backup lights and alarms                       |
|   |   | 12) Reflectors and reflective bumper tape          |
|   |   | 13) Exterior decals and signage                    |
|   |   | 14) Bumpers secure / in good condition             |
|   |   | 15) Exterior mirrors secure / in good condition    |
|   |   | 16) Exterior clean                                 |
|   |   | <b>C) Interior inspection</b>                      |
|   |   | 1) Passenger door and steps condition              |
|   |   | 2) Handrails and stanchions condition              |
|   |   | 3) Interior and modesty panels condition           |
|   |   | 4) Flooring condition                              |
|   |   | 5) Interior lighting operation and condition       |
|   |   | 6) Windows operation and condition                 |
|   |   | 7) Emergency Exits operation & condition           |
|   |   | 8) Accessory operation & condition (radio, GPS)    |
|   |   | 9) Passenger seats operation & condition           |
|   |   | 10) Passenger seat belts operation & condition     |
|   |   | 11) First aid & body fluid kits complete           |
|   |   | 12) Triangle reflectors complete/good condition    |
|   |   | 13) Stop request operation & condition             |
|   |   | 14) Valid registration, insurance & accident pack  |
|   |   | 15) Fire extinguisher in good condition & signed   |
|   |   | 16) Interior decals and signage (incl. electrical) |
|   |   | 17) DVI's reviewed, addressed and signed off       |
|   |   | 18) Interior clean                                 |
|   |   | <b>D) HVAC system inspection</b>                   |
|   |   | 1) Front blower condition and operation            |

| P | F | Item Inspected                                         |
|---|---|--------------------------------------------------------|
|   |   | 2) Rear blower condition and operation                 |
|   |   | 3) Defroster operation                                 |
|   |   | 4) Temp gets to 20 deg. F below ambient temp.          |
|   |   | 5) Evaporator intake air filter condition              |
|   |   | 6) Front heater condition and operation                |
|   |   | 7) Rear heater condition and operation                 |
|   |   | 8) A/C compressors and condenser fans                  |
|   |   | <b>E) Under hood inspection</b>                        |
|   |   | 1) Batteries & charging sys. (load alt B,C,D serv)     |
|   |   | Batt 1 volts: load volts: load amps:                   |
|   |   | Batt 2 volts: load volts: load amps:                   |
|   |   | Batt 3 volts: load volts: load amps:                   |
|   |   | (battery min. loaded volts 9.6v, 1/2 CCA for 15 sec)   |
|   |   | Alt. 1 min volt: max volt: max amp:                    |
|   |   | Alt. 2 min volt: max volt: max amp:                    |
|   |   | (reference factory service manual for alternator spec) |
|   |   | 2) Wire and hose routing and connections               |
|   |   | 3) Cooling system, hoses, water pump condition         |
|   |   | 5) Accessory drive belts condition                     |
|   |   | 6) Pulleys and tensioned operation & condition         |
|   |   | 7) Brake master cylinder and power booster             |
|   |   | 8) Fan and fan clutch operation and condition          |
|   |   | 9) Engine oil fluid level and condition                |
|   |   | 10) Transmission oil level and condition               |
|   |   | 11) Power steering fluid level and condition           |
|   |   | 12) Brake fluid level and condition                    |
|   |   | <b>F) Vehicle rack inspection</b>                      |
|   |   | 1) Steering gear box mount, condition & leaks          |
|   |   | 2) Steering shaft U joints                             |
|   |   | 3) Steering shaft bearings                             |
|   |   | 4) Steering linkages                                   |
|   |   | 5) I beam or control arm movements and rivets          |
|   |   | 6) Radius arm condition and bushings condition         |
|   |   | 7) Stabilizer bar condition and bushings condition     |
|   |   | 8) Ball joints or kingpins                             |
|   |   | 9) Front spring condition and mounting                 |
|   |   | 10) Front shock absorber operation & condition         |
|   |   | 11) Trans oil cooler & lines routing and leaks         |
|   |   | 12) Engine oil cooler & lines routing and leaks        |
|   |   | 13) Heater and A/C hose routing and leaks              |
|   |   | 14) No engine oil leaks and fluid condition            |
|   |   | 15) Engine mounts, brackets and bolts                  |
|   |   | 16) Transmission mounts, brackets and bolts            |
|   |   | 17) No transmission oil leaks and fluid condition      |
|   |   | 18) Drive shaft condition                              |
|   |   | 19) Universal joints and carrier bearings condition    |
|   |   | 20) No rear differential leaks                         |
|   |   | 21) Rear differential condition and mounting           |
|   |   | 22) Frame and cross members                            |
|   |   | 23) Rear shock absorbers                               |
|   |   | 24) Rear springs condition and mounting                |
|   |   | 25) No fuel leaks                                      |
|   |   | 26) Fuel tank condition and mounting                   |
|   |   | 27) No exhaust leaks                                   |
|   |   | 28) Exhaust system condition and mounting              |

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| P        | F | Item Inspected                                                                           |
|----------|---|------------------------------------------------------------------------------------------|
| <b>5</b> |   | 30) Front brake condition and mounting                                                   |
| <b>5</b> |   | 31) Front brake lining condition & measurement                                           |
| <b>5</b> |   | Pads R/F: <b>4</b> L/F: <b>4</b> /32"                                                    |
| <b>5</b> |   | 32) Rear brake condition and mounting                                                    |
| <b>5</b> |   | 33) Rear brake lining condition & measurement                                            |
| <b>5</b> |   | Pads R/R: <b>7</b> L/R: <b>7</b> /32"                                                    |
| <b>5</b> |   | Shoes R/R: <b>7</b> L/R: <b>7</b> /32"                                                   |
| <b>5</b> |   | 34) Tire and wheel condition and measurements                                            |
| <b>5</b> |   | R/F: <b>10</b> /32" L/F: <b>10</b> /32"                                                  |
| <b>5</b> |   | R/R: <b>9</b> /32" L/R: <b>9</b> /32"                                                    |
| <b>5</b> |   | R/RO: <b>6</b> /32" L/RO: <b>6</b> /32"                                                  |
| <b>5</b> |   | 35) Lug nuts condition                                                                   |
|          |   | Air pressure adjustment FR. RR.                                                          |
|          |   | Wheel torque specs used: ft. lbs.                                                        |
|          |   | g) Lift inspection                                                                       |
|          |   | 1) Lift operation (fully stowed to fully deployed)                                       |
|          |   | 2) Lift control pendant condition and operation                                          |
|          |   | 3) Lift restraint belt condition and operation                                           |
|          |   | 4) Outer roll stop condition and operation                                               |
|          |   | 5) Inner roll stop condition and operation                                               |
|          |   | 6) Platform adjustments, condition and mounting                                          |
|          |   | 7) Standee arm condition and operation                                                   |
|          |   | 8) Proper signage and decals                                                             |
|          |   | 9) Manual backup pump condition and operation                                            |
|          |   | 10) Lift manual pump handle                                                              |
|          |   | 11) Hydraulic pump condition and operation                                               |
|          |   | 12) Hydraulic lines and cylinders condition                                              |
|          |   | 13) Hydraulic fluid level and condition                                                  |
|          |   | 14) Base plate and arms welds & pivot points                                             |
|          |   | 15) Lift springs and pins condition and operation                                        |
|          |   | 16) Lift safety switches and adjustments                                                 |
|          |   | 17) Hose and wire routing and connections                                                |
|          |   | 18) Rollers and pivot point condition & operation                                        |
|          |   | 19) Lift to vehicle mounting bolts and brackets                                          |
|          |   | 20) Lift doors condition and operation                                                   |
|          |   | 21) Lift door lights condition and operation                                             |
|          |   | 22) Lift interlock operation and condition                                               |
|          |   | (Lift door open, e-brake down not able to shift)                                         |
|          |   | (e-brake off lift door closed no lift power)                                             |
| <b>5</b> |   | 23) W/C tie downs condition and operation                                                |
| <b>5</b> |   | 24) Tie down container secure and clean                                                  |
| <b>5</b> |   | 25) Tie down floor mounting brackets secure                                              |
| <b>5</b> |   | 26) W/C shoulder belt condition and operation                                            |
| <b>5</b> |   | 27) Lift clean and no sharp edges                                                        |
| <b>5</b> |   | 28) Lift shields secure and in good shape                                                |
| <b>5</b> |   | 29) Lift moves steady without drifting, jerking, or unusual speeds                       |
| <b>5</b> |   | 30) No unusual lift noises                                                               |
| <b>5</b> |   | Lube all lift pivot points, barriers, linkages and bearings cleaning off all excess lube |
| <b>5</b> |   | Check, torque or adjust lift base mounting bolts                                         |

Notes:

Technician's Signature \_\_\_\_\_  
Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_  
Date \_\_\_\_\_

All items have been inspected and the above indications are true and correct. All safety related defects have been repaired and this vehicle is safe for operational use. All non-safety related defects not repaired are diagnosed and scheduled for repair with all parts needed pulled from stock or ordered. Brake pad linings must be measured from the backing plate. Brake shoe linings must be measured from the rivets.

| Service Performed                         | Service Type |
|-------------------------------------------|--------------|
| Change oil and filter                     | A,B,C,D      |
| Lube chassis and suspension               | A,B,C,D      |
| Lube drive shafts and universal joints    | A,B,C,D      |
| Lube doors and hood, locks and hinges     | A,B,C,D      |
| Adjust service and parking brakes         | A,B,C,D      |
| Drain water from separator                | A,B,C,D      |
| Rotate tires (as necessary, caps on rear) | A,B,C,D      |
| Change air filter                         | B,C,D        |
| Change fuel filter                        | B,C,D        |
| Clean or change PCV valve                 | B,C,D        |
| Clean or change crank case filter         | B,C,D        |
| Install new wiper blades                  | B,C,D        |
| Change transmission fluid and filter      | C,D          |
| Service front wheel bearings              | C,D          |
| Drain water from fuel tank                | C,D          |
| Replace accessory drive belts             | D            |
| Service and flush cooling system          | D            |
| Install new spark plugs & wires           | D            |
| Install new dist. cap & rotor             | D            |
| Change differential fluid                 | D            |
| Check Exhaust and EGR system              | D            |
| Check and service fuel & evap. System     | D            |
| Evac and recharge A/C (add 1 oz. of oil)  | D            |
| Post service test drive (5 miles)         | A,B,C,D      |

Initial or "N/A" each service performed per PM type

**5**

Initial each item if it passes inspection and mark each failed item with an "X". Any failed item must be written on a PM Defect sheet and signed off as repaired. Inspections must be completed before services are done with all necessary repairs finished after services are complete. All safety related items must be repaired prior to placing the vehicle in service.