



**PREVENTIVE MAINTENANCE RECORD**

Visual checks & inspections to be done every 6 mths or 6000 miles (whichever is earlier)	Initials	Date Performed	Odometer	Vendor	\$ Parts	\$ Labor	\$ Total Cost
Change engine oil and filter							
Change automatic transmission fluid & filter							
Replace air filter							
Replace fuel filter							
Inspection sticker							
Rotate tires							
Check fluid levels							
Tune engine							
Remove all wheels & inspect brakes							
Check PCV valve and exhaust system							
Check clutch pedal free-play							
Replace wheel bearings							
Clean battery posts & clamps							
Lubricate all fittings/latches/hinges							

**Other Costs**

Date	Vendor	Odometer Reading	Service Report: Nature of Repairs (Car wash, tires, etc)	\$ Parts	\$ Labor	\$ Total Cost

**VEHICLE SAFETY INSPECTION CHECKLIST**

Equipment	Indicate OK in the corresponding box with a (√). Indicate Faulty in the corresponding box with a (x).																								
Headlamps																									
Brake/Turn/Hazard/Parking/Backup Lights																									
Horn																									
Mirrors/Windows/Windshield																									
Windshield Wiper/Washer																									
Adequate Tire Inflation/Tread																									
Spare Tire & Jack																									
Fire Extinguisher																									
Inspection Sticker Current																									
Fuel Level (F, ¾, ½, ¼, E)																									
Oil(Indicator in Safe Zone)																									
Heat/AC																									
Radio																									
Tool Kit Accounted For																									
All Tools Accounted For																									
<b>Inspection Verification</b>																									
Operator's Initials																									
Date																									
Remarks for Faulty Items																									