UCSB Preventative Maintenance Checklist
Performed every 12 months or 5,000 miles (Vanpool every 6 months or 5,000 miles)

Vehicle Number___________    Mileage_____________________  Date_____________
OK  No
O  O  Pre-Inspection Road Test

Interior Inspection
O  O  update dash tag
O  O  reset oil life monitor
O  O  ck park brake & warning light
O  O  ck horn
O  O  ck windshield wipers & washer
O  O  ck heater & a/c
O  O  ck for reserve brake boost
O  O  apply & hold brake pedal; firm?
O  O  ck for UCSB accident package
   a) registration  b) accident report  c) witness card

Exterior Inspection
O  O  ck head lights & tail lights
O  O  ck turn signals
O  O  ck brake lights
O  O  ck hazard & back-up lights
O  O  ck mirrors & brackets
O  O  ck paint, body and lettering
   a) vehicle ID number & "official use only" plate frame
O  O  ck spare tire & jack

Under Hood Inspection
O  O  ck brake & power steering fluid level
O  O  ck transmission fluid level
O  O  ck coolant level
O  O  ck windshield washer fluid level
O  O  ck battery/record date last changed ____/____/____
O  O  ck master cylinder for leaks
O  O  ck all hoses, lines and belts

Under Chassis Inspection
O  O  ck steering box; secure and no leaks
O  O  ck power steering pump; secure and no leaks
O  O  ck brake lines & hoses for cracks and leakage
O  O  ck steering linkage for looseness
O  O  ck wheel bearings for excessive play
   a) disassemble bearings if any roughness is felt
O  O  ck tires for tread depth & damage
   record tire pressure (PSI)
   LF______ RF______
   LR______ LR______ RR______ RR______
   Spare______
O  O  inspect brakes
   a) lining thickness; enough for over 6,000 more miles
   b) any fluid leaks
   c) mounting hardware; caliper & backing plate bolts
   d) any signs of overheating

Special Checks for Vanpool Vehicles
O  O  update maintenance log
O  O  ck fire extinguisher pressure, cert.date & mount
O  O  ck first aid kit for 10 units and proper mounting
O  O  ck emergency door operation

Perform the Following
O  O  replace motor oil & filter
O  O  lubricate chassis
O  O  adjust tire pressure & check for proper load range
O  O  ck lug nuts
O  O  ck king pin or ball joint play
   a) support lower arm & have assistant lever wheel
      while watching for excessive play
O  O  ck steering linkage under load (rock steer test)
O  O  adjust brakes
O  O  road test vehicle
O  O  inspect lift gate operation & lubricate

List Defects: _____________________________
Repair Completed

Mechanic's Signature______________________________

Print Name_____________________________________
Auto Shop Name_________________________________

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