

**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**

**Pre-Inspection Road Test**

**Interior Inspection**

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

**Exterior Inspection**

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

**Under Hood Inspection**

- ck brake & power steering fluid level
- ck transmission fluid level
- ck coolant level
- ck windshield washer fluid level
- ck battery/record date last changed \_\_\_\_/\_\_\_\_/\_\_\_\_
- ck master cylinder for leaks
- ck all hoses, lines and belts

**Under Chassis Inspection**

- ck steering box; secure and no leaks
- ck power steering pump; secure and no leaks
- ck brake lines & hoses for cracks and leakage
- ck steering linkage for looseness
- ck wheel bearings for excessive play
- ck wheel bearing rotational smoothness
  - a) disassemble bearings if any roughness is felt
- ck tires for tread depth & damage
  - record tire pressure (PSI)

LF \_\_\_\_\_ RF \_\_\_\_\_

LR \_\_\_\_\_ RR \_\_\_\_\_

Spare \_\_\_\_\_

- 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

**Under Chassis Inspection (Con't)**

- ck front and rear springs for mounting and cracks
- ck universal or CV joint condition
- ck rear axle oil level
- ck exhaust system for leaks-manifold to tailpipe
- ck body to frame mounting bolts

**Special Checks for Vanpool Vehicles**

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

**Perform the Following**

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

**List Defects:**

**Repair Completed**

_____	○
_____	○
_____	○
_____	○
_____	○
_____	○
_____	○

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mechanic's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Auto Shop Name \_\_\_\_\_