

VEHICLE MAINTENANCE CHECKLIST

UNIT# _____ MILEAGE _____

MONTH _____ DATE _____ YEAR _____

STAFFS PRINTED NAME
AND INITIALS

Turn form in to Terri at the Admin. Office on the 1st business day of the following month with the Mileage Log.

DO THE TIRES APPEAR PROPERLY INFLATED AND TREAD ADEQUATE? (If NO what did you do to fix the problem?)	YES	NO
ARE THE SEAT BELTS SAFE AND IN PROPER WORKING ORDER? (If NO what did you do to fix the problem?)	YES	NO
ARE THE TURN SIGNALS AND HORN WORKING PROPERLY? (If NO what did you do to fix the problem?)	YES	NO
ARE THE HEAD LIGHTS WORKING PROPERLY? (If NO what did you do to fix the problem?)	YES	NO
IS THE INTERIOR AND EXTERIOR SAFE AND FREE FROM ANY NEW DAMAGE? (If NO what did you do to fix the problem and were the damages reported to Terri at Admin Office?)	YES	NO
ARE THE BRAKES WORKING PROPERLY? (If NO what did you do to fix the problem?)	YES	NO
IS THE HEATING or AIR CONDITIONING WORKING PROPERLY? (If NO what did you do to fix the problem?)	YES	NO
ARE ALL THE MIRRORS PRESENT AND IN PROPER WORKING ORDER? (If NO what did you do to fix the problem?)	YES	NO
WAS THE VEHICLE CLEANED INSIDE AND OUT THIS MONTH? (LIST THE DATE) If NO then WHY?	YES	NO
LIFT VANS ONLY		
ARE STRAPS AND BELTS IN PROPER WORKING ORDER? (If NO what did you do to fix the problem?)	YES	NO
IS THE LIFT IN PROPER WORKING ORDER? (If NO what did you do to fix the problem?)	YES	NO
ARE THE FLOOR TRACKS CLEAN? (If NO what did you do to fix the problem?)	YES	NO

Report any mechanical problems to Carner Brown at 615-975-1200 Monday – Friday 8am – 3 pm. After hours and weekends call the on-call number for your team.

Report any damage to the vehicle to Terri Dickey at 615-446-3111 ext. 3017 Monday – Friday 8am – 4:30 pm. After hours and weekends call the on-call for your team.