PREVENTIVE MAINTENANCE SCHEDULE/
SAFETY INSPECTION WORK SHEET
OFA 35 (Revised 6/96)

Department of General Services
Office of Fleet Administration

The intent of this worksheet is to outline the standard preventive maintenance schedule recommended by the Office of Fleet Administration (OFA) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD. 271, found in the glove compartment. **Prior approval from an OFA Inspector of Automotive Equipment (IAE) is required for services/repairs exceeding $500.**

Services shall be performed as follows:

6,000 miles or 6 months normal use or 4,000 miles severe use.*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches

- Check the following:

___ Lights & instrument panel
___ Heater & air conditioner
___ Seat belts
___ Windshield wipers & washers
___ Master cylinder
___ Differential
___ Cooling system & antifreeze + ___-___
___ Belts & fan clutch
___ Fuel systems
___ Fluid leaks & levels
___ Transmission
___ Tires: PSI Front ___ Rear ___**
___ Suspension
___ Frame members
___ U-joints & CV joints
___ Exhaust system
___ Brakes**
___ Emission system
___ Steering components; check for excessive play with wheels on the floor

- Perform the following at manufacturer's recommended intervals:*

___ Replace air & fuel filters
___ Replace spark plugs
___ Service transmission

- Road test vehicle for overall performance and handling after services and repairs have been completed
- Update Maintenance Booklet

ALTERNATIVE FUELED VEHICLES

Contact an IAE on methanol and electric vehicles.

INVOICES

The following information shall be included on the invoice:

- Date
- License #, year, make, model, and mileage of vehicle
- Agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature

* Reference manufacturer's manual for definition of normal and severe use.
** Contact an IAE if not expected to last until next service.