

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove department. Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 at non-approved vendors or \$500 for OFAM approved vendors.

Service shall be performed as follows:

6,000 miles or 6 months' normal use. Or 4,000 miles severe use.¹ Check manufacturer recommended service intervals on all hybrid, electric and fuel cell vehicles.

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

- Check the following:

Lights & Instrumental Panel	Cooling System & Antifreeze + ____ - ____	Suspension
Heater & Air Conditioner	Belts & Fan clutch	Frame Members
Seat Belts	Fuel Systems	U-joints & CV joints
Windshield Wipers & Washers	Fluid Leaks & Levels	Exhaust System
Master Cylinder	Transmission	Brakes
Differential	Tires: PSI: Front ____ Rear ____ ²	Emission System

Steering Components; check for excessive play with wheels on the floor.

- Perform the following at manufacturer's recommended intervals (if needed):

Replace Air & Fuel filters	Replace Spark Plugs	Service Transmission
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- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet

¹ Reference manufacturer's manual for definition of normal and severe use.

² Contact an Inspector of Automotive Equipment if not expected to last until next service.

ALTERNATIVE FUEL VEHICLES

Contact an Inspector of Automotive Equipment.

INVOICES

The following information shall be included on the invoice:

- Date
- License number, year, make, model, and mileage of vehicle
- Barcoded equipment number from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone number