

PREVENTATIVE MAINTENANCE SCHEDULE / SAFETY INSPECTION WORKSHEET

DGS OFAM 35 (Rev 3/2015)

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The intent of this worksheet 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 STD 271 Automobile Maintenance booklet, located within the glove compartment. Prior approval from an OFAM Inspector of Automotive Equipment is required for services and/or repairs exceeding \$350 for 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.* Check manufacturer recommended service intervals on all hybrid and electric vehicles.

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

- Perform the following at manufacturer's recommended intervals* (if needed):
 - 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 Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License #, year, make, model, and mileage of vehicle
- Barcode equip. # 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 #

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

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