



**FSU Vehicle Management Program
12 MONTH PREVENTATIVE MAINTENANCE INSPECTION**

| | | |
|----------------|-------------------------|---------------|
| VEHICLE YEAR: | MAKE: | Mileage:_____ |
| LICENSE PLATE: | FSU PROPERTY TAG #: | |
| FSU ASSET ID#: | FSU PROPERTY CUSTODIAN: | |

Instructions: Write and initial in appropriate boxes below

| TASKS TO BE PERFORMED | DESCRIPTION | INSPECTED OKAY | REPAIRED & ADJUSTED | COMMENTS AND PARTS LIST |
|-----------------------|--|----------------|---------------------|-------------------------|
| 1.Body/Chasis | Inspect Chasis and Body of Car for Rust/ Damage | | | |
| 2.Brakes | Inspect Brakes, Clutch, and Gas Pedals for Proper Function | | | |
| 3.Computer Scan | Use plug-in device to view the history codes for potential problems | | | |
| 4.Engine | Check engine belts, hoses, brackets, and mounts | | | |
| 5.Filters | Inspect all filters in vehicle | | | |
| 6.Fluids | Check all fluids in vehicle and top off when necessary | | | |
| 7.Instruments | Check all gauges, indicators, controls, and warning devices | | | |
| 8.Lights | Inspect all lights, signals, and horns | | | |
| 9.Oil Change | Perform oil change | | | |
| 10.Seat Belts | Test seat belts functionality | | | |
| 11.Steering | Check steering and suspension | | | |
| 12.Tires | Check tread and pressure (including spare) as well as jack, lug wrench, and rims | | | |
| 13.Wipers | Check blades, arms and linkage for serviceability | | | |

Only items not checked "Inspected Okay" are required to be repaired/adjusted as part of the FSU Vehicle Management Program.

The above inspection has been completed by a certified mechanic and by signing below indicates that he/she has personally inspected the above vehicle and have found it to be in the condition listed above.

Mechanic Name(print):_____ Mechanic Signature:_____

Vendor Name:_____ Phone:_____ Date:_____