

FSU VEHICLE MANAGEMENT PROGRAM

12 MONTH PREVENTIVE MAINTENANCE INSPECTION

Vehicle Year: _____ Make: _____ Model: _____ Mileage: _____
 License Plate #: _____ FSU Asset Tag #: _____
 FSU Asset ID #: _____ FSU Property Custodian: _____

Instructions: Write Initial in Appropriate Boxes Below				
TASKS TO BE PERFORMED	Description	Inspected Okay	Repaired & Adjusted	Comments & Parts List
1. Body/Chassis	Inspect Chassis 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 Filter 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			

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: _____ Date: _____
 Vendor Name: _____ Phone: _____