# VEHICLE ANNUAL COMPREHENSIVE INSPECTION CHECKLIST

To be completed for each vehicle annually

<table>
<thead>
<tr>
<th>Vehicle Plate #</th>
<th>Mileage</th>
<th>Date</th>
</tr>
</thead>
</table>

Check Items Inspected – Circle Defects and/or Comment. Call department (372-2121) for approval for items that need to be repaired or replaced.

Take completed form to the dealer/service provider when vehicle gets lube/oil & filter.

## GENERAL INSPECTION
- Parking Lights
- Turn signals/flashers
- Stop lights
- Dash lights
- Headlight aim
- Headlight Assembly
- Dimmer Switch
- Glass/mirror
- Horn
- Windshield washer
- Wiper blade arm
- Clutch travel
- A/C system
- Back-up signal
- Seat Belts

## UNDERHOOD INSPECTION
- A/C system
- Hood latch
- Back-up signal
- Oil, filter, chassis
- Seat Belts
- Coolant
- Windshield washer
- Radiator pressure cap
- A/C system
- Windshield washer fluid
- Radiator hoses
- Battery fluid
- Radiator
- Engine mounts

## TIRE/WHEELS
- Wheel condition
- Tire condition
- Tread depth
- Tire pressure
- Shock absorbers
- Rotate tires as needed

## EXHAUST SYSTEM
- Brakes
- Differential fluid
- Spark Plugs
- Brake cylinder fluid
- Underhood Inspection
- Ignition System/Fuel System
- Water pump
- Alternator
- Battery fluid
- Belt
- Alternator Belt

## TEST DRIVE
- Brakes
- Differential fluid
- Steering Linkage
- A/C belt
- Drive Shaft
- Alternator Belt
- Load Test Battery
- A/C belt
- Top Off All Fluids
- Oil fill cap
- Battery
- Fan belt
- Engine mounts

## LOAD TEST BATTERY
- Fuel pump
- Battery
- PCV Valve
- Battery fluid

## INSPECT BODY AND GLASS
- Crankcase emission filter
- Battery fluid
- Fuel Filter
- Engine mounts
- Differential fluid

## BRAKES
- Engine mounts
- Differential fluid

## FRONT SUSPENSION
VEHICLE VISUAL PREVENTIVE INSPECTION CHECKLIST

To be completed with each Lube-Oil-Filter change

Vehicle Plate # ________________ Mileage ______________ Date ____________________

Call department for approval for items that need to be repaired or replaced.

OK

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check all exterior lighting</td>
<td></td>
</tr>
<tr>
<td>Headlamps</td>
<td></td>
</tr>
<tr>
<td>Brake lamps</td>
<td></td>
</tr>
<tr>
<td>Turn signals</td>
<td></td>
</tr>
<tr>
<td>Back up lights</td>
<td></td>
</tr>
<tr>
<td>Parking lights</td>
<td></td>
</tr>
</tbody>
</table>

Check Minor Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiper blades</td>
<td></td>
</tr>
<tr>
<td>W/S washer fluid</td>
<td></td>
</tr>
<tr>
<td>Mirrors</td>
<td></td>
</tr>
</tbody>
</table>

Check Fluid Condition and Check for leaks

<table>
<thead>
<tr>
<th>Fluid Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Coolant</td>
<td></td>
</tr>
<tr>
<td>Engine Oil</td>
<td></td>
</tr>
<tr>
<td>Transmission / Transaxle Fluid</td>
<td></td>
</tr>
<tr>
<td>Power Steering Fluid</td>
<td></td>
</tr>
<tr>
<td>Brake Fluid</td>
<td></td>
</tr>
<tr>
<td>Drive Axle Fluid</td>
<td></td>
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</tbody>
</table>

Visually Check Condition and Advise

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
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<tbody>
<tr>
<td>Tires</td>
<td></td>
</tr>
<tr>
<td>Belts and Hoses</td>
<td></td>
</tr>
<tr>
<td>Steering / Suspension / Linkages</td>
<td></td>
</tr>
<tr>
<td>Shocks / Struts</td>
<td></td>
</tr>
<tr>
<td>Exhaust System</td>
<td></td>
</tr>
<tr>
<td>Battery Condition / Cables</td>
<td></td>
</tr>
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</table>