

# Vehicle Monthly Maintenance Checklist - Personal or Business Vehicle

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Date	Name	Branch	Supervisor					
Year	Make	Model	Mileage	License Expiry	Registration			
Service History		Last Major- Date	Mileage	Mechanic				
		Last Minor - Date	Mileage	Mechanic				
If service needed, mark X then note B/C. Otherwise A			A = Good	B = Resolve Soon	C = Resolve Immediately			
A	B	C	Visibility				Notes/Recommendations	
			Windshield	CRACKED	PITTED	BULLSEYE		
			Wiper Blades	L	R	REAR		
			Mirrors	L	R	INSIDE		
Lights								
			Headlights	L	R	LO	HI	
			Fog	L	R			
			Park/Tail Lights	LF	RF	LR	RR	
			Brake Lights	L	R	CENTER		
			Reverse Lights	L	R			
			Turn Signals	LF	RF	LR	RR	
			Side Markers	LF	RF	LR	RR	
			License Plate	Front	Back	Lights		
Warning Systems								
			Hooter Function	YES	NO			
			Emergency Flashers	LF	RF	LR	RR	
			Parking Sensors	LF	RF	LR	RR Dash	
Lubricants/Fluids - CAUTION IF HOT!								
			Engine Oil	LEVEL	COND	LEAKS	Check when vehicle unused min 30mins	
			Transmission Fld	LEVEL	COND	LEAKS		
			Power Steer Fld	LEVEL	COND	LEAKS		
			Brake Fluid	LEVEL	COND	LEAKS		
			Clutch Fluid	LEVEL	COND	LEAKS		
			Washer Fluid	LEVEL	COND	LEAKS		
			Engine Coolant	LEVEL	COND	LEAKS	Do not check when engine hot	
			Undercarriage Leak	NONE	LEAKS		Ensure vehicle parked, level & hand brake up	
Battery								
			Hold Down Clamp	MISSING	LOOSE	CORRODED		
			Cables/Terminals	MISSING	LOOSE	CORRODED		
			Charge Indicator	GREEN	DARK	CLEAR/YELLOW		
Belts/Chains								
			Timing	WORN	IDLER	TENSIONER		
			Alternator	WORN	LOOSE	PULLEY		
			Air Conditioning	WORN	LOOSE	PULLEY		
			Power Steering	WORN	LOOSE	PULLEY		
			Water Pump	WORN	LOOSE	LEAKS		
			Air Pump	WORN	LOOSE	PULLEY		
Hoses - CAUTION IF HOT!								
			Radiator	UPPER	LOWER	LEAKS	CAP Do not check when engine hot	
			Heater	INLET	OUTLET	LEAKS		
			Bypass/Other		COND	LEAKS		
			Power Steering	LO-PRESS	HI-PRESS	LEAKS		
			Transmission Cooler	INLET	OUTLET	LEAKS		
			Vacuum		COND	LEAKS		
			Fuel (Underhood)		COND	LEAKS		
Tyres, Brakes, Suspension								
			Pressure (psi)	LF	RF	LR	RR SPARE	
			Tread (mm)	LF	RF	LR	RR SPARE Check indicator/min depth 2mm (Law=1mm)	
			Rotation Required	Yes	No	If Yes, done date:		
			Jack,Spanner,Lock Nut	Yes	No			
			Brakes	LF	RF	LR	RR Hand	
			Shocks	LF	RF	LR	RR	
Other								
			Air Filter	DIRTY		MISSING		
			Radiator Cool Fan(s)	MECHANICAL		ELECTRIC		
			Viscous Fan Condition	WORKING		YES	NO	
			Wind. Winder/Seat Belt	LF	RF	LR	RC RR	
			AC / Radio / Cig Light / Switches / Vents / Charger / Safety Vest / Tools / Torch / Accident Pack / 1st Aid / FireEx / Sail /					✓ OR X

I/we acknowledge, using this basic guide, I/we, do so at my/our risk, & understand that using it does not warrant optimum operation. I/we absolve/indemnify the author from any claim of loss/damage. I/we understand it is not a comprehensive evaluation, it reflects the condition at the time of my/our inspection, therefore other issues may exist, hence an inspection by a qualified & competent mechanic should be carried out according to manufacturers guidelines including regular maintenance. I/we acknowledge that the safe operation and maintenance of the vehicle following this inspection is my/our sole responsibility.uamaau