

VEHICLE MAINTENANCE CHECK LIST



DATE

ITEM	PROCEDURE	GOOD	BAD	REMARKS / COMMENTS
HORN	CHECK FUNCTION			
HANDBRAKE	CHECK FUNCTION			
BRAKE	CHECK FLUID / FUNCTION			
WIPERS	CHECK FUNCTION / CONDITION			
AIR-COND	CHECK FUNCTION			
CENTRAL LOCKING / ALARM	CHECK FUNCTION			
POWER WINDOWS	CHECK FUNCTION			
RADIO CASSETTE	CHECK FUNCTION			
METER	CHECK FUNCTION			
METER READING	CHECK READING			
SIDE MIRROR	CHECK CONDITION			
FRONT VIEW MIRROR	CHECK CONDITION			
EXTERIOR LIGHTS	CHECK FUNCTION			
TYRES	CHECK CONDITION			
BATTERY	CHECK FLUID LEVEL AND CONDITION			
WATER LEVEL	CHECK FLUID LEVEL			
ENGINE OIL	CHECK FLUID LEVEL			
SPARE TYRES	CHECK CONDITION			
JACK + TOOLS	CHECK CONDITION			
STEERING	CHECK CONDITION			
SEAT	CHECK CONDITION			
FLOOR MATS (5)	CHECK CONDITION / EXISTANCE			

CHECKED BY: PROPERTY PERSONEL

VERIFIED BY: PROPERTY MGR / EXEC

NAME:
DATE :NAME:
DATE :