**UI MONTHLY VEHICLE MAINTENANCE CHECKLIST**

**Date Vehicle Checked by:**

**Current Mileage License No. of Vehicle**

**Dates of: Last Lube Job/Oil Change Last Oil Filter Change**

 **Last Air Filter Change Last Engine Tune-up**

 **ITEM OK NOT OK REMARKS**

|  |  |  |  |
| --- | --- | --- | --- |
| **safety belts** |  |  |  |
| **brakes / steering** |  |  |  |
| **engine** |  |  |  |
| **transmission** |  |  |  |
| **heater / air conditioning** |  |  |  |
| **wipers** |  |  |  |
| **headlights: high beam** |  |  |  |
|  **low beam** |  |  |  |
| **turn signals** |  |  |  |
| **brake lights / tail lights** |  |  |  |
| **doors** |  |  |  |
| **windows / windshield** |  |  |  |
| **radio** |  |  |  |
| **horn** |  |  |  |
| **tires – tread/condition** |  |  |  |
|  **proper inflation** |  |  |  |
| **lug wrench / jack** |  |  |  |
| **fire extinguisher** |  |  |  |
| **first aid kit** |  |  |  |
| **accident information****packet in glove box** |  |  |  |
| **liquids level check**: |  |  |  |
|  **radiator** |  |  |  |
|   **oil** |  |  |  |
|  **auto transmission** |  |  |  |
|  **power steering** |  |  |  |
|  **brakes** |  |  |  |
|  **window washer** |  |  |  |