

Fleet maintenance checklist

Monthly

Check oil, fluid and air pressure levels on a monthly basis.



- ☐ Engine oil: Check level
- ☐ Coolant: Check level and condition
- ☐ Brake fluid: Check level
- ☐ Power steering fluid: Check level
- ☐ Windshield washer fluid: Check level
- ☐ Tires: Check air pressure and tread depth, and inspect for any damage
- ☐ Lights: Check all exterior and interior lights
- ☐ Windshield wipers: Check condition and replace if needed

Quarterly

Replace oil and fluids and inspect mechanical parts.



- ☐ Engine oil: Change
- ☐ Oil filter: Replace
- ☐ Air filter: Inspect and replace if necessary
- ☐ Cabin air filter: Inspect and replace if necessary
- ☐ Brakes: Inspect pads and rotors
- ☐ Transmission fluid: Check level and condition
- ☐ Coolant: Flush and refill
- ☐ Battery: Check condition and terminals
- ☐ Hoses and belts: Inspect for wear and cracks
- ☐ Wiper blades: Replace if necessary
- ☐ Undercarriage inspection: Check for leaks, damage and rust

Biannual

Perform a comprehensive inspection of critical mechanical components.



- ☐ Engine oil: Check level
- ☐ Coolant: Check level and condition
- ☐ Brake fluid: Check level
- ☐ Power steering fluid: Check level
- ☐ Windshield washer fluid: Check level
- ☐ Tires: Check air pressure and tread depth, and inspect for any damage
- ☐ Lights: Check all exterior and interior lights