AssetWorks/Fleetio Preventive Maintenance (PM) Service for ODOC Fleet Vehicles

An AssetWorks/Fleetio preventive maintenance schedule shall be followed for all ODOC fleet vehicles. Each regional garage shall maintain a master list of vehicles for which it is responsible and a service schedule as indicated below. Any deviation from this schedule shall require a detailed justification from the regional garage to the Administrator of Fleet Management for review and written approval. If the vehicle is equipped with a maintenance minder/oil change indicator, complete Maintenance "I" from the list below when the service message appears. If the vehicle is not equipped with a maintenance minder/oil change indicator, complete Maintenance "I" every 6,000 mile interval. Beginning July 1, 2018, each new vehicle purchased by ODOC shall have a sticker adhered inside the glove box indicating proper tire pressure and weight of oil to be used when servicing the vehicle.

	Maintenance		Comments (to include date completed)	Complete "X"
I.	Maintenance Requirements			
	A.	Change Oil and Filter (reset maintenance minder if equipped)		
	B.	Chassis Lubrication		
	C.	Check all Fluid Levels, to include:		
		1. Power steering		
		2. Master cylinder		
		3. Transmission		
		4. Windshield washer		
		5. Battery		
		6. Radiator coolant		
	D.	Check and replace air filter (if necessary)		
	E.	Check Tire Condition and Pressure		
		1. Rotate and balance (if necessary)		
		2. Check spare		
	F.	Check for Proper Operation of the following:		
		1. Windshield wiper and washer		
		2. All lights and reflectors		
		3. Horn		
		4. Heater and air conditioner		
		5. Emergency brake		
		6. Radio		
	G.	Check for fluid leaks		
II.	Maintenance Requirements – 50,000 Mile Intervals			
	A.	Check and Replace Fuel Filter (if necessary)		
	B.	Clean and Protect Battery Terminal Ends		
	C.	Check Brakes		
	D.	Complete detail clean (w/o engine clean)		