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Policy:

Ensure that personnel assigned to the automotive shop know and understand the job requirements and responsibility, quality expectations and jurisdiction limits of the shop.

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Procedure:

- I. Service and maintain facility vehicles:
  - A. Perform lubrication, oil and filter changes on facility vehicles including automobiles, light trucks, tractors and compactor trucks on a scheduled basis.
  - B. Perform routine maintenance and tune ups on vehicles.
  - C. Perform major and minor repairs on vehicles with the exception of steering and brake systems. These must be done by an authorized service representative.
  - D. Work with outside mechanics for contracted repairs.
  - E. Perform service calls in the field when so instructed.
  - F. Maintain service and historical records:
    1. When the work was performed.
    2. What type of service was performed.
    3. Who performed the necessary action.
    4. Odometer reading at the time of repair.
  - B. Clean and wash vehicles:
    1. Wash vehicle, clean windows (inside and out), dash, floor mats, engine compartment, etc.
    2. Vacuum interior, trunk and empty the ash trays.
- II. Service and maintain lawn care equipment:
  - A. Perform oil and air filter changes on all combustion engine lawn care equipment.
  - B. Sharpen blades, replace drive belts and cutting line.
  - C. Perform tune ups and repairs on all combustion engine lawn care equipment.
  - D. Straighten or repair equipment frame structure as needed.
- III. Inspections:
  - A. Perform an initial inspection on all new shop equipment that will be assigned to the automotive shop.
  - B. Perform an annual electrical safety inspection on shop electrical equipment according to Physical Plant Policy.

- C. Inspect all electrically powered hand tools regularly and repairs or replaces defective tools.
  - D. Perform state automobile safety inspection for facility vehicles.
  - E. Inspect vehicles before and after for damages, trash, items, etc. left in vehicle after usage.
  - F. Perform weekly check on all accessible fleet vehicles (fluid levels, belts, hoses, lights, mirrors, windshield wipers, etc.)
- IV. Perform cleaning functions:
- A. Maintain the shop and equipment in an orderly manner.
  - B. Keep tools clean and functional at all times.
  - C. Clean, sweep and mop work area immediately prior to the end of each work day.

# PREVENTIVE MAINTENANCE RECORD

Department/Office	La. License Plate	Odometer Reading	Date
Property Tag Number	Vehicle Serial Number		

Maintenance Items. Perform by visual checks and inspections all needed maintenance as indicated (check or initial block)	Minimal intervals in Thousands of Miles or Months*															
	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96
Change engine oil & filter																
Visually check hoses & belts																
Check clutch pedal freeplay (Manual Transmission)																
Check tires for unusual treadwear																
Check fluid levels																
Coolant																
Oil Level																
Brake master cylinder																
Transmission																
Power steering																
Clean battery posts & clamps																
Rotate tires																
Check CV Boots																
Tune engine (replace plugs/fuel filter, adjust carb., check time)																
Check PCV valve																
Lubricate all fittings, door/hood/trunk hinges & latches																
Replace air filter																
Check exhaust system																
Remove all wheels & inspect brakes																
Repack wheel bearings																
Change automatic transmission fluid & filter																

\*Whichever is less, or according to department plan approved by DOA

Comments/Recommended Repairs or Adjustments Not Covered By this PM:

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I certify that the above prescribed maintenance has been performed:

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Mechanic's Signature

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Driver's Signature