

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
 5500 University Parkway, San Bernardino, CA 92407  
 Facilities Services: (909) 537-5166

**PREVENTATIVE MAINTENANCE**

(4K or Semi-Annual Inspection and 12K or Annual Inspection)

Vehicle No: \_\_\_\_\_ Make: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Mileage: \_\_\_\_\_ CA. License: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_ (i.e. car, cart, etc.)

**EVERY 4,000 MILES or 6 months**

**Vehicles**

Change oil and oil filter  
 Check air cleaner  
 Lubricate chassis  
 Check differential fluid  
 Check battery  
 Check master cylinder  
 Inspect for hydraulic leaks  
 Tire pressure and condition

**Carts**

Chassis lube  
 Check differential fluid  
 Check batteries  
 Check steering gear  
 Check master cylinder  
 Change oil & oil filter (if equipped)  
 Check air cleaner  
 Tire pressure and condition

**EVERY 12,000 MILES or Annually**

**Vehicles**

*In addition to above, the 12,000 mile check also includes:*

Check electrical/charging system  
 Complete brake inspection  
 Inspect wheel bearings  
 Check tension belts  
 Inspect Exhaust system  
 Inspect fuel system/replace fuel filter  
 Inspect suspension  
 Perform an engine tune-up  
 Check cooling system  
 Inspect body condition and report

**Carts**

Check electrical charging system  
 Complete brake inspection  
 Inspect wheel bearings  
 Inspect axle seals  
 Check tension of belts  
 Inspect suspension  
 Change oil & filter (if equipped)  
 Change air cleaner  
 Check cooling system (if equipped)  
 Inspect body condition and report

**Inspection by:** \_\_\_\_\_

\_\_\_\_\_ Date

**Reviewed by Motor Vehicle Inspector:** \_\_\_\_\_

\_\_\_\_\_ Date