

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

5500 University Parkway, San Bernardino, CA 92407

Physical Plant: (909) 537-5166

WEEKLY MAINTENANCE CHECK LIST

Vehicle No. _____ Dept. _____ Date: _____

Mileage: _____

ITEM CHECKED	OK	AMOUNT ADDED
1. Oil Check		
2. Transmission Fluid		
3. Power Steering Fluid and Hydraulic System		
4. Check Battery (e.g. corrosion, loose cables)		
5. Check Engine Coolant Level Do not open radiator. Check coolant reservoir.		
6. Check Tires and Spare (e.g. jack, tools)		
7. Check Brake Fluid		
8. Check Lights and Emergency Lights		
9. Check Wipers and Reservoir		
10. Wash and Clean		
11. Credit Card		
12. Standard Form 269		
13. Operators Booklet		
14. Safety Belts and Fasten Seat Belt Decal		
15. Vehicle Registration		
16. Mirrors, Windshield		
17. Others (specify)		

CHECKED BY: _____

REVIEWED BY DEPARTMENT MANAGER/SUPERVISOR: _____

Remarks: _____