

# CDE ANNUAL INSPECTION/PREVENTATIVE MAINTENANCE CHECKLIST

INSPECTING SITE \_\_\_\_\_

UNIT # \_\_\_\_\_ BODY \_\_\_\_\_ CHASSIS \_\_\_\_\_ YEAR \_\_\_\_\_

ODOMETER MILEAGE \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

INSPECTOR SIGNATURE \_\_\_\_\_ INSPECTOR # \_\_\_\_\_

DATE INSPECTION STARTED \_\_\_\_\_ DATE INSPECTION COMPLETED \_\_\_\_\_

(inspector initials each area)

PM	Annual	Components to be inspected	Inspector Initials
		Interior lights: dash, step well, interior	
		Gauges: lights, warning systems – operation	
		Cable operation: choke, throttle, kill cable, accelerator linkage and return spring	
		Windshield wipers, blades, washers, horn – operation, condition	
		Warning lights, buzzers: low air, door/ignition interlock, emergency exits(s)	
		Heaters, fans, defroster(s), ventilation vents: motors, controls (high and low speeds)	
		Vehicle interior: seats (frame and foam envelope), barriers (modesty panels), floor mats, step treads, seat belts, hand rails – no sharp projections	
		Clutch – operation, adjustment	
		Glass, mirrors, visors, doors, handles, windows (latches, frames, seals)	
		Emergency equipment: fire extinguisher, first aid kit(s), reflectors, belt cutter, body fluid cleanup kit	
		Exterior lights: lenses, reflectors, signals, 8 ways & stop arm (not faded) – operation, clean, full illumination	
		Body condition, bumpers, tow hooks, district numbering, lettering (damage)	
		Lift door, lift operation, warning system (if applicable)	
		Special needs equipment, tie-downs, accessories, symbols (if applicable)	
		Battery: mounting, cable condition	
		Alternator: wiring, belts – condition and adjustment	
		Drive belts: condition, adjustment	
		Air compressor: mounting, lube and coolant lines, governor cut in PSI _____ cut out PSI _____	
		Radiator: mounting, core, cap, water pump, hoses, clamps – leakage coolant level protected to _____ (-30F minimum)	
		Engine, transmission, differential – lubricant levels, leakage	
		Alternative fuel equipment, accessories (if applicable) – operation	
		Fuel system: fuel tank, cage, lines, shields – mounting, leakage	
		Power steering: pump, box, mounting, fluid level – leakage	
		Steering linkage: tie rod ends, drag link, pitman arm, steering box – looseness, damage	
		Steering system: steering column, cotter pins, lock bolts, nuts, stops – looseness, damage, play, binding	

PM	Annual	Components to be inspected	Inspector Initials
		Wheel bearing adjustment, king pins, ball joints Front and rear wheel seals (inner and outer for leakage)	
		Front and rear springs, hangers, U-bolts, clamps, shock absorbers, fasteners – looseness, damage	
		Air ride systems and components (if applicable) – leakage, damage, operation	
		Frame, body mounts, mounting, cross members – looseness, damage	
		Engine, transmission mount(s) – looseness, deterioration, damage	
		Transmission: flange, mounting, linkage, cover bolts, fluid level – leakage	
		Differential, rear axle: shaft, mounting, pinion, fluid level – leakage, looseness	
		Drive shaft(s), U-joints, safety loops (straps), carrier bearing(s) – looseness, damage, phasing	
		Retarder: (if applicable) light(s), mounting – operation, condition	
		Exhaust system: all shields, proper support – leakage, looseness	
		Brake operation: service and park, warning system	
		Brake system: ABS, valves, lines, fittings, cables, proper routing, clearance, clamps, - chafing, kinking, deterioration, leakage	
		Hydraulic brake system: booster, pedal reserve, master cylinder, wheel cylinders, calipers, lines, hoses, fluid level – leakage	
		Air brake system: tanks, safety valves, ejection valve/air dryer – damage, mounting – drain air tanks	
		Slack adjusters, brake chambers (including dust covers): locknuts, mountings, matching	
		Adjust and visually inspect brakes (note rod travel) (applied method) LF _____ RF _____ LR _____ RR _____	
		Record brake shoe/pad Lining LF _____ /32 RF _____ /32 LR _____ /32 RR _____ /32	
		Drum/Rotor reading LF _____ RF _____ LR _____ RR _____ Manufacturer spec. LF _____ RF _____ LR _____ RR _____	
		Front and rear wheels, same size on same axle, lug nuts, studs, rim mounting, axle flange fasteners – looseness, damage	
		Tires: condition, valve stems, tread depth, pressure, matching PSI LF _____ LRO _____ LRI _____ RF _____ RRO _____ RRI _____ Tread LF _____ /32 LRO _____ /32 LRI _____ /32 RF _____ /32 RRO _____ /32 RRI _____ /32	
		Optional Equipment: automatic chains, sanders, radio	
		Final road test	

COMMENTS

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CODES1 = INSPECTED  
2 = ADJUSTED  
3 = REPAIRED  
4 = REPLACED  
5 = REBUILT