

**PREVENTATIVE MAINTENANCE SCHEDULE/
SAFETY INSPECTION WORK SHEET
OFA 35 (Revised 1/08)**

**Department of General Services
Office of Fleet and Asset Management
www.ofa.dgs.ca.gov**

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove compartment. **Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 (\$500 for OFAM approved vendors).**

Service shall be performed as follows:

6,000 miles or 6 months normal use, or 4,000 miles severe use.*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches
- Check the following:

<input type="checkbox"/> Lights & instrument panel	<input type="checkbox"/> Cooling system & antifreeze + ___ - ___	<input type="checkbox"/> Suspension
<input type="checkbox"/> Heater & air conditioner	<input type="checkbox"/> Belts & fan clutch	<input type="checkbox"/> Frame members
<input type="checkbox"/> Seat belts	<input type="checkbox"/> Fuel systems	<input type="checkbox"/> U-joints & CV joints
<input type="checkbox"/> Windshield wipers & washers	<input type="checkbox"/> Fluid leaks & levels	<input type="checkbox"/> Exhaust system
<input type="checkbox"/> Master cylinder	<input type="checkbox"/> Transmission	<input type="checkbox"/> Brakes**
<input type="checkbox"/> Differential	<input type="checkbox"/> Tires: PSI: Front ___ Rear ___ **	<input type="checkbox"/> Emission system
<input type="checkbox"/> Steering components; check for excessive play with wheels on the floor.		
- Perform the following at manufacturer's recommended intervals* (If needed):

<input type="checkbox"/> Replace air & fuel filters	<input type="checkbox"/> Replace spark plugs	<input type="checkbox"/> Service transmission
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- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet.

ALTERNATIVE FUELED VEHICLES:

Contact an Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License#, year, make, model, and mileage of vehicle
- Barcode equip. # from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone #

* Reference manufacturer's manual for definition of normal and severe use.

** Contact an Inspector of Automotive Equipment if not expected to last until next service.