

Auto Service Checklist

Type of Automobile:	VIN Number:			
Year/Make/Model:	Weight of Oil:			
Tire Pressure:	Grade of Gasoline Used:			
Scheduled Maintenance	Daily	Weekly	Monthly	Yearly
BRAKES:				
Inspect brake pads and lining. Replace.				
Turn drums, rotors. Replace linings				
Have bearings repacked				
Check fluid level in master cylinder				
TIRES:				
Rotate tires				
Check tire pressure and tire stem				
Have tires balanced/front end aligned				
Put on or take off snow tires				
FUEL:				
Fill gasoline tank and add gasoline additives				
Replace fuel filter				
Perform tune-up/ plugs, filters				
BATTERY:				
Inspect battery and terminal cables. Clean.				
Adjust alternator belt. Check belt for cracks.				
OIL:				
Check oil level. Add if needed				
Change oil and oil filter (3,000/7,500 per spec.)				
EMISSION SYSTEM:				
Inspect exhaust pipes				
Have emission system and muffler checked.				
LUBRICATION:				
Have chassis lubricated (if it has grease fittings)				
Lubricate lock cylinders, door hinges, moving body hinges.				

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COOLING SYSTEM:				
Inspect fan belt.				
Check coolant/anti-freeze with hydrometer.				
Flush radiator, cooling system Add coolant or water				
Inspect radiator pressure cap, thermostat				
Inspect radiator hoses/bulging (upper & lower)				
HEATING SYSTEM:				
Inspect heater hoses and valves for clogs				
Have air-conditioning serviced/recharged				

WHEELS:				
Inspect axles and bearings				
Replace shock absorbers (leakage)				
Inspect lug nuts (bolts) & retighten on wheels				
TRANSMISSION:				
Check transmission fluid level. Add or change				
Check power-steering fluid level				
Adjust bands and linkage				
Inspect/Lube U-Joints				
LIGHTS:				
Check/Align headlights				
Inspect and replace burned out bulbs				
CLEANING:				
Shampoo upholstery				
Vacuum interior				
Wash outside				
Wash windows				

