CDE ANNUAL INSPECTION/PREVENTATIVE MAINTENANCE CHECKLIST

INSPECTING SITE _____

UNIT # _____ BODY _____ CHASSIS _____ YEAR _____ LICENSE PLATE # _____

ODOMETER - PREVIOUS ANNUAL INSPECTION MILEAGE _____ CURRENT MILEAGE _____

INSPECTOR SIGNATURE _____ INSPECTOR # _____

DATE INSPECTION STARTED _____ DATE INSPECTION COMPLETED _____

(inspector initials each area)

PM	Annual	Components to be inspected	Inspector Initials
		Pre-inspection road test	
		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: doors and windows – operation, lettering, stripping, buzzers roof hatches – operation and lettering	
		Heaters, fans, defroster(s), ventilation vents: motors, controls (high and low speeds)	
		Vehicle interior: seats (frame and foam envelope), cushions secure, barriers (modesty panels), floor covering, step treads, seat belts, hand rails – no sharp projections	
		Clutch: operation, adjustment (if applicable)	
		Glass, mirrors, visors, doors, handles, windows (latches, frames, seals)	
		Emergency equipment: fire extinguisher, first aid kit, 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	
		Radiator: mounting, core, cap, water pump, hoses, clamps – leakage coolant level protected to_____ (-30F minimum)	
		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, rails, mounting, cross members – looseness, damage	
		Engine, transmission, differential, mounts – lubricant levels, leakage– 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, foundation components – chafing, kinking, deterioration, leakage	
		Hydraulic brake system: booster, pedal reserve, master cylinder, wheel cylinders, calipers, lines, hoses, fluid level – leakage – proper adjustment	
		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	
		Record stroke reading (air brake system) (applied method) **LF**_____ **RF**_____ **LR**_____ **RR**_____	
		Record top and bottom brake shoe/pad lining readings (minimum reading) **TLF**_____/32 **TRF**_____/32 **TLR**_____/32 **TRR**_____/32 **BLF**_____/32 **BRF**_____/32 **BLR**_____/32 **BRR**_____/32	
		Previous Annual Inspection Drum/Rotor reading **LF**_____**RF**_____**LR**_____**RR**_____ Current Drum/Rotor reading **LF**_____**RF**_____**LR**_____**RR**_____ Manufacturer spec. **LF**_____**RF**_____**LR**_____**RR**_____	
		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**_____**RF**_____**LRO**_____**LRI**_____**RRO**_____**RRI**_____ Tread **LF**____/32 **RF**____/32 **LRO**____/32 **LRI**____/32 **RRO**___/32 **RRI**____/32	
		Optional Equipment: automatic chains, sanders, radio (if safety related)	
		Post inspection road test	

Comments_____

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CODES 1= INSPECTED 2=ADJUSTED 3=REPAIRED 4=REPLACED 5=REBUILT