"Keeping Things On Track, And You On The Road!"

IN SHOP SERVICES ONLY

PM LEVEL A

LOF – OIL CHANGE

COMPLETE AS REQUIRED

Michigan Fleet Master Co, LLC.
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RECORD ALL DEFECTS ON REVERSE SIDE

#	PM A SERVICE PROCEDURE	P	D
01	Record all required customer & vehicle information		
02	Start Vehicle - Ck For Starter Engagement – Noise – Dragging – Excessive Fire Delay – Etc.		
03	Ck Parking Brake Operation - Ck Dash & Hand Valve Operation – Mounting – Etc.		
04	Ck Wiper Blades & Motor Speeds – Washer Operation – Ck All Mirrors & Glass For Cracks – Misalignment Etc.		
05	Ck All Lights – Hi-Low Beams – Hazards – Brake – Turn Clearance – Markers – Reverse Etc.		
06	Ck Glad Hands & Seals - Air Lines - Power Cord 7 Way Plug Receptacle Conditions – Lube as Needed.		
07	Ck Mud Flap & Hanger Conditions & Lengths – Ck Hanger Spring Tension – Mounting & Pins.		
08	Ck P/S Fluid Level – Ck Hoses & Lines – Element Renew? Ck Gear Box For Signs of Seal Leaks – Ck Hoses		
09	Ck All Belt Conditions & Alignment - Ck Pulleys & Mounting Ck Belt Adjust – Advise As Needed.		
10	Ck – Note & Fill All Fluids (UNLESS BEING SERVICED) Windshield Washer Fluid Etc.		
11	Ck Radiator Cap & Seal - PSI Test Cooling System - Ck Hoses & Clamps (TEST FOR AT LEAST 15 MINUTES)		
12	Ck 5th Wheel Mounting - Slider & Line Condition & Grease.		
13	Ck Check Rear End(s) Oil Levels - Ck & Clean Vents		
14	Lubricate Rear Portion of Vehicle – Suspension – Brakes.		
15	Ck & Lube Entire Drive Line. Ck Shafts – U-Joints – Ears – Yokes – Carrier Bearings – Missing Weights – Etc.		
16	Ck Transmission Fluid Level – Ck For Signs of Leaks – Ck. Cooler & Lines – Lube All Zerks.		
17	Ck & Lube Clutch Linkage & Brake – Smell For Clutch Burn Adjust Clutch (1/2 " Between Brake & TO Bearing)		
18	**Jack-Up Front End** Ck King Pins – Tie Rod Ends – Pitman Arm – Drag Link – Gear Box Lubricate all.		
19	Ck Lubricate Front End – Steering – Brakes – Suspension.		
20	Ck Steer Tires Tread Depth (Min. 4) - Wear - PSI & Record		
21	Ck Drive Tires Tread Depth (Min. 2) - Wear - PSI & Record - Ck Clocking of Inner Tires		
22	Ck All Wheel Lugs - Rims - Wedges - Rings Etc. LOOK FOR SIGNS OF LOSE LUG NUTS!		
	LUBRICATION PROCEDURES		
23	Drain Oil - Ck Plug Seal - Replace Immediately (DO NOT OVER TIGHTEN PLUG – WIPE CLEAN)		
24	Charge & Replace All Oil Filters - Ck For O-Ring Sealing Don't Over Tighten – WIPE CLEAN		
25	Refill Engine Oil To Proper Level REPLACE FILL PLUG – CAP – STICK – ETC.		
26	Prime & Replace Fuel Filters - Ck For O-Ring Sealing Drain and/or Replace Water Separators as Needed.		
27	LOF ONLY - GREASE ENTIRE CHASSIS ALL APPLYING.		
28	Operate Vehicle For 5 Minutes - Recheck & Top All Fluids		
29	Ck Drain - Fill Plug & Filters For Leaks. WIPE DOWN FILTERS & ALL FINGERPRINTS!		
30	Apply "Service Due" Reminder Decal!		
31	**RECHECK & BUTTON UP – COMPLETE PAPERWORK**		
	PM A SERVICE IS COMPLETE AT THIS POINT		

#	LOF – OIL CHANGE SERVICE ONLY	P	D
	THIS SECTION IS TO BE COMPLETED WITH LOF – OIL CHANGE SERVICES ONLY		
01	Drain Oil - Ck Plug Seal - Replace Immediately (DO NOT OVER TIGHTEN PLUG – WIPE CLEAN)		
02	Charge & Replace All Oil Filters - Ck For O-Ring Sealing Don't Over Tighten – WIPE CLEAN		
03	Refill Engine Oil To Proper Level REPLACE FILL PLUG – CAP – STICK – ETC.		
04	Prime & Replace Fuel Filters - Ck For O-Ring Sealing Drain and/or Replace Water Separators as Needed.		
05	Check Air Filter Restriction – Replace?		
06	LOF ONLY - GREASE ENTIRE CHASSIS ALL APPLYING.		
07	Operate Vehicle For 5 Minutes - Recheck & Top All Fluids		
08	Ck Drain - Fill Plug & Filters For Leaks. WIPE DOWN FILTERS & ALL FINGERPRINTS!		
09	Apply "Service Due" Reminder Decal!		
10	**RECHECK & BUTTON UP – COMPLETE PAPERWORK**		
	LOF SERVICE NOTES:		

Michigan Fleet Master LLC. Does not offer, provide, express, or imply any type of warranty or guarantee what so ever on ANY PM or inspection procedures.

Michigan Fleet Master LLC. shall not be held liable in ANY fashion, or to ANY extent for damages which may result from use of the information found on this form, or from the physical procedure performed.

THIS VEHICLE HAS

☐ **PASSED**

☐ **FAILED**

INSPECTION

TIRE DATA

R S ____ 32nd _____ PSI

RFO ____ 32nd _____ PSI

RFI ____ 32nd _____ PSI

RRO ____ 32nd _____ PSI

RRI ____ 32nd _____ PSI

L S ____ 32nd _____ PSI

LFO ____ 32nd _____ PSI

LFI ____ 32nd _____ PSI

LRO ____ 32nd _____ PSI

LRI ____ 32nd _____ PSI

SERVICE RESULTS & CERTIFICATION

I hereby certify that the listed vehicle has been properly inspected and serviced according to the degree and specification required by the level of service indicated on this form, and known defects have been recorded on the reverse side of this form.

SIGNATURE _____ TECH _____

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