

VEHICLE MAINTENANCE CHECKLIST

Vehicle System or Part	Check Weekly	Check Monthly	Check Every 2 Months	Special Notes
Air Filter			X	Replace it when it's dirty or as part of a tune-up. It is easy to reach, right under the big metal "lid", in a carbureted engine; or in a rectangular box at the forward end of the air duct hose assembly.
Antifreeze	X			Some cars have transparent reservoirs with level markings. Fill to level marking with 50/50 solution of antifreeze and water. Caution: Do not remove the pressure cap when engine is hot. Add the approved fluid type only when needed.
Battery				Use extreme caution when handling a battery since it can produce explosive gases. Do not smoke, create a spark or light a match near a battery and always wear protective glasses and gloves. Have it checked with every oil change. Cable ends should be free of corrosion. If battery has filler holes, add only clear odorless drinking water.
Belts		X		<u>Replace worn, glazed or frayed belts.</u> Tighten them when more than 1/2" of slack can be depressed between the pulleys. Vehicles with spring loaded belt tensioners require no adjustment.
Brake Fluid		X		First, wipe dirt from the brake master cylinder reservoir lid. Pry off the retainer clip and remove the lid or unscrew plastic lid, depending on which type your vehicle has. If you need fluid, add the approved type and check for possible leaks throughout the system. Fill to mark on reservoir. Caution: Do Not Overfill.
Engine Oil				Remove the dipstick, wipe it clean. Insert it fully and remove it again. If it is low, add oil. To maintain peak performance, change oil every 3,000 miles or 3 months, whichever comes first. Replace oil filter with every oil change.
Exhaust				Look underneath for loose or broken exhaust clamps and supports. Check for holes in muffler or pipes. Replace rusted or damaged parts. Have emission checked at least once every two years for compliance with local laws.
Hoses		X		Replace bulging, rotten or brittle hoses and tighten clamps. If a hose looks bad, or feels too soft or too hard, it should be replaced.
Lights				Be sure all your lights are clean and working, including brake lights, turn signals and emergency flashers. Keep spare bulbs and fuses in your vehicle.
Oil Filter				To maintain peak performance, change oil every 3,000 miles or 3 months, whichever comes first. Replace oil filter with every oil change.
Power Steering Fluid		X		Check power steering fluid level once per month. Simply remove the reservoir dipstick. If the level is down, add fluid and inspect the pump and hoses for leaks.
<u>Shock Absorbers</u>				Look for signs of oil seepage on shock absorbers, test shock action by bouncing the car up and down. The car should stop bouncing when you step back. Worn or leaking shocks should be replaced. Always replace shock absorbers in pairs.
Tires		X		Keep tires inflated to recommended pressure (it helps to have your own gauge). Check for cuts, bulges and excessive tread wear. Uneven wear indicates tires are misaligned or out of balance. Keep a record of tire rotation. Rotate at the first 5,000 miles and every 7,500 miles thereafter.
Transmission Fluid		X		<u>Check transmission fluid monthly</u> with engine warm and running, and parking brake on. Shift to drive, then to park. Remove dipstick, wipe