



Category	Item Name	Priority	Assignee	Status
Regular Maintenance	Check engine oil level	High		
Regular Maintenance	Inspect tire pressure	High		
Regular Maintenance	Check coolant level	High		
Regular Maintenance	Inspect windshield washer fluid	Medium		
Regular Maintenance	Test lights and signals	Medium		
Engine	Change engine oil and filter	High		
Engine	Replace air filter	Medium		
Engine	Check belts and hoses	Medium		
Engine	Inspect battery and terminals	High		
Engine	Clean battery terminals	Medium		
Transmission	Check transmission fluid	High		
Transmission	Replace transmission fluid	Medium		
Transmission	Inspect transmission filter	Medium		
Transmission	Check clutch operation	Medium		
Tires and Wheels	Rotate tires	High		
Tires and Wheels	Check tire tread depth	High		
Tires and Wheels	Align wheels	Medium		
Tires and Wheels	Balance tires	Medium		
Tires and Wheels	Inspect spare tire	Medium		
Brakes	Inspect brake pads and discs	High		
Brakes	Check brake fluid level	High		
Brakes	Test parking brake	Medium		
Brakes	Inspect brake lines	Medium		
Suspension	Check shock absorbers	Medium		
Suspension	Inspect struts and springs	Medium		
Suspension	Lubricate suspension components	Medium		
Exhaust	Inspect exhaust system	Medium		
Exhaust	Check for exhaust leaks	Medium		
Exhaust	Replace exhaust clamps	Medium		
Interior	Clean interior surfaces	Low		
Interior	Check seat belts	High		
Interior	Test air conditioning	Medium		
Interior	Inspect dashboard indicators	Medium		
Interior	Replace cabin air filter	Medium		
Miscellaneous	Check wiper blades	Medium		
Miscellaneous	Inspect fuel system	Medium		
Miscellaneous	Test horn operation	Medium		
Miscellaneous	Check fluid leaks	Medium		

NOTES & COMMENTS

[illegible]