

Vehicle Equipment Inspection Form
Note: This form may be subject to change.

**CITY OF RICHARDSON
 OPERATORS DAILY PM CHECK LIST**

VEH. NO. _____

LEGEND FOR MARKING

- ✓ -OK. NO COMPLAINTS
- X -ADJUSTED REQUIRED
- XX -REPAIRS REQUIRED

DATE _____

MILEAGE _____

USE SEPARATE FORM FOR TOWED

	Before Opera- tion	During Opera- tion	After Opera- tion	Remarks		Before Opera- tion	During Opera- tion	After Opera- tion	Remarks
LEAKS, GENERAL				WALK AROUND AND LOOK	CLUTCH				CHECK BEFORE LEAVING LOT
BATTERIES -				CHECK THAT WATER COVERS PLATES	ENGINE OPERATION				REPORT NOISES, MISSING, POWER
BELTS / HOSES				FRAYED, TORN, LEAKING, ETC.	HORN				TEST BEFORE LEAVING LOT
ENGINE OIL				CHECK DIP STICK, CAREFULLY	PACKING SYSTEM				TEST BEFORE LEAVING LOT
ENGINE WARM UP				1-3 MIN. WARM 3-5 MIN. COLD	POWER TAKE-OFF				ENGAGING, SHAFT, OPERATION
FUEL				FILL TANK EVERY EVENING	STEERING				JERKS, PULLS, WANDERS, ETC.
GAGES / INSTRUMENTS				CHECK OFTEN - MUST FUNCTION	TRANSMISSION OIL				
HYDRAULIC OIL				CHECK DAILY - KEEP CLEAN	WINDSHIELD WIPERS				MOTOR, ARMS, BLADES, CONTROLS
LIGHTS / SIGNALS				CHECK DAILY - MUST FUNCTION	UNUSUAL NOISES				REPORT ANYTHING YOU HEAR
RADIATOR				CHECK THAT WATER COVERS CORE	DRAIN AIRTANKS				ALL TANKS, DRAIN, THEN CLOSE VALVES
TIRE PRESSURE				CHECK DAILY - CUTS, OBSTACLES	OTHER				
WHEEL LUGS				LOOSE, BROKEN, MISSING					ANY OTHER ITEM NOT SHOWN
BRAKES				TEST BEFORE LEAVING LOT					

REMARKS: CAB, DOORS, FENDERS, HEATER, MIRRORS, WINDOWS, ETC.

SHUT OFF ALL ACCESSORIES PRIOR TO STARTING

PULL, NEVER PUSH VEHICLES WHEN STUCK:

OPERATORS SIGNATURE: _____

FOREMANS SIGNATURE: _____