

UCSC Multi-Point Inspection/Maintenance Guidelines

1. Perform pre-service test drive
2. Change engine oil and filter. Reset oil life system as necessary
3. Inspect spark plug wires. Replace spark plugs per manufacturer's recommendation or by inspection results
4. Check other fluids:
 - a. Brake Fluid Reservoir
 - b. Transmission (if equipped with dipstick)
 - c. Coolant Reservoir
 - d. Power Steering
 - e. Windshield Washer
5. Check battery condition, charging, and cranking system. Perform load test as needed
6. Check battery cables and connections
7. Remove wheels. Check brakes. Measure front and rear linings (note percentages on Work Order) and inspect rotor condition.
8. Inspect master cylinder condition/operation, brake lines, hoses, and parking brake (cable also)
9. Inspect wheel bearings as needed
10. Rotate and inspect tires. Note tread depth on Work Order
11. Perform CA State mandated Tire Inflation Service. Note pressures on Work Order
12. Inspect differential/transaxle as needed.
13. Check and replace transmission filter as needed.
14. Lubricate front suspension, ball joints, steering linkage
15. Check for visible leaks, worn/loose/rusted components:
 - a. Fuel System (Includes gas cap seating, lines, fuel filter condition)
 - i. Replace fuel filter as needed
 - b. Engine, transmission, drive axle, transfer case
 - c. Engine cooling system:
 - i. Clean Outside of radiator and condenser as needed
 - ii. Pressure-check cooling system and cap as needed
 - iii. Inspect radiator and heater hoses for cracks, swelling, deterioration
16. Check Condition/operation:
 - a. Belts: engine, accessory, serpentine, and/or V-drive
 - b. Alternator/Generator
 - c. Distributor/Points as applicable
 - d. Hoses/Lines: engine, power steering, and HVAC
 - e. Engine air filter, cabin air filter
 - f. Steering system components, steering linkage
 - g. CV drive axle boots or driveshafts and U-joints
 - h. Exhaust system components
 - i. Suspension system, including shocks and struts
17. Inspect throttle linkage and ignition wires as needed
18. Check clutch condition/operation. Adjust as necessary.

19. Change automatic transaxle fluid and filter as vehicle config. requires
20. Inspect safety belts, buckles, latch plates, retractors, anchorages, and safety belt reminder light for damage, proper fit
21. Inspect window/mirror condition for cracks, exterior lights (including hazard) for operation/lens condition
22. Inspect turn signals and windshield wipers for operation
23. Inspect all door, hood, and trunk hinges for proper operation/lubrication
24. Inspect interior electrical: lights, dash indicators/heater/defroster/AC for proper operation/horn
25. Note any fresh body, undercarriage, or paint damage on work orders – bring to attention of Fleet Coordinator
26. Check proper UC ID: License plate placard, unit ID stickers
27. Check fire extinguisher for compliance date, when present
28. Perform post-inspection/service test drive

**These guidelines are intended for use with on-road, standard fuel vehicles (Unleaded, Diesel) under 14,500lbs GVWR. Different or additional preventive maintenance events may be required to ensure other types of University vehicles are safe and compliant with government regulations.*