5,000 Mile Preventive Maintenance Checklist – Light Duty Fleets

Name: ..... Designation: .....

Vehicle No.: ..... Date: .....

Sr. No.	Inspection Item	Status	Remark
1	Warm Engine Service:Perform oil changes and fluid checks when the engine is warm but not hot to ensure accurate readings and complete oil drainage.	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
2	Document Everything:Keep detailed maintenance records for each vehicle including photos of wear items, fluid conditions, and any anomalies for trend analysis and warranty claims.	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
3	Bulk Purchasing:Order filters and fluids in bulk for your fleet to reduce costs and ensure consistent quality across all vehicles.	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
4	Driver Feedback:Include driver input about vehicle performance, unusual noises, or handling changes to identify issues not visible during routine maintenance.	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
5	Drain engine oil completely (engine warm)	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
6	Replace oil filter with correct part number	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
7	Install new drain plug gasket/washer	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
8	Fill with correct grade and quantity of oil	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
9	Check oil level after engine run and cool-down	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
10	Reset oil life monitor if equipped	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
11	Check for leaks around drain plug and filter	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
12	Engine coolant level and condition	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....

Sr. No.	Inspection Item	Status	Remark
13	Brake fluid level and color	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
14	Power steering fluid level and condition	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
15	Transmission fluid level and color	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
16	Windshield washer fluid level	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
17	Differential fluid level (if accessible)	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
18	Check for fluid leaks under vehicle	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
19	Check tire pressure all tires (including spare)	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....
20	Inspect tread depth and wear patterns	[ ] OK [ ] Pass [ ] Fail [ ] NA	.....

Inspector Signature: _____ Barcode: _____