

Fleet Preventive Maintenance Checklist: Light Vehicle PM Intervals

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Vehicle and duty cycle

FLEET OR OPERATOR NAME

UNIT NUMBER

VIN

YEAR

MAKE

MODEL

LICENSE PLATE

VEHICLE TYPE

CURRENT ODOMETER MILES

ENGINE HOURS (IF EQUIPPED)

DUTY CYCLE (FROM THIS OEM)

OIL-LIFE REMAINING (%)

MAINTENANCE MINDER OR DUE CODES

OEM INTERVAL FROM THIS MANUAL

LAST PM DATE

LAST PM MILES

NEXT OIL DUE MILES

NEXT OIL DUE DATE

NEXT ROTATION DUE MILES

PM interval board

Item	Done	Due	N/A	Notes
Engine oil and filter	☐	☐	☐	
Tire rotation	☐	☐	☐	
Brake inspection (pads, shoes, rotors, drums, hoses, parking brake)	☐	☐	☐	
Cabin / passenger compartment filter	☐	☐	☐	
Engine air filter	☐	☐	☐	
Coolant inspect or change	☐	☐	☐	
Accessory drive belt(s)	☐	☐	☐	
Multi-point or scheduled inspection due	☐	☐	☐	
Tire pressure and tread (including spare)	☐	☐	☐	
Transmission or transaxle fluid (OEM)	☐	☐	☐	
Spark plugs (OEM)	☐	☐	☐	

Open safety recall or campaign work

☐☐☐

This PM visit

VISIT DATE

ODOMETER MILES THIS VISIT

ENGINE HOURS THIS VISIT

SHOP OR LOCATION

TECHNICIAN

RO OR WORK ORDER NUMBER

OIL GRADE INSTALLED (FROM THIS MANUAL)

NEXT PM DUE MILES

NEXT PM DUE DATE

☐ Oil-life or Maintenance Minder reset after this oil change.

☐ Used oil and filter placed in labeled Used Oil storage or taken to a recycler (EPA 40 CFR 279).

WORK PERFORMED THIS VISIT

Recent PM visit log

VISIT 1 DATE

VISIT 1 MILES

VISIT 1 HOURS

VISIT 1 WORK

VISIT 2 DATE

VISIT 2 MILES

VISIT 2 HOURS

VISIT 2 WORK

VISIT 3 DATE

VISIT 3 MILES

VISIT 3 HOURS

VISIT 3 WORK

VISIT 4 DATE

VISIT 4 MILES

VISIT 4 HOURS

VISIT 4 WORK

Deferred work and sign-off

DEFERRED OR OPEN WORK

UNIT STATUS

TECHNICIAN NAME

SUPERVISOR NAME

COMMENTS

DATE SIGNED

TECHNICIAN SIGNATURE

SUPERVISOR SIGNATURE

Reference only. Verify against the vehicle OEM procedure and applicable regulations.