## White Mountain Apache Fire & Rescue Department

# Weekly Administration/Utility Vehicle Check-Off Sheet

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| Shift: A B C (Circle) | Driver: | Vehicle: |
| Date: | Mileage: | Hours: |
| **THINGS TO CHECK** | **THINGS TO DO/LOOK FOR** | **OK** | **Comments** |
| Last Inspection  | Review last week’s inspections report. |  |  |
| General condition of body | Damage to body – dents, paint, mirrors, lens. Write up any body damage found. |  |  |
| Look under vehicle | Fresh oil, coolant, grease or fuel leaks. |  |  |
| Suspension | Cracks in springs or hangers, leaking shocks/struts. Lose bolts, vehicle leaning. Lube every six (6) months. |  |  |
| Drive shafts  | Loose U-joints, lube every six (6) months. |  |  |
| Axles (Rear and/or front) | Check fluid levels. Leaks? |  |  |
| Transfer Case | Leaks? Check fluid level every 6 months. Add as appropriate. |  |  |
| Tires | Cuts, low air pressure, cracked rim, loose lug nuts, tread depth. Check pressures. |  |  |
| Mirrors | Mounts and cracks. Adjustment. |  |  |
| Lights (driving and emergency) | Headlights (low and high), turn, brake, hazards, clearance, side markers and emergency lights. |  |  |
| Windshield | Cracks or chips, leaks around molding. |  |  |
| **Engine Compartment**  |
| Transmission | Run engine to normal operating temperature and allow to run when checking. No rust on dipstick or reddish or milky color. |  |  |
| Engine Oil | Run engine to normal operating temperature and turn off. Allow 3 minutes for oil to settle. Correct level? Milky in color, smell of fuel? |  |  |
| Radiator  | Correct level – no oil or fuel contamination. Check all hoses (upper and lower for leakage, soft hose and broken/lose clamps) |  |  |
| Belts | Cracks, missing or loose. |  |  |
| Power steering | Correct level, leaks, red in color. Check hoses for leakage or rubbing. |  |  |
| Brakes (hydraulic) | Correct level, leaks. Test drive: check for squeaking brakes or pulling of the vehicle. |  |  |
| Battery | Make sure they are tight with no breaks. Leaks, smell of eggs (bad battery), or corrosion.  |  |  |
| Air filter | Clean, needs replacement? |  |  |
| **Inside Cab** |
| Dash Gauges/Instrumentation | Check gauges at normal operating temperatures. Refuel gas if <3/4. |  | Oil Pressure:Voltmeter: |
| Interior lighting | Instrument panel, dome lights, door lights and spot lights (if applicable). |  |  |
| Horns and Sirens | Operate all systems. |  |  |
| Seats and Seatbelts | Adjustment mechanisms, upholstery, ensure seatbelt clips and unclips without difficulty, frayed seatbelts, lose bolts. |  |  |
| Heating/Ventilation | Defroster, AC, heater working. |  |  |
| Communication system (radios) | Transmitting and receiving. Speaker sound. |  |  |
| AM/FM Radio | Check for operation. |  |  |
| 4-Wheel Drive (if applicable) | Engage 4 wheel drive. |  |  |
| Wipers  | Check wipers, fluid pump operation. Wiper effectiveness? |  |  |
| Doors | Latching mechanism, locks and window operation (manual or electric). |  |  |
| **Exterior Equipment** |
| Snow plow (if applicable) | Check brackets for loose bolts, any cracks in metal structure, check hydraulic reservoir, operation and lights (if applicable). |  |  |
| Winch (if applicable) | Operation, check winch cables and remote operation. Leaks? |  |  |
| Compartment doors (if applicable) | Latching mechanisms, actuators and hinges. Lubricate as needed. |  |  |
| Fuel storage (if applicable) | Leaks, fuel level (refill if <3/4), pump operation. |  |  |
| Tow package (if applicable)  | Lose bolts, receiver secured, cracks or rusting. |  |  |
| Spare tire  | Secure? Check air pressure. Removal key? |  |  |
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| **Miscellaneous** |
| Flares, safety triangle or cones |  |  |
| Tire chains (if applicable) |  |  |
| Insurance card(s) |  |  |
| Maps (local and regional) or mapping system |  |  |
| Clip board w/ necessary forms |  |  |
| Safety vest (at least two) |  |  |
| Jack and lug wrench |  |  |
| Haz-Mat publications (NAERG, NIOSH Pocket Guide, etc.) |  |  |