

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

PREVENTATIVE MAINTENANCE SCHEDULE/ SAFETY INSPECTION WORKSHEET

DGS OFAM (OFA) 35 (Rev. 01/2017)

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove compartment. **Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 at non-approved vendors or \$500 for OFAM approved vendors.**

Service shall be performed as follows:

6,000 miles or 6 months normal use, or 4,000 miles severe use.¹ Check manufacturer recommended service intervals on all hybrid, electric and fuel cell vehicles.

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches
- Check the following:

<input type="checkbox"/> Lights & instrument panel <input type="checkbox"/> Heater & air conditioner <input type="checkbox"/> Seat belts <input type="checkbox"/> Windshield wipers & washers <input type="checkbox"/> Master cylinder <input type="checkbox"/> Differential <input type="checkbox"/> Steering components; check for excessive play with wheels on the floor.	<input type="checkbox"/> Cooling system & antifreeze + <input type="checkbox"/> Belts & fan clutch <input type="checkbox"/> Fuel systems <input type="checkbox"/> Fluid leaks & levels <input type="checkbox"/> Transmission <input type="checkbox"/> Tires: PSI: Front <input type="checkbox"/> Rear <input type="checkbox"/> ²	<input type="checkbox"/> Suspension <input type="checkbox"/> Frame members <input type="checkbox"/> U-joints & CV joints <input type="checkbox"/> Exhaust system <input type="checkbox"/> Brakes ² <input type="checkbox"/> Emission system
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- Perform the following at manufacturer's recommended intervals* (If needed):

<input type="checkbox"/> Replace air & fuel filters	<input type="checkbox"/> Replace spark plugs	<input type="checkbox"/> Service transmission
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- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet.

ALTERNATIVE FUELED VEHICLES:

Contact an Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License#, year, make, model, and mileage of vehicle
- Barcode equip. # from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone #

¹ Reference manufacturer's manual for definition of normal and severe use.

² Contact an Inspector of Automotive Equipment if not expected to last until next service.