ELECTRIC UTILITY VEHICLE SERVICE MAINTENANCE RECORD

RECORD OF VEHICLE PERIODIC MAINTENANCE FINDINGS					
Customer		Date			
Department		Technician			
VIN/Serial		FLEET #			
Please check which quarterly maintenance period applies:		Q1:	Q2:	Q3:	Q4:

SERVICE	DETAIL	NOTES		STATUS	
				OK	Additional Service Required (Note)
Batteries	Tops should be clean of debris and residue. Battery plates should be covered with a minimum of 1/4" distilled water, to a maximum just below the inner vent tube lip. **NOTE**: Excess fluid can NOT be removed, allow level to decrease with use. Verify battery cables are secure and retaining nuts are tightened to 100 inch pounds. Check voltage of each battery within pack. There should be no greater than .5 volts difference between the batteries.	Volts	Volts		
		Volts	Volts		
		Volts	Volts		
		Volts	Volts		
Operator Controls	All controls function as designed. Switches move freely and precisely. Knobs are secure.				
Horn	Horn should sound clearly when button is pressed.				
Headlights	Headlights should function when switch is in the on position, and power is on. Lights should be aimed to provide adequate visibility in front of the vehicle, but not excessively high enough to interfere with oncoming drivers. Lights must be off when vehicle key is turned off.	FL:	FR:		
Brake Lights	Brake lights should function when brake pedal is engaged, and power is on. Lights should not light with power in the off position or the brake pedal disengaged.	RL:	RR:		
Turn Signals	Front and rear turn signals should function when the direction is selected at the turn signal lever.	FL:	FR:		
		RL:	RR:		

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Steering	Steering should operate freely and smoothly. There should be no more than 1" play in the steering wheel before the front wheels begin to pivot. All hardware in the steering system should be tight. Tie Rod Ends are secure with no play.			
Body	Body panels free from damage and affixed to vehicle securely.			
Seats	All seats are in good condition, no tears or rips. Seats are secured properly to vehicle.			
Windshield	Windshield should be mounted securely, with no movement and no obstruction within the operator's line of sight.			
Warning and Safety Labels	All warning labels as listed in the vehicle operator guide should be securely affixed. If any are noted to be peeling or illegible, replace.			
Lubrication	All grease fittings, hinges and seat slide should be lubricated.			
Tires	Tire pressures should be verified to be within parameters as listed in the vehicle operator guide. Record tire pressure before service. Record tread depth of each tire. Each tire should be set to proper psi. **CAUTION:** Depth less than 4/32" requires tire replacement.	Tire PSI		
		FL: / FR:		
		RL: / RR:		
		Tread Depth (x/32")		
		FL: / FR:		
		RL: / RR:		
	Rotate tires in non-radial pattern			
Wheel Alignment	Front wheels should have 0 caster, 0 camber and between 0 -1/8" toe in. If tires are showing excessive, abnormal or premature wear, this may indicate an alignment issue.	Toe-In Prior to Service		

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Front Brakes	Rotors and pads should be free of debris, excessive scarring and rust. When stopping there should be no abnormal noises. Record material thickness of each brake pad. **CAUTION:** Thickness less than 2mm of material requires pad replacement.	Pad Thickness FL: Inner / Outer; FR: Inner / Outer		
Rear Brakes	Drums and shoes should be dry, free of debris, excessive scarring and rust. There should be no evidence of fluid seepage present. When stopping there should be no abnormal noises. Record material thickness of each brake shoe. **CAUTION:** Thickness less than 1.6mm of material requires shoe replacement.	Shoe Thickness RL: Inner / Outer; RR: Inner / Outer		
Parking Brake Check	With power off and parking brake engaged, vehicle should hold on a 15% grade, or an incline at 8.5 degrees. (If incline not available for testing, on flat surface and with parking brake engaged, an average 200# person with both feet firmly on ground should not be able to move vehicle.)			
Brake Fluid, Master Cylinder	Fluid should be free from contaminants. Level should be within 1/4" of the cylinder top. Fill only with DOT-5 fluid from sealed container. **CAUTION:** Fluid can damage plastic surfaces, immediately clean any spillage.			
Brake Cables/Lines	Brake lines/cables are fastened securely to vehicle to prevent snagging or premature wear. No wear of sheathing or cuts are present in cables. No rust present in lines which could cause seepage or leaks.			

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Hardware	Inspect for loose hardware and tighten where necessary.			
Wheel Lug Nuts	All wheel lug nuts are present and torque value is set to 65 ft. lbs. Record if any nuts are missing or loose. Replace or tighten as needed.	FL: FR:		
		RL: RR:		
Controller	Terminals should be clean and properly torqued. Multipin wiring harness connector should be removed from controller. Connector and socket should be cleaned with electronic cleaner. AC: Reconnect harness to controller, verify that keeper clip is engaged and wiring is not overly tight which could enable the connector to dislodge. DC: Install dielectric grease into socket. Reconnect harness to controller, verify that keeper clip is engaged and wiring is not overly tight which could enable the connector to dislodge.	Hours:		
		Program:		
Transaxle (2nd Quarter)	Drain fluid. There should be minimal metal shavings present. Fluid should not smell burnt or be discolored. Fill transaxle with correct volume and type of fluid as specified in service manual.			
DC Motor (4th Quarter)	Remove motor. Splines should have defined not rounded edges. Disassemble motor. Brushes should be cleaned, and slide freely in brush holders. Commutator bars should have no pitting or scoring, and be clean between bars. Inspect bearing, should be no damage and spin freely with no catching or grit feeling. (Replace if needed) Reassemble motor to input shaft with adequate covering of NYE lubricant. (Conventional anti-seize compound may be used if NYE is not available.)			