

UTAH TRANSIT AUTHORITY

RIDESHARE/VAN-POOL (2011 AND NEWER ONLY) TOYOTA SIENNA PREVENTATIVE MAINTENANCE INSPECTION CHECKLIST

VEHICLE UNIT NUMBER:		MILEAGE:	
DATE OF SERVICE:		LAST 6 OF VIN NUMBER:	
VENDOR NAME:		LICENSE PLATE NUMBER:	
MECHANIC NAME:		INVOICE NUMBER:	
		UTA APPROVAL (NAME):	

INDICATE IN SLOT to indicate whether an item was okay, adjust, and/or repairs are needed... Using As Labeled: "✓" = Okay - Item checked is ready for service; "X" = Adjust – Item checked has been replaced and is ready for service; "0" = Repairs needed – Any items requiring repair.

"E" Service Inspection (No Oil Change)
(5,000 Miles or Six-Months whichever comes first)

- ___ 01. Lubricate ALL Chassis & Steering Linkages as required
- ___ 02. **Rotate & Inspect Tires for Wear**
- ___ 03. Check ALL Lug Nuts (Torque to OEM specification)
- ___ 04. **Check and record Tire Pressure (Including Spare)**
- ___ 05. Brake Fluid: (If low contact UTA)
- ___ 06. Check & "top off" all fluids using OEM recommended fluids
- ___ 07. Coolant Level
- ___ 08. Automatic Transmission Fluid
- ___ 09. Power Steering Fluid
- ___ 10. Windshield Washer Fluid
- ___ 11. Safety Equipment Checks: Horn & Seat Belts
- ___ 12. Check Instruments & Dash Lights for Operation
- ___ 13. Check Heating & A/C Operations, Switches & Temperature Controls
- ___ 14. Check Exterior Lights, Turn Signal & 4 Way Hazard Warning Lights
- ___ 15. Check Wiper Operation & Blade Condition
- ___ 16. Check Washer Operation & Spray Patterns
- ___ 17. Check Battery terminals & Charging Voltage, Voltage Reading: _____
- ___ 18. Inspect Engine Air Filter Element (replace as necessary)
- ___ 19. Inspect Serpentine / Accessory Belts
- ___ 20. Inspect Engine/Transmission & Differential leaks
- ___ 21. Parking Brake Operation
- ___ 22. **Inspect and record brake pads/linings wear**
- ___ 23. Caliper Condition
- ___ 24. Rotor Condition
- ___ 25. Brake Hoses & Lines for Leaks
- ___ 26. Inspect Driveline & U-Joints for Wear
- ___ 27. Check Exhaust System for Leaks or Broken Hangers
- ___ 28. Inspect Suspension, Steering, Shocks, and CV axles and boots
- ___ 29. Inspect Fuel System for Leaks
- ___ 30. Inspect All Coolant Hoses for Leaks and Wear

10,000 Mile "K" Service Inspection (Or Every Twelve Months) (Also Includes "E" Service)

- ___ 31. Change Engine Oil & Replace Oil Filter
(Use only OEM recommended oil & Filter)

30,000 Mile "D" Service Inspection
(Also includes "K" and "E" services)

- ___ 32. Replace cabin air filter
- ___ 33. Inspect and tighten driveshaft bolts
- ___ 34. Check differential fluid level (Hypoid gear oil API GL-5)

60,000 Mile "C" Service Inspection
(Also includes "D", "K" and "E" services)

- ___ 35. Replace Serpentine/accessory belt as required

90,000 Mile "B" Service Inspection
(Also includes "D", "K" and "E" services)

- ___ 36. Change & Flush Cooling System "use OEM or equivalent"

120,000 Mile "A" Service Inspection
(Also includes "C", "D", "K" and "E" services)

- ___ 37. Replace sparkplugs

Please record Tire Pressure, Tread depth and brake measurements at every maintenance service.

<u>Tire Pressure</u>		<u>Tread depth</u>	
LF	RF	LF	RF

LR	RR	LR	RR
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Brake pad measurement

LF	RF	LR	RR
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Important!!!

Is there a current **registration and insurance card**

YES NO

If "NO" please notify UTA Vanpool Maintenance Representative

UPDATE MAINTENANCE REMINDER STICKER TO 5,000 MILES OR EVERY SIX-MONTHS

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Updated 2/8/17