The Arc of Prince George's County Monthly Vehicle Maintenance Check

Site Manager: _____________________________ Date completed: _____________________________

House: _____________________________

Exterior:

1. Are there any paint scratches on the exterior? Yes No If Yes, Explain

2. Are there any dents/damage to the exterior? Yes No If Yes, Explain

3. Are the tires sufficiently inflated?
   * If not, contact the office immediately

4. Do you notice anything leaking from the underside of the vehicle? Yes No If Yes, Explain

5. Is the car missing anything (hubcap, plate? Yes No If Yes, Explain

6. Is the glass without breaks or nicks? Yes No If Yes, Explain

6. Is the exterior clean?
   * please wash agency vehicles 1-2 times a month and more often if necessary.

Interior and Operations:

1. Does the vehicle make any unusual sounds when it is started or running? Yes No If Yes, Explain

2. Do you notice any unusual smell coming from the vehicle? Yes No If Yes, Explain

3. Are any warning lights on or flickering during vehicle operation?
   * If oil or check engine light is on, contact the office immediately.

4. Do brakes seem to work properly?
   * If not, contact the office immediately.

5. Is the interior of the vehicle kept neat and clean?
   * please clean agency vehicles 1-2 times a month and more often if necessary.