



STEWARD OBSERVATORY BUSINESS OFFICE  
**VEHICLE WORK ORDER REQUEST FORM**



REQUEST DATE: \_\_\_\_\_ INITIATOR/ REQUESTOR: \_\_\_\_\_

**VEHICLE INFORMATION**

GROUP: \_\_\_\_\_ CONTACT: \_\_\_\_\_

VEHICLE #: \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

DATE AVAILABLE FOR PICK UP: \_\_\_\_\_

WHERE ARE THE KEYS LOCATED: \_\_\_\_\_ LOCKBOX CODE: \_\_\_\_\_

WHERE IS THE VEHICLE PARKED: \_\_\_\_\_

**SERVICE / REPAIR REQUESTED:**

**SERVICE / REPAIR / INSPECTION**

SERVICE:  REPAIR:  SAFETY INSPECTION:

MOTOR POOL:  GRANT RD AUTO:  OTHER:  \_\_\_\_\_

CURRENT MILEAGE: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**MECHANIC DESCRIPTION OF SERVICES / REPAIRS COMPLETED:**

**REMARKS / NOTES:**

**ENTERED:** \_\_\_\_\_



# STEWARD OBSERVATORY BUSINESS OFFICE PREVENTIVE MAINTENANCE / SERVICE CHECKLIST



<b>UA VEHICLE#:</b>	
<b>LICENSE PLATE#:</b>	
<b>MILEAGE:</b>	
<b>YEAR/MAKE/MODEL</b>	



<b>GROUP:</b>	
<b>CONTACT:</b>	
<b>PHONE#:</b>	
<b>EMAIL:</b>	<a href="mailto:SO-FACILITIES@LIST.ARIZONA.EDU">SO-FACILITIES@LIST.ARIZONA.EDU</a>


Checked OK ( X ) Serviced ( S ) Needs Repair ( R ) / \* IF Safety Issues, Repairs Required.

WALK AROUND	MECHANIC'S NOTES
Lights *	
Horn *	
Mirror *	
Signals/Hazard *	
Wipers/Washer *	
Windshield *	
Gas Cap *	
Gauges/Dash Lights *	
A/C & Heater *	
Official Markings *	
ON RACK	MECHANIC'S NOTES
Oil & Filter	
Chassis Lube	
Front Shocks *	
Front Tires ___psi*	
Rear Shocks *	
Rear Tires ___psi *	
"Unjoins *	
Exhaust System *	
Steering Linkage *	
Wheel Bearings *	
Gear Lube Levels *	
UNDER HOOD	MECHANIC'S NOTES
Belts/Adjustment *	
Radiator Hoses *	
Heater Hoses	
Coolant Level Condition *	
Windshield Washer Tank	
Master Cylinder *	
Air Filter	
ATF Fluid Level	

20/40/60/80 SERVICE	MECHANIC'S NOTES
Brake Flush	
Tune up	
Fuel Filter	
Transmission Service	
Complete Brake Inspection*	
Battery Load Test	
Charging System Test	
Starting System Test	
ALL TERRAIN	MECHANIC'S NOTES
Leak Insp	
Pedals	
Emergency Brake	
Air bag	
Spare tire	
Alternator	
Thermostat	
Cables clutch	
Spark plugs	

**NOTES:**

Front/Rear Brake Linings remaining (mm) <4 replace	Check Tire/ Tread Depth < 6/32" Replace
	

Battery Performance

Actual Cold Cranking Amps _____ Factory Cold Cranking Amps _____

DATE: \_\_\_\_\_

SERVICED BY: \_\_\_\_\_