## White Mountain Apache Fire & Rescue Department

# Weekly Administration/Utility Vehicle Check-Off Sheet

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| Shift: A B C (Circle) | Driver: | | | | Vehicle: |
| Date: | | | Mileage: | | Hours: |
| **THINGS TO CHECK** | | **THINGS TO DO/LOOK FOR** | | **OK** | **Comments** |
| Last Inspection | | Review last week’s inspections report. | |  |  |
| General condition of body | | Damage to body – dents, paint, mirrors, lens. Write up any body damage found. | |  |  |
| Look under vehicle | | Fresh oil, coolant, grease or fuel leaks. | |  |  |
| Suspension | | Cracks in springs or hangers, leaking shocks/struts. Lose bolts, vehicle leaning. Lube every six (6) months. | |  |  |
| Drive shafts | | Loose U-joints, lube every six (6) months. | |  |  |
| Axles (Rear and/or front) | | Check fluid levels. Leaks? | |  |  |
| Transfer Case | | Leaks? Check fluid level every 6 months. Add as appropriate. | |  |  |
| Tires | | Cuts, low air pressure, cracked rim, loose lug nuts, tread depth. Check pressures. | |  |  |
| Mirrors | | Mounts and cracks. Adjustment. | |  |  |
| Lights (driving and emergency) | | Headlights (low and high), turn, brake, hazards, clearance, side markers and emergency lights. | |  |  |
| Windshield | | Cracks or chips, leaks around molding. | |  |  |
| **Engine Compartment** | | | | | |
| Transmission | | Run engine to normal operating temperature and allow to run when checking. No rust on dipstick or reddish or milky color. | |  |  |
| Engine Oil | | Run engine to normal operating temperature and turn off. Allow 3 minutes for oil to settle. Correct level? Milky in color, smell of fuel? | |  |  |
| Radiator | | Correct level – no oil or fuel contamination. Check all hoses (upper and lower for leakage, soft hose and broken/lose clamps) | |  |  |
| Belts | | Cracks, missing or loose. | |  |  |
| Power steering | | Correct level, leaks, red in color. Check hoses for leakage or rubbing. | |  |  |
| Brakes (hydraulic) | | Correct level, leaks. Test drive: check for squeaking brakes or pulling of the vehicle. | |  |  |
| Battery | | Make sure they are tight with no breaks. Leaks, smell of eggs (bad battery), or corrosion. | |  |  |
| Air filter | | Clean, needs replacement? | |  |  |
| **Inside Cab** | | | | | |
| Dash Gauges/Instrumentation | | Check gauges at normal operating temperatures. Refuel gas if <3/4. | |  | Oil Pressure:  Voltmeter: |
| Interior lighting | | Instrument panel, dome lights, door lights and spot lights (if applicable). | |  |  |
| Horns and Sirens | | Operate all systems. | |  |  |
| Seats and Seatbelts | | Adjustment mechanisms, upholstery, ensure seatbelt clips and unclips without difficulty, frayed seatbelts, lose bolts. | |  |  |
| Heating/Ventilation | | Defroster, AC, heater working. | |  |  |
| Communication system (radios) | | Transmitting and receiving. Speaker sound. | |  |  |
| AM/FM Radio | | Check for operation. | |  |  |
| 4-Wheel Drive (if applicable) | | Engage 4 wheel drive. | |  |  |
| Wipers | | Check wipers, fluid pump operation. Wiper effectiveness? | |  |  |
| Doors | | Latching mechanism, locks and window operation (manual or electric). | |  |  |
| **Exterior Equipment** | | | | | |
| Snow plow (if applicable) | | Check brackets for loose bolts, any cracks in metal structure, check hydraulic reservoir, operation and lights (if applicable). | |  |  |
| Winch (if applicable) | | Operation, check winch cables and remote operation. Leaks? | |  |  |
| Compartment doors (if applicable) | | Latching mechanisms, actuators and hinges. Lubricate as needed. | |  |  |
| Fuel storage (if applicable) | | Leaks, fuel level (refill if <3/4), pump operation. | |  |  |
| Tow package (if applicable) | | Lose bolts, receiver secured, cracks or rusting. | |  |  |
| Spare tire | | Secure? Check air pressure. Removal key? | |  |  |
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| **Miscellaneous** | | | | | |
| Flares, safety triangle or cones | | | |  |  |
| Tire chains (if applicable) | | | |  |  |
| Insurance card(s) | | | |  |  |
| Maps (local and regional) or mapping system | | | |  |  |
| Clip board w/ necessary forms | | | |  |  |
| Safety vest (at least two) | | | |  |  |
| Jack and lug wrench | | | |  |  |
| Haz-Mat publications (NAERG, NIOSH Pocket Guide, etc.) | | | |  |  |