## PRE-DELIVERY INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Equipment Make/Model/Year</th>
<th>ID #</th>
<th>New</th>
<th>Inspection Completed</th>
<th>Used</th>
<th>Vehicle Inspector/Date</th>
</tr>
</thead>
</table>

### UNDER HOOD - Engine Off
- Engine oil level
- Steering gear housing fluid level
- Brake master cylinder fluid level
- Radiator coolant level
- Battery fluid level
- Carburetor requirements for local altitudes
- Drive belt tensions
- Battery voltage and load-voltage drop
- Point resistance (coil-to-ground test)
- Ignition bypass circuit resistance

### UNDER HOOD - Engine Operating
- Automatic transmission fluid level

### UNDER HOOD - Engine Operating & Hot
- Distributor dwell
- Condenser condition
- Initial ignition timing
- Alternator and voltage regulator operation
- Primary circuit resistance
- Coil condition
- Distributor cap and rotor condition
- Rotor air gap
- Spark plug & Hi-tension wire condition

### OTHER OPERATIONS
- Carburetor idle mixture & speed adjustments
- Fast idle speed adjustment (automatic choke engines)
- Hydraulic lines, fittings, connections & components for leaks
- Adjust mechanical valve tappet clearance

### ON OUTSIDE
- Latches, keys and locks - operation
- Hood, deck and door panels for fit and alignment
- Bumpers and moldings - alignment
- Weather strips - adhesion and fit
- Wheel nut torque

### MISCELLANEOUS
- Obtain Vehicle/Equipment Operation/ Maintenance Manual
- Check and operate auxiliary equipment

### ON INSIDE
- Operation of lights, turn signals, stop signals, courtesy lights oil pressure & alternator warning lights
- Front seat control - operation (manual or power)
- Station wagon rear seat and floor - operation
- Inside locks & door handles - operation
- Windows and vents - operation & fit
- Glass condition
- Cigarette lighter - install & test

### ON HOIST - Or underside
- Axle fluid level
- Hydraulic lines, fittings, connections & components on underside for leaks
- Tire pressures
- Steering linkage and connections

### ALIGNMENT STALL
- Front wheel toe-in

### ROAD TEST
- Neutral switch - operation (Auto trans.)
- Parking brake - operation
- Horn, w/s wipers & washers - operation
- Heater & air vents - operation
- Air conditioning - operation
- Brake - operation
- Transmission shift lever - operation
- Automatic transmission shift timing & quality
- Accelerator pedal - operation
- Engine performance
- Drive belts
- Steering control
- Squeaks, rattles and wind noise
- Speedometer, odometer, fuel & temp. gauge - operation
- Other optional equipment - operation

### AFTER ROAD TEST
- Wash car and check for leaks
- Inspect for interior & exterior metal & paint damage
- Check soft trim for soilage & excess sealer

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The vehicle should not be accepted until the campus vehicle inspector has performed the pre-delivery inspection on the vehicle in accordance with the above recommended vehicle pre-acceptance checklist.