

**PRE-DELIVERY INSPECTION CHECKLIST**

Equipment Make/Model/Year \_\_\_\_\_

ID # \_\_\_\_\_

New

Inspection Completed \_\_\_\_\_

Used

Vehicle Inspector/Date \_\_\_\_\_

- UNDER HOOD - Engine Off
- Engine oil level
- Steering gear housing fluid level
- Brake master cylinder fluid level
- Windshield washer reservoir 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

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