**Maintenance Service Record\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(License Plate #) Your Name

Change:

Oil

Oil Filter

Check all fluids

Rotate Tires

Check Air Pressure

Check brakes for wear

# Report any leaks or recommended repairs:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Date Serviced: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Car Wash:

WEEK #1 Car wash inside & out

WEEK #2 Car wash inside & out

WEEK #3 Car wash inside & out

WEEK #4 Car wash inside & out

# OTHER:

Note: The vehicles represent our image in the community. Therefore, it must look sharp at all times. Also, if the vehicles go in the shop for unscheduled repairs we are out of business. By doing preventative maintenance on a scheduled basis, it will eliminate 95% of the unscheduled maintenance.

This is to be turned in the last work day of each month. Failure to do so is a violation of your job description.

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Signature