APPENDIX C

EQUIPMENT MAINTENANCE

Equipment Maintenance

This site has the following machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

Please fill in the following

| LOCATION | TYPE OF EQUIPMENT | INTERVAL | LOCATION OF RECORD |
|------------------|-------------------|----------|-----------------------|
| FOR EXAMPLE | TABLE SAW | MONTHLY | MAINTENANCE FILE CAB. |
| MAINTENANCE SHOP | | | |
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CATHOLIC ARCHDIOCESE OF SEATTLE

APPENDIX C-1 VEHICLE MAINTENANCE & SERVICE LOG

| Vehicle: | | | | <u></u> | | | | |
|------------------------------------|---------------------------------------|----------------------|----------------------|---------------|--|--|--|--|
| | Year | Make | Model | | | | | |
| | | | | | | | | |
| Vehicle Identificati | ion Number: | | | <u>—</u> | | | | |
| | | | | | | | | |
| Service to Compl | lata France | Date & Miles of Last | Date & Miles of This | Who Performed | | | | |
| Service to Compi | icic Every. | Service | Service | Service? | | | | |
| 5,000 miles: | | Bervice | Bervice | Betvice. | | | | |
| Oil change | | | | | | | | |
| Oil filter change | | | | | | | | |
| Lube/grease | | | | | | | | |
| Check all fluid le | evels | | | | | | | |
| Check all drive b | | | | | | | | |
| Check tire inflation | | | | | | | | |
| Check hoses and | | | | | | | | |
| 15,000 miles: | | | | | | | | |
| Replace air filter | & element | | | | | | | |
| Replace fuel filte | | | | | | | | |
| Replace PCV val | | | | | | | | |
| 25,000 miles: | | | | | | | | |
| Change trans. flu | id and filter | | | | | | | |
| 6 months: | 10 4110 111101 | | | | | | | |
| Rotate tires | | | | | | | | |
| Check brake linir | ngs and hoses | | | | | | | |
| Check power stee | = | | | | | | | |
| Check A/C system | | | | | | | | |
| Inspect/replace shocks (as needed) | | | | | | | | |
| Yearly: | | | | | | | | |
| Engine tune-up (| fall) | | | | | | | |
| Rebalance tires | | | | | | | | |
| Front end alignm | ent (spring) | | | | | | | |
| 2 Years: | · · · · · · · · · · · · · · · · · · · | | l. | | | | | |
| Replace anti-free | ze/flush system | | | | | | | |
| Miscellaneous Se | | | | | | | | |
| Headlights and al | | | | | | | | |
| Misc. light bulbs | · · | | | | | | | |
| Washer solvent/wiper blades | | | | | | | | |
| | -F | | | | | | | |
| | | | | | | | | |
| Miscellaneous Rej | nairs | | | | | | | |
| Date | Repair work completed | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

APPENDIX C-1 VEHICLE MAINTENANCE & SERVICE LOG - Page 2

| | 1Q | 2Q | 3Q | 4Q |
|---------------------------------------|------|---------------|------|------|
| Items Serviced | Date | Date | Date | Date |
| Oil Filters | | | | |
| Fuel Filters | | | | |
| Air filter Last Changed | | | | |
| Fan shroud | | | | |
| Fan belts | | | | |
| Alternator Belts | | | | |
| Motor mounts | | | | |
| Grease entire vehicle | | | | |
| Check for broken springs | | | | |
| Check all lights | | - | | |
| Grease PTO shaft | | | | |
| Batteries checked | | - | | |
| Cables checked | | | | |
| Radiator and heat hoses | | | | |
| Starter | | | | |
| U-Joints | | | | |
| Grease in rear ends. Last changed | | | | |
| Grease in trans. Last changed | | | | |
| Steering gear box | | | | |
| Shift lever box | | | | |
| Tire inflation | | | | |
| Throw out bearing | | | | |
| Check wheels for loose lug nuts | | | | |
| Check king pins and bearing looseness | | | | |
| Check tires for cuts | | | | |
| Check clutch free play | | | | |
| Check brake adjustment | | | | |
| Water filter changed | | | | |
| Antifreeze in radiator | | | | |
| Check safety triangles and flares | | | | |
| Fire extinguisher | | | | |
| First aid Kit | | | | |
| Body waste kit | | | | |
| Other | | | | |
| Ouici | | | | |

APPENDIX C-2 ANNUAL VEHICLE INSPECTION

| Vehicle: | V | <u> </u> | 1 . | | M. 1.1 | | | |
|---|----------------------|-------------------|------------|--|-------------|-----------|--|---------------------------|
| | Year | Ma | ке | | Model | | | |
| Vehicle Identification Nur | mber: | | | | | | | |
| Tires: Left front Right front Right rear Left rear Spare | Good tread | Poor tread | Unev | en wear | Sidewall d | amage | Other da | amage |
| Windshield:: | | | (Driver S | ide) | | | | |
| Use these symbols to desc scratch XXXXX crack + chip sand blast | ribe damage | | (| | | | | ☐ No damage to windshield |
| Mechanical: Engine Transmission Brakes Front end & Steering Other (radiator, A/C, muff | ler etc.) | ☐ Smoo | oth | □ Ro □ Sli _j □ No □ Un | ps | □ Lea | ns Oil ks Oil s to side s to side | Other |
| Metal and Paint: Top of vehicle Engine hood Grille Front Bumper Left front fender LF door and rocker panel LR door and rocker panel Left rear fender Truck deck Rear bumper Right rear fender RR door and rocker panel RF door and rocker panel Right front fender | No damage I | Dented | Rusted | Chipped | Scratche | | her | |
| Interior: Seats Headline Front floor mats Rear floor mats | No damage □ □ □ □ □ | Soiled □ □ □ □ □ | | Torn | Worn | | <u></u> | |
| | If a | dditional sp | ace is nee | eded, plea | ase use the | reverse : | side. | |
| Inspected by: | | | | | | | Date | a: |