



STEWARD OBSERVATORY BUSINESS OFFICE
VEHICLE WORK ORDER REQUEST FORM



REQUEST DATE: _____ INITIATOR/ REQUESTOR: _____

VEHICLE INFORMATION

GROUP: _____ CONTACT: _____

VEHICLE #: _____ YEAR: _____ MAKE: _____ MODEL: _____

DATE AVAILABLE FOR PICK UP: _____

WHERE ARE THE KEYS LOCATED: _____ LOCKBOX CODE: _____

WHERE IS THE VEHICLE PARKED: _____

SERVICE / REPAIR REQUESTED:

SERVICE / REPAIR / INSPECTION

SERVICE: REPAIR: SAFETY INSPECTION:

MOTOR POOL: GRANT RD AUTO: OTHER: _____

CURRENT MILEAGE: _____

DATE STARTED: _____ DATE COMPLETED: _____ AMOUNT: _____

MECHANIC DESCRIPTION OF SERVICES / REPAIRS COMPLETED:

REMARKS / NOTES:

ENTERED: _____



STEWARD OBSERVATORY BUSINESS OFFICE

PREVENTIVE MAINTENANCE / SERVICE CHECKLIST



UA VEHICLE#:	
LICENSE PLATE#:	
MILEAGE:	
YEAR/MAKE/MODEL	

GROUP:	
CONTACT:	
PHONE#:	
EMAIL:	SO-FACILITIES@LIST.ARIZONA.EDU

Checked OK (X) Serviced (S) Needs Repair (R) / * IF Safety Issues, Repairs Required.

WALK AROUND	MECHANIC'S NOTES
Lights *	
Horn *	
Mirror *	
Signals/Hazard *	
Wipers/Washer *	
Windshield *	
Gas Cap *	
Gauges/Dash Lights *	
A/C & Heater *	
Official Markings *	
ON RACK	MECHANIC'S NOTES
Oil & Filter	
Chassis Lube	
Front Shocks *	
Front Tires ___psi*	
Rear Shocks *	
Rear Tires ___psi *	
"Unjoins *	
Exhaust System *	
Steering Linkage *	
Wheel Bearings *	
Gear Lube Levels *	
UNDER HOOD	MECHANIC'S NOTES
Belts/Adjustment *	
Radiator Hoses *	
Heater Hoses	
Coolant Level Condition *	
Windshield Washer Tank	
Master Cylinder *	
Air Filter	
ATF Fluid Level	

20/40/60/80 SERVICE	MECHANIC'S NOTES
Brake Flush	
Tune up	
Fuel Filter	
Transmission Service	
Complete Brake Inspection*	
Battery Load Test	
Charging System Test	
Starting System Test	
ALL TERRAIN	MECHANIC'S NOTES
Leak Insp	
Pedals	
Emergency Brake	
Air bag	
Spare tire	
Alternator	
Thermostat	
Cables clutch	
Spark plugs	

NOTES:

Front/Rear Brake Linings remaining (mm) <4 replace	Check Tire/ Tread Depth < 6/32" Replace
	

Battery Performance

Actual Cold Cranking Amps _____
Factory Cold Cranking Amps _____

DATE: _____

SERVICED BY: _____