



Vehicle No:

Serial No.

## Facilities Department

### WEEKLY OPERATOR CHECKLIST FOR GAS & ELECTRIC CARTS

A weekly vehicle inspection should be conducted using a checklist for each specific type of cart to include all applicable visible and functional items. Use this generic checklist as a guide in develop checklists for your department's specific type of cart(s). Any vehicle not in proper working order should be reported to your supervisor and the cart taken out of service until properly repaired.

**Upper Section:** Inspect each item applicable to vehicle.

Check (✓) If OK / Leave blank if not OK and note below / Write NA if not applicable to vehicle.

Item Inspected	✓ if ok
Right Front Tire	
Right Rear Tire	
Left Front Tire	
Left Rear Tire	
Motor Oil Level (monthly) *	
Battery Fluid Level (monthly)	
Windshield Wipers & Reservoir	
Mirrors / Horn	

Item Inspected	✓ if ok
Right Front Tire	
Right Rear Tire	
Left Front Tire	
Left Rear Tire	
Motor Oil Level (monthly) *	
Battery Fluid Level (monthly)	
Windshield Wipers & Reservoir	
Mirrors / Horn	

**Lower Section:** Check (✓) only items needing attention.

<b>ENGINE</b>	Overheating	
	Oil Leaking	
	Oil Low	
	Oil Pressure Loss *	
	No Power	
	Knocks/Noisy	
	Lopes/Misfires	
<b>TRANS/ CLUTCH</b>	Fluid Leaking	
	Oil/Transmission Fluid Low	
	Grabs	
	Slips	
	Chatters/Noisy	
	Hard Shifting	
<b>FRONT AXLE</b>	Alignment	
	Wheel Balance	
	Tire Wear	
<b>REAR AXLE</b>	Noisy (at what speed? )	
	Oil Leaking	

<b>STEERING</b>	Shimmy/Wander	
	Hard Steering/Free Play	
	Power Steering Fluid Low	
<b>ELECTRICAL</b> (circle item)	Headlights/Parking Lights	
	Emergency/Backup Lights	
	Battery/Starter*/Alternator*	
	Horn/Turn Signals/Switches	
<b>COOLING*</b> Do not open radiator when hot	Overheating*	
	Engine Coolant Level Low*	
	Radiator Leaking*	
	Water Pump/Cooling Hose Leaks*	
<b>FUEL &amp; EXHAUST*</b>	Muffler*	
	Exhaust Pipe*	
	Fuel Odor Noticed*	
	Carburetor*	
	Pedal Travel (Excess)*	
	Emissions/Smoke (Excess)*	

\*Does not apply to electric carts

**Continued on the next page**

**DRIVER'S COMMENTS / NEW DAMAGE NOTED (use back if necessary):**

Driver:

Mgr.

*Printed Name*

*Ext*

*Date*

*Signature or Initials*

*Initials*

**NOTE:** It is essential that the water in electric vehicle batteries be kept FULL at all times to ensure the life and performance of the vehicle. Failure to maintain adequate water levels in the batteries may result in costly repairs that could otherwise be prevented. Vehicle operators are responsible for checking and maintaining the battery water level.

**INSTRUCTIONS: Non-Facilities Drivers:** If problems, deficiencies, unsafe conditions and/or new damage is noticed while inspecting or driving the vehicle, at your earliest opportunity, attach completed checklist to a Facilities Work Request Form with an account number, and immediately report such problems to the appropriate person in your department and forward completed paperwork to the Facilities Office.

***Send original to Facilities Office via campus mail***