

# PROFESSIONAL VEHICLE MAINTENANCE CHECKLIST

Make:

Model:

Year:

VIN:

Current  
Mileage:

Next Svc Due:

*Disclaimer: Always refer to your owner's manual for manufacturer-specific intervals. This guide covers standard best practices for most modern vehicles.*

## 1. DAILY & WEEKLY CHECKS (Visual Walkaround)

*Do these every time you refuel or at least once a week.*

- ☐ Check engine oil level (dipstick)
- ☐ Check coolant/antifreeze level (reservoir)
- ☐ Check windshield washer fluid
- ☐ Check all exterior lights (headlights, brake lights, turn signals)
- ☐ Check tire pressure (including spare)
- ☐ Look for fluid leaks under the vehicle

Notes:

## 2. EVERY 5,000 - 7,500 MILES (Or Every 6 Months)

*Standard oil service interval.*

- ☐ Replace engine oil & filter (Use OEM spec viscosity)
- ☐ Rotate tires (front to rear for even wear)
- ☐ Inspect cabin air filter (replace if dirty)
- ☐ Lubricate chassis & suspension points (if grease fittings exist)
- ☐ Check battery terminals for corrosion (clean and tighten)

Date Completed: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Mechanic/Shop: \_\_\_\_\_

### 3. EVERY 15,000 - 20,000 MILES (Or Annually)

*The Safety & Breathing service.*

- ☐ Replace engine air filter
- ☐ Inspect brake pads & rotors (check for squealing/wear)
- ☐ Test battery health & alternator output (Check CCA)
- ☐ Inspect serpentine drive belt (look for cracks/fraying)
- ☐ Check power steering fluid (top up if needed)
- ☐ Inspect exhaust system for rust or leaks

**Date Completed:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_  
**Mechanic/Shop:** \_\_\_\_\_

### 4. EVERY 30,000 - 45,000 MILES (Major Fluid Service)

*The Fluid Refresh stage.*

- ☐ Replace brake fluid (flush system)
- ☐ Replace transmission fluid (drain & fill - check CVT/Auto spec)
- ☐ Replace differential / transfer case fluid (for AWD/4WD)
- ☐ Replace fuel filter (if external to tank)
- ☐ Inspect/replace spark plugs (check gap and condition)
- ☐ Inspect steering & suspension (tie rods, ball joints, CV boots)

**Date Completed:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_  
**Mechanic/Shop:** \_\_\_\_\_

### 5. EVERY 60,000 - 100,000+ MILES (Long-Term High Mileage)

*Critical preventative care.*

- ☐ Replace timing belt (CRITICAL - failure destroys the engine)
- ☐ Replace water pump (often done with timing belt)
- ☐ Replace coolant/antifreeze (flush system)
- ☐ Replace PCV valve (reduces engine sludge)
- ☐ Inspect/replace shocks & struts (bounce test)
- ☐ Replace oxygen sensors (prevents catalytic converter failure)

**Date Completed:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_  
**Mechanic/Shop:** \_\_\_\_\_

## 6. TIRE & WHEEL MAINTENANCE

- ☐ Tread Depth Check (Penny Test) - Minimum 2/32". Replace if needed.
- ☐ Wheel Alignment Check - If pulling to one side, align immediately.
- ☐ Tire Balancing - If vibrating at highway speeds.

Notes:

## 7. SEASONAL PREPARATION

### Winter Preparation

*Before Freezing Temps*

- ☐ Test battery CCA (cold cranking amps)
- ☐ Check antifreeze concentration
- ☐ Ensure heater/defroster works properly
- ☐ Inspect winter tires or all-season tread

### Summer Preparation

*Before Heatwaves*

- ☐ Test A/C system performance
- ☐ Inspect cooling hoses for bulging
- ☐ Check radiator cap seal

## 8. MAINTENANCE SERVICE LOG (KEEP FOR RESALE VALUE)

*Record every service to prove the vehicle was well cared for.*

| Date | Mileage | Service Performed | Shop | Cost |
|------|---------|-------------------|------|------|
|      |         |                   |      |      |
|      |         |                   |      |      |
|      |         |                   |      |      |
|      |         |                   |      |      |
|      |         |                   |      |      |
|      |         |                   |      |      |
|      |         |                   |      |      |

### FINAL TIPS

- Always keep a printed copy in your glovebox.
- Use OEM (Original Equipment Manufacturer) or high-quality aftermarket parts.
- If you hear unusual noises or feel vibrations, diagnose them immediately.
- When in doubt, consult a certified mechanic.