

State of Oregon
Department of Administrative Services
Statewide Fleet Administration
Salem, Portland and Eugene Motor Pools

VEHICLE MAINTENANCE SERVICE REQUIREMENTS

Applies to Vehicles – 1 Ton & Under

Salem (503) 378-4269
1100 Airport Rd. SE
Salem, OR 97301-6082

Portland (971) 673-6302
6400 N. Cutter Circle
Portland, OR 97217

Eugene (541) 686-7735
3233 Franklin Blvd.
Eugene, OR 97403

If you are not in an area close to one of the Motor Pool Shops please contact:

Field Services Coordinator 1-800- 378-0077
Hours: Monday – Friday, 8:00 a.m.– 5:00 p.m.

5,000 Mile Service/Standard LOF
10,000 Mile Service (CNG Vehicles Only)

- Drain Engine oil, replace oil filter and refill crank case.
- Complete chassis lube as required.
- Rotate tires. (Visually inspect front brakes and replace as necessary).
- Inspect rear brakes if discs or removable drums
- Check all fluids (including differentials, transfer case, master cylinder, power steering pump, windshield washer and radiator).
- Check all tires for air pressure and wear, including spare (if accessible).
- Inspect the underside of the vehicle and engine area for damage and fluid leaks.
- Inspect exhaust system for leaks or damage.
- Inspect CV joints and boots for wear and damage (universal joints if so equipped). Replace as necessary.
- Inspect all belts and hoses for damage, deterioration, wear and proper adjustment. Replace as necessary.
- Inspect air filter. Replace as necessary.
- Run engine and check for leaks.
- Check automatic transmission for proper fluid level, burnt smell and color.
- After running engine check for proper oil level.
- Check all lights, horn, electrical accessories and seat belts for proper operation or damage.
- Check driver's seat for adjustment.
- Clean Battery terminals.
- Lube door locks, hinges, and strikers. Also lube hood hinges and latches.
- Clean and fuel vehicle as requested on work order.
- Update lube sticker.

30,000 Mile Service

- Inspect secondary ignition system.
- Replace fuel filter (if applicable).
- Inspect all brake linings. Replace as necessary.
- Repack front/rear wheel bearings (if applicable).
- Update lube sticker and test drive.