

State of Oregon  
Department of Administrative Services  
Statewide Fleet Administration

**VEHICLE PREVENTATIVE MAINTENANCE**

Salem Motor Pool  
1100 Airport Rd. SE  
Salem Oregon, 97301  
503-378-4269

For service and/or repairs outside the Salem metro area please contact:  
Field Services Coordinator 1-800- 378-0077  
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Prior to service or repair of DAS owned vehicles, vendors need authorization from Fleet Administration.**

When you call a Field Service Coordinator, please have vehicle license number, vehicle mileage, description of service and cost of repair. For standard services with set prices, a purchase order will be issued at that time. Please include invoice numbers when you call. Call with description of concern if repair cost cannot be estimated without teardown. A purchase order will be issued when a total repair cost can be accurately established.

**5,000 Mile PM Service - standard fuel, normal use**

- Drain engine oil, replace oil filter and refill crank case.
- Run engine and check for proper oils level and leaks.
- Check all fluids (including transmission, differentials, transfer case, master cylinder, power steering pump, windshield washer and radiator).
- Complete chassis lube as required.
- Check and inspect all tires for proper inflation/wear
- Visually inspect brakes for worn linings
- 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).
- Inspect all belts and hoses for damage, deterioration, wear and proper adjustment.
- Inspect air filter..
- Check all lights, horn, electrical accessories, seat belts and driver's seat for proper operation.
- Clean battery terminals as necessary.
- Update lube sticker.

**30,000 Mile Service**

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

\*The list above is a general guideline for PM service and is not applicable to all vehicles nor does it imply authorization to perform services and/or repairs prior to contacting Field Services for authorization.