

## Appendix D

### Sample Contractor Review Checklists

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This section contains two sample checklists for reviewing the preventative maintenance activities conducted by service contractors. They include:

- Checklist for transit agencies who have in-house maintenance staff
- Checklist for transit agencies who do not have mechanical expertise

An electronic version of the checklists can be found on the CD located in the front of this guide. If you did not receive a CD you may download this file at:

[http://www.wsdot.wa.gov/transit/asset\\_mgmt\\_plan/contractor\\_review\\_checklists.doc](http://www.wsdot.wa.gov/transit/asset_mgmt_plan/contractor_review_checklists.doc)

# Sample Contractor Review Checklist

## 30-35 FOOT DIESEL COACH

Vehicle # \_\_\_\_\_ Performed By: \_\_\_\_\_ Date: \_\_\_\_\_

Mileage \_\_\_\_\_ Work Order # \_\_\_\_\_

Includes Service A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ Semi-Annual \_\_\_\_\_

= INSPECTED R= REPAIR MADE A= ADJUSTED N/A = NON APPLICABLE

***CHECK ALL ITEMS SERVICED***

### START-UP

- \_\_\_\_\_ Master Switch
- \_\_\_\_\_ Neutral Start
- \_\_\_\_\_ Air Build Up (cutout 125 lbs., + or - 5 lbs.)
- \_\_\_\_\_ After air build-up, turn off vehicle, hold down brake for 1 min.
- \_\_\_\_\_ Cannot loose more than 3 lbs. pressure
- \_\_\_\_\_ Low Air PSI Alarm (alarm on by 60 PSI)
- \_\_\_\_\_ PP2 Valve Pop by 40PSI
- \_\_\_\_\_ Parking Brake

### OPERATING CONTROLS

- \_\_\_\_\_ Warning Lights and Indicator Lamps
- \_\_\_\_\_ Gauges & Lighting
- \_\_\_\_\_ Door Controls
- \_\_\_\_\_ Brake Interlock
- \_\_\_\_\_ Exit Door Interlock
- \_\_\_\_\_ Defrost & Heaters
- \_\_\_\_\_ Fans
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Drivers Controls & Switches
- \_\_\_\_\_ Drivers Seat & Restraint
- \_\_\_\_\_ Stop Request
- \_\_\_\_\_ Radio & PA System
- \_\_\_\_\_ Kneeling Operation
- \_\_\_\_\_ Treadle Valve Operation (Throttle and Brake)
- \_\_\_\_\_ Steering Wheel Adjustment
- \_\_\_\_\_ Destination Sign

### INTERIOR INSPECTION

- \_\_\_\_\_ Interior Lights
- \_\_\_\_\_ Stanchions , Grab Handles and Rails
- \_\_\_\_\_ Emergency Windows & Exits
- \_\_\_\_\_ Roof Hatches
- \_\_\_\_\_ Door Alignment
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Decals
- \_\_\_\_\_ Glass & Windshield
- \_\_\_\_\_ Emergency Equipment: Fire Extinguisher, First Aid Kit, Body Fluid Kit, Strap Cutter,
- \_\_\_\_\_ Triangles

### EXTERIOR INSPECTION

- \_\_\_\_\_ Wiper Arms & Blades, Washer Fluid Level
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Reflectors
- \_\_\_\_\_ Body Panels
- \_\_\_\_\_ Bumpers
- \_\_\_\_\_ Moldings
- \_\_\_\_\_ Bike Rack

### TIRES AND WHEELS

- \_\_\_\_\_ Pressure
- \_\_\_\_\_ Tread Condition
- RF \_\_\_\_\_ LF \_\_\_\_\_  
(minimum 5/32 front)
- \_\_\_\_\_ RRI \_\_\_\_\_ RRO
- \_\_\_\_\_ LRO \_\_\_\_\_ LRI  
(minimum 3/32 rear)
- \_\_\_\_\_ Sidewall Condition
- \_\_\_\_\_ Lug Nuts
- \_\_\_\_\_ Rims

### WHEELCHAIR LIFT

- Lift Operation
- Warning Light and Alarm or Override
- W/C Restraints
- Clean Tie-down Pocket
- Lift Extension Belt (Ricon Lifts Only)

### UNDERCARRIAGE

- Steering Box and Joints
- Tie Rod Ends and Drag Links (replace if 1/8" movement)
- King Pin Play (max is 1/4" at top of tire)
- Shock Absorbers
- Suspension: Air Suspension, Radius & Torque Rods, Air Bags
- Brake Chambers
- Brake Lines
- Brake Diaphragms
- Brake Lining Thickness  
Ft. \_\_\_\_\_ R \_\_\_\_\_
- Wheel Seals
- Check Brake Relay Valve
- Slack Adjusters
- Wheel Bearings
- Fluid Leaks
- Air Leaks
- Fuel Tank: Condition, Mounting, Lines & Vents
- Check Air Dryer for Leaks
- Axles, Differential Oil & Vent
- Underbody: Mud Flaps, Spray Guards
- Frame Cracks, Loose Crossmembers

### EXHAUST SYSTEM

- Hangers
- Mufflers
- Pipes

### ENGINE COMPARTMENT

- Turbo, intercooler piping, clamps and hoses
- Hydraulic Fluid
- Coolant Level
- Hoses & Clamps
- Check Belt Tension
- Air Intake (Check trap in duct.)
- Starter Cables
- Run Selenoid

### BATTERIES

- Terminals & Cables
- Fluid Level
- Hold Downs
- Door Hinge Stability

### ROAD TEST

- Acceleration
- Engine Performance
- Transmission Performance
- Steering Performance
- Braking Performance (Use VC3000 @ 20MPH) Record G \_\_\_\_\_  
Must be 0.5000 or higher to pass brake test.
- Retarder Operation

### B Inspection (add the following to the list)

- Oil
- Filter

### C Inspection (add the following to the list)

- Fuel Filter
- Clean Heater Core  
(Thomas ONLY)
- Rotate Tires

### D Inspection (add the following to the list)

- Transmission Fluid & Filter
- Replace Air Filter
- Radiator Condition

### E Inspection (add the following to the list)

- Inspect Differential Oil

# Sample Contractor Review Checklist

## CUTAWAYS

Vehicle # \_\_\_\_\_ Performed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mileage \_\_\_\_\_ Work Order# \_\_\_\_\_  
Includes Service A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ Semi-Annual \_\_\_\_\_

= INSPECTED R= REPAIR MADE A= ADJUSTED N/A = NON APPLICABLE

### *CHECK ALL ITEMS SERVICED*

#### OPERATING CONTROLS

\_\_\_\_\_ Ignition Switch  
\_\_\_\_\_ Neutral Start  
\_\_\_\_\_ Warning Lights and Indicator Lamps  
\_\_\_\_\_ Gauges & Lighting  
\_\_\_\_\_ Parking Brake  
\_\_\_\_\_ Door Controls  
\_\_\_\_\_ Brake Interlock  
\_\_\_\_\_ Exit Door Interlock  
\_\_\_\_\_ Defrost & Heaters  
\_\_\_\_\_ Fans  
\_\_\_\_\_ Horn  
\_\_\_\_\_ Drivers Controls & Switches  
\_\_\_\_\_ Drivers Seat & Restraint  
\_\_\_\_\_ Stop Request  
\_\_\_\_\_ Radio  
\_\_\_\_\_ Steering Wheel Adjustment  
\_\_\_\_\_ Destination Sign, if applicable

#### INTERIOR INSPECTION

\_\_\_\_\_ Interior Lights  
\_\_\_\_\_ Stanchions, Grab Handles and Rails  
\_\_\_\_\_ Emergency Windows & Exits  
\_\_\_\_\_ Roof Hatches  
\_\_\_\_\_ Door Alignment  
\_\_\_\_\_ Mirrors  
\_\_\_\_\_ Decals  
\_\_\_\_\_ Glass & Windshield  
\_\_\_\_\_ Emergency Equipment: Fire  
Extinguisher, First Aid Kit, Body Fluid  
Kit, Strap Cutter, Triangles

#### EXTERIOR INSPECTION

\_\_\_\_\_ Wiper Arms & Blades, Washer Fluid  
Level \_\_\_\_\_  
\_\_\_\_\_ Mirrors  
\_\_\_\_\_ Reflectors  
\_\_\_\_\_ Body Panels  
\_\_\_\_\_ Bumpers  
\_\_\_\_\_ Moldings  
\_\_\_\_\_ Bike Rack  
\_\_\_\_\_ Curb Feelers

#### TIRES AND WHEELS

\_\_\_\_\_ Pressure  
\_\_\_\_\_ Tread Condition RF \_\_\_\_\_ LF \_\_\_\_\_  
(minimum 5/32 front)  
RRI \_\_\_\_\_ RRO \_\_\_\_\_ LRO \_\_\_\_\_  
LRI \_\_\_\_\_  
(minimum 3/32 rear)  
\_\_\_\_\_ Sidewall Condition  
\_\_\_\_\_ Lug Nuts  
\_\_\_\_\_ Rims

#### WHEELCHAIR LIFT

\_\_\_\_\_ Lift Operation  
\_\_\_\_\_ Warning Light and Alarm or Override  
\_\_\_\_\_ W/C Restraints  
\_\_\_\_\_ Clean Tie-down Pocket  
\_\_\_\_\_ Lift Extension Belt (Ricon Lifts Only)

## UNDERCARRIAGE

- \_\_\_\_\_ Steering Box and Joints
- \_\_\_\_\_ Tie Rod Ends and Drag Links (replace if 1/8" movement)
- \_\_\_\_\_ Ball Joints
- \_\_\_\_\_ Shock Absorbers
- \_\_\_\_\_ Suspension: Air Suspension, Radius & Torque Rods, Air Bags
- \_\_\_\_\_ Brake Lines
- \_\_\_\_\_ Brake Lining Thickness  
Ft. \_\_\_\_\_ R \_\_\_\_\_
- \_\_\_\_\_ Wheel Seals
- \_\_\_\_\_ Wheel Bearings
- \_\_\_\_\_ Fluid Leaks
- \_\_\_\_\_ Air Leaks
- \_\_\_\_\_ Fuel Tank: Condition, Mounting, Lines & Vents
- \_\_\_\_\_ Axles, Differential Oil & Vent
- \_\_\_\_\_ Underbody: Mud Flaps, Spray Guards
- \_\_\_\_\_ Frame Cracks, Loose Crossmembers

## EXHAUST SYSTEM

- \_\_\_\_\_ Hangers
- \_\_\_\_\_ Mufflers
- \_\_\_\_\_ Pipes

## ENGINE COMPARTMENT

- \_\_\_\_\_ Power Steering Fluid
- \_\_\_\_\_ Coolant Level
- \_\_\_\_\_ Brake Fluid
- \_\_\_\_\_ Hoses & Clamps
- \_\_\_\_\_ Check Belt Tension
- \_\_\_\_\_ Starter Cables
- \_\_\_\_\_ Radiator & Fan Shroud
- \_\_\_\_\_ Fan

## BATTERIES

- \_\_\_\_\_ Terminals & Cables
- \_\_\_\_\_ Fluid Level
- \_\_\_\_\_ Hold Downs

## ROAD TEST

- \_\_\_\_\_ Acceleration
- \_\_\_\_\_ Engine Performance
- \_\_\_\_\_ Transmission Performance
- \_\_\_\_\_ Steering Performance
- \_\_\_\_\_ Braking Performance (Use VC3000 @ 20MPH) Record G \_\_\_\_\_  
Must be 0.5000 or higher to pass brake test.

## B Inspection (add the following to the list)

- \_\_\_\_\_ Oil
- \_\_\_\_\_ Filter

## C Inspection (add the following to the list)

- \_\_\_\_\_ Rotate Tires

## D Inspection (add the following to the list)

- \_\_\_\_\_ Replace Air Filter
- \_\_\_\_\_ Transmission Fluid & Filter
- \_\_\_\_\_ Wheel Bearings
- \_\_\_\_\_ Inspect Differential Oil, change if needed
- \_\_\_\_\_ Fuel Filter

# Sample Contractor Review Checklist For Agencies with No Maintenance Staff

## Physical Inspection

### 1) Under the hood

- A. Belts, frayed
- B. Hoses, cracked
- C. Engine block, clean of oil, coolant etc. Hood light operative.
- D. Check all fluid levels oil, coolant, power steering fluid.

### 2) Exterior Walk-around

- A. Fluid leaks under coach.
- B. Suspension, coach sagging any direction, check front end bounce up and down to check shocks on smaller coaches. Should go down and up only 1 x. Visual on leaf springs-nothing hanging that shouldn't be.
- C. Obvious cleanliness of coach
- D. All exterior lamps working, clearance, license plate light, tail, turn and 4-ways.
- E. Unreported body damage/scratches.

### 3) Interior Check

- A. All interior lights working, including dimmer switch.
- B. Check all wheelchair tiedowns for cleanliness, proper # of and order of tiedowns.
- C. Seat condition, clean, no cuts or stains in vinyl or upholstery.
- D. Check seats that raise for wheelchair stations for smoothness of operation.
- E. First Aid Kit - full, strap cutter, Body Fluid Cleanup - full, triangles neatly folded and secured with proper number needed.

F. Fire Extinguisher secure and tag not expired.

G. Dash lights all operative, check all switches for operation, wiper blades in good condition, washer fluid full, horn, backup alarm in reverse.

### 4) Wheelchair lift operation

- A. Lift clean
- B. Check override on lift belt, is light operating?
- C. Smoothness of operation on lift outboard barrier.
- D. Check override that lift will not work without vehicle being in Park with Emergency Brake on and W/C switch activated at driver seat.

## Documentation

For each vehicle maintained by the service contractor:

1) What are the required maintenance intervals for the vehicle(s)? \_\_\_\_\_

\_\_\_\_\_

2) Do the contractor's records reflect that they are performing preventative maintenance in a timely manner? \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_