CyRide

Ames Transit Agency

Vehicle Maintenance Plan
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Organizational Structure</td>
<td>3</td>
</tr>
<tr>
<td>II. Vehicle Maintenance Plan Objective</td>
<td>3</td>
</tr>
<tr>
<td>III. Vehicle Inspection Procedures</td>
<td>4</td>
</tr>
<tr>
<td>IV. Reactive Vehicle Maintenance</td>
<td>6</td>
</tr>
<tr>
<td>V. Documentation and Evaluation of Vehicle Maintenance</td>
<td>6</td>
</tr>
<tr>
<td>VI. Maintenance Facility, Equipment, and Training</td>
<td>7</td>
</tr>
<tr>
<td>VII. Vehicle Accessibility Equipment</td>
<td>7</td>
</tr>
<tr>
<td>Appendix</td>
<td>8</td>
</tr>
</tbody>
</table>
I. Organizational Structure
CyRide operations and maintenance is governed by the Ames Transit Agency. The Transit Agency is an administrative agency of the City of Ames, Iowa established pursuant to Chapter 392, Code of Iowa, 1979. The purpose of the agency is the establishment, acquisition, operation, management, control and governance of transit services in and for the City of Ames.

II. Vehicle Maintenance Plan Objective
The objective of the CyRide Vehicle Maintenance Plan is to optimize the value of the funded dollar while protecting stakeholder investment. The primary goals of the plan are:

- Maintain vehicles in safe operating condition.
- Ensure each vehicle is operating at peak efficiency.
- Maximize vehicle life.
- Minimize vehicle service failures (road calls).
- Minimize loss of accessibility due to equipment failure.
- Meet or exceed manufacturers’ maintenance requirements.
- Maintain vehicle exterior and interior appearance.
- Maintain a system of permanent vehicle maintenance records.
- Adhere to a strict preventive maintenance schedule.
- Administer an aggressive equipment warranty recovery program.

CyRide, along with the City of Ames, subscribes to a philosophy of continuous improvement. The Vehicle Maintenance Plan and the procedures detailed in it will be subject to constant review and improvement. The plan will also be updated as the mix of rolling stock equipment changes.
III. Vehicle Inspection Procedures
The preventive maintenance program at CyRide consists of daily inspections and mileage based inspections.

Daily Inspections

A. Pre-Service Inspection (M-F)
The general operating condition of each vehicle is checked before being placed in service through the following two procedures on weekdays:

Morning Laneworker Inspection: While charging bus air systems with the building’s air supply, the morning laneworker visually inspects the tires and exterior condition of the bus. The floor around the bus is checked for fluid leaks. Problems are reported immediately to the lead mechanic for evaluation.
Fleet Status Board: The lead mechanic verifies vehicles are ready for service by checking this board in the dispatch office before pullout.

B. Driver Pre-Trip Inspection
Every day of the week, drivers perform a pre-trip inspection prior to the start of their shift. The first driver to pull the bus out of the garage for the day performs the pre-service cycling of the wheelchair lift. Problems are reported immediately to the dispatcher. If a problem may affect safety, service, accessibility or cause further component damage, the vehicle is removed from service.

C. Maintenance Cards
The reporting of mechanical problems to the maintenance staff from drivers and operations supervisors is accomplished through a Maintenance Card. All mechanical problems identified during the pre-trip inspection or driving shifts are recorded by the driver or dispatcher on a Maintenance Card. The Maintenance Card specifically identifies the bus, the problem, and the time identified. The Maintenance Card is forwarded to the either the lead mechanic or the senior mechanic on duty for repair coordination. Upon completion of repairs, a copy of the card with the repairs performed is returned to the driver. The head of maintenance reviews a sampling of the cards on a monthly basis.

D. Service Lane Inspection
Vehicles are serviced at the end of each day. During the servicing process, the following maintenance procedures are followed:

- Tires visually checked.
- Fuel tank filled.
- Interior swept and cleaned.
- Exterior washed as needed.
- Engine belts and general engine condition checked.
- Motor oil, transmission fluid, coolant checked.
- Exterior lights checked – bulbs replaced.
- Interior checked – seats, windows, lights, etc.
Preventive Maintenance Inspections
CyRide has a diverse fleet of vehicles ranging from a 1968 model up to 2008 models. This diversity requires different approaches to maintenance scheduling. There are three main schedules.

1. Older vehicles that acquire less than 10,000 miles per year are scheduled by time based intervals. Some vehicles are based on 4 month with a yearly heavy inspection, and the remaining that are used very little are based on a 6 month interval with a yearly heavy inspection.

2. Large buses older then model year 1995 are scheduled on a 2,500 mile cycle. There are four levels of preventive maintenance, (A) 2,500 miles; (B) 5,000 miles; (C) 10,000 miles; and (D) 20,000 miles. The preventive maintenance schedule is A, B, A, C, A, B, A, D and then it repeats in that cycle.

3. Large buses newer then model year 1996 are scheduled on a 5,000 mile cycle. There are 3 levels of inspections, (A) 5,000 miles, (B) 10,000 miles, and (C) 20,000 miles. The preventative maintenance schedule is A,B,A,C and continues repeating. Additional Maintenance may be performed seasonally as needed such as: washing out radiators in fall, rinsing salt off W/C lifts and radiators in winter, and other seasonal factors. For mini buses (Ford E series), the intervals are (A) 3,000 miles; (B) 6,000 miles; (C) 12,000 miles; and (D) 24,000 miles.

Preventive maintenance inspections are to be performed on time. CyRide defines an on-time inspection as being within (+/-)10 percent of schedule. A list of items inspected at the above intervals can be found on the inspection sheets in the appendix.

The mechanic assistant performing the inspection will repair minor defects at the end of the inspection. This includes minor Maintenance Card repairs deferred until inspection. Repairs that can't be completed in the allotted inspection time are reported to the lead mechanic or Maintenance Coordinator. Generally, any remaining repairs are assigned and completed by another mechanic. If parts are not available and the defect is not safety sensitive, the bus will be released for service and scheduled for repairs at a later date.

Brake and tire wear are recorded on a spreadsheet. Repairs are scheduled when wear reaches a predetermined level. CyRide’s tire replacement policy follows DOT regulations. Steer tires are replaced at 4/32-tread depth and drive tires are replaced at 2/32-tread depth. Brake linings are replaced when linings reach a point between ¼ of their original usable thickness and the minimum thickness allowed by the lining manufacturer. Linings are also replaced when excessive noise is noted during brake application.

At least one inspection bus per day is reserved for an intense interior cleaning. Generally, the bus reserved for the special cleaning has been operating the greatest
length of time without the higher level of cleaning in relation to the other buses placed out of service for inspection.

IV. Reactive Vehicle Maintenance
All other vehicle maintenance is performed in response to detected problems. Reactive maintenance cannot be eliminated and is often a function of vehicle miles, fleet age, and preventive maintenance intervals. It is the intent of this maintenance program to minimize this type of maintenance – including road calls. Constantly reviewing and improving upon the existing Vehicle Maintenance Plan will accomplish this.

The reactive vehicle maintenance policy is as follows:

- All problems are to be reported, no matter how minor.
- The supervisor, dispatcher, lead mechanic or senior mechanic on duty / on call shall make an immediate determination whether the vehicle should be removed from service.
- Failures of accessibility equipment shall require prompt resolution. An alternate vehicle or immediate repair will be provided.
- The driver or dispatcher records all detected problems on a Maintenance Card.
- All repairs are documented on the Maintenance Card, mechanic’s time card, and Collective Data maintenance software.

V. Documentation and Evaluation of Vehicle Maintenance
Documentation and evaluation of vehicle maintenance activities is the primary means by which the maintenance program can attain its goals. CyRide utilizes the following documentation in its maintenance program:

1. *Collective Data Maintenance Software:* Vehicle repair information is transferred from employee timecards to work orders on the Collective Data system. A log of repairs segregated by unit number can be retrieved from the program.
2. *Maintenance Card:* As outlined previously, this form is used to report any mechanical problems to the maintenance staff.
3. *Oil Analysis Report:* Oil sampling is done every 5,000 miles on large buses and every 6,000 miles on minibuses. The lead mechanic and/or the Maintenance Coordinator review these reports to determine if there are any problems with the engine.
4. *Parts Log:* A log of the parts used in repairing buses is kept in the parts room.
5. *Daily Commodities Usage:* Petrovend software records daily mileages along with fuel and fluids consumption. This data is also exported to the Collective Data Maintenance software to track fuel and fluid use.
6. *Road Call Log:* The Dispatch office keeps track of all Road Calls, it is also kept track of in Collective Data.
VII. Vehicle Accessibility Equipment
In order to maintain service availability to persons with disabilities, the following procedures are followed:

1. Pre-trip cycling of wheelchair lifts and inspection of securement stations at bus pull out.
2. Vehicles experiencing equipment failures are removed from service and repaired as soon as possible.
3. Replacement of wheelchair lifts occurs when the unit cannot be repaired.
4. Equipment maintenance and inspection is incorporated into preventive maintenance inspection procedures.
2,500 MILE INSPECTION

Bus No. __________________________ Odometer Miles: ______________ Date

Previous Miles: __________________ Actual Miles: ______________

Symbol Definition:
/ O.K.
X ADJUSTED
O REPAIRS NEEDED

PICK UP ALL MAINTENANCE CARDS

INTERIOR INSPECTION

___ Check drivers’ door, entrance & exit door & operation - when applicable
___ Check door sensitive edges & step treads - when applicable
___ Inspect drivers’ foot box area. Clean if necessary
___ Visually inspect interior for damage, loose or missing equipment, cleanliness & overall appearance
___ Inspect Heater/ A/C filter. Change if necessary
___ Check wheelchair lift operation

EXTERIOR INSPECTION

___ Check all exterior lamp operation
___ Check fluid levels. Add if necessary
___ Engine Oil
___ Transmission Fluid
___ Coolant
___ Washer Fluid
___ Power Steering/Hydraulic Fluid
___ Brake Fluid (Mini-Buses)
___ Hub Oil Level - When applicable
___ Visually inspect engine compartment
___ Check & adjust tire pressure. Visually inspect tires for damage.
___ Check lug nuts for signs of looseness & tighten if needed
___ Visually inspect under chassis for loose &/or damaged parts
___ Check brake adjustment & visually inspect brake components
___ Drain wet air tank on buses with air systems
___ Drain blower box catch tank - When applicable
___ Wash radiator, A/C condenser, battery box, engine compartment & wheelchair lift platform
___ Torque all lug nuts (450 ft lbs - 500 ft lbs)
___ Torque all lug nuts on Service Vehicles to mfg specs.
___ Check 1st Aid Kit & Accident Pkt - Restock drivers’ cabinet

FILL OUT & RETURN ALL MAINTENANCE CARDS W/INSPECTION SHEET
<table>
<thead>
<tr>
<th>Odometer Miles:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Previous Miles:</td>
<td>Definition:</td>
</tr>
<tr>
<td>Actual Miles:</td>
<td>/ O.K.</td>
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<tr>
<td>Last Oil Change:</td>
<td>X ADJUSTED</td>
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**UPDATE COMPUTER AND DBS**

**PICKUP AND RETURN MAINTENANCE CARDS**

**DRIVERS’ AREA**

| _____FREE PLAY IN STEERING WHEEL | _____SEAT FRAMES & COVERINGS FOR DEFECTS |
| _____STEERING TILT MECHANISM | _____GENERAL INTERIOR CONDITION - PAINT, PANELS, ETC |
| _____HORN OPERATION | _____ENTRY & EXIT DOOR OPERATION |
| _____DRIVERS’ SEAT & SEAT BELT OPERATION | _____DOOR AIR MOTORS FOR LEAKS, ETC. |
| _____SERVICE BRAKE & ACCELERATOR PEDAL OPERATION | _____LIMIT SWITCHES MOUNTING & OPERATION |
| _____SPRING BRAKE OPERATION - CHECK CONTROL KNOB | _____BODE DOOR SPRINGS - WHEN APPLICABLE |
| CONDITION & FOR EXCESSIVE AIR LEAKAGE | _____EXIT DOOR STEP TREADLES & SENSITIVE EDGES |
| _____DOOR MASTER CONTROL & INTERLOCK OPERATION | _____ENTRANCE / EXIT STEP WELLS FOR LOOSE COVERINGS & DEFECTS |
| _____REAR DOOR OVERRIDE SWITCH OPERATION | _____LAMP OPERATION |
| _____REARVIEW MIRRORS & CHECK FOR MIRROR TOOLS | _____“GREEN” LAMP OPERATION W/ EXIT DOORS AUTHORIZED |
| _____ALL INSTRUMENT PANEL GAUGES - OPERATION & DIMMING | _____STANCHION & GRAB RAILS FOR DEFECTS |
| _____ILLUMINATOR LAMPS - OPERATION & DIMMING | _____FLOOR COVERING FOR LOOSENESS & DEFECTS |
| _____AIR COMPRESSOR OPERATION : CUT-IN/OUT PRESSURES | _____PASSENGER CHIME & PULL CORDS |
| _____INSTRUMENT PANEL INDICATOR & WARNING LAMP OPERATION | _____SIDE DESTINATION SIGN & LAMP OPERATION |
| _____TRANS SELECTOR PAD & BUTTON OPERATION | _____WINDOWS, LATCHES & OPERATION |
| _____MASTER SWITCH OPERATION | _____EMERGENCY EXIT OPERATION |
| _____EMERGENCY ENGINE SHUTDOWN - WHEN APPLICABLE | _____REPLACE A/C EVAPORATOR FILTER |
| _____HEADLIGHT & DIMMER SWITCH OP – CHECK AIM | _____INSPECT HEATER FILTER – REPLACE IF NEEDED |
| _____WINDSHIELD WIPER/WASHER OPERATION | _____CHECK HEATER CORES FOR LEAKAGE & MTG |
| _____FOOT MOUNTED TURN SIGNAL SWITCH OPERATION | _____CHECK A/C EVAPORATOR - CLEAN IF NECESSARY |
| _____HAZARD/4-WAY SWITCH OPERATION | _____CLEAN STEERING WHEEL AND DRIVERS DASH |
| _____RADIO OPERATION & MTG | _____MOP FLOOR DURING WINTER MONTHS |
| _____PA SYSTEM OPERATION & MTG | _____INSPECT SEATS FOR CLEANLINESS - CLEAN IF DIRTY |
| _____DRIVERS’ SIDE WINDOW OPERATION | _____INSPECT INTERIOR FOR CLEANLINESS - CLEAN IF DIRTY |
| _____FRONT DESTINATION SIGN & LIGHT OPERATION | _____PERFORM INSPECTION (ATTACH SHEET) |
| _____DRIVERS’ HEATER/ A/C CONTROLS & FAN OPERATION | _____CHECK LIFT OPERATION |
| _____DRIVERS’ BOOSTER FAN OPERATION - WHEN APPLICABLE | _____FOLDING SEAT OPERATION |
| _____PASSENGER HEATER/ A/C CONTROLS & FAN OPERATION | _____CLEAN RELATED BELTS, CHECK RETRACTOR & LATCH OPERATION |
| _____AUXILIARY COOLANT HEATER OPERATION –IF APP | _____INSPECT DRIVERS’ FOOT BOX - CLEAN IF NECESSARY |
| _____RUN A/C | _____CHECK 1ST AID KIT, ACCIDENT PKT, AND FIRE EXT - RESTOCK IF NEEDED |
| _____FAREBOX MTG OPERATION & LAMP | |
| _____DRIVERS’ LAMP OPERATION | |
| _____PASSENGER DOME LAMP OPERATION | |
| _____INSPECT DRIVERS’ FOOT BOX - CLEAN IF NECESSARY | |
| | |

**PASSENGER AREA**

**WHEELCHAIR LIFT**

| | | |
| | | |
**EXTERIOR INSPECTION**

- **GENERAL BODY & PAINT CONDITION**
- **FRONT HUB OIL LEVEL**
- **DOOR & FENDER RUBBERS**
- **CHECK & SERVICE BATTERIES**
- **TORQUE ALL LUG NUTS (450 FT LBS - 500 FT LBS)**

**WASH RADIATOR, A/C CONDENSER, BATTERY BOX, ENGINE COMPARTMENT & WC LIFT PLATFORM**

**UNDER CHASSIS INSPECTION**

- **VISUALLY INSPECT ALL UNDER CHASSIS COMPONENTS**
- **CHECK FOR LEAKS - AIR, COOLANT, OIL, FUEL, ETC.**
- **DRAGLINK & TIE RODS**
- **KING PINS FOR LOOSENESS**
- **SHOCK ABSORBERS - FRONT & REAR**
- **RADIUS RODS & BUSHINGS - FRONT & REAR**
- **STEERING SHAFT & U-JOINTS IF APPLICABLE**
- **STEERING GEAR**
- **CHECK & ADJ BRAKES - RECORD APPROX. BRAKE LINING THICKNESS**
- **BRAKE HOSES**
- **WHEEL SEALS FOR LEAKAGE**
- **WHEEL BEARING ADJUSTMENT**
- **WHEEL BEARING ADJUSTMENT**
- **VISUALLY CK. TIRES FOR WEAR & TREAD DEPTH**
- **REAR AXLE PLANETARY HUBS - DRAIN & REFILL (LOW FLOORS)**

**ENGINE COMPARTMENT INSPECTION**

- **REAR RUN SWITCHES, GAUGES & COMPARTMENT LAMP OPERATION**
- **VISUALLY INSPECT FOR LEAKS - WATER, OIL, FUEL & AIR LINES**
- **AIR COMPRESSOR INLET & DISCHARGE LINES**
- **STARTER OPERATION & MTG**
- **HYDRAULIC FLUID PUMP FOR LEAKAGE**
- **CHECK FLUID LEVELS**

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**10,000 MILE INSPECTION**

- **REPLACE VOITH SPIN-ON FILTER IF APP**
- **REPLACE FUEL FILTER(S)**
- **REPLACE COOLANT FILTER**
- **SERVICE AIR CLEANER**
- **CHECK & SHAKE FIRE EXTINGUISHER**
- **CHANGE ENGINE OIL & FILTER** 6V71 & 6V92 - 40 W OIL

**SERIES 50 & CUMMINS - 15 W 40 OIL**

**20,000 MILE INSPECTION + 10K**

- **SERVICE TRANSMISSION - DRAIN & REFILL**
- **CHANGE TRANSMISSION FILTER**
- **SERVICE HYD SYSTEM - DRAIN & REFILL**
- **REPLACE SUCTION FILTERS** (GILLIG)
- **STEAM CLEAN ENGINE/TRANS**
- **HYDROMETER TEST BATTERIES**

**40,000 MILE INSPECTION + 10K & 20K**

- **SERVICE DIFFERENTIAL - DRAIN & REFILL**
- **SERVICE HYD SYSTEM - DRAIN & REFILL**
- **REPLACE SUCTION & PRESSURE FILTERS** (ORION)
- **BELT CONDITION & TIGHTNESS**
- **RADIATOR COOLING FAN, HUB, MOTOR & OPERATION**
- **RADIATOR & SURGE TANK MTG & FOR LEAKAGE**
- **RADIATOR FILL CAP & GASKET OPERATION & FOR LEAKAGE**
- **COOLANT HOSE CONDITION & CLAMP TIGHTNESS**
- **CHECK BELT TENSIONERS**

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**IF APPLICABLE**

- **ENGINE GOVERNOR COVER LINKAGES**
- **THROTTLE CYLINDER OPERATION WHEN APPLICABLE**
- **SHUTTER OPERATION**
FALL SERVICE INSPECTION

Bus No.________________________Odometer Miles:_____________________ Date
Previous Miles:_________________ Actual Miles:_____________________ Symbol Definition:
/ O.K. X ADJUSTED O REPAIRS NEEDED

PICK UP ALL MAINTENANCE CARDS

INTERIOR INSPECTION

___ Check drivers’ door, entrance & exit door & operation - when applicable
___ Check door sensitive edges & step treadles - when applicable
___ Inspect drivers’ foot box area. Clean if necessary
___ Visually inspect interior for damage, loose or missing equipment, cleanliness & overall appearance
___ Dust seats, dash, floor. Mop floor if needed.
___ Check wheelchair lift operation

EXTERIOR INSPECTION

___ Check all exterior lamp operation
___ Check fluid levels. Add if necessary
___ Engine Oil
___ Transmission Fluid
___ Coolant
___ Washer Fluid
___ Power Steering/Hydraulic Fluid
___ Brake Fluid (Mini-Buses)
___ Hub Oil Level - When applicable
___ Visually inspect engine compartment
___ Check & adjust tire pressure. Visually inspect tires for damage.
___ Check lug nuts for signs of looseness & tighten if needed
___ Torque all Lug Nuts (450 Ft Lbs - 500 Ft Lbs)
___ Visually inspect under chassis for loose &or damaged parts
___ Check brake adjustment & visually inspect brake components
___ Drain wet air tank on buses with air systems
___ Drain blower box catch tank - When applicable
___ Check battery voltage - Charge/Service as needed.
___ Check 1st Aid Kit & Accident Pkt - Restock drivers’ cabinet

FILL OUT & RETURN ALL MAINTENANCE CARDS W/INSPECTION SHEET
GM INSPECTION
5,000  10,000  20,000

Bus No.________________________________________ Odometer Miles:

Previous Miles:____________________________ Date
Actual Miles:______________________________ Symbol Definition:
Last Oil Change:__________________________ /   O.K.
Miles on this Oil Sample:____________________ X   ADJUSTED

O   REPAIRS NEEDED

PICK UP ALL MAINTENANCE CARDS & TEST DRIVE

INTERIOR INSPECTION

DRIVERS' AREA
__FREE PLAY IN STEERING WHEEL
__HORN OPERATION
__DRIVERS’ SEAT & SEAT BELT OPERATION
__SERVICE BRAKE & ACCELERATOR PEDAL OPERATION
__SPRING BRAKE OPERATION - CHECK CONTROL KNOB
CONDITION & FOR EXCESSIVE AIR LEAKAGE
__HAND BRAKE OPERATION & ADJUSTMENT
__DOOR MASTER CONTROL & INTERLOCK OPERATION
__REAR DOOR OVERRIDE SWITCH OPERATION
__REARVIEW MIRRORS & CHECK FOR MIRROR TOOLS
__ALL INSTRUMENT PANEL GAUGES - OPERATION & DIMMING
__ILLUMINATOR LAMPS - OPERATION & DIMMING
__AIR COMPRESSOR OPERATION : CUT-IN & CUT-OUT PRESSURES
__INSTRUMENT PANEL INDICATOR & WARNING LAMP OPERATION
__TRANS GEAR SELECTOR SWITCH OPERATION - WHEN APPLICABLE
__TRANS GEAR SHIFT LEVER - WHEN APPLICABLE
__MASTER SWITCH OPERATION
__EMERGENCY ENGINE SHUTDOWN - WHEN APPLICABLE
__HEADLIGHT & DIMMER SWITCH OPERATION - CHECK HEADLIGHT AIM
__WINDSHIELD WIPER/WASHER OPERATION
__FOOT MOUNTED TURN SIGNAL SWITCH OPERATION
__HAZARD/4-WAY SWITCH OPERATION
__RADIO OPERATION & MTG
__PA SYSTEM OPERATION & MTG
__DRIVERS' SIDE WINDOW OPERATION
__FRONT DESTINATION SIGN & LIGHT OPERATION
__DRIVERS’ HEATER CONTROLS & FAN OPERATION
__DRIVERS’ BOOSTER FAN OPERATION - WHEN APPLICABLE
__PASSENGER HEATER CONTROLS & FAN OPERATION
__FAREBOX MTG OPERATION & LAMP
__DRIVERS’ LAMP OPERATION
__PASSENGER DOME LAMP OPERATION
__INSPECT DRIVERS’ FOOT BOX - CLEAN IF NECESSARY
__CHECK & SHAKE FIRE EXTINGUISHER (10,000)
__CHECK 1ST AID KIT & ACCIDENT PKT & RESTOCK DRIVER'S CABINET

PASSENGER AREA
__SEAT FRAMES & COVERINGS FOR DEFECTS
__GENERAL INTERIOR CONDITION - PAINT, PANELS, TRIM, ETC.
__ENTRANCE & EXIT DOOR OPERATION
__DOOR AIR MOTORS FOR LEAKS, ETC.
__LIMIT SWITCHES MOUNTING & OPERATION
__EXIT DOOR STEP TREADLES & SENSITIVE EDGES
__ENTRANCE / EXIT STEP WELLS FOR LOOSE COVERINGS & DEFECTS
__STEP WELL LAMP OPERATION
__“GREEN” LAMP OPERATION W/EXIT DOORS AUTHORIZED
__STANCHION & GRAB RAILS FOR DEFECTS
__FLOOR COVERING FOR LOOSENESS & DEFECTS
__PASSENGER CHIME & PULL CORDS
__SIDE DESTINATION SIGN & LAMP OPERATION
__WINDOWS, LATCHES & OPERATION
__EMERGENCY EXIT OPERATION
__INSPECT SEATS FOR CLEANLINESS - CLEAN IF NECESSARY
CLEANLINESS - CLEAN IF NECESSARY
__INSPECT INTERIOR FOR CLEANLINESS -CLEAN IF NECESSARY
__CHECK CIRC PUMP OPERATION

FILL OUT & RETURN ALL MAINTENANCE CARDS W/INSPECTION FORM
**EXTERIOR INSPECTION**

- **GENERAL BODY & PAINT CONDITION**
- **WIPER ARMS & BLADES, ETC.**
- **DOOR & FENDER RUBBERS**
- **CHECK & SERVICE BATTERIES**
- **HYDROMETER TEST BATTERIES (20,000)**
- **TORQUE ALL LUG NUTS (450 FT LBS - 500 FT LBS.)**
- **WASH RADIATOR, A/C CONDENSER, BATTERY BOX, ENGINE COMPARTMENT**

**UNDER CHASSIS INSPECTION**

- **VISUALLY INSPECT ALL UNDER CHASSIS COMPONENTS**
- **CHECK FOR LEAKS - AIR, COOLANT, OIL, FUEL, ETC.**
- **DRAGLINK & TIE RODS**
- **KING PINS FOR LOOSENESS**
- **SHOCK ABSORBERS - FRONT & REAR**
- **RADIUS RODS & BUSHINGS - FRONT & REAR**
- **STEERING SHAFT & U-JOINTS IF APPLICABLE**
- **STEERING GEAR & LUBRICATE**
- **CHECK & ADJ BRAKES - RECORD APPROX. BRAKE LINING THICKNESS**
- **BRAKE HOSES**
- **WHEEL SEALS FOR LEAKAGE**
- **WHEEL BEARING ADJUSTMENT**
- **VISUALLY CK. TIRES FOR WEAR & TREAD DEPTH - RECORD DEPTH**
- **CHECK TIRE PRESSURE & ADJUST TO TIRE MFG. SPEC**
- **COMPLETE CHASSIS LUBRICATION**
- **INSPECT HEATER FILTER - CHANGE AS NEEDED**
- **CHECK HEATER CORES FOR LEAKAGE & MTG**
- **REPLACE COOLANT FILTER - WHEN APPLICABLE (10,000)**
- **MOTOR MOUNTS - FRONT & REAR**
- **EXHAUST SYSTEM - MUFFLER, EXHAUST PIPING & MTG**
- **CHECK MUD FLAP MTG & CONDITION**
- **FUEL TANK MTG, DAMAGE & FOR LEAKAGE**
- **TRANS OUTPUT SHAFT SEAL FOR LEAKAGE**
- **DRIVE SHAFT & U-JOINTS FOR LOOSENESS**
- **DIFFERENTIAL LUBE LEVEL**
- **DIFFERENTIAL/PINION SEAL & HOUSING FOR LEAKS**
- **HAND BRAKE LINKAGE & ADJUSTMENT**
- **AIR COMPRESSOR INLET PIPING**
- **DRAIN & INSPECT AIR TANK**
- **DRAIN BLOWER BOX CATCH TANK & INSPECT VENT TUBE**
- **TRANSPORT SPIN-ON FILTERS**
- **CHANGE ENGINE OIL & FILTER* **
- **CHANGE BYPASS OIL FILTER* **
- **SAMPLE ENGINE OIL & FILTER**
- **SERVICE TRANSMISSION - DRAIN & REFILL (20,000)**
- **SERVICE POWER STEERING SYSTEM - DRAIN & REFILL**
- **REPLACE SUCTION FILTERS (20,000)**
- **STEAM CLEAN ENGINE/TRANS (20,000)**
- **SERVICE DIFFERENTIAL - DRAIN & REFILL (40,000)**

**ENGINE COMPARTMENT INSPECTION**

- **REAR RUN SWITCHES, GAUGES & COMPARTMENT LAMP OPERATION**
- **VISUALLY INSPECT FOR LEAKS - WATER, OIL, FUEL & AIR LINES**
- **CHECK FLUID LEVELS**
- **ENGINE OIL**
- **TRANSMISSION FLUID**
- **COOLANT**
- **HYDRAULIC FLUID**
- **AIR COMPRESSOR INLET & DISCHARGE LINES**
- **STARTER OPERATION & MTG**
- **ALCOHOL EVAPORATOR BOTTLE & PLUMBING - FILL AS REQUIRED**
- **ALTERNATOR OPERATION & MTG**
- **ENGINE GOVERNOR COVER LINKAGES**
- **THROTTLE CYLINDER OPERATION WHEN APPLICABLE**
- **RADIATOR COOLING FAN, HUB, MOTOR & OPERATION**
- **RADIATOR & SURGE TANK MTG & FOR LEAKAGE**
- **RADIATOR FILL CAP & GASKET OPERATION & FOR LEAKAGE**
- **COOLANT HOSE CONDITION & CLAMP TIGHTNESS**
- **SHUTTER OPERATION**
- **HYDRAULIC FLUID PUMP FOR LEAKAGE**
- **SERVICE AIR CLEANER (10,000)**
- **REPLACE FUEL FILTER(S) (10,000)**
Odometer Miles:_________________________ Date
Previous Miles:_________________________
Actual Miles:___________________________
Last Oil Change:_________________________
Miles on this Oil Sample:_______________

**PICK UP ALL MAINTENANCE CARDS & TEST DRIVE**
**INTERIOR INSPECTION**

**DRIVERS’ AREA**

- FREE PLAY IN STEERING WHEEL
- STEERING TILT MECHANISM
- HORN OPERATION
- DRIVERS’ SEATBELT OPERATION
- BRAKE & ACCELERATOR OPERATION
- PARK BRAKE PEDAL OPERATION
- REAR VIEW MIRRORS & CHECK FOR MIRROR TOOLS
- ALL DASH GAUGES & ILLUMINATOR LAMPS - OPERATION & DIMMING
- INSTRUMENT PANEL INDICATOR LAMPS
- IGNITION SWITCH OPERATION
- SHIFT LEVER OPERATION
- OVERDRIVE BUTTON OPERATION
- HEADLAMP SWITCH - CHECK HEADLAMP AIM & DTRL OPERATION
- WINDSHIELD WIPER/WASHER OPERATION
- HAZARD/4-WAY SWITCH OPERATION
- RADIO OPERATION & MTG
- PA SYSTEM OPERATION & MTG
- DRIVERS’ DOOR & WINDOW OPERATION
- FRONT DESTINATION SIGN & LIGHTS
- DRIVERS’ HEATER/ A/C CONTROLS & FAN OPERATION
- PASSENGER HEATER/ A/C CONTROLS & FAN OPERATION
- RUN A/C
- CHECK FAREBOX MTG, OPERATION & LAMP
- DOME LAMP OPERATION - DRIVERS’ & PASSENGER
- PASSENGER DOOR CONTROL SWITCH & OPERATION
- INSPECT DRIVERS’ FOOT BOX - CLEAN IF NECESSARY
- CHECK & SHAKE FIRE EXTINGUISHER (10,000)
- CHECK 1ST AID KIT & ACCIDENT PKT - RESTOCK IF NECESSARY (10,000)

**PASSENGER AREA**

- CHECK SEAT FRAMES & COVERINGS FOR DEFECTS
- GENERAL INTERIOR CONDITION, PAINT, PANELS, TRIM, ETC.
- PASSENGER DOOR OPERATING MECHANISM & MOTOR
- STEP WELL FOR LOOSE COVERINGS & DEFECTS
- STANCHION & GRAB RAILS FOR DEFECTS
- PASSENGER CHIME & PULL CORDS
- SIDE DESTINATION SIGN & LIGHTS - WHEN APPLICABLE
- WINDOWS, LATCHES & OPERATION
- EMERGENCY EXITS
- FLOOR COVERINGS FOR LOOSENESS & DEFECTS
- DECALS
- INSPECT SEATS FOR CLEANLINESS - CLEAN IF NECESSARY
- CHECK FOR PASSENGER SEAT BELT EXTENSIONS: 3 - PASS/ 1 - W/C
- INSPECT INTERIOR FOR CLEANLINESS - CLEAN IF NECESSARY

**WHEELCHAIR LIFT**

- PERFORM INSPECTION (SEE ATTACHED INSPECTION FORM)
- CHECK OPERATION
- CHECK DOOR & LATCH OPERATION
- CHECK FLOOD LAMP OPERATION
- CLEAN SEATBELTS & CHECK SWITCH OPERATION

**FILL OUT & RETURN ALL MAINTENANCE CARDS W/INSPECTION SHEET**
EXTERIOR INSPECTION

GENERAL BODY & PAINT CONDITION
WHEEL & AXLE FLANGE NUTS
EXTERIOR LAMPS - MARKER, CLEARANCE, STOP/TAIL, ETC.
BACK-UP ALARM & LAMP OPERATION
WASH RADIATOR, A/C CONDENSER & BATTERY BOX

CHECK & SERVICE BATTERIES
CLEAN & LUBE BATTERY TRAY SLIDES
WIPER ARMS & BLADES
DOOR & FENDER RUBBERS
HYDROMETER TEST BATTERIES (20,000)

UNDER CHASSIS

VISUALLY CHECK ALL UNDER CHASSIS COMPONENTS
CHECK FOR LEAKS - COOLANT, OIL, ETC.
DRAGLINK & TIE ROD ENDS
SHOCKS - FRONT & REAR
RADIUS RODS & BUSHINGS
BALL JOINTS
CHECK & ADJUST BRAKES - RECORD PAD THICKNESS
BRAKE HOSES & LINES
COMPLETE CHASSIS LUBRICATION
CHECK WHEEL SEALS FOR LEAKS - FRONT & REAR
CHECK WHEEL BEARING ADJUSTMENT - FRONT & REAR
VISUALLY CHECK TIRES FOR WEAR & DAMAGE
MEASURE & RECORD TIRE TREAD DEPTH
TORQUE ALL LUG NUTS (126 FT LBS - 170 FT LBS - MINI BUSES)
TORQUE ALL LUG NUTS (100 FT LBS - MINI VANS)
TORQUE ALL LUG NUTS ON SERVICE VEHICLES TO MFG SPECS.
PULL REAR BRAKE DRUMS (10,000)
INSPECT & RECORD LINING THICKNESS (10,000)
CHANGE IN-LINE TRANSMISSION FILTER (10,000)

ENGINE COMPARTMENT

CHECK FOR LEAKS - COOLANT, OIL, FUEL, ETC.
CHECK ACCESSORY DRIVE BELT
CHECK ACCESSORY DRIVE BELT TENSIONER & IDLER PULLEYS
FOR ALIGNMENT & OPERATION
CHECK ALT. MTG & OPERATION
CHECK & SERVICE ENGINE AIR FILTER (10,000)
CHANGE FUEL FILTER (10,000)

CHECK FLUID LEVELS
ENGINE OIL
TRANSMISSION FLUID
BRAKE FLUID
COOLANT
POWER STEERING FLUID
WASHER SOLVENT
SERVICE FUEL FILTERS (#938 & #939 & #949) (20,000)
2,500 MILE INSPECTION

- Outboard roll stop hinge - light oil
- Roll stop latch (pivot point) - light oil
- Fold actuator points (red quick release pin & actuator whale mounting pin) - light oil
- Bridge(striker) plate & clevis pins - light oil
- Platform fold axles - light oil
- Horseshoe pivots points (shoulder bolts) - light oil
- Handrail pivot points (3 points per handrail) - light oil
- Inspect lift for rattles - Adjust as needed
- Bridge(striker) plate & pivots points - Anti-seize
- Bridge(striker) plate & slots & bearings - light oil
- Inspect whale for proper alignment with platform bearings - Adjust as necessary
- Inspect whale slots for excessive wear or damage - Replace if needed
- Inspect bridge(striker) plate slots for excessive wear or damage - replace if needed & relubricate
- Inspect cotter pins on: Whale pins (2), Bridge plate end, Clevis pins (2), Platform fold axles (2) & Roll stop latch (2) - Resecure, replace or correct as needed
- Inspect hairpin cotters (2) on fold actuator - Replace if needed
- Inspect roll stop for proper operation - Correct or replace defective parts &/or relubricate
- Inspect roll stop latch for proper operation, positive securement & detachment or missing springs - Correct or replace defective parts &/or relubricate
- Inspect gas spring & mtg hardware - Tighten, replace or correct as needed
- Inspect handrail(s) for proper operation - Replace defective parts & relubricate
- Indicator pins - Replace if needed &/or relubricate

**Note:** Fluid should be changed if there is visible contamination or discoloration. Inspect the hydraulic system (cylinder, hoses, fittings, seals, etc.) For leaks if fluid level is low. - Use Type A transmission fluid. Check level with platform lowered & roll stop unfolded fully. Fill to within ½” of the bottom of the 1 ½” fill tube.

20,000 MILE INSPECTION (INCLUDE 2,500 MILE INSPECTION WHEN DOING 20,000 MILE INSPECTION)

- Remove pump module cover(s) & inspect: Hydraulic hoses, fittings & connections for wear or leaks, Harness cables, wire, terminals & connections for securement or damage, Microswitch for securement & proper adjustment, Relay blocks/relays, circuit breaker & solenoid for securement or damage - Resecure, replace or correct as needed
- Remove side chain & inspect chains, chain bolts, cylinder, clevis idler & hydraulic connections for wear, damage, leaks & misalignment - Realign, resecure, replace or correct as needed
- Inspect cylinder mtg hardware & clevis lock nut - Tighten or replace if needed. NOTE: lock nut MUST be replaced if loosened or removed
- Inspect chain bolt Nylock nuts, hex jam nuts & jam nut retainer plate for securement, wear, damage or misalignment - Tighten, correct or replace if needed
- Remove top chain guard & inspect UHMW rollers, axles, mtg hardware & chains for wear, damage or misalignment - Realign or replace if needed
- Inspect platform for: Roll stop chain securement, wear, damage or misalignment, Slide tube base UHMW idler securement, wear, damage or misalignment, Mounting/Securement (½” - 13 flanged lock nuts) - Realign, tighten replace &/or lubricate as need. NOTE: ½” - 13 flanged lock nuts MUST BE REPLACED IF LOOSENED OR REMOVED
- Inspect power cable - Resecure, repair or replace
- Make sure lift operates smoothly - Realign uprights, apply light grease to slide tubes or correct as needed
- Mounting - Check to see that the lift is securely anchored to the vehicle & there are no loose bolts, broken welds or stress fractures
- Decals - Replace if worn, missing or illegible
- Padding - Replace if damaged, worn or missing
- Whale pins - Horseshoe bushings - Anti-Seize - Note: Disassembly required for proper lubrication
BRAUN LIFT INSPECTION
(#949, #978, #979, #960, #961)

DATE:

BUS #: _________ MILEAGE :

General Appearance
_ _ Check general appearance of lift

Lift Mountings & Support Points
_ _ Ensure that all lift mountings & support points are in proper order & free from damage
_ _ Ensure that all mounting bolts are of appropriate grade & sufficiently tight

Main Lifting Pivots
_ _ Ensure all traveling frame pins are installed properly, free from damage & locked in position with proper fasteners

Platform and Platform Attachment Points
_ _ Ensure platform operates properly during lift "up/down" functions without obstructions
_ _ Ensure that all welds on traveling frame are in proper order

Inner Rollstop and Inner Rollstop Operation
_ _ Ensure that inner rollstop functions properly during "up/down" operations without obstructions
_ _ Ensure that inner rollstop deploys fully as the platform stops at the proper vehicle floor level

Platform Rollstop and Rollstop Operation
_ _ Ensure that rollstop operates properly on contact with the ground
_ _ Ensure that rollstop opens, closes and locks properly without obstruction

Handrail and Handrail Attachment
_ _ Ensure that all fasteners are present and properly tightened

Hydraulic Fluid Level
_ _ Ensure that the hydraulic fluid level is maintained at the required "Full Level"

Hydraulic Cylinders, Flow Control Valves and Hoses
_ _ Inspect the hydraulic hoses, valves and seals for leaks
_ _ Ensure that hydraulic hoses and lines are not damaged

Clean and Lubricate
_ _ Lubricate as per Manufactures' recommendations

Occupant Restraining Belt &
_ _ Check occupant restraining belt for proper operation & check condition of restraint belt - Replace belt if needed
GILLIG LOW FLOOR - LIFT-U RAMP INSPECTION

DATE: 

BUS#:_____________ MILEAGE:

General Appearance

_   _ Inspect ramp platform surface, stow guides & wear strip for wear, damage &/ overload characteristics

_   _ Inspect ramp pivoting lever arms, bearings & cam bolt heads for wear, damage &/ overload characteristics

_   _ Inspect stow/deploy belt for wear, damage &/ overload characteristics

_   _ Inspect manual release wire rope(s) for wear, damage &/ overload characteristics

General Cleaning

_   _ Ramp platform surface

_   _ Ramp enclosure interior & closeout hinge

NOTE: Avoid direct pressure washing of the limit switch, interlock switch, relay junction box & cable connections. Once water is forced into these components, corrosion or electrical short-circuiting may damage them. This damage may cause the ramp to malfunction.

General Rust Prevention

_   _ Grind or brush affected area to remove exiting rust

_   _ Prime area with primer paint

_   _ Finish paint area with high quality gloss black paint

NOTE: Proper preventative maintenance requires that visible surface rust be addressed & corrected in a timely & appropriate manner. Failure to do so may cause irreversible damage to the ramp mechanism.
STEP LIFT PREVENTATIVE MAINTENANCE

DATE:

5,000 MILE INSPECTION

- __PASSENGER SENSOR
- __TOP OF STEP TREAD - 14"
- ___ INSPECT HANDRAILS
- ___ STRUCTURAL INTEGRITY
- ___ CRACKS IN TUBING
- ___ INSPECT RAMP/BARRIER LINKAGE & CYLINDER
- ___ STRUCTURAL INTEGRITY OF BARRIER
- ___ BARRIER ANGLE
- ___ PIVOT POINTS FOR DAMAGE OR WEAR
- ___ STRUCTURAL INTEGRITY OF LINKAGE
- ___ CYLINDER ATTACHMENT BOLTS
- ___ HYDRAULIC HOSES/FITTINGS FOR LEAKS
- ___ BARRIER LATCH PIN FOR DAMAGE
- ___ SPRAY LUBE

20,000 MILE INSPECTION

( INCLUDE 5,000 MILE INSPECTION WHEN DOING 20,000 MILE INSPECTION)

- ___ INSPECT RAMP/BARRIER LINKAGE & CYLINDER
- ___ STRUCTURAL INTEGRITY AND LINKAGE PINS
- ___ LUBRICATION (LUBE WITH ANTI-SEIZE COMPOUND)

BUS #:

MILEAGE:

- ___ INSPECT SUPPORT ARM
- ___ STRUCTURAL INTEGRITY OF SUPPORT ARM
- ___ MOUNTING BOLTS
- ___ DOWEL PINS
- ___ INSPECT HINGES
- ___ RUST/ CORROSION
- ___ BINDING
- ___ DAMAGE
- ___ STEP HEATER & WIRING
- ___ INSPECT HYDRAULIC HOSE/ELECTRICAL CABLE BUNDLE
- ___ PROPER ROUTING
- ___ LEAKS
- ___ CHAFING
- ___ INSPECT STEP ACTUATION CYLINDER
- ___ CYLINDER PINS FOR FREE MOVEMENT
- ___ HYDRAULIC HOSES/FITTINGS FOR LEAKS
- ___ SET SCREW IN PIVOT PINS
- ___ INSPECT BARRIER LATCH LIMIT SWITCH
- ___ LOOSE LIMIT SWITCH ARM
- ___ RUST & CORROSION
- ___ INSPECT ULTRASONIC SENSING DEVICE (PASSENGER SENSOR)
- ___ SENSING FACE
- ___ INSPECT PROXIMITY SWITCHES
- ___ DAMAGE TO THE SENSOR END
- ___ GAP BETWEEN SENSING END AND TARGETS (GAP .30 -.060)
- ___ INSPECT HYDRAULIC HOSE/ELECTRICAL CABLE BUNDLE
- ___ FLUID LEVEL AT FLOOR LEVEL
- ___ MANUAL OPERATION OF HYDRAULIC SYSTEM
- ___ STOW & DEPLOY
- ___ RAISE & LOWER
- ___ RAMP/BARRIER UP & RAMP BARRIER DOWN
- ___ INSPECT MAIN LIFT CYLINDER
- ___ CYL SWIVEL BEARINGS MUST BE FREE OF RUST & CORROSION
- ___ CYL SWIVEL BEARINGS MUST MOVE FREELY
- ___ CYL PIN KEEPERS
- ___ JAM NUT MUST BE TIGHT AGAINST THE CLEVIS
- ___ CHECK FLUID LEVEL WITH Lift AT FLOOR LEVEL
- ___ INSPECT EMERGENCY CYLINDER
- ___ CYL SWIVEL BEARINGS MUST BE FREE OF RUST & CORROSION
- ___ CYL SWIVEL BEARINGS MUST MOVE FREELY
- ___ CYLINDER PIN KEEPERS
- ___ JAM NUT MUST BE TIGHT AGAINST THE CLEVIS
- ___ INSPECT BEARING STRIP ON VERTICAL FRAME ASSEMBLY
- ___ WEAR & DAMAGE

- ___ INSPECT HYDRAULIC POWER SOURCE
- ___ RELIEF VALVE PRESSURE (1250 PSI)
- ___ CHANGE FILTER ELEMENT
- ___ INSPECT LIFT MOUNTING BOLTS
- ___ REFER TO BUS MFG TORQUE SPECS
- ___ INSPECT TOWER ASSEMBLY
- ___ TOWERS ARE VERTICAL
- ___ TOWERS ARE PERPENDICULAR TO THE ROADSIDE CLOSEOUT
- ___ INSPECT SLIDE BEARING ON SLIDING PLATFORM ASSEMBLY
- ___ WEAR & DAMAGE

- ___ INSPECT BEARING STRIP ON VERTICAL FRAME ASSEMBLY
- ___ WEAR & DAMAGE
- ___ INSPECT FOR MANUAL OPERATING PROCEDURE DECAL
- ___ CHECK BOTTOM CLOSE-OUT HINGE FOR FREE OPERATION
- ___ INSPECT ALL FASTENERS FOR TORQUE

Page 20
PLATFORM LIFT PREVENTATIVE MAINTENANCE
DATE:

5,000 MILE INSPECTION

MILEAGE: ____________ (INCLUDE 5,000 MILE INSPECTION WHEN DOING 20,000 MILE INSPECTION)

INSPCTION CURBSIDE BARRIER/LINKAGE & BARRIER

- __PRESSURE SENSITIVE MATS
- __PRESSURE SENSITIVE EDGES

- __STRUCTURAL INTEGRITY OF BARRIER
- __BARRIER ANGLE
- __PIVOT POINTS FOR DAMAGE OR WEAR

- __LINKAGE SET SCREWS/JAM NUTS (20,000)
- __HYDRAULIC HOSES/FITTINGS FOR LEAKS
- __LUBRICATION (LUBE WITH ANTI-SEIZE COMPOUND)
- __SLIDE LINK & ROD GUIDE - LUBE
- __SHOULDER BOLT & LINKAGE PINS - LUBE (20,000)

INSPCTION ROADSIDE BARRIER/LINKAGE/CYLINDER

- __STRUCTURAL INTEGRITY OF BARRIER
- __BARRIER ANGLE
- __PIVOT POINTS FOR DAMAGE OR WEAR
- __LINKAGE/CYLINDER JAM NUTS
- __HYDRAULIC HOSES/FITTINGS FOR LEAKS
- __CYL CLEVIS PINS - REMOVE, INSPECT & LUBE

INSPCTION LIFT MASTER CHAINS & CONN LINKS

- __RUST & CORROSION
- __ABSENCE OF COTTER PIN/KEEPERS
- __PROPER ADJUSTMENT
- __LUBRICATION (LUBE WITH P/N P515-0005)

INSPCTION SLAVE CHAINS AND CONN LINKS

- __RUST & CORROSION
- __ABSENCE OF COTTER PIN/KEEPERS
- __PROPER ADJUSTMENT
- __LUBRICATION (LUBE WITH P/N P515-0005)
- __JAM NUTS SECURED

INSPCTION LIFT STOW & DEPLOY CHAINS & CONN LINKS

- __RUST & CORROSION
- __ABSENCE OF COTTER PIN/KEEPERS
- __PROPER ADJUSTMENT
- __LUBRICATION (LUBE WITH P/N P515-0005)
- __JAM NUTS SECURED

INSPCTION LIFT MOTOR CHAIN & CONN LINK

- __RUST & CORROSION
- __ABSENCE OF COTTER PIN/KEEPERS
- __PROPER ADJUSTMENT
- __LUBRICATION (LUBE WITH P/N P515-0005)
- __JAM NUTS SECURED

INSPCTION HYDRAULIC HOSE/ELECTRICAL CABLE BUNDLE

- __PROPER ROUTING
- __LEAKS (HOSES)
- __CHAFFING

INSPCTION LIFT STOW & STOW SHAFT

- __SPOCKET ALIGNMENT (20,000)
- __SET SCREW IN SPOCKETS (20,000)
- __HYDRAULIC HOSES/FITTINGS FOR LEAKS
- __SET SCREW IN BEARINGS (20,000)
- __SPOCKETS FOR WEAR & DAMAGE (20,000)

INSPCTION PROXIMITY SWITCHES

- __DAMAGE TO THE SENSING END
- __GAP BETWEEN SENSING END & TARGETS (GAP .030 TO .060)