Preventive Maintenance Log:		[Type Agency's Name Here]										
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Subrecipients must conduct and document all preventive maintenance services charged to federal or state grant reimbursements  Routine maintenance and inspections include but are not limited to the following:												
Routine maintenance and inspections include but are not limited to the following:  Routine engine services, wheelchair and annual inspections at manufacturer's recommended intervals (Include out of service dates in form below)												
All vehicles must receive a minimum of one PM service and inspection annually, regardless of hours or miles in service (lube, oil, filter, wheelechair lift inspections and annual inspections)												
Subrecipients must maintain all aspects of the vehicle in accordance with the manufacturer's recommended maintenance standards listed in the maintenance plan												
Accident repairs and warranty work must not be listed as items to be reimbursed on the PM log.												
	e full and complete in order to demonstrate compliance with vehicle maintenance regulations											
Quarter for Charges:												
Name and title of the	agency's representive	e completing this report										
VIN	Vehicle's Agency	Vehicle	Vehicle	Mileage at	Invoice	Invoice	Maintenance	Description of Work Performed	Out of Service	Total Cost of	Grant Funding	
(last 6 digits)	Number	Year	Make	Beginning of	Date	Number	Service		Dates	Maintenance	Charged	
				Service			Provider				(5310,5311)	
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Facility Maintenance Log:	[Type Agency's Name Here]									
Subrecipients must conduct and document all maintenance services charged to federal or state grant reimbursements Routine maintenance and inspections include but are not limited to the following: Inspections, general repairs, labor, materials and other indirect costs associated with maintaining buildings, equipment and systems. Routine mainteance- regular cleaning, inspections, preventive upkeep of facilities, equipment and systems. Repair and replacement, supplies and materials, labor costs, contracted services										
Subrecipients must maintain all aspects of the facility in accordance with the recommended maintenance standards listed in the facility maintenance plan										
Accident repairs and warranty work must not be listed as items to be reimbursed on the PM log.  Costs incurred for facility maintenance are subject to the FTA's allowable cost principles, as outlined in the Federal Acquisition Regulation (FAR). Maintenance costs for facilities acquired with FTA funds are eligible for federal assistance.										
Quarter for Charges:										
Name and title of the agency's representive completing this report										
Facility Address		Invoice Date	Invoice Number	Maintenance Service Provider	Description of Work Performed	Out of Service Dates	Total Cost of Maintenance	Grant Funding Charged		