Shop name / logo
Address · Phone

MAINTENANCE CHECKLIST

Work order no: _____ Date: ___/___/_____ Technician: _____

VEHICLE

Plate _____ Make / model / year _____ Mileage _____

CHECK ITEM	CHECKED	REPLACED	ADVISED	NOTE / READING
ENGINE BAY				
Engine oil and oil filter	☐	☐	☐	
Air filter	☐	☐	☐	
Fuel filter	☐	☐	☐	
Coolant level and freeze point	☐	☐	☐	°C
Brake fluid level / moisture	☐	☐	☐	%
Power steering fluid	☐	☐	☐	
Drive belt / alternator belt	☐	☐	☐	
Timing belt kit (replacement interval)	☐	☐	☐	km
Spark plugs / glow plugs	☐	☐	☐	
Hoses and leak check	☐	☐	☐	
BRAKES				
Front brake pads	☐	☐	☐	mm
Rear pads / shoes	☐	☐	☐	mm
Brake discs	☐	☐	☐	mm
Parking brake	☐	☐	☐	
SUSPENSION AND STEERING				
Shock absorbers	☐	☐	☐	
Ball joints, tie rod ends, control arm bushings	☐	☐	☐	
CV joint boots	☐	☐	☐	
TYRES				
Tread depth (FL / FR / RL / RR)	☐	☐	☐	___ / ___ / ___ / ___ mm
Pressure, incl. spare	☐	☐	☐	
Alignment / balancing needed	☐	☐	☐	
ELECTRICAL AND LIGHTING				
Battery test	☐	☐	☐	V / CCA
Headlights, brake lights, indicators, plate light	☐	☐	☐	
Fault code scan (OBD)	☐	☐	☐	Code:
INTERIOR AND BODY				
Cabin / pollen filter	☐	☐	☐	
Wiper blades and washer fluid	☐	☐	☐	
A/C performance	☐	☐	☐	°C
Seat belts, horn	☐	☐	☐	
ROAD TEST				
Brakes, steering, gearbox, unusual noises	☐	☐	☐	
Service light reset	☐	☐	☐	

NEXT SERVICE AND NOTES

Next service mileage _____ Next service date _____

Notes _____

Technician — name, signature

Customer informed — signature

This list is a general guide; always follow the manufacturer's service schedule.

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