



**CANBY  
AREA  
TRANSIT**

# **2025 Asset Maintenance Plan**

## **For Public Transit Fleet and Facilities**

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## Introduction

This document presents vehicle and facility maintenance policies and procedures for the assets procured, operated, and maintained by Canby Area Transit (CAT) a department of the City of Canby.

CAT is supported by other City departments. For vehicle and facility maintenance the Transit Department relies on the City of Canby's Facilities, Fleet and Parks Departments to maintain all City owned properties, buildings, and equipment, including federally funded assets used for the transit services provided by Canby Area Transit. The City strives to operate safe, clean, and well-maintained facilities and equipment, using the most efficient and cost-effective maintenance practices, products, and personnel resources.

The attractiveness and functionality of CAT's vehicles and facilities are a source of City pride. Maintaining the condition of these assets in a way that increases safety and extends the useful life of the assets is the desired outcome of this policy and the goals and objectives described in the document. To keep pace with current industry standards, this plan must be flexible and capable of change and adaptation. This document will be reviewed regularly. As conditions change, the document will require revisions or modifications.

### Mission

City of Canby's stated mission is *to maintain and improve the quality of life and environment for all within the Canby Community*. As a department of the City of Canby, Canby Area Transit has established the following mission statement: *To serve the citizens of Canby with accessible, dependable, and efficient Public Transportation*.

Both facility and vehicle maintenance play critical roles in the provision of safe, comfortable, and reliable transportation to our passengers, and effective and efficient service to the community.

## Transit Asset Management

In 2016, the Federal Transit Administration (FTA) published a rule, 49 CFR Part 625, to require public transit providers that receive Federal transit assistance to undertake certain transit asset management activities. Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

MAP-21 required the establishment of a National Transit Asset Management (TAM) System that would include a definition of "state of good repair;" requirements that recipients and subrecipients of federal transit funding develop transit asset management plans. The FTA established new guidelines for State Departments of Transportation. Specifically, §625.27 requires that States, acting as sponsors, develop a group TAM plan for all subrecipients under the Rural Area Formula Program (Section 5311). The sponsor is responsible for setting unified targets for the plan participants and sharing that information with MPOs that house their participating

providers. In 2018, ODOT developed its Oregon Statewide Tier II Transit Asset Management Plan in accordance with the guidelines established by the FTA.

The City of Canby along with 52 other Oregon public transit providers has requested to participate in the State of Oregon's Tier II Transit Asset Management Group Plan. So, in addition to the asset inventory records maintained by the City, Canby Area Transit is a part of the statewide Tier II Transit Asset Management Plan.

## **Vehicle Maintenance**

The City strives to protect federal and local investments through quality maintenance of CAT equipment and rolling stock. Creating a culture of safety, performing timely repairs, consistent preventive maintenance, utilization of warranties, regular cleaning and frequent inspections will save resources and maintain assets that will serve City of Canby residents for many years.

Canby Area Transit relies on the City's Fleet Department for the maintenance and repair of buses. The Fleet Department utilizes both City staff and contracted service providers, as appropriate, to maintain the CAT fleet.

### **Goals and Objectives (Fleet)**

The goals and objectives of the vehicle maintenance program are:

1. *Maintain vehicles to promote the safety and comfort of passengers, operators, and protect the public.*
  - Conduct regular pre-trip inspections to identify vehicle and equipment problems and ensure vehicles are in good operating condition.
  - Conduct basic Preventive Maintenance service routines in a timely manner to identify vehicle problems and keep vehicle systems in good repair.
  - Conduct vehicle repairs in a timely manner and in accordance with industry's best practices.
  - Maintain a clean appearance for vehicles through regular interior and exterior cleaning.
2. *Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure.*
  - Regularly inspect vehicles to identify and correct problems to prevent service interruptions.
  - Schedule repairs promptly to minimize service interruptions.
  - Utilize subcontractors as needed to perform specialized services and to supplement City maintenance staff efforts.
  - Schedule preventive maintenance activities to maximize fleet availability during service peaks.
  - Analyze repair, road call and tow data to identify trouble-prone components or systems for pro-active attention.

3. *Maintain vehicles and equipment to promote cost-efficiency of operations.*

- Maintain and repair vehicles to ensure their operation at peak efficiency, including fuel efficiency, emissions systems, etc.
- Analyze fleet fuel usage and repair data; identify vehicles which may need remedial work or may need to be made inactive.
- Maintain vehicles and related equipment to fulfill manufacturer's warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
- Maintain vehicles to maximize the useful vehicle life, including the life of key components such as tires, brakes, batteries, etc.
- Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.

### **Standard Operating Procedures**

Effective operation of the Canby Area Transit (CAT) fleet requires cooperation between the subcontracted service provider's staff and the City's Transit and Fleet Department staff. These guidelines apply to City and subcontractor staff who operate CAT vehicles:

1. At the start of each driving shift, the driver performs a pre-trip inspection to ensure safety and accessibility items are operational and that any defects are recorded on the Daily Vehicle Inspection Report (DVIR). Additionally, safety issues are reported directly to the dispatcher and when necessary, vehicles are removed from service until inspected and cleared for service by a mechanic.
2. Each driver records beginning and ending miles for the route(s).
3. Each day, dispatch staff record vehicle miles driving for that day in the TripMaster database. At the end of the month an ending odometer reading is recorded for each vehicle.
4. Vehicle condition and mileage is entered daily into the fleet database by city staff (Fleet Maintenance Pro). The program flags the following vehicles for preventive maintenance (PM) within the specified miles:
  - Admin vehicle: 300 miles
  - Minivan: 300 miles
  - Transit Van: 500 miles
  - Cutaway Bus: 400 miles
  - Coach Bus: Two (2) at 800 miles and One (1) at 1,000 miles

This allows staff to easily identify vehicles due for PM and assure that the service is performed on or before the service due mileage. Work is scheduled in-house or outsourced as needed to meet the maintenance deadlines.

5. Specific components of each vehicle are scheduled for inspection, lubrication, cleaning, or replacement at regular intervals. The intervals are determined by published information from the vehicle or component manufacturers. In addition, such inspections may include other items or incorporate shorter intervals as recommended by maintenance staff or management.

6. At each service, maintenance staff record service date, odometer reading, service items, parts used, parts cost, and labor hours in Fleet Maintenance Pro as work is performed.
7. At regular intervals Fleet Department staff audit the data collection process and verify the completeness and timeliness of the database records. Management also works with maintenance staff to revise maintenance policy and checklists as needed, to upgrade database capabilities.
8. Monthly, preventive maintenance detail is reviewed for timely performance of PM services for the prior month. Quarterly, management review and consult with maintenance staff to ensure adequate resources are available for the workload.

## **Process and Forms**

As described in the Standard Operating Procedures section of this document, City and contractor staff utilize database software, reports, and forms to manage the operation and maintenance of the CAT fleet. CAT operates four (4) basic vehicle body types in revenue service. These vehicle types are: .

- 35' Coach
- 23'-28' cutaway style (standard and low-floor)
- Transit Van
- Minivan.

Further, CAT operates both diesel and gas buses from multiple model years and manufacturers.

Copies of the following documents are included as appendices:

**1. Appendix A: Vehicle Inventory**

This attachment lists the CAT vehicles in the fleet as of the date of this document.

**2. Appendix B: Daily Vehicle Inspection Reports (DVIR)**

The DVIRs are used by drivers each day and reviewed daily by dispatch, City Transit and Fleet Department staff.

**3. Appendix C: Vehicle Preventive Maintenance Inspection Checklists**

These checklists show the components inspected by the mechanics during each preventive maintenance inspection.

**4. Appendix D: Annual Vehicle Inspection Report and Forms**

As required by ODOT and the FTA, in addition to recording annual inspections in the database a paper copy of the Annual Vehicle Inspection Report is filed for each CAT vehicle annually. The associated forms detail by vehicle body style the items and components inspected annually.

**5. Appendix E: Lift or Ramp System Safety Inspection Form**

All CAT vehicles have either a ramp or a lift for wheelchair access to the vehicle. This equipment is inspected and maintained according to manufacturer's recommendations.

**6. Appendix F: Security Camera Preventive Maintenance Checklist**

All CAT vehicles except the minivan have AngelTrax security camera systems. This equipment is also inspected and maintained according to manufacturer's recommendations.

## Facility Maintenance

Guarding the public investment in Canby facilities requires the same effort described in the Vehicle Maintenance section of this document. The City maintains CAT facilities and equipment by creating a culture of safety, performing timely repairs, consistent preventive maintenance, utilization of warranties, regular cleaning and frequent inspections which save resources and maintain assets that will serve City of Canby residents for many years.

### Goals and Objectives (Facilities)

The following describes the policy elements employed to ensure that facilities receive a level of care and maintenance which allows them to remain in a state of good repair throughout their service life.

1. *At the highest level the goals and objectives for the maintenance of the City's transit facilities are to:*
  - Ensure that City facilities perform effectively and efficiently.
  - Ensure that associated risks are adequately addressed and effectively managed.
  - Establish priority levels based on possible impacts to the delivery of services.
  - Identify and implement best management practices.
  - Establish practices that meet or exceed all statutory and industry requirements.
  - Clarify the appropriate separation of duties between City departments and subcontractors to assure all maintenance tasks are accomplished.
  - Maintain a clean appearance of facilities through regular cleaning.
2. *Maintain facilities and equipment to promote cost-efficiency of operations.*
  - Maintain and repair facilities to ensure their operation at peak efficiency.
  - Analyze energy or water usage and repair data; identify solutions as appropriate.
  - Take full advantage of manufacturer's warranties, track warranty status on all facilities and sub components.
  - Establish maintenance practices that maximize the useful life of the facility.
  - Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.

### Canby Area Transit Facilities:

The City of Canby owns one facility on behalf of Canby Area Transit that was funded in part with Federal Transit Administration funds. The Canby Transit Center is located at 100 NE 1<sup>st</sup> Avenue, Canby, OR 97013.

Canby Transit Center includes:

- Shelter Paved Area: concrete/pervious-paver waiting area with two (2) bus shelters, four (4) benches, two (2) trash cans, two (2) bike racks, one (1) information kiosks, two (2) bus stop signs, lighting, landscaping and security cameras.
- One (1) prefabricated cinderblock building with one (1) driver breakroom/locker room, one (1) restroom for drivers, one (1) public restroom, and a utility room.

- Gazebo Paved Area: concrete waiting area with one (1) cinderblock gazebo with a 4 faced clock, round brick bench inside the gazebo, seven (7) round planters, three (3) trash cans and one (1) bike rack.
- An asphalt driveway with sidewalk and accessible area for buses to board/deboard riders.

### **Standard Procedures**

The Facilities and Parks Departments of the City cooperatively oversee the maintenance of the Canby Transit Center. The Facilities Department staff manage a contract for janitorial service of the driver breakroom/locker room and driver restroom. They are also responsible for general upkeep of the building and maintenance of fixtures and equipment both inside and outside the building. Parks Department staff clean the public restroom. They also clean the bus shelters and oversee the trash removal, sweeping, graffiti removal and general cleaning and landscaping of the paved portions of the facility.

The facility janitorial service workers and the Parks Department staff attend to the general cleanliness of the Canby Transit Center at least two (2) times each week. At which time the general condition of the facility is also inspected and issues are addressed as needed. Parks and Facility Department staff are available upon request to address any issues that arise during CAT's daily operation. The Facility Department maintains all equipment, fixtures, appliances and the general upkeep of the facility.

A system for logging janitorial and maintenance tasks as well as facility safety and condition has been established. A janitorial log is available to the contracted janitorial staff. Additionally, City staff maintain a notebook which contains checklists and logs for maintenance tasks, janitorial monitoring, facility repair and inspection tasks.

### **Process and Forms**

As described above, the Facilities and Parks Departments of the City oversee the maintenance of the Canby Transit Center. The Facilities Department manages a contract for janitorial service of the driver breakroom/locker room and driver restroom; and are responsible for general upkeep of the building. The Parks Department maintains the public restroom, the bus shelters and trash removal, sweeping, graffiti removal and general cleaning and landscaping of the facility. Copies of the following documents which provide more detail regarding the tasks performed are included as:

#### **Appendix G: Task Outlines (Checklists)**

The Facilities and Parks Maintenance Tasks and Weekly/Monthly Outline and the Facilities & Parks Maintenance Tasks Quarterly/Annually Outline are checklists of the tasks with the associated frequency that the tasks are performed.

#### **Appendix H: Facility Maintenance Log Forms**

The Janitorial Log, Weekly/Monthly Maintenance Log, and Quarterly/Annually Maintenance Log list the tasks from the checklists according to the department or service provider responsible for the task.

# Appendices List

## **Appendix A: Vehicle Inventory**

## **Appendix B: Daily Vehicle Inspection Reports (DVIR)**

## **Appendix C: Vehicle Preventive Maintenance Inspection Checklists**

- Coach 10,000 Mile
- Coach 8,000 Mile
- Gas Cutaway 4,000 Mile
- Transit Van 5,000 Mile
- Minivan 3,000 Mile

## **Appendix D: Annual Vehicle Inspection Report and Forms**

- Annual Vehicle Inspection Report Form
- Coach Inspection Forms
- Cutaway Inspection Forms
- Minivan Inspection Forms

## **Appendix E: Lift or Ramp System Safety Inspection Form**

## **Appendix F: Security Camera Preventive Maintenance Checklist**

- AngelTrax

## **Appendix G: Task Outlines (Checklists)**

- Weekly – Monthly Outline
- Quarterly – Annually Outline

## **Appendix H: Facility Maintenance Log Forms**

- Janitorial Log
- Weekly – Monthly Log
- Quarterly – Annually Log

## Appendix A: Vehicle Inventory



### Canby Area Transit - Vehicle Fleet

VEHICLE	YEAR	MAKE	VIN #	PLATE #	LENGTH	FUEL	BODY
Bus 28	2013	GILLIG	15GGB2719D1182065	E261557	35' (420")	Diesel	COACH
Bus 29	2013	GILLIG	15GGB2710D1182066	E261558	35' (420")	Diesel	COACH
MV-30	2013	DODGE CARAVAN	2C4RDGCG8ER187479	E261568	19' (228")	Gas	MINI-VAN
Bus 31	2016	ARBOC	1GB6G5BG8F1245245	E266563	23' (276")	Gas	CUT-AWAY
Bus 32	2016	ARBOC	1GB6G5BGXF1245781	E266564	26' (312")	Gas	CUT-AWAY
Bus 33	2016	ARBOC	1GB6G5BG0F1248530	E266565	26' (312")	Gas	CUT-AWAY
S-34	2004	CHEVY	2G1WF52EX49234326	E228356		Gas	SEDAN
Bus 35	2018	ARBOC	1HA6GUBB1JN008040	E279209	28' (336")	Gas	CUT-AWAY
Bus 36	2018	ARBOC	1HA6GUBB0JN008000	E279210	23' (276")	Gas	CUT-AWAY
Bus 37	2018	ARBOC	1HA6GUBB6JNO08082	E279211	23' (276")	Gas	CUT-AWAY
Bus 38	2019	ARBOC	1HA6GUBG1KN002509	E284783	28' (336")	Gas	CUT-AWAY
Bus 39	2019	ARBOC	1HA6GUBG8KN002779	E284782	28' (336")	Gas	CUT-AWAY
Bus 40	2021	ARBOC	1HA6GUB75MN013242	E284798	28' (336")	Gas	CUT-AWAY
Bus 41	2021	ARBOC	1HA6GUB76MN013203	E284797	28' (336")	Gas	CUT-AWAY
Bus 42	2021	GILLIG	15GGB2711M3195333	E289572	35' (420")	Diesel	COACH
TVan 43	2022	Ford Transit 350	1FDVU4X88NKA06892	E286655	20' (240")	Gas	TRANSIT VAN

# Appendix B: Daily Vehicle Inspection Reports (DVIR)

**Coach DVIR:**

**CITY OF CANBY TRANSIT DAILY VEHICLE INSPECTION REPORT (DVIR) FOR AIR BRAKE BUSES**

VEHICLE #:	DATE:	DRIVER'S (FIRST & LAST) NAME:	START MILES:	START TIME:	END MILES:	END TIME:
		1				
		2				
		3				

ANY ITEM IN **\*\*BOLD THAT IS UNSATISFACTORY MUST BE CALLED IN PRIOR TO DEPARTURE OR WHEN FOUND**

= Satisfactory                       = Unsatisfactory

1						2						3						Inspection Item:						1						2						3						Inspection Item:					
Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post					
<b>TIRES &amp; WHEELS:</b>												<b>STEERING SYSTEM:</b>																																			
**Visual Inspection of Tires & Tread												**Steering Wheel has No Excessive Play (2 inches)																																			
**Wheels and Rims free of Cracks, Welds & Objects												<b>VEHICLE GLASS:</b>																																			
**Lug Nuts Tight w/no Rust & Damage												**Windshield has no Chips or Cracks in Drivers View																																			
<b>ENGINE &amp; FLUIDS:</b>												**Mirrors have No Major Chips or Cracks																																			
**Visual Check Under Vehicle for Fresh Leaks												**Visual Check of Emergency Exit Windows & Hatch																																			
**Check Oil Level												<b>VEHICLE LIGHTING:</b>																																			
**Visual Check of Transmission Fluid Area for Leaks												**Headlights (High & Low) Working																																			
**Visual Check of Coolant Main & Overflow Tanks												**Brake Lights Working																																			
**Visual Check of Power Steering Area for Leaks												**Back-up Lights Working																																			
**Check Belts/Hoses for Cracks, Abrasions, Cuts & Frays												Back-up Alarm Working																																			
**Check Battery Cut-off Switch Area for Corrosion												**Turn Signals & 4-way Flashers Working																																			
Check Windshield Washer Fluid Level												Clearance Lights Working																																			
Check DEF Fluid Gauge (Note if under 1/4 a tank)												<b>VEHICLE INTERIOR:</b>																																			
<b>BRAKES &amp; TESTING:</b>												Seats & Cushions in Working Order/Condition																																			
<b>AIR BRAKE TEST (ENGINE/POWER OFF):</b>												**Seat Belts in Working Order																																			
**Applied Brake Loss Test (Less than 3psi) in 60 seconds												2-Way Radio Working Properly																																			
**Unapplied Brake Loss Test, Release Parking Brake (Less than 3psi) in 60 seconds												Windshield Wipers in Working Order																																			
<b>AIR BRAKE TEST (ENGINE OFF &amp; AUX POWER ON):</b>												Horn Test Completed																																			
**Low Warning Alarm Test (Below 60psi)												Vehicle Registration & Insurance Present & Visible																																			
**Emergency Stop Test & Parking Brake (Below 45 psi)												Checked Floor and Belt Securements																																			
<b>AIR BRAKE TEST (ENGINE ON):</b>												<b>SAFETY EQUIPMENT:</b>																																			
**Cut Out Air Test (About 130 psi)												First Aid Kit Stocked and Present																																			
**Cut in Air Test (About 85psi)												Bio-Hazard Kit Stocked and Present																																			
**Parking Brake Roll Test												Visual Check of Triangles Reflectors (3 Total)																																			
**Brake Pedal Working Normally												**Fire Extinguisher Present, Fully Charged & Secure																																			
<b>DOORS &amp; RAMPS:</b>												Seat Belt Cutter Present																																			
**Door & Ramp Interlock in Working Order												<b>CLIMATE CONTROLS:</b>																																			
**Ramp Deployed & Stowed Properly & in Working												Front & Rear Air Conditioner in Working Order																																			
**Passenger Door in Working Order												Front & Rear Heater in Working Order																																			
												**Front Defroster in Working Order																																			
<b>DOCUMENT BELOW ANY MECHANICAL ISSUES ONLY (Use Driver Side, Passenger Side, Front and Rear in Location Descriptions):</b>																																															
<b>DRIVER SIGNATURES:</b>																																															
DRIVER #1 PRE-TRIP SIGNATURE																DRIVER #2 PRE-TRIP SIGNATURE																DRIVER #3 PRE-TRIP SIGNATURE															
DRIVER #1 POST-TRIP SIGNATURE																DRIVER #2 POST-TRIP SIGNATURE																DRIVER #3 POST-TRIP SIGNATURE															
<b>**CITY USE ONLY**</b>																																															

- Reviewed
- Noted for Repair
- Repaired
- Could not Duplicate Problem

Work Order #: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Mechanic/Technicians Signature

\_\_\_\_\_  
 Fleet Administrator Signature

Cutaway DVIR:

**CITY OF CANBY TRANSIT DAILY VEHICLE INSPECTION REPORT (DVIR) FOR CUTAWAY BUSES**

VEHICLE #:	DATE:	DRIVER'S (FIRST & LAST) NAME:	START MILES:	START TIME:	END MILES:	END TIME:
		1				
		2				
		3				

ANY ITEM IN **\*\*BOLD THAT IS UNSATISFACTORY MUST BE CALLED IN PRIOR TO DEPARTURE OR WHEN FOUND**

= Satisfactory       = Unsatisfactory

1						2						3						Inspection Item:						1						2						3						Inspection Item:					
Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post		Pre		Post									
<b>TIRES &amp; WHEELS:</b>																		<b>VEHICLE GLASS:</b>																													
**Visual Inspection of Tires & Tread																		**Windshield has no Chips or Cracks in Drivers View																													
**Wheels and Rims free of Cracks, Welds & Objects																		**Mirrors have No Major Chips or Cracks																													
**Lug Nuts Tight w/no Rust & Damage																		**Visual Check of Emergency Exit Windows																													
<b>ENGINE &amp; FLUIDS:</b>																		<b>VEHICLE LIGHTING:</b>																													
**Visual Check Under Vehicle for Fresh Leaks																		**Headlights (High & Low) Working																													
**Check Oil Level																		**Brake Lights Working																													
**Visual Check of Transmission Fluid Area for Leaks																		**Back-up Lights Working																													
**Visual Check of Coolant Tank for Level and Leaks																		Back-up Alarm Working																													
**Visual Check of Power Steering Area for Leaks																		**Turn Signals & 4-way Flashers Working																													
**Check Belts/Hoses for Cracks, Abrasions, Cuts & Frays																		Clearance Lights Working																													
**Check Battery for Corrosion																		<b>VEHICLE INTERIOR:</b>																													
Check Windshield Washer Fluid Level																		Seats & Cushions in Working Order/Condition																													
<b>BRAKES &amp; TESTING:</b>																		**Seat Belts in Working Order																													
Prior to Turning On Bus:																		2-Way Radio Working Properly																													
**Press Brake Pedal (Hold) & Listen for Noise																		Windshield Wipers in Working Order																													
Turn On Bus:																		Horn Test Completed																													
**Press Brake for 5 seconds. Pedal does not move.																		Vehicle Registration & Insurance Present & Visible																													
Parking Brake Test *No Application of Gas, Bus is in Neutral*																		Checked Floor and Belt SecUREMENTS																													
**Apply Parking Brake & it holds																		<b>SAFETY EQUIPMENT:</b>																													
**Apply Service Brake, Place in Reverse, Set Parking Brake, and Release Service Brake. Bus Holds and does not move.																		First Aid Kit Stocked and Present																													
<b>STEERING SYSTEM:</b>																		Bio-Hazard Kit Stocked and Present																													
**Steering Wheel has No Excessive Play (2 inches)																		Visual Check of Triangles Reflectors (3 Total)																													
<b>DOORS &amp; RAMPS:</b>																		**Fire Extinguisher Present, Fully Charged & Secure																													
**Ramp/Lift Deployed & Stowed Properly																		Seat Belt Cutter Present																													
**Vehicle Interlock Working (If Equipped)																		<b>CLIMATE CONTROLS:</b>																													
**Passenger Door in Working Order																		Front & Rear Air Conditioner in Working Order																													
**Door/Interior Lights in Working Order																		Front & Rear Heater in Working Order																													
																		**Front Defroster in Working Order																													

DOCUMENT BELOW ANY MECHANICAL ISSUES ONLY (Use Driver Side, Passenger Side, Front and Rear in Location Descriptions):		
DRIVER SIGNATURES:		
DRIVER #1 PRE-TRIP SIGNATURE	DRIVER #2 PRE-TRIP SIGNATURE	DRIVER #3 PRE-TRIP SIGNATURE
DRIVER #1 POST-TRIP SIGNATURE	DRIVER #2 POST-TRIP SIGNATURE	DRIVER #3 POST-TRIP SIGNATURE
<b>**CITY USE ONLY**</b>		

<input type="checkbox"/> Reviewed <input type="checkbox"/> Noted for Repair <input type="checkbox"/> Repaired <input type="checkbox"/> Could not Duplicate Problem	Work Order #:	_____	_____
	Notes:	_____	_____
		_____	_____
		_____	_____

\_\_\_\_\_  
Mechanic/Technicians Signature

\_\_\_\_\_  
Fleet Administrator Signature

# Transit Van/Van DVIR:

## CITY OF CANBY TRANSIT DAILY VEHICLE INSPECTION REPORT (DVIR) FOR TRANSIT VANS

VEHICLE #:	DATE:	DRIVER'S (FIRST & LAST) NAME:	START MILES:	START TIME:	END MILES:	END TIME:
		1				
		2				
		3				

ANY ITEM IN **\*\*BOLD THAT IS UNSATISFACTORY MUST BE CALLED IN PRIOR TO DEPARTURE OR WHEN FOUND**

= Satisfactory

= Unsatisfactory

1						2						3						Inspection Item:	1						2						3						Inspection Item:
Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post		Pre	Post																	
<b>TIRES &amp; WHEELS:</b>																		<b>VEHICLE GLASS:</b>																			
<b>**Visual Inspection of Tires &amp; Tread</b>																		<b>**Windshield has no Chips or Cracks in Drivers View</b>																			
<b>**Wheels and Rims free of Cracks, Welds &amp; Objects</b>																		<b>**Mirrors have No Major Chips or Cracks</b>																			
<b>**Lug Nuts Tight w/no Rust &amp; Damage</b>																		<b>**Visual Check of Emergency Exit Windows</b>																			
<b>ENGINE &amp; FLUIDS:</b>																		<b>VEHICLE LIGHTING:</b>																			
<b>**Visual Check Under Vehicle for Fresh Leaks</b>																		<b>**Headlights (High &amp; Low) Working</b>																			
<b>**Check Oil Level</b>																		<b>**Brake Lights Working</b>																			
<b>**Visual Check of Transmission Fluid Area for Leaks</b>																		<b>**Back-up Lights Working</b>																			
<b>**Visual Check of Coolant Tank for Level and Leaks</b>																		Back-up Alarm Working																			
<b>**Visual Check of Power Steering Area for Leaks</b>																		<b>**Turn Signals &amp; 4-way Flashers Working</b>																			
<b>**Check Belts/Hoses for Cracks, Abrasions, Cuts &amp; Frays</b>																		Clearance Lights Working (If Equipped)																			
<b>**Check Battery for Corrosion</b>																		<b>VEHICLE INTERIOR:</b>																			
Check Windshield Washer Fluid Level																		Seats & Cushions in Working Order/Condition																			
<b>BRAKES &amp; TESTING:</b>																		<b>**Seat Belts in Working Order</b>																			
Prior to Turning On Bus:																		2-Way Radio Working Properly																			
<b>**Press Brake Pedal (Hold) &amp; Listen for Noise</b>																		Windshield Wipers in Working Order																			
Turn On Bus:																		Horn Test Completed																			
<b>**Press Brake for 5 seconds. Pedal does not move.</b>																		Vehicle Registration & Insurance Present & Visible																			
Parking Brake Test <b>**No Application of Gas, Bus is in Neutral*</b>																		Checked Floor and Belt SecUREMENTS																			
<b>**Apply Parking Brake &amp; it holds</b>																		<b>SAFETY EQUIPMENT:</b>																			
<b>**Apply Service Brake, Place in Reverse, Set Parking Brake, and Release Service Brake. Bus Holds and does not move.</b>																		First Aid Kit Stocked and Present																			
<b>STEERING SYSTEM:</b>																		Bio-Hazard Kit Stocked and Present																			
<b>**Steering Wheel has No Excessive Play (2 inches)</b>																		Visual Check of Triangles Reflectors (3 Total)																			
<b>DOORS &amp; RAMP/LIFT:</b>																		<b>**Fire Extinguisher Present, Fully Charged &amp; Secure</b>																			
<b>**Ramp/Lift Deployed &amp; Stowed Properly</b>																		Seat Belt Cutter Present																			
<b>**Vehicle Interlock Working (If Equipped)</b>																		<b>CLIMATE CONTROLS:</b>																			
<b>**Passenger Door in Working Order</b>																		Front & Rear Air Conditioner in Working Order																			
<b>**Door/Interior Lights in Working Order</b>																		Front & Rear Heater in Working Order																			
																		<b>**Front Defroster in Working Order</b>																			

DOCUMENT BELOW ANY MECHANICAL ISSUES ONLY (Use Driver Side, Passenger Side, Front and Rear in Location Descriptions):

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DRIVER SIGNATURES:

DRIVER #1 PRE-TRIP SIGNATURE	DRIVER #2 PRE-TRIP SIGNATURE	DRIVER #3 PRE-TRIP SIGNATURE
DRIVER #1 POST-TRIP SIGNATURE	DRIVER #2 POST-TRIP SIGNATURE	DRIVER #3 POST-TRIP SIGNATURE

**\*\*CITY USE ONLY\*\***

<input type="checkbox"/> Reviewed	Work Order #: _____	_____
<input type="checkbox"/> Noted for Repair		Mechanic/Technicians Signature
<input type="checkbox"/> Repaired	Notes: _____	
<input type="checkbox"/> Could not Duplicate Problem	_____	Fleet Administrator Signature

# Appendix C: Vehicle Preventive Maintenance Inspection

## Coach 10,000 mile

**20042 - 2021 Gillig G27B Low floor**  
2021 Gillig G27B Low floor

Unit #: 20042  
Tag #: E289572  
Mileage 37,444

Serial #: 15GGB2711M3195333  
Chassis Seris 195333  
Engine Serial 74777501

Date of Inspection: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Technician Signature: \_\_\_\_\_

**Task Type: Cleaning**

OK Fault

Notes

- HVAC Condensor Screen Cleaned \_\_\_\_\_
- HVAC Screens Cleaned \_\_\_\_\_

**Task Type: Drain**

OK Fault

Notes

- Drain air Tanks \_\_\_\_\_

**Task Type: Fill**

OK Fault

Notes

- Washer fluid Level \_\_\_\_\_

**Task Type: Fluids**

OK Fault

Notes

- Change Oil and Filter \_\_\_\_\_

**Task Type: Inspection**

OK Fault

Notes

- Air Brake components/ Lines Inspection \_\_\_\_\_
- Air Brake stroke Measurements \_\_\_\_\_
- Air Filter Inspection \_\_\_\_\_
- Battery and Cable Inspection \_\_\_\_\_
- Bike Rack Inspection \_\_\_\_\_
- Chassis Inspection (Frame and Crossmembers) \_\_\_\_\_
- Cooling system Inspection(Check hoses, belts and freeze point) \_\_\_\_\_
- Driver Dash Guages operation and Lighting \_\_\_\_\_
- Drivetrain Inspection And fluid level check \_\_\_\_\_
- Emergency Exit Inspection ( Open exits and test operation of exit warning system) \_\_\_\_\_
- Engine Compartment Inspection Part Securement/ Fluid Leaks \_\_\_\_\_
- Exhaust System Inspection \_\_\_\_\_
- Exterior Body Damage Inspection \_\_\_\_\_
- Exterior light Inspection \_\_\_\_\_
- Front Suspension Inspection \_\_\_\_\_



*PM Inspection Checklist*

*Innovative Maintenance Systems*

**20042 - 2021 Gillig G27B Low floor**

2021 Gillig G27B Low floor

Unit #: 20042  
Tag #: E289572  
Mileage 37,444

Serial #: 15GGB2711M3195333  
Chassis Serial 195333  
Engine Serial 74777501

Task Type: Testing

OK Fault

Notes

Air compressor Cut in /Cut out pressure Test

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# Coach 8,000 mile

## PM Inspection Checklist

Innovative Maintenance Systems

**20028 - Gillig**  
2013 Gillig G27B102N4

Unit #:	20028	Serial #:	15GGB2719D1182065
Tag #:	E261557	Engine Serial	73585619
Mileage	308,251	In Service Da	12-20-2013

Date of Inspection: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Technician Signature: \_\_\_\_\_

**Task Type: Cleaning**

**OK Fault**

**Notes**

- HVAC Condensor Screen Cleaned
- HVAC Screens Cleaned

\_\_\_\_\_  
\_\_\_\_\_

**Task Type: Drain**

**OK Fault**

**Notes**

- Drain air Tanks

\_\_\_\_\_

**Task Type: Fill**

**OK Fault**

**Notes**

- Washer fluid Level

\_\_\_\_\_

**Task Type: Fluids**

**OK Fault**

**Notes**

- Change Oil and Filter

\_\_\_\_\_

**Task Type: Inspection**

**OK Fault**

**Notes**

- Air Brake components/ Lines Inspection
- Air Brake stroke Measurements
- Air Filter Inspection
- Battery and Cable Inspection
- Bike Rack Inspection
- Chassis Inspection (Frame and Crossmembers)
- Cooling system Inspection(Check hoses, belts and freeze point)
- Driver Dash Guages operation and Lighting
- Drivetrain Inspection And fluid level check
- Emergency Exit Inspection ( Open exits and test operation of exit warning system)
- Engine Compartment Inspection Part Securement/ Fluid Leaks
- Exhaust System Inspection
- Exterior Body Damage Inspection
- Exterior light Inspection
- Front Suspension Inspection

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**20028 - Gillig**  
2013 Gillig G27B102N4

Unit #: 20028      Serial #: 15GGB2719D1182065  
Tag #: E261557      Engine Serial 73585619  
Mileage 308,251      In Service Da 12-20-2013

**Task Type: Inspection**

**OK Fault**

- Fuel Tank, Fuel cap and line Inspection
- HVAC System Operation
- Horn Inspection Air/ Electric
- Interior Inspection (check seats, seatbelts, stanchions, overhead handles/bars for securement
- Mirror Inspection
- Power steering Fluid
- Rear Suspension Inspection
- Safety Equipment Inspection(1-Fire Ext. 2-Triangles 3-firstaid kit 4-biohazard kit 5-Seatbelt cutter
- Steering component Inspection(check tie-rods/steering Arm/Pitman Arm/Drag link and steering Box)
- Transmission fluid Level and Condition
- Wheel / Tire Inspections and Tread Measurements
- Wheelchair Ramp Interlock operation
- Wheelchair Ramp Linkage Inspection
- Wheelchair Ramp Lubrication( lube hinges and chains)
- Wheelchair Ramp Surface condition
- Wheelchair Ramp mounting Bolt Securement
- Wheelchair Ramp operation(check for abnormal noises)
- Wheelchair Ramp wiring Inspection
- Windshield and Wiper inspection

**Notes**

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**Task Type: Lubricate**

**OK Fault**

- Lube Chassis

**Notes**

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**Task Type: Measure**

**OK Fault**

- Brake Lining Measurements

**Notes**

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**Task Type: Normal**

**OK Fault**

- Angeltrax Camera Test

**Notes**

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**Task Type: Testing**

**OK Fault**

- Air Brake Leakage Tests for Service and

**Notes**

**20028 - Gillig**  
2013 Gillig G27B102N4

Unit #:	20028	Serial #:	15GGB2719D1182065
Tag #:	E281557	Engine Serial	73585819
Mileage	308,251	In Service Da	12-20-2013

Task Type: Testing

OK Fault

Notes

- Parking Brakes
- Air Brake Low Air Warning/Protection Valve Test
- Air compressor Cut in /Cut out pressure Test

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**Gas Cutaway 4,000 mile**

*PM Inspection Checklist*

*Innovative Maintenance Systems*

<b>20031 - 2015 Chevrolet CG33803</b>	Unit #: 20031	Serial #: 1GB6G5BG8F1245245
2015 Chevrolet CG33803	Tag #: E266563	Body Id #: 55903
	Mileage: 113,940	Body Make: ARBOC

Date of Inspection: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Technician Signature: \_\_\_\_\_

**Task Type: Cleaning**

**OK Fault**

**Notes**

Clean HVAC Screens

\_\_\_\_\_

**Task Type: Drain**

**OK Fault**

**Notes**

Drain Air Tanks

\_\_\_\_\_

**Task Type: Fill**

**OK Fault**

**Notes**

Washer Fluid Level

\_\_\_\_\_

**Task Type: Fluids**

**OK Fault**

**Notes**

Change Oil and filter

\_\_\_\_\_

**Task Type: Inspection**

**OK Fault**

**Notes**

- Air Filter Inspection
- Battery and Cable Inspection
- Bike Rack Inspection
- Brake Fluid Inspection
- Brake Inspection and Lining/Pad measurement
- Cooling System Inspection(check hoses,belts,coolant level and freeze point)
- Drivetrain Inspection and fluid level check
- Emergency Exit inspection(open and test operation of exit warning system)
- Exterior Inspection ( Lights,Mirrors and Damage)
- Front Suspension Inspection
- Interior Inspection(check seats,seatbelts,and grab bars)
- Power steering Fluid
- Rear Suspension Inspection
- Safety Equipment Inspection(1-Fire Ext. 2-Triangles 3-firstaid kit 4-biohazard kit 5-Seatbelt cutter)

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# Transit Van 5,000 mile

## PM Inspection Checklist

Innovative Maintenance Systems

**20043 - 2022 Ford Transit 350 Wagon DRW**  
 2022 Ford Transit 350 Wagon DRW

Unit #: 20043  
 Tag #: E288855  
 Mileage 46,443

Serial #: 1FDVU4X88NKA06892

Date of Inspection: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Technician Signature: \_\_\_\_\_

**Task Type: Cleaning**

OK	Fault	Notes
<input type="checkbox"/>	<input type="checkbox"/> Clean HVAC Screens	_____

**Task Type: Fill**

OK	Fault	Notes
<input type="checkbox"/>	<input type="checkbox"/> Washer fluid Level	_____

**Task Type: Fluids**

OK	Fault	Notes
<input type="checkbox"/>	<input type="checkbox"/> Change Oil and Filter	_____

**Task Type: Inspection**

OK	Fault	Notes
<input type="checkbox"/>	<input type="checkbox"/> Air Filter Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Battery and Cable Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Brake Fluid Level	_____
<input type="checkbox"/>	<input type="checkbox"/> Brake Inspection and measurements	_____
<input type="checkbox"/>	<input type="checkbox"/> Cooling system Inspection(Check hoses, belts and freeze point)	_____
<input type="checkbox"/>	<input type="checkbox"/> Drivetrain Inspection And fluid level check	_____
<input type="checkbox"/>	<input type="checkbox"/> Emergency Exit Inspection ( Open exits and test operation of exit warning system)	_____
<input type="checkbox"/>	<input type="checkbox"/> Exterior light Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Front Suspension Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Interior Inspection (check seats, seatbelts and grab bars	_____
<input type="checkbox"/>	<input type="checkbox"/> Power steering Fluid	_____
<input type="checkbox"/>	<input type="checkbox"/> Rear Suspension Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Safety Equipment Inspection(1-Fire Ext. 2-Triangles 3-firstaid kit 4-biohazard kit 5-Seatbelt cutter	_____
<input type="checkbox"/>	<input type="checkbox"/> Steering component Inspection(check tie-rods, idler arm, steering Arm and steering Box)	_____
<input type="checkbox"/>	<input type="checkbox"/> Tire Air pressure check and Tread depth measurements	_____
<input type="checkbox"/>	<input type="checkbox"/> Tire/ wheel Inspection	_____
<input type="checkbox"/>	<input type="checkbox"/> Torque Lugnuts	_____
<input type="checkbox"/>	<input type="checkbox"/> Transmission fluid Level and Condition	_____

**20043 - 2022 Ford Transit 350 Wagon DRW**  
 2022 Ford Transit 350 Wagon DRW

Unit #: 20043  
 Tag #: E288855  
 Mileage 46,443

Serial #: 1FDVU4X88NKA06892

**Task Type: Inspection**

**OK Fault**

**Notes**

- Wheelchair Lift Control Pendant Operation
- Wheelchair Lift Decals all Affixed
- Wheelchair Lift Handrail/seatbelt condition
- Wheelchair Lift Inner Roll Stop Operation
- Wheelchair Lift Platform Outer roll stop operation
- Wheelchair Ramp Surface condition
- Wheelchair Ramp/Lift Hydraulic System fluid level inspection
- Wheelchair Ramp/Lift Interlock Operation
- Wheelchair Ramp/Lift Overall Operation(check for abnormal Noises)
- Wheelchair Ramp/Lift mounting Bolts Securement
- Wheelchair Ramp/Lift wiring Inspection
- Wheelchair Ramp/Lift- Linkage/Chain Condition
- Wheelchair Ramp/lift Hose and fitting inspection
- Wheelchair Ramp/lift Lubrication( lube hinges and chains)

**Task Type: Lubricate**

**OK Fault**

**Notes**

- Lube Chassis

**Task Type: Normal**

**OK Fault**

**Notes**

- Angeltrax Camera Test
- Chassis Inspection ( Frame and Crossmembers)
- Driver Guage check
- Engine Compartment Inspection ( Leaks/ Loose Parts)
- Fuel System Inspection
- Horn / Back up Alarm Test
- Windshield and Wiper System Inspection



**20030 - 2014**

2014 Dodge Grand Caravan

Unit #: 20030  
Tag #: E261568  
Mileage 19,265

Serial #: 2C4RDGCG8ER187479

**Task Type: Lubricate**

OK Fault

**Notes**

Lube chassis

\_\_\_\_\_

**Task Type: Normal**

OK Fault

**Notes**

Horn / Back up Alarm Test

\_\_\_\_\_

**Task Type: Replace**

OK Fault

**Notes**

Oil and Filter change

\_\_\_\_\_

# Appendix D: Annual Vehicle Inspection Report and Forms

## Annual Vehicle Inspection Report

### ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
DATE	

MOTOR CARRIER OPERATOR	INSPECTOR'S NAME (PRINT OR TYPE)
ADDRESS	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input type="checkbox"/> YES
CITY, STATE, ZIP CODE	VEHICLE IDENTIFICATION (P# AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>12. WINDSHIELD GLAZING</b>
			a. Service Brakes				a. Vehicle parts, load, dunnage, spare tire, etc., secured.				No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).
			b. Parking Brake System				b. Front End Structure				<b>13. WINDSHIELD WIPERS</b>
			c. Brake Drums or Rotors				c. Intermodal Container Securement Devices				No missing, damaged, or inoperable wipers.
			d. Brake Hose				<b>7. STEERING MECHANISM</b>				<b>14. MOTORCOACH SEATS</b>
			e. Brake Tubing				a. Steering Wheel Free Play				Seats securely fastened to the vehicle structure.
			f. Low Pressure Warning Device				b. Steering Column				<b>15. REAR IMPACT GUARD</b>
			g. Tractor Protection Valve				c. Front Axle Beam/All Other Steering Components				In place, securely attached, proper size, proper placement (see 393.86).
			h. Air Compressor				d. Steering Gear Box				<b>16. OTHER</b>
			i. Electric Brakes				e. Pitman Arm				List any other condition(s) which may prevent safe operation of this vehicle.
			j. Hydraulic Brakes				f. Power Steering				
			k. Vacuum Systems				g. Ball and Socket Joints				
			l. Antilock Brake System				h. Tie Rods and Drag Links				
			m. Automatic Brake Adjusters				i. Nuts				
							j. Steering System				
			<b>2. COUPLING DEVICES</b>				<b>8. SUSPENSION</b>				
			a. Fifth Wheels				a. Axle Positioning Parts				
			b. Pintle Hooks				b. Spring Assembly				
			c. Drawbar/Towbar Eye				c. Torque, Radius or Tracking Components				
			d. Drawbar/Towbar Tongue				<b>9. FRAME</b>				
			e. Safety Devices				a. Frame Members				
			f. Saddle-Mounts				b. Tire and Wheel Clearance				
							c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>3. EXHAUST SYSTEM</b>				<b>10. TIRES</b>				
			a. No leaks forward of/ directly below the driver/ sleeper compartment.				a. Steer-Axle Tires				
			b. Bus: No leaking/ discharging in violation of standard.				b. All Other Tires				
			c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.				c. Speed-Restricted Tires				
			<b>4. FUEL SYSTEM</b>				<b>11. WHEELS AND RIMS</b>				
			a. No visible leak				a. Lock or Side Ring				
			b. Fuel Tank Filler Cap				b. Wheels and Rims				
			c. Fuel tank securely attached.				c. Fasteners				
			<b>5. LIGHTING DEVICES</b>				d. Welds				
			All required lights/reflectors operable.								

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION:  OK,  X NEEDS REPAIR,  NA IF ITEMS DO NOT APPLY, \_\_\_\_\_ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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Printed in the USA

ORIGINAL

3128  
(Rev. 1/22)

Coach Inspection Forms

**ANNUAL INSPECTION**

<b>COACH</b>		DATE:	
VIN#		VEHICLE #	
LICENSE PLATE#		MILEAGE:	
<b>Brake System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Brake shoe anchor pins			
Push rod & slack adjuster (brakes depressed)			
Spider			
Brake drums			
Rear brake shoes			
Front brake shoes			
S-Cam			
Slack Adjuster			
Clevis Pin			
Push rod			
<b>Exhaust System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Exhaust manifold & pipes			
Catalytic converter			
Muffler			
Tailpipe			
<b>Fuel System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Visible leak			
Fuel tank filler cap			
Fuel lines & connections			
Fuel tank & filler neck			
<b>Drive Train</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Front axle CV boots			
Front axle CV boots			
Trans axle			
Rear axle			
<b>Frame Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Main frame condition			
Sub frame condition			
Undercarriage condition			
<b>Tire and Wheel Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Front Tires			
Rear Tires			
Wheel & well covers			

## ANNUAL INSPECTION

Steering and Suspension System	OK	Needs Repair	Date Repaired
Steering gear box			
Steering Gear box hoses			
Tie rod ends & steering links			
Front struts and/or shocks			
Rear struts and/or shocks			
Rear springs and shackles			
Engine	OK	Needs Repair	Date Repaired
Coolant protection to:			
Intake manifold			
Exhaust manifold(s)			
Carburetor/fuel injection system			
Cylinder head(s)			
Engine block			
Oil pan			
Emissions system			
Drive belts/tensioners/pulleys			
Water pump			
Power steering pump			
Alternator			
Battery			
Wheelchair lift or ramp	OK	Needs Repair	Date Repaired
Operation (using power switch)			
Operation (manually)			
Interlocks			
Disabled and safety labeling			
Hydraulic system			
Handrails & Belts			
Inspect platform surface condition			
Clean & lubricate all hinges, mounts & pivots			
Securement Equipment	OK	Needs Repair	Date Repaired
Check for frayed/worn belts on tie downs and seat belt components. Ensure webbing is not twisted inside retractors.			
Lubricate buckles & fittings			
Clean bolt threads on retractors			
Inspect floor anchorages for debris and loose tracks			

## ANNUAL INSPECTION

Exterior Lights	OK	Needs Repair	Date Repaired
Headlights (hi/low beam)			
Turn signals			
4-way hazard lights			
Yield sign			
Brake lights			
Back up lights and audible alarm			
Clearance lights			
Marker lights			
Reflectors			
Windshield Wiper System	OK	Needs Repair	Date Repaired
Blade condition			
Intermittent system			
Multi-speed system			
Washer delivery system			
Glass	OK	Needs	Date Repaired
Windshield (driver/passenger)			
Passenger door(s)			
Driver side window			
Passenger windows			
Rear window (if applicable)			
Interior Appearance	OK	Needs Repair	Date Repaired
Passenger seats/upholstery condition			
Driver seat controls/track/condition			
Wheelchair securement tracks			
Wheelchair station restraints &			
Interior lights (overhead/passenger door)			
Dash cluster(s)			
Passenger compartment			
Window seals			
Stanchions, modesty panels, seat handles, grab handles or bars			
Exterior Appearance	OK	Needs Repair	Date Repaired
Body damage (note on attached sheet)			
Fender/bumper damage (note on attached sheet)			
Safety Equipment	OK	Needs Repair	Date Repaired



# ANNUAL INSPECTION

## Coach Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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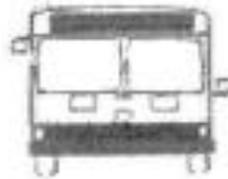
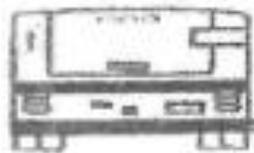
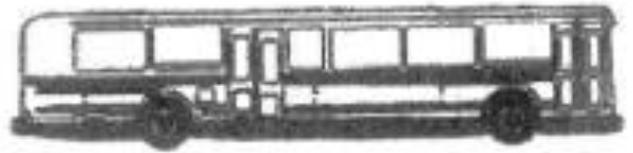
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Cutaway/Transit Van Inspection Forms

<b>CUT-AWAY</b>			DATE:
VIN#			VEHICLE #
LICENSE PLATE#			MILEAGE:
<b>Brake System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Master cylinder			
Brake booster			
Brake lines			
Brake hoses			
Brake tubing			
Front brake calipers or cylinders			
Rear brake calipers or cylinders			
Front brake pads or shoes			
Rear brake pads or shoes			
<b>Exhaust System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Exhaust manifold & pipe(s)			
Catalytic converter			
Muffler			
Tailpipe			
<b>Fuel System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Visible leak			
Fuel tank filler cap			
Fuel lines & connections			
Fuel tank & filler neck			
<b>Drive Train</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Front axle CV boots			
Front axle			
Trans axle			
Rear axle			
<b>Frame Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Main frame condition			
Sub frame condition			
Undercarriage condition			
<b>Tire and Wheel Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Tire condition - Front			
Tire condition - Rear			
Wheel & well covers			

Steering and Suspension System	OK	Needs Repair	Date Repaired
Steering gear box			
Steering Gear box hoses			
Tie rod ends & steering links			
Front struts or shocks			
Rear struts or shocks			
Rear springs and shackles			
Engine	OK	Needs Repair	Date Repaired
Coolant protection to:			
Intake manifold			
Exhaust manifold(s)			
Carburetor/fuel injection system			
Cylinder head(s)			
Engine block			
Oil pan			
Emissions system			
Drive belts/tensioners/pulleys			
Water pump			
Power steering pump			
Alternator			
Battery			
Wheelchair lift or ramp	OK	Needs Repair	Date Repaired
Operation (using power switch)			
Operation (manually)			
Interlocks			
Disabled/vendor labeling			
Hydraulic system			
Handrails & belts			
Inspect platform surface condition			
Clean & lubricate all hinges, mounts & pivots			
Exterior Lights	OK	Needs Repair	Date Repaired
Headlights (hi/low beam)			
Turn signals			
4-way hazard lights			
Yield sign			
Brake lights			
Back up lights and audible alarm			
Clearance lights			
Marker lights			
Reflectors			

<b>Windshield Wiper System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Blade condition			
Intermittent system			
Multi-speed system			
Washer delivery system			
<b>Glass</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Windshield (driver/passenger)			
Passenger door(s)			
Driver side window			
Passenger windows			
Rear window (if applicable)			
Passenger seats/upholstery condition			
Driver seat controls/track/condition			
Wheelchair securement tracks			
Wheelchair station restraints & belts			
Window seals			
Stanchions, modesty panels, seat			
<b>Exterior Appearance</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Body damage (note on attached			
Fender/bumper damage (note on			
<b>Safety Equipment</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Fire extinguisher			
Blood borne pathogen kit			
First aid kit			
Emergency kit			
Seat belt cutter			
<b>Audio Video Surveillance System</b>	<b>OK</b>	<b>Needs</b>	<b>Date Repaired</b>
Synchronize the DVR clock			
Clean the front cover, cable cover			
Remove smudges/marks from			
Check all camera angles and			
<b>COMMENTS:</b>			
<b>SIGNATURE:</b>	<b>TITLE:</b>		

# ANNUAL INSPECTION

Cut-Away Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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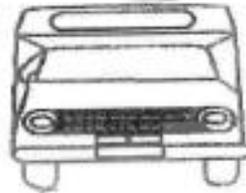
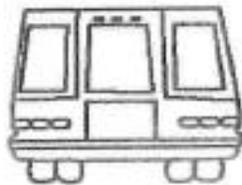
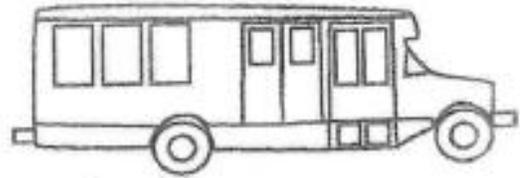
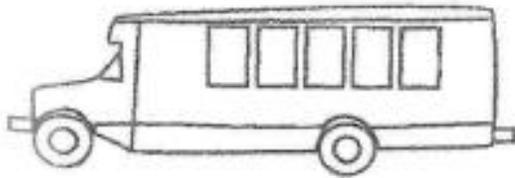
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## Minivan Inspection Forms

MINI-VAN		DATE:	
VIN#		VEHICLE #	
LICENSE PLATE#		MILEAGE:	
<b>Brake System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Master cylinder			
Brake booster			
Brake lines			
Brake hoses			
Brake tubing			
Front brake calipers or cylinders			
Rear brake calipers or cylinders			
Front brake pads or shoes			
Rear brake pads or shoes			
<b>Exhaust System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Exhaust manifold & pipe(s)			
Catalytic converter			
Muffler			
Tailpipe			
<b>Fuel System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Visible leak			
Fuel tank filler cap			
Fuel lines & connections			
Fuel tank & filler neck			
<b>Drive Train</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Front axle CV boots			
Front axle			
Trans axle			
Rear axle			
<b>Frame Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Main frame condition			
Sub frame condition			
Undercarriage condition			
<b>Tire and Wheel Inspection</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Tire condition - Front			
Tire condition - Rear			
Wheel & well covers			
<b>Steering and Suspension System</b>	<b>OK</b>	<b>Needs Repair</b>	<b>Date Repaired</b>
Steering gear box			
Steering gear box hoses			
Tie rod ends & steering links			
Front struts or shocks			
Rear struts or shocks			
Rear springs and shackles			

Exterior Appearance	OK	Needs Repair	Date Repaired
Body damage (note on attached sheet)			
Fender/bumper damage (note on attached sheet)			
Safety Equipment	OK	Needs Repair	Date Repaired
Fire extinguisher			
Blood borne pathogen kit			
First aid kit			
Emergency kit			
Seat belt cutter			
Audio Video Surveillance System	OK	Needs Repair	Date Repaired
Synchronize the DVR clock			
Clean the front cover, cable cover and DVR			
Remove smudges/marks from camera lenses			
Check all camera angles and reposition as necessary			
<b>COMMENTS:</b>			
<b>SIGNATURE:</b>			<b>TITLE:</b>

# ANNUAL INSPECTION

## Mini-Van Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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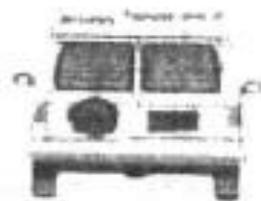
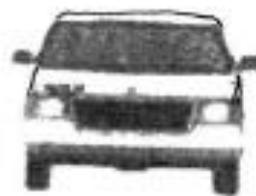
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# Appendix E: Lift or Ramp System Safety Inspection Form

## Lift or Ramp System Safety Inspection

FLEET # \_\_\_\_\_ DATE \_\_\_\_\_

Vendor Name: \_\_\_\_\_ MILEAGE \_\_\_\_\_

W/C LIFT MAKE/MODEL \_\_\_\_\_ CYCLE COUNT \_\_\_\_\_

W/C LIFT SERIAL \_\_\_\_\_ MODEL/DOM \_\_\_\_\_

			OK	REP DATE
OVERALL CONDITION	ABNORMAL NOISES (GRINDING, BINDING, ETC.) RUN WITH WEIGHT TEST			
CONTROL PENDANT	DAMAGE/LOOSE CONNECTIONS SWITCHES WORK FREELY			
ELECTRICAL WIRING	FRAYED WIRES, LOOSE WIRES, LOOSE CONNECTIONS			
VEHICLE INTERLOCK	NON-INTERLOCK MODE, OPERATE LIFT			
DECALS	ALL SAFETY DECALS AFFIXED PROPERLY			
HANDRAILS	FASTENERS TIGHT SAFETY BELT FUNCTIONS PROPERLY			
LIFT MOUNTINGS/ SUPPORT POINTS	TORQUE BOLTS, FLOOR CONDITION			
MAIN LIFT PIVOTS	TRAVELING FRAME PIN DAMAGE FREE & LOCKED IN POSITION			
PLATFORM ATTACHMENT POINTS	OPERATES PROPERLY W/O OBSTRUCTIONS			
INNER ROLL STOP	OPERATES PROPERLY W/O OBSTRUCT, DEPLOYS FULLY AT FLR ALL ADJUSTMENTS WORK 50LBS LIMIT SWITCH			
PLATFORM ROLL STOP	OPERATES PROPERLY WHEN CONTACTS GROUND LEVEL			
HYDRAULIC POWER UNIT	LEAKAGE BACK-UP HAND PUMP OPERATES FLUID LEVELS			
HYDRAULIC CYLINDER	HOSES AND FITTINGS CYLINDER LEAKAGE HOSE DAMAGE, LEAKS ALL FITTINGS TIGHT			
LUBRICATION	CLEAN (EXTRA OPTION ADDITIONAL CHARGE) LUBRICATE AND WIPE EXCESS			

TECH INITIALS \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Appendix F: Security Camera Preventive Maintenance Checklist

>> SAMPLE TRAINING KIT

(AngelTrax 2025 Proposal)

## Preventative Maintenance Checklist

How to properly maintain your AngelTrax mobile surveillance system

At AngelTrax, we take pride in providing surveillance systems that require minimal upkeep. However, in order to maintain the proper operation of your AngelTrax system, we encourage you to perform the preventative maintenance tasks listed below. Our preventative maintenance checklist is a proven method to maintain and extend the product life of your AngelTrax mobile video surveillance system.

Task	Description
✓ Make sure the panic button LEDs are working properly	<p>After the ignition is on for approximately 20 seconds, the green lights should begin flashing rapidly, indicating the DVR is recording. If there is an error, the lights will turn red and remain solid.</p> <p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>
✓ Synchronize the DVR clock.	<p>AngelTrax recommends synchronizing the DVR clock every six months to ensure accurate video recording of the time and date.</p>
✓ Replace the remote control's battery.	<p>Replace the CR 2025 battery. Use an identical or accepted equivalent battery.</p> <ol style="list-style-type: none"> <li>1. Push the tab on the back of the remote control to the right side, then pull outward to remove the battery compartment.</li> <li>2. Pull the battery compartment out and remove the old battery.</li> <li>3. Insert a new battery into the compartment with the positive side (+) facing up.</li> <li>4. Close the battery compartment.</li> </ol>
✓ Clean the front cover, cable cover, DVR.	<p>The DVR, front cover and cable covers are made from 18 gauge steel, coated with outdoor powder paint, and only require periodic cleaning. To clean, use a damp cloth with a mild detergent. Do not allow water into the holes.</p>
✓ Remove smudges/marks from camera lenses.	<p>To clean camera lenses, use a glass cleaning solution such as Windex®.</p> <p><i>*For exterior camera lenses, daily, pre-trip cleaning is recommended. Also, treat exterior camera lenses with Rain-X® to help increase visibility by deflecting rain, sleet and snow.</i></p> <p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>
✓ Make sure the vehicle's brake lights are functioning properly.	<p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>
✓ Make sure the vehicle's cameras are positioned as desired before recording begins.	<p>AngelTrax recommends periodically checking your camera angles to guarantee accurate camera angles. Use an installation or onboard viewing monitor to check if camera angles are positioned according to desired capture.</p>

## Appendix G: Task Outlines (Checklists)

Facilities & Parks Maintenance Tasks and Weekly/Monthly Outline	3 X a week	Monthly
<b>Transit Center - Driver Breakroom</b>		
Complete/Check Janitorial Log	x	
Empty trash and recycle bins and replace liners as needed	x	
Wipe and disinfect counters, table, chairs and flat surfaces if cleared	x	
Dust mop floors	x	
Stock hand soap and paper towels	x	
Check lighting replace bulbs as needed	x	
**** Buff and wax floor (annually)		
<b>Transit Center - Restrooms</b>		
Empty trash and recycle bins and replace liners as needed	x	
Sweep/mop/disinfect floors	x	
Clean disinfect toilet, urinal, sink , doorknobs, other fixtures	x	
Clean mirror	x	
Stock hand soap, paper towels and toilet paper	x	
Check lighting replace bulbs as needed	x	
other		
<b>Transit Center - Exterior</b>		
*Empty cigarette bins (monthly)		x
Pick up trash	x	
Confirm weekly trash pick up by Canby Disposal	x	
Blow debris from hard surfaces (monthly)		x
Clean Bus Shelters (monthly)		x
Maintain landscaping	x	
Maintain plant containers	x	
Report damage or safety issues to Facilities Department	x	

**Instructions:**

Please use the Janitorial Log & Weekly/Monthly Maintenance Log to track all tasks.

**Legend**

3 X a week (3 times each week)

\*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually

Facilities & Parks Maintenance Tasks Quarterly/Annually Outline			
	Quantity	Semi-Annually/Seasonally	Annually
<b>Transit Center - Driver Breakroom</b>			
Conduct Safety Inspection	X		
****Buff and wax floor (annually)			X
Check Log book - (were tasks accomplished and noted on all logs?)	X		
Inspect HVAC, appliances, fixtures, electric outlets, plumbing	X		
Inspect paint and overall condition of the building interior	X		
other:			
<b>Transit Center - Restrooms</b>			
Conduct Safety Inspection	X		
****Buff and wax floor (annually)			X
Check Log book - (were tasks accomplished and noted on all logs?)	X		
Inspect HVAC, appliances, fixtures, electric outlets, plumbing	X		
Inspect paint and overall condition of the building interior	X		
other			
			X
<b>Transit Center - Exterior</b>			
Conduct Safety Inspection	X		
Check Log book - (were tasks accomplished and noted on all logs?)	X		
Inspect roof, gutters, and overall condition of the building exterior	X		
Inspect HVAC, appliances, fixtures, electric outlets, irrigation system	X		
Turn irrigation on/off		X	
Set Gazebo Clock		X	
Mow turf areas		X	
Weed planters and plant beds		X	
Trim trees and shrubs (especially from camera view)		X	
Inspect overall condition of roadway, sidewalks, and paved surfaces		X	
other:			

**Instructions:**  
Please use the Quarterly/Annual Maintenance Log to track all tasks.

**Legend**  
 3 X a week (3 times each week)  
 \*Monthly  
 \*\* Quarterly  
 \*\*\* Semi Annually (Seasonally)  
 \*\*\*\* Annually

# Appendix H: Facility Maintenance Log Forms

## Janitorial Log

**Janitorial Log**

Month:

Year:

	Week 1		Week 2		Week 3		Week 4		Week 5	
Date here ---->										
<b>Transit Center - Driver Breakroom</b>										
Empty trash and recycle bins and replace liners as needed										
Wipe and disinfect counters, table, chairs and flat surfaces if cleared										
Dust mop floors										
Stock hand soap and paper towels										
Check lighting replace bulbs as needed										
****Buff and wax floor (annually)										
other										
<b>Transit Center - Driver Restroom</b>										
Empty trash and recycle bins and replace liners as needed										
Sweep/mop/disinfect floors										
Clean disinfect toilet, urinal, sink, doorknobs, other fixtures										
Clean mirror										
Stock hand soap, paper towels and toilet paper										
Check lighting replace bulbs as needed										
****Buff and wax floor (annually)										
other										
<b>Transit Center - Exterior</b>										
*Empty cigarette bins (monthly)										
Check lighting and report non functioning lights to Facilities Staff										
other										
Initial here ---->										

**Janitorial Log Instructions:**

Please use the Janitorial Log to track subcontracted janitorial tasks.  
 Spell out the name of the month at the top of the form (June, July etc.) and enter the year.  
 Enter the date at the top of the column (6/2, 7/1 etc.).  
 If one person completes all tasks in a given date enter a check mark to indicate completed tasks (X, etc.); and enter initials at the bottom of the column.  
 If multiple people complete tasks on a given date enter initials instead of check marks to indicate the completed tasks on that date.

**Legend**

3 X a week (3 times each week) \*Monthly  
 \*\* Quarterly  
 \*\*\* Semi Annually (Seasonally)  
 \*\*\*\* Annually

# Weekly – Monthly Log

Weekly/Monthly Maintenance Log

Month:

Year:

	Week 1	Week 2	Week 3	Week 4	Week 5
Date here ---->					
<b>Transit Center - Driver Breakroom</b>					
<b>Parks Department Tasks</b>					
Check Janitorial Log - (were tasks accomplished and noted on log?)					
Report log irregularities, damage or safety issues to Facilities Dept.					
<b>Facilities Department Tasks</b>					
Respond as needed to reported janitorial log irregularities					
Respond as needed to reported damage or safety issues					
<b>Transit Center - Public Restroom</b>					
<b>Parks Department Tasks</b>					
Empty trash and recycle bins and replace liners as needed					
Sweep/mop/disinfect floors					
Clean disinfect toilet, urinal, sink, doorknobs, other fixtures					
Clean mirror					
Stock hand soap, paper towels and toilet paper					
Check lighting replace bulbs as needed					
Report damage or safety issues to Facilities Department					
***Buff and wax floor (annually)					
<b>Facilities Department Tasks</b>					
Respond as needed to reported damage or safety issues					
<b>Transit Center - Exterior</b>					
<b>Parks Department Tasks</b>					
Pick up trash					
Confirm weekly trash pick up by Canby Disposal					
Blow debris from hard surfaces (monthly)					
Clean Bus Shelters (monthly)					
Maintain landscaping					
Maintain plant containers					
Report damage or safety issues to Facilities Department					
<b>Facilities Department Tasks</b>					
Respond as needed to reported damage or safety issues					

Instructions and legend are printed on the back of this sheet.

NOTES

**Weekly/Monthly Maintenance Log Instructions:**  
 Please use the Weekly/Monthly Maintenance Log to track all tasks.  
 Spell out the name of the month at the top of the form (June, July etc.) and enter the year.  
 Enter the date at the top of the column (6/2, 7/1 etc.).  
 Enter initials under the date to indicate which tasks were completed and who completed the task.  
 Space is available in each section to write in notes and additional tasks if needed.  
 A notes section is also available at the bottom of the form.

**Legend**  
 3 X a week (3 times each week)  
 \*Monthly  
 \*\* Quarterly  
 \*\*\* Semi Annually (Seasonally)  
 \*\*\*\* Annually

# Quarterly – Annually Log

## Quarterly/Annual Maintenance Log

Fiscal Year:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
July - September	October - December	January - March	April - June

Date here ---->

Transit Center - Driver Breakroom and Restroom												
<b>Facilities Department Tasks</b>												
Conduct Safety Inspection												
Check Log book - (were tasks accomplished and noted on all logs?)												
Inspect HVAC, appliances, fixtures, electric outlets, plumbing												
Inspect paint and overall condition of the building interior												
other												
Transit Center - Public Restroom												
<b>Parks Department Tasks</b>												
****Buff and wax floor (annually)												
<b>Facilities Department Tasks</b>												
Conduct Safety Inspection												
Check Log book - (were tasks accomplished and noted on all logs?)												
Inspect HVAC, appliances, fixtures, electric outlets, plumbing												
Inspect paint and overall condition of the building interior												
Transit Center - Exterior												
<b>Parks Department Tasks</b>												
Check Log book - (were tasks accomplished and noted on all logs?)												
Mow turf areas												
Weed planters and plant beds												
Trim trees and shrubs (especially from camera view)												
Report damage or safety issues to Facilities Department												
<b>Facilities Department Tasks</b>												
Conduct Safety Inspection												
Check Log book - (were tasks accomplished and noted on all logs?)												
Inspect roof, gutters, and overall condition of the building exterior												
Inspect HVAC, appliances, fixtures, electric outlets, irrigation system												
Inspect overall condition of roadway, sidewalks, and paved surfaces												
Turn irrigation on/off												
Set Gazebo Clock												

Instructions and legend are printed on the back of this sheet.

### Facilities & Parks Quarterly/Annual Log Instructions:

Please use the monthly Facilities & Parks Quarterly/Annual Log to track all tasks.

Enter the fiscal year at the top of the form. July - June is a fiscal year or it can be noted in this format 2000/2001

Enter the date at the top of the column (month/day/year).

Enter initials under the date to indicate which tasks were completed and who completed the task.

### Legend

3 X a week (3 times each week)

\*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually