



car care

Vehicle Maintenance Check List

EVERY 3,000 MILES OR 90 DAYS:

Task to be Performed	Date
1. Change oil and filter.	
2. Check all fluids.	
3. Check tire pressure.	
4. Check all belts and hoses.	
5. Lubricate chassis.	

Every 10,000 miles or Annually (Tune-up & Diagnostic Check):

Task to be Performed	Date
1. Change oil and filter.	
2. Replace all filters (air, fuel, PCV).	
3. Lubricate chassis.	
4. Check brakes and wheel bearings.	
5. Check and adjust valves if rocker-type arm.	
6. Check all belts including timing belt.	
7. Check temperature for engine thermostat.	
8. Replace plugs, points, cap, rotor, and all necessary tune-up and emission items.	
9. Inspect cooling system hoses and fluid for cleanliness.	
10. Check for leaks and other problems.	

This Vehicle Maintenance Check List is to help you keep track of your car's general maintenance schedule. Please be sure to check your particular car's owner manual before performing any maintenance.

Every 20,000 miles or 2 Years (Same as 10,000 mile or Annual plus the following):

Task to be Performed	Date
1. Bleed brakes to renew fluid and remove contamination from normal wear and tear.	
2. Drain cooling systems, radiator, engine block, and all heater-related components. De-scale as necessary and inspect tubes in radiator for cleanliness. Replace thermostat and refill with distilled water and 10% glycol. Add corrosion protection fluid.	
3. Replace automatic transmission fluid if using petroleum. Change filter and clean screen and magnets.	

Every 30,000 miles or 3 Years (Same as 10,000 mile or Annual plus the following):

Task to be Performed	Date
1. Check and adjust pocket-style valves.	

Every 50,000 miles or 5 Years (Same as 10,000 mile or Annual plus the following):

Task to be Performed	Date
1. Replace oil in manual transmission.	
2. Replace oil in automatic transmission if using synthetic.	
3. Replace oil in differentials and transfer case.	

Every 60,000 miles or 5 Years (Same as 10,000 mile or Annual plus the following):

Task to be Performed	Date
1. Replace rubber timing belts on camshafts.	

Preventative Vehicle Maintenance Check List

Vehicle System or Part	Check Weekly	Check Monthly	Check Every 2 Months	Special Note
Air Filter			<input type="checkbox"/>	Check the air filter every other month. Replace it when it's dirty or as part of a tune-up. It is easy to reach, right under the big metal "lid", in a carbureted engine; or in a rectangular box at the forward end of the air duct hose assembly.
Antifreeze	<input type="checkbox"/>			Check the antifreeze/coolant level weekly. Some cars have transparent reservoirs with level markings. Fill to level marking with 50/50 solution of antifreeze and water. Caution: Do not remove the pressure cap when engine is hot.
Battery				Use extreme caution when handling a battery since it can produce explosive gases. Do not smoke, create a spark or light a match near a battery and always wear protective glasses and gloves. Have it checked with every oil change. Cables should be attached securely and be free of corrosion. If battery has filler holes, add only clear odorless drinking water.
Belts		<input type="checkbox"/>		Inspect belts and hoses monthly. Replace worn, glazed or frayed belts. Tighten them when more than 1/2" of slack can be depressed between the pulleys. Vehicles with spring belt tensioners require no adjustment. Replace bulging, rotten or brittle hoses and tighten clamps. If a hose looks bad, or feels too soft or too hard, it should be replaced.
Brake Fluid		<input type="checkbox"/>		Check brake fluid monthly. First, wipe dirt from the brake master cylinder reservoir lid. Pry off the retainer clip and remove the lid or unscrew plastic lid, depending on which type your vehicle has. If you need fluid, add the approved type and check for possible leaks throughout the system. Fill to mark on reservoir. Caution: Do Not Overfill.
Engine Oil				Check oil every other fill up. Remove the dipstick, wipe it clean, insert it fully and remove it again. If it is low, add oil. To maintain peak performance, change oil every 3,000 miles or 3 months, whichever comes first. Replace oil filter with every oil change.
Exhaust				Look underneath for loose or broken exhaust clamps and supports. Check for holes in muffler or pipes. Replace rusted or damaged parts. Have emission checked at least once per year for compliance with local laws.
Hoses		<input type="checkbox"/>		Inspect belts and hoses monthly. Replace worn, glazed or frayed belts. Tighten them when more than 1/2" of slack can be depressed between the pulleys. Vehicles with spring loaded belt tensioners require no adjustment. Replace bulging, rotten or brittle hoses and tighten clamps. If a hose looks bad, or feels too soft or too hard, it should be replaced.
Lights				Be sure all your lights are clean and working, including brake lights, turn signals and emergency flashers. Keep spare bulbs and fuses in your vehicle.
Oil Filter				To maintain peak performance, change oil every 3,000 miles or 3 months, whichever comes first. Replace oil filter with every oil change.
Power Steering Fluid		<input type="checkbox"/>		Check power steering fluid level once per month. Simply remove the reservoir dipstick. If the level is down, add fluid and inspect the pump and hoses for leaks.
Shock Absorbers				Look for signs of oil seepage on shock absorbers, test shock action by bouncing the car up and down. The car should stop bouncing when you step back. Worn or leaking shocks should be replaced. Always replace shock absorbers in pairs.
Tires		<input type="checkbox"/>		Keep tires inflated to recommended pressure (it helps to own your own gauge). Check for cuts, bulges and excessive tread wear. Uneven wear indicates tires are misaligned or out of balance. Keep a record of tire rotation. Rotate at the first 5,000 miles and every 7,500 miles thereafter.
Transmission Fluid		<input type="checkbox"/>		Check transmission fluid monthly with engine warm and running, and parking brake on. Shift to drive, then to park. Remove dipstick, wipe dry, insert it and remove it again. Add the approved type fluid, if needed. Caution: Do Not Overfill!
Washer Fluid				Keep windshield washer fluid reservoir full. When topping off, use some windshield washer fluid on a rag to clean off the wiper blades. In the winter months, pay attention to the freezing point of the washer fluid.
Wiper Blades				Inspect windshield wiper blades whenever you clean your windshield. Do not wait until rubber is worn or brittle to replace them. Wiper blades should be replaced at least once per year, and more often if smearing or chattering occurs.