



This checklist has been specifically designed to help you monitor, care, and maintain your vehicle to keep it operating at 100%. On this checklist, you will find a multitude of information concerning your vehicle. For any questions, concerns, or more detailed information, consult the PAPA Website @ www.purdue.edu/papa.

Check Often

Fluids- Are the lifeline to your vehicle. Ensuring that the oil level and coolant levels are correct will help ensure longevity and optimum performance. The engine oil keeps the reciprocating parts inside the engine coated so that they don't wear. If any fluids are low, fill to the correct levels and monitor them. If they continue to need fluid in a short amount of time, you may have a leak.

- Engine oil level
- Engine coolant level
- Brake fluid level
- Transmission fluid level
- Washer solvent level

Typical Wear Items – Items in this category are expected to wear and fail at some point in time. Keeping an eye on these and checking them often will keep you out of trouble. If there are any visible cracks, fraying, holes, burn marks, or any other signs of damage it is a good idea to replace these parts. All are typically easily accessible and replaceable.

- Serpentine Belts
- Hoses
- Spark Plug Wires
- Battery
- Tires (**Check OFTEN** for damage/wear)

Before long trips & monthly

Although the outside of your vehicle is very resilient, damage and issues may still occur. Checking these main items will ensure not only your safety, but others as well.

- **Lights**
 - Turn signals
 - Both headlights; high and low beams
 - Fog lights if equipped
 - Parking lights
 - Daytime running lights
 - Taillights & brake lights
 - All lenses intact and clear
 - License plate light
- **Body**
 - Rust
 - Loose body panels
 - Damaged or broken glass

Dynamic Tests

Many tests can be performed while the car is running or moving. Perform these tests to check the condition of other important aspects of the vehicle.

- **Suspension**

When outside of the vehicle, give each corner a firm push downwards and let up. The vehicle should be firm and quickly return to its normal position. If the vehicle is easy to push and keeps rebounding, then the shocks/struts should be inspected and or replaced.
- **Brakes**

With the vehicle running in park, firmly push the brake pedal. It should feel firm and the pressure should be linear. Ensure no excess sponginess or dead spots. Any indication of abnormal function should be followed by a thorough brake inspection.
- **Steering**

The steering should be linear and even without any jolts, bumps, pops, or clicking. If any abnormal noises occur, inspect the steering rack and components. Specific items that wear include tie-rod ends, ball joints, and CV boots on axles.

Regular Maintenance Tips

Every 4,000 Miles

- Change Oil
- Perform general inspection

Every 15,000 Miles

- Rotate Tires
- Inspect engine & air filter

Every 30,000 Miles

- Replace air filter
- Inspect fuel gas cap & gasket

Every 50,000 Miles

- Change transmission fluid

Every 100,000 Miles

- Replace sparkplugs and wires
- Drain, flush, and refill coolant system

