

# FLEET SUMMER READINESS INSPECTION GUIDE

**PROFESSIONAL PREVENTIVE MAINTENANCE WORKSHEET**  
for Work Trucks, Trailers,  
and Service Bodies

VEHICLE NUMBER

INSPECTOR

FLEET

INSPECTION DATE

## Vehicle Access Hardware »

- Doors open and close smoothly
- Locks and latches function properly
- Hinges are secure
- Doors remain properly aligned
- No loose, damaged, or corroded hardware

NOTES

## Weather Seals & Heat-Related Wear »

- Door gaskets and weather seals are intact
- No signs of water or dust intrusion
- Electrical enclosure seals are intact
- No flattened, cracked, or brittle rubber components
- Wiring, lenses, and plastic components show no heat or UV damage

NOTES

## Visibility & Lighting »

- Headlights
- Brake lights
- Turn signals
- Marker lights
- Work lights
- Interior compartment lighting
- Trailer lighting
- Mirrors intact
- Electrical connectors are clean, secure, and free of corrosion
- Windshield wipers function properly

NOTES

## Trailer Components »

- Ramp hinges intact
- Ramp cables show no fraying
- Ramp assist system (if equipped) operates smoothly
- Coupler, safety chains, and trailer latches are secure
- Wiring harnesses and tie-down points are secure

NOTES

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### Storage & Cargo Security »

- Compartments lock securely
- Shelving and storage hardware are secure
- Drawer slides operate smoothly
- Gas springs not worn; holding at full extension
- Tools and equipment are properly secured

NOTES

### Safety Equipment »

- Fire extinguisher is current
- First aid kit is stocked
- Reflective warning triangles are present
- Backup alarm functions properly
- Safety decals are visible and legible

NOTES

### Fleet Readiness Summary »

- Ready for service
- Minor repairs needed
- Schedule maintenance
- Remove from service

#### PRIORITY REPAIRS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Fleet Maintenance Quick Reference Guide »



Frayed ramp door cables



Corroded electrical connectors



Cracked or flattened weather seals



Damaged trailer lighting



Loose or worn latches



Binding or worn drawer slides

### Inspection Tip »

Don't limit preventive maintenance to engines, brakes, and tires.

Access hardware, weather sealing, lighting, and trailer components often show signs of wear before they fail.



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