

OUHSC
Vehicle Maintenance Schedule

I. **Vehicle Maintenance Schedule:** Each department on campus leasing vehicles from the OUHSC Motor Pool shall assume responsibility for adhering to the following maintenance schedule:

- 1) 5,000 vehicle miles: "A" maintenance service due
 - 2) 10,000 vehicle miles: "A" maintenance service due
 - 3) 15,000 vehicle miles: "A" maintenance service due
 - 4) 20,000 vehicle miles: "B" maintenance service due
 - 5) 25,000 vehicle miles: "A" maintenance service due
 - 6) 30,000 vehicle miles: "A" maintenance service due
 - 7) 35,000 vehicle miles: "A" maintenance service due
 - 8) 40,000 vehicle miles: "B" maintenance service due
 - 9) 45,000 vehicle miles: "A" maintenance service due
 - 10) 50,000 vehicle miles: "C" maintenance service due
 - 11) 55,000 vehicle miles: "A" maintenance service due
 - 12) 60,000 vehicle miles: "B" maintenance service due
 - 13) 65,000 vehicle miles: "A" maintenance service due
 - 14) 70,000 vehicle miles: "A" maintenance service due
 - 15) 75,000 vehicle miles: "A" maintenance service due
 - 16) 80,000 vehicle miles: "B" maintenance service due
 - 17) 85,000 vehicle miles: "A" maintenance service due
 - 18) 90,000 vehicle miles: "A" maintenance service due
 - 19) 95,000 vehicle miles: "A" maintenance service due
 - 20) 100,000 vehicle miles: "C" maintenance service due
- (a) If the vehicle is stationed in or near the Oklahoma City HSC campus, all maintenance service shall be performed at the Motor Pool.
- (b) If the vehicle is stationed in Tulsa or Okmulgee, all "A" and "B" maintenance shall be obtained from a local vendor. All description of service and costs must be reported monthly to the HSC Motor Pool monthly.

"A" maintenance schedule	"B" maintenance schedule	"C" maintenance schedule
Change oil and filter	Air and fuel filters, check and replace if necessary	Complete detail clean
Chassis lubrication	* Replace p.c.v. valve	Replace all belts and hoses
Check all fluid levels, which include:	* Clean and protect battery terminal ends	
* Power steering	Service transmission	
* Master cylinder	Clean engine	
* Transmission fluid	Check brakes	
* Windshield washer	Check shocks	
* Battery	Check front wheel bearing on rear wheel drive vehicles	
* Radiator coolant	Check drive axle boots on front drive vehicles	
Check tire condition and pressure		
* Rotate and balance (if necessary)		
* Check spare		
Check for proper operation of the following:		
* Windshield wiper and washer		
* All lights and reflectors		
* Horn		
* Heater and air conditioner		
* Emergency brake		
* Radio		
Check for fluid leaks		