



Maintenance File  
Identification Sheet  
396.3(b)(1)&(2)

Unit #: \_\_\_\_\_ Owner: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tire Size: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Next Inspection Due

Mileage/Date	Mileage/Date

Next Lube, Oil & Filter Due

Mileage/Date	Mileage/Date



Maintenance and  
 Repair Sheet  
 396.3(b)(3)

Make \_\_\_\_\_

Serial Number \_\_\_\_\_

Year \_\_\_\_\_

Tire Size \_\_\_\_\_

Company Number or Other Identification \_\_\_\_\_

Date Repair Performed	Type of Maintenance or Repair



# Lubrication Record

## 396.5

Make \_\_\_\_\_

Serial Number \_\_\_\_\_

Year \_\_\_\_\_

Tire Size \_\_\_\_\_

Company Number/Other I.D. \_\_\_\_\_

Owner, If Leased \_\_\_\_\_

Date	Lubricate Chassis and Accessories	Cab Hardware and Door Latches	Universal Joints	Check: Steering Gear Box	Transmission Main	Transmission Auxiliary	Differential	Oil Change	Oil Filter Change	Service Air Cleaner and Breathers	Drain Transmission* Differential*



# Tractor P M Checklist 396.3

## Tractor Preventive Maintenance Checklist (A)

A

Unit \_\_\_\_\_ Company \_\_\_\_\_

Description \_\_\_\_\_

Hub Readings
Current _____
Last PM "A" _____

**INSTRUCTIONS:** First, record the information in the top section. Then, perform each step in sequence, checking either the "OK" or "Defective" box according to your evaluation. Report any necessary repairs or other observations below. After each step, place a check mark in the left column to indicate completion. Finally, sign and date the form at the bottom and file the original and all copies accordingly.

✓	Step	Activity	OK	Defective
	1.	CHECK for air leaks by using brake pedal and primary gauge.		
	2.	CHECK all lights and reflectors.		
	3.	CHECK oil level at dip stick.		
	4.	CHECK water level at coolant recovery.		
	5.	ADJUST brakes, INSPECT shoes, drums, and seals.		
	6.	CHECK slack adjusters and cam bushings.		
	7.	CHECK springs, "U" bolts, and tie bolts.		
	8.	CHECK oil level in 3 <sup>rd</sup> member, transmission and PTO blower.		
	9.	INSPECT drive lines and grease "U" joints (PTO also).		
	10.	CHECK for excess play in PTO yokes.		
	11.	JACK all wheels and check for loose bearings.		
	12.	CHECK tire pressure; NOTE any cuts or bad wear patterns.		
	13.	TORQUE all lug nuts and CHECK oil level in steering hub.		
	14.	GREASE 5 <sup>th</sup> wheel and CHECK mount bolts.		
	15.	CHECK for wear in front spring hangers (steering axle).		
	16.	CHECK exhaust bracket.		
	17.	CHECK blower PSI and RECORD. RPM <input style="width: 40px;" type="text"/> PSI <input style="width: 40px;" type="text"/>		
	18.	CHECK interior cleanness. <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent		
	19.	DRAIN all air tanks.		
	20.			

**Comments**

LIST things that need to be done the NEXT time this truck is in the shop:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mechanic's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Tractor Preventive Maintenance Checklist (B)

B

(Page 1 of 2)

Vehicle Number \_\_\_\_\_

Date \_\_\_\_\_

INSTRUCTIONS: First, record the information in the top section. Then, perform each step in sequence, checking either the "OK" or "Def(ective)" box based on your evaluation—record levels where appropriate. Complete BOTH pages 1 AND 2. Next, report any necessary repairs or other observations at the bottom of page 2. Finally, sign and date both forms and file the originals and all copies accordingly.

Mileage Readings	
Current Mileage _____	
Last PM "B" Mileage: _____	

	Activity	DEF	<input checked="" type="checkbox"/>	OK	Activity	DEF	<input checked="" type="checkbox"/>	OK	
In-Cab Work	1. REVIEW the vehicle's history file				<i>also CHECK</i>				
	<b>RECORD</b>					17. Spring hanger bushings			
	2. Clutch-free travel				18. Equalizer and stabilizer bushing/bolts				
	3. RPM _____ HIGH _____ LOW _____				19. All "U" bolts				
	<b>CHECK...</b>					20. Crossmember bolts			
	4. Instruments and their lights				21. Brake shoe thickness				
	5. Wiper operation				22. _____				
	6. Dash and upholstery screws				23. _____				
	7. Any wiring done by driver				<b>CHECK AND LUBRICATE...</b>				
	8. Interior cleanness				24. "U" joints				
	9. Pressure loss (hold brake pedal down and watch the air gauge)				25. Drive shafts				
	10. Stick shift and boot				26. _____				
	11. Signs of rain leakage				<b>LUBRICATE...</b>				
	12. Windshield cracks				27. Throwout bearing				
	13. Silicone door weather-stripping				28. Clutch rod at transmission				
	14. Engine and transmission mounts				29. _____				
15. All leaf springs				<b>OTHER...</b>					
16. Bushings in front spring				30. Turn breather caps on axles					
				31. _____					

Safety	<b>CHECK...</b>							
	32. Fire extinguisher (charge and bracket)				38. Brake cam and access			
	33. Cab jack handle				<b>LUBRICATE</b>			
	34. Reflector triangles				39. Jack wheels and check bearing			
	35. Oil level at dip stick (before draining)				<b>OTHER</b>			
	36. Brake house chafing				40. _____			
	37. Front tire wear				41. _____			

Inspections	<b>CHECK</b>							
	42. Engine oil leaks				51. STEERING: looseness			
	43. Dip stick tube (looseness)				52. STEERING: tie rod ends			
	44. Transmission leaks				53. STEERING: steering arms			
	45. Differentials leaks				54. STEERING: steering box			
	46. Steering box leaks				55. STEERING: "U" joints			
	47. Antifreeze and DCA levels				56. STEERING: shaft splines			
	48. Routing and condition of hoses				57. _____			
	49. Radiator (or CR) cap				<b>LUBRICATE</b>			
	50. WP belt condition and adjustment				58. Entire steering column			
					59. Water pump			



Mechanic's Signature: \_\_\_\_\_

## Tractor Preventive Maintenance Checklist (Continued from front)

B

(Page 2 of 2)

	Activity	DEF	<input checked="" type="checkbox"/>	OK	Activity	DEF	<input checked="" type="checkbox"/>	OK
With Cab UP	<i>CHECK</i>							
	60.	Torque in bushings (to 220 pd)			84.	Pressure levels ___ RPM ___ PSI		
	61.	Cab bushings and bolts			85.	Glass for cracks		
	62.	Cab hold-down latches			86.	PTO shaft/U Joint/yoke		
	63.	Exhaust system leaks lights			87.	Adj. of PTO cable		
	64.	Air intake leaks			88.			
	65.				<i>OTHER</i>			
	<i>LUBRICATE</i>							
	66.	IH latch springs			89.	CLEAN blower filter		
	67.	Stick shift joint			90.	NOTE oil level (before work)		
	68.				91.	REPLACE oil in gardner den		
<i>OTHER</i>								
69.	LOAD			92.	LUBRICATE all grease fittings			
70.	CLEAN all terminals			93.	CLEAN vents			
71.				94.	INSPECT check valve			
				95.				
Charging System	<i>CHECK</i>							
	72.	Water level (incl. mant. fre.)			96.	Engine oil		
	73.	Battery box fit			97.	Transmission fluid		
	74.	Leads to starter and ground			98.	Third members		
	75.	Alternator bracket and belt			99.	Shifting tower		
	76.	Operation of all lights			100.	PTO blower		
	77.	Light cord (on back of cab)			101.			
	78.				<i>OTHER</i>			
	79.				102.	RECORD the buildup on the Spinner II Paper _____ 1100		
Drive Tires	<i>CHECK</i>							
	80.	Drive tires (for abnormal wear)			103.	Frame bolts		
	81.	Air pressure			104.	Pins and lock key		
	82.	Torque of wheel studs			105.	Grease plate		
	83.				106.			

Unloading Blower

Lubricant Levels

5<sup>th</sup> Wheel

LIST below any work that needs to be done the next time truck is in the shop

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RECORD tire tread depth (in 32s)


Mechanic's Signature: \_\_\_\_\_

Date \_\_\_\_\_



# Trailer Checklist 396.3

Trailer Number: \_\_\_\_\_

Date: \_\_\_\_\_

- Check brake adjustment and condition
- Check drum condition
- Check for leaking seals or hub caps and oil level
- Check hoses for chaffing or rubbing
- Check brake chamber condition
- Check air tanks for looseness
- Check wheels and rims for cracks
- Check for loose lug nuts
- Grease all fittings on brakes and landing gear
- Check springs, hangers, and equalizers
- Check body framing for dents or cracks
- Check all crossmembers for being bent or broken
- Check side rails for missing or broken bolts and rivets
- Check landing gear for bent or broken leg braces
- Check sand shoe condition
- Check all lights and turn signals
- Check for broken door hinges and latches
- Check flooring for cracks and holes
- Check interior walls for holes and cracks
- Check tires condition and inflation

_____ lbs	_____ lbs	_____ lbs	_____ lbs
_____ /32	_____ /32	_____ /32	_____ /32

_____ lbs	_____ lbs	_____ lbs	_____ lbs
_____ /32	_____ /32	_____ /32	_____ /32

(Adjust all tires between 95 and 105 lbs. pressure)



# Maintenance Checklist

## 396.3

Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

Record Oil Pressure at Idle: \_\_\_\_\_

Record Oil Pressure at High Speed: \_\_\_\_\_

Record Engine Water Temperature: \_\_\_\_\_

- Change oil filter
- Change fuel filter
- Clean fuel priming bowl filter or change if necessary
- Clean engine air cleaner and check inlet hose for condition
- Check antifreeze for potency
- Check radiator and condenser for cleanliness (clean as necessary)
- Check coolant system hoses for apparent leaks or chaffing
- Change dryer
- Grease or fill fan shaft bearing with oil
- Check idler pulley bearings (replace as needed)
- Check rain cap (must be free moving)
- Check belts for cracks and wear or chaffing
- Check defrost drain pan hoses (should be clean and free of debris)
- Check defrost air switch tubes and connectors for breaks or air leaks
- Check all gauge lenses for cleanliness (replace as necessary)
- Check to make sure all valve stems and Freon fittings have proper caps
- Check condition of thermostat dial (must be able to read all numbers)
- Clean and inspect crankcase breather
- Spray speed, fuel solenoids, and thermostat mechanism with penetrating oil
- Check doors and latches (repair or replace as necessary)
- Check oil level in compressor sight glass
- Inspect all wiring for apparent chaffing or poor connectors (repair as necessary)
- Inspect battery
  - Load test
  - Check water level
  - Inspect terminals for cleanliness and securement
  - Inspect all cables for breaks or chaffing (repair as necessary)
  - Spray terminals with battery terminals protector after cleaning
- Tighten battery ground and starter connections
- CLOSE DOORS ON TRAILER AND START UNIT
- Run and check for fuel, water, oil, and Freon leaks
- Check alternator and regulator for charging
- Check ammeter for signs of charging
- Check Freon level in sight glass on receiver
- Check compressor oil sight glass
- Listen for abnormal noise
- Calibrate thermostat dial with box temperature by using electric thermometer
- Check manual defrost at control panel after box temperature has reached 40°F or below
- Check damper door operation by shutting down unit in high speed cool, then listen for door movement after pressing manual defrost button





Driver's Vehicle  
 Inspection Report  
 396.11

Check any defective item and give details under *Remarks*.

Date: \_\_\_\_\_

Truck/Tractor Number: \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Air Compressor    | <input type="checkbox"/> Horn              | <input type="checkbox"/> Flags-Flares-Fuses  |
| <input type="checkbox"/> Air Lines         | <input type="checkbox"/> Lights            | <input type="checkbox"/> Spare Bulbs & Fuses |
| <input type="checkbox"/> Battery           | <input type="checkbox"/> Head - Stop       | <input type="checkbox"/> Spare Seal Beam     |
| <input type="checkbox"/> Brake Accessories | <input type="checkbox"/> Tail - Dash       | <input type="checkbox"/> Springs             |
| <input type="checkbox"/> Brakes            | <input type="checkbox"/> Turn Indicators   | <input type="checkbox"/> Starter             |
| <input type="checkbox"/> Carburetor        | <input type="checkbox"/> Mirrors           | <input type="checkbox"/> Steering            |
| <input type="checkbox"/> Clutch            | <input type="checkbox"/> Muffler           | <input type="checkbox"/> Tachograph          |
| <input type="checkbox"/> Defroster         | <input type="checkbox"/> Oil Pressure      | <input type="checkbox"/> Tires               |
| <input type="checkbox"/> Drive Line        | <input type="checkbox"/> On-Board Recorder | <input type="checkbox"/> Transmission        |
| <input type="checkbox"/> Engine            | <input type="checkbox"/> Radiator          | <input type="checkbox"/> Wheels              |
| <input type="checkbox"/> Fifth Wheel       | <input type="checkbox"/> Rear End          | <input type="checkbox"/> Windows             |
| <input type="checkbox"/> Front Axle        | <input type="checkbox"/> Reflectors        | <input type="checkbox"/> Windshield Wipers   |
| <input type="checkbox"/> Fuel Tanks        | <input type="checkbox"/> Safety Equipment  | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Heater            | <input type="checkbox"/> Fire Extinguisher |  |

Trailer(s) No.(s): \_\_\_\_\_

- |  |                                       |                                    |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Brake Connections   | <input type="checkbox"/> Hitch        | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes              | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires     |
| <input type="checkbox"/> Coupling Chains     | <input type="checkbox"/> Lights (All) | <input type="checkbox"/> Wheels    |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof         | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Doors               | <input type="checkbox"/> Springs      |                                    |

Remarks: \_\_\_\_\_

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

Condition of the above is satisfactory

Driver's Signature: \_\_\_\_\_

- Above defects corrected  
 Above defects need not be corrected for safe operation of vehicle

Mechanic's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_