GSA Vehicle Sign-In/Out Inspection Checklist		Date Out			Date In			
Operator's Name (Print)		Unit			Phone #			
Key # Tag #/		Yea	r/Mak					
		Dispatcher Out (Print)						
		OPERATOR		D	ISPATC	HER		
		SAT/L	JNSAT		SAT/UNS	SAT	Remarks	
At Dispatch Window	License							
	Accident Avoidance Card/Certificate							
	FK Form 154-E							
	Credit Card & Key							
Lights	Headlights-High & Low Beam							
	Brake Lights							
	Tail Lights							
	Backup Lights							
	License Plate Lights							
	Turn Signals							
	Emergency Flasher							
	Dome Light & Panel Lights							
Glass and Mirrors	A. All Windows							
	B.Side & Rearview Mirrors							
	C. Windshield Wipers							
Tires and Spare	A. Proper Inflation							
·	B. Cuts, Gouges, or Bulges							
	C. Tread Wear Left							
	D. Lug Nuts Present & Tight							
	E. Jack & Lug Wrench							
	F. Wheels/Wheel Covers							
Steering	Steering Operation with Engine Running							
Under the Hood	A. Power Steering Fluid							
	B. Brake Fluid							
	C. Transmission Fluid							
	D. Engine Oil							
	E. Belts For Wear & Tightness							
	F. Fluid/Oil Leaks							
	G. Windshield Washer Fluid							
	Battery A. Ensure Cables are Tight							
	B. Visually Check Battery							
Brakes	A. Emergency/Parking Brake							
Dianes	B. Braking Operation (Vehicle Does Not							
	Pull/No Metal on Metal Noise)							
	<u> </u>							

A. Chrome/Body Molding, & Grill B. Front & Rear Bumper C. Doors D. Fenders									
C. Doors									
D. Fenders									
E. Hood/Trunk Lid									
F. Roof/Vehicle Sides									
G. Muffler/Exhaust System									
H. Antenna									
I. Exterior Cleanliness									
A. Carpet									
B. Door Panels & Hardware									
C. Headliner									
D. Upholstery									
E. Heater/Air Conditioning									
F. Radio									
G. Horn									
H. Instruments & Gages									
I. GSA Form 1627 (accident envelope									
in Glove Box)									
J. Interior Cleanliness									
	Dispatcher	Date In							
Operator (Print)		Dispatcher In (Print)							
Operator (Signature)		Dispatcher In (Signature)							
	H. Antenna I. Exterior Cleanliness A. Carpet B. Door Panels & Hardware C. Headliner D. Upholstery E. Heater/Air Conditioning F. Radio G. Horn H. Instruments & Gages I. GSA Form 1627 (accident envelope in Glove Box) J. Interior Cleanliness	H. Antenna  I. Exterior Cleanliness  A. Carpet  B. Door Panels & Hardware  C. Headliner  D. Upholstery  E. Heater/Air Conditioning  F. Radio  G. Horn  H. Instruments & Gages  I. GSA Form 1627 (accident envelope in Glove Box)  J. Interior Cleanliness  Dispatcher  Dispatcher	H. Antenna  I. Exterior Cleanliness  A. Carpet  B. Door Panels & Hardware  C. Headliner  D. Upholstery  E. Heater/Air Conditioning  F. Radio  G. Horn  H. Instruments & Gages  I. GSA Form 1627 (accident envelope in Glove Box)  J. Interior Cleanliness  Dispatcher In (Print)  Dispatcher In (Print)						

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