



Auto Repair Shop Fleet Maintenance Management Checklist Template 2026

Fleet Profile & Asset Registry

Verification of vehicle identification numbers (VIN), make/model accuracy, and current odometer readings for all managed assets.

Vehicle Identification Number (VIN)

Vehicle Make and Model

Current Odometer Reading

Vehicle Ownership Type

- ☐ In-House Fleet
- ☐ Leased Vehicle
- ☐ Contracted Third-Party

Last Major Service Date

Vehicle Registration/Insurance Document



Upload File

Known Existing Vehicle Damage or Issues

Preventative Maintenance Scheduling

Review of upcoming oil changes, fluid flubs, brake inspections, and tire rotations based on mileage or time intervals.

Next Scheduled Service Date

Current Odometer Reading

Maintenance Tasks Required

- ☐ Oil & Filter Change
- ☐ Brake Inspection
- ☐ Tire Rotation
- ☐ Fluid Level Check
- ☐ Air Filter Replacement
- ☐ Belt & Hose Inspection

Maintenance Notes & Observations

Write something...

Service Priority Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Urgent/Emergency

Critical Component Inspection

Detailed checks for braking systems, steering and suspension, battery health, engine belts, and transmission fluid levels.

Brake System Condition

- ☐ Good
- ☐ Warning - Needs Attention
- ☐ Urgent - Immediate Repair Required

Tire Tread Depth (mm)

Enter a number...

Fluid Levels Checked

- ☐ Engine Oil
- ☐ Coolant/Antifreeze
- ☐ Brake Fluid
- ☐ Power Steering Fluid
- ☐ Transmission Fluid

Observations & Defect Details

Write something...

Photos of Component Wear/Damage

 Upload File

Technician Verification

Safety & Compliance Verification

Inspection of headlights, signal lights, wipers, seatbelts, and tire tread depth to ensure adherence to DOT and safety standards.

Headlight & Taillight Functionality

- ☐ Pass
- ☐ Fail
- ☐ N/A

Brake Pad Thickness Status

- ☐ Good
- ☐ Warning - Near Replacement
- ☐ Immediate Replacement Required

Tire Tread Depth (mm/32nds)

Enter a number...

Safety Components Inspected

- ☐ Wiper Blades
- ☐ Seatbelts
- ☐ Horn
- ☐ Turn Signals
- ☐ Brake Lights

Safety Deficiencies Noted

Write something...

Technician Safety Certification

Diagnostic & Error Code Review

Review of OBD-II scan results, engine light status, and any stored fault codes requiring immediate attention.

Scan Date

Enter date...

Scanner Tool Used

- ☐ OBD-II Handheld Scanner
- ☐ Tablet-Based Diagnostic Software
- ☐ Manufacturer Specific Interface

Detected Fault Codes (DTCs)

Write something...

Diagnostic Findings & Observations

Write something...

Error Code Severity

- ☐ Low - Monitor
- ☐ Medium - Schedule Repair
- ☐ High - Immediate Action Required

Upload Diagnostic Report/Snapshot

 Upload File

Technician Verification

Service Documentation & Record Keeping

Updating digital service histories, uploading digital inspection photos, and ensuring all work orders are linked to the correct vehicle ID.

Service Completion Date

Enter date...

Work Order Number

Write something...

Documents Attached

- ☐ Digital Inspection Report
- ☐ Parts Invoice
- ☐ Manufacturer Recall Notice
- ☐ Pre-Repair Photos

Upload Completed Work Order PDF

 Upload File

Detailed Service Summary

Write something...

Technician Sign-off

Parts & Resource Allocation

Verification of necessary parts availability, gaskets, filters, and lubricants required for scheduled fleet repairs.

Required Parts Category

- ☐ Filters (Oil, Air, Fuel)
- ☐ Brake Components
- ☐ Fluids & Lubricants
- ☐ Belts & Hoses
- ☐ Tires & Wheels

Part Number or SKU

Write something...

Quantity Required

Enter a number...

Estimated Delivery Date

Enter date...

Parts Invoice or Quote Attachment

 Upload File

Sourcing Status

- ☐ In Stock
- ☐ On Order
- ☐ Backordered
- ☐ Need to Order

Post-Service Quality Audit

Final verification that all fleet-specific maintenance tasks were completed and that the vehicle is cleared for operational use.

Completed Inspection Items

- ☐ Fluid Levels Verified
- ☐ Brake System Inspected
- ☐ Tire Pressure Adjusted
- ☐ Oil Filter Replaced
- ☐ Lights & Signals Tested

Final Road Test Result

- ☐ Passed - No Issues Found
- ☐ Passed - Minor Issues Noted
- ☐ Failed - Return to Technician

Technician Notes & Observations

Write something...

Final Inspection Photos

 Upload File

Lead Technician Sign-off

Fleet Owner Communication & Approval

Review of repair estimates, delivery of digital inspection reports to fleet managers, and formal authorization of repairs.

Estimate Approval Date

Enter date...

Approval Status

- ☐ Approved
- ☐ Pending Parts
- ☐ Denied
- ☐ Deferred to Next Service

Fleet Manager Approval Notes

Write something...

Signed Authorization Form

 Upload File

Fleet Manager Signature

< Previous

> Next

✔ Finish

🔧 Generate Sample Report