

Automotive Workshop

Checks you can do yourself, and when to book the workshop

Phone: _____

Email: _____

ABN: _____

CAR MAINTENANCE CHECKLIST

YEAR / MAKE / MODEL

REGO / STATE

ODOMETER (KM)

OWNER

DATE (DD/MM/YYYY)

NEXT SERVICE DUE

☐ OK ☐ Advise — Recommend service ☐ Urgent — Safety concern

Inspection Item	OK	Check soon	Book in	Notes / Measurements
EVERY MONTH				
Tyre pressures (incl. spare), set to door placard	☐	☐	☐	
Tread depth: 3 mm or more; replace at 1.5 mm	☐	☐	☐	
Engine oil level	☐	☐	☐	
Coolant level (cold engine)	☐	☐	☐	
Windscreen washer fluid	☐	☐	☐	
All lights & indicators	☐	☐	☐	
Wiper blades, no streaking	☐	☐	☐	
EVERY 3 MONTHS				
Brake fluid level	☐	☐	☐	
Power steering fluid	☐	☐	☐	
Battery terminals, clean, tight	☐	☐	☐	
Belts, no cracks or squeal	☐	☐	☐	
Hoses, no leaks or bulges	☐	☐	☐	
Air filter, visual	☐	☐	☐	
BEFORE A LONG TRIP				
Tyres, pressure, tread, damage, spare & jack	☐	☐	☐	
Oil & coolant topped up	☐	☐	☐	
Brakes, no noise, pulling or soft pedal	☐	☐	☐	
Lights, horn, wipers	☐	☐	☐	
Roadside kit, first-aid, water	☐	☐	☐	
Service due? Check the sticker	☐	☐	☐	
BOOK THE WORKSHOP WHEN				
Warning light stays on	☐	☐	☐	
Brake noise, pulsation or long pedal	☐	☐	☐	
Steering pulls or vibrates	☐	☐	☐	
Overheating or coolant loss	☐	☐	☐	
Oil on the driveway	☐	☐	☐	
Service interval reached (km or months)	☐	☐	☐	

NOTES / QUESTIONS FOR THE WORKSHOP