

# **University of Iowa Fleet Services Preventative Maintenance Schedule**

## **PMA**

**(done every 5000 miles or 6 months whichever comes first)**

### **Perform the following tasks:**

- **Change engine oil & filter**
- **Lubricate the chassis**
- **Inspect tire tread depth, check and adjust tire air pressure**
  - **Rotate tires as needed**
- **Inspect and repair / replace as necessary**
  - **AC / Heat**
  - **Windshield wiper/washer system**
  - **Interior and exterior lights**
  - **Air filter**
  - **Belts and hoses**
  - **Suspension**
  - **Exhaust system**
  - **Steering components**
  - **Brake pads**
- **Check and fill all fluid levels**

## **PMB**

**(Done every 35,000 miles in conjunction with a regularly scheduled PMA)**

### **Perform the following tasks:**

- **All tasks listed in PMA**
- **Change air filter & cabin air filter if applicable**
- **Tune up**
  - **Change spark plugs**
  - **Change PCV valve**
  - **Change fuel filter & install injector cleaner**
- **Change transmission fluid and filter**  
**Flush cooling system if recommended by OEM**
- **Test drive vehicle (at least 5 miles)**