



Oregon

Tina Kotek, Governor

Department of Administrative Services

1100 Airport Rd SE

Salem, OR 97301

oregon.gov/das

VEHICLE PREVENTATIVE MAINTENANCE

For service or repair inside the Salem metro area

State Motor Pool: 503-378-4269 or smp.shop@oregon.gov

Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.

For service or repair outside the Salem metro area

Field Services: 1-800-378-0077 or field.services@oregon.gov

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Vendors must obtain authorization from Field Services prior to service or repair

When you call Field Services, have the following information ready: vehicle license number, mileage, description of service, and cost of repair. A purchase order will be issued for standard services with set prices. If repair cost cannot be estimated without teardown, provide description of concern (a purchase order will be issued when a total repair cost can be accurately established).

Standard PM Service* - standard fuel, normal use

- Drain engine oil, replace oil filter, and refill crank case.
- Run engine and check for proper oil levels and leaks.
- Check all fluids (including transmission, differentials, transfer case, master cylinder, power steering pump, windshield washer, and radiator).
- Complete chassis lube as required.
- Check and inspect all tires for proper inflation/wear.
- Visually inspect brakes for worn linings.
- Inspect the underside of the vehicle and engine area for damage and fluid leaks.
- Inspect exhaust system for leaks or damage.
- Inspect CV joints and boots for wear and damage (universal joints if so equipped).
- Inspect all belts and hoses for damage, deterioration, wear, and proper adjustment.
- Inspect air filter.
- Check all lights, horn, electrical accessories, seat belts, and driver's seat for proper operation.
- Clean battery terminals as necessary.
- Update lube sticker.

30,000 Mile Service*

- Inspect secondary ignition system.
- Replace fuel filter (if applicable).
- Inspect all brake linings.
- Repack front/rear wheel bearings (if applicable).
- Update lube sticker and test drive.

