

### Objective

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Outline the policy regarding preventative vehicle maintenance on University of Michigan (U-M) vehicles.

### Policy

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1. All maintenance performed on U-M vehicles must be coordinated through Garage Services. **Exception:** Both U-M Dearborn and U-M Flint who have their own campus maintenance facility to repair their fleet vehicles.
2. To ensure proper stewardship of U-M assets, vehicles are scheduled for PM based on time and usage. The standard PM schedule for a U-M vehicle is once per year or every 5,000 miles, whichever comes first.
3. It is the responsibility of the operator (s) of the U-M vehicle to monitor the PM schedule. This can be done by reviewing the time and usage along with the PM schedule attached to windshield of every U-M vehicle.
4. The using department will be contacted by Garage Services when the vehicle is overdue for PM.
5. PM includes an oil & filter change along with a 13 point inspection to include but not limited to: braking, tires, suspension, steering, charging, cooling, heating and exhaust systems.