
Maintenance Review Worksheet

Look at the service process before choosing a program | Auto Advocate

Company / vehicle or vehicle group / date:

Vehicle use, mileage or hours, conditions and modifications:

Current Service Approach

- ☐ Manufacturer service requirements are available for the vehicles being reviewed.
- ☐ Operating conditions and severe-service requirements have been considered.
- ☐ Someone is responsible for scheduling, authorization and completed-service records.
- ☐ Service access, appointment timing and work coverage are understood.
- ☐ Recurring repairs or missed services are recorded and reviewed.

Who schedules and authorizes service? Where are records kept?

Recurring concern / overdue service / process delay:

Program Review

- ☐ Identify the services needed, their frequency and the vehicles to include.
- ☐ Compare included services, exclusions, service access, terms and pricing.
- ☐ Review existing arrangements for overlap and identify expenses the business retains.
- ☐ Confirm how staff will arrange service and what happens when a vehicle is unavailable.

What should change? Who owns the next step?

Auto Advocate maintenance programs are customizable. Selected services and terms should reflect the fleet. This worksheet does not prescribe service intervals; use the vehicle manufacturer's guidance and qualified service advice.