Fleet Services “Squawk” Sheet

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| **General Information** | | | | | |
| **Name: Last** | | **First** | | | **Date:** |
| **Office Phone:** | **Cell Phone:** | | **Department:** | | |
| **Vehicle Information** | | | | | |
| **License Plate:** | | | | **Mileage:** | |
| **Reason Removed from Service:** | | **Preventive Maintenance** | | | **NYS Inspection** |
| **If the vehicle is in for Preventive Maintenance or Inspection, indicate below all areas that need attention; please give specific details and comments:** | | | | | |
| **If vehicle is in for other reason(s) than Preventive Maintenance or Inspection, please provide details of problem(s) or issue(s) below:**  **Steering:**  **Brakes:**  **Lights:**  **Engine:**  **Doors / Windows:**  **Other / Comments:** | | | | | |