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:**  |