HARBORLINE ELECTRIC

Vehicle inspection checklist

Issued by Dana Whitlock on March 2, 2026

Before every shift

Walk around the van: tires, lights, mirrors, and the ladder rack. Report anything loose as an issue before driving.

Weekly

Check oil and washer fluid, restock the first-aid kit, and confirm the fire extinguisher gauge reads in the green.

Monthly

Photograph the odometer and upload it with the fuel receipts so the Finance group can reconcile vehicle costs.