

Property Name Vehicle History
Management Company Silvertrac Management Company

- Is Active
- Is Locked
- Allow Security Program
- Allow Parking Program
- Allow Maintenance Program



Property Notes

This site is used to manage the vehicle inspection process for a security operation.

Before each shift each officer should:

- Inspect the exterior and include 4 pictures
- Inspect the interior and include 4 pictures
- Record the odometer reading (starting mileage)
- Note issues of concern (leaking fluids, dents, excessive dirtiness, spills, etc.).

During Each shift the officer should:

- Note any operational concerns (wipers, headlights, breaks, alignment, tires, etc.).

After each shift the officer should:

- Inspect the exterior and include 4 pictures
- Inspect the interior and include 4 pictures
- Record the odometer reading (ending mileage)
- Note issues of concern (leaking fluids, dents, excessive dirtiness, spills, etc.).

Addresses / Unit Numbers

Security Office
 Vehicle 01, Vehicle 02, Vehicle 03, Vehicle 04,
 Vehicle 05

Property Addresses Addresses / Unit Numbers

Property Locations

Chevron	Shell Station	Marathon Oil	Phillips 66
7-Eleven	Repair Shop	Exxon	Advanced Auto Parts
Jiffy Lube	Main Office		

Assigned Issue Types

(S1) Body Damage	(S1) Dead Battery - Jump Needed	(S1) Dispatch Service: Request
(S1) Headlight Out	(S1) Leaking Fluids	(S1) Oil Change Needed
(S1) Steering/Alignment Concern	(S1) Tail Light Out	(S1) Tire Replacement Needed
(S2) Brake Concerns - Noise	(S2) Electrical Concerns	(S2) Oil Change Completed



Property Profile

- (S2) Operational Concerns
- (S3) Fluid Level Inspections
- (S3) Fuel Purchase: 03 Gallons
- (S3) Fuel Purchase: 06 Gallons
- (S3) Fuel Purchase: 09 Gallons
- (S3) Fuel Purchase: 12 Gallons
- (S3) Fuel Purchase: 15 Gallons
- (S3) Fuel Purchase: 18 Gallons
- (S3) Interior Inspection
- (S3) Mileage at Shift Start

- (S3) Exterior Body Inspection
- (S3) Fuel Purchase: 01 Gallon
- (S3) Fuel Purchase: 04 Gallons
- (S3) Fuel Purchase: 07 Gallons
- (S3) Fuel Purchase: 10 Gallons
- (S3) Fuel Purchase: 13 Gallons
- (S3) Fuel Purchase: 16 Gallons
- (S3) Fuel Purchase: 19 Gallons
- (S3) Interior Vacuum & Detail
- (S3) Reminder: Vehicle Inspections

- (S3) Exterior Wash
- (S3) Fuel Purchase: 02 Gallons
- (S3) Fuel Purchase: 05 Gallons
- (S3) Fuel Purchase: 08 Gallons
- (S3) Fuel Purchase: 11 Gallons
- (S3) Fuel Purchase: 14 Gallons
- (S3) Fuel Purchase: 17 Gallons
- (S3) Fuel Purchase: 20 Gallons
- (S3) Mileage at Shift End
- (S3) Tire Inspection

Property Tasks

Task Name	Task Description	Task Time	Days Of Week
How to Inspect	<p>Please remember to inspect the interior and exterior of the vehicle at the beginning and end of each shift. This includes 4 pictures of the exterior and 4 pictures of the interior.</p> <p>Be sure to include the starting mileage and ending mileage of each shift as well (include a picture and note).</p> <p>Finally, report all fuel purchases and include photos of the receipt.</p>	1:00 PM	S,M,T,W,T,F,S

Property Checkpoints

Checkpoint Name	Checkpoint Instructions	Checkpoint Notes	Checkpoint Code
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