

3150 Florida Coach Drive
Kissimmee, Florida 34741
407.846.2782
fax 407.846.3855



Punch List - Service Order

| | | |
|-----------------|------------------|------------------------|
| Bus #: | Driver: | Arrival Date: |
| Mileage: | Mobile #: | Departure Date: |

Location:

Interior

By:

| Inspect Emergency Exits & Windows | Date Performed: _____ | <input type="checkbox"/> | |
|--|------------------------------|--------------------------|--|
| Back List Complete | | <input type="checkbox"/> | |
| A/V Audit Performed | | <input type="checkbox"/> | |
| Electronic Log Device Updated | | <input type="checkbox"/> | |
| Check all dump valves | | <input type="checkbox"/> | |
| Wiring upgrade completed? | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

3150 Florida Coach Drive
 Kissimmee, Florida 34741
 407.846.2782
 fax 407.846.3855



Driver Checklist to be Completed by Driver

Bus #: _____ Driver: _____ Date: _____

ALL ITEMS TO BE COMPLETED EVEN IF YOU ARE NOT DOING THE END OF THE TOUR CLEAN

| Task | Y | N | If no, Explain: |
|--|--------------------------|--------------------------|-----------------|
| Holding Tank Empty & Chemicals Added | <input type="checkbox"/> | <input type="checkbox"/> | |
| All Trash & Perishable Items Removed including consumables and opened products | <input type="checkbox"/> | <input type="checkbox"/> | |
| Trash Can Emptied, Clean & New Bag | <input type="checkbox"/> | <input type="checkbox"/> | |
| Trash Shute Clean | <input type="checkbox"/> | <input type="checkbox"/> | |
| Driver's Area Clean including drivers box and glove compartments | <input type="checkbox"/> | <input type="checkbox"/> | |
| Refridgerator Cleaned Out | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ice Chests Cleaned Out | <input type="checkbox"/> | <input type="checkbox"/> | |
| Vaccum on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Roof & Coach A/C Filters Clean | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 Full Set of Bunk Sheets on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Full Set of Comforters on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Full set of Pillows on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bus Washed | <input type="checkbox"/> | <input type="checkbox"/> | |
| Wheels Polished | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bays Cleaned Out & Vaccum | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cleaning Supplies on Bus (minimal amount for a few days) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Wash Brush & Hose on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Engine, Battery, Radiator Bay Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | |
| Generator Bay & Radiators Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | |
| All Interior Lights Working | <input type="checkbox"/> | <input type="checkbox"/> | |
| All Exterior Lights Working | <input type="checkbox"/> | <input type="checkbox"/> | |
| End of Tour Clean Complete? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bus Damage Reported & Marked on Sheet | <input type="checkbox"/> | <input type="checkbox"/> | |
| Spare Keys on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fuel Tank and DEF Tank full | <input type="checkbox"/> | <input type="checkbox"/> | |
| Generator(s) Serviced *Provide Last Service Interval* | <input type="checkbox"/> | <input type="checkbox"/> | |
| Verify Registration is up to date | <input type="checkbox"/> | <input type="checkbox"/> | |
| Complete Window Inspection (regardless if it is due) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Two sets of towels on Bus | <input type="checkbox"/> | <input type="checkbox"/> | |
| Florida Coach mat cleaned and on board | <input type="checkbox"/> | <input type="checkbox"/> | |

Questions, Comments, or Concerns

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

3150 Florida Coach Drive
 Kissimmee, Florida 34741
 407.846.2782
 fax 407.846.3855



Maintenance Checklist to be Completed by Shop

Bus #: _____ Interior Technician: _____ Date: _____

| Interior Shop: Task | Y | N | If no, Explain: |
|---|--------------------------|--------------------------|-----------------|
| Complete Bus Updates List | <input type="checkbox"/> | <input type="checkbox"/> | |
| Clean A/C Coils Inside/Condenser | <input type="checkbox"/> | <input type="checkbox"/> | |
| Drawers Guides, Catches, Hinges Working Properly | <input type="checkbox"/> | <input type="checkbox"/> | |
| Inspect all Lightning and Dimmers | <input type="checkbox"/> | <input type="checkbox"/> | |
| Inspect all Appliances and Toilets | <input type="checkbox"/> | <input type="checkbox"/> | |
| Inspect condition of Tile/Grout | <input type="checkbox"/> | <input type="checkbox"/> | |
| Carpet Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Blinds Clean & Operating | <input type="checkbox"/> | <input type="checkbox"/> | |
| Inspect and test all A/C's and Heat elements | <input type="checkbox"/> | <input type="checkbox"/> | |
| Laminate Chip/Damage Repaired | <input type="checkbox"/> | <input type="checkbox"/> | |
| Couch Seams Tight & Leather Condition Good | <input type="checkbox"/> | <input type="checkbox"/> | |
| Condition of Bunk Curtains/Rails Good & Window Blackout | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check Bus Air Filter & Spare A/C filters | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bay Area Clean & Neat | <input type="checkbox"/> | <input type="checkbox"/> | |
| Spare Set of Refrigerator Drawer Slides on Coach | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check/ Replace Coach Water Filter | <input type="checkbox"/> | <input type="checkbox"/> | |
| Inspect Jump seat for condition and operation | <input type="checkbox"/> | <input type="checkbox"/> | |

| Safety: Task | Y | N | If no, Explain: |
|---|--------------------------|--------------------------|-----------------|
| Fire Extinguisher Installed & Inspected | <input type="checkbox"/> | <input type="checkbox"/> | |

| Mechanic Shop: Task | Y | N | If no, Explain: |
|---------------------|---|---|-----------------|
|---------------------|---|---|-----------------|

| Mechanical Technician: | Date: | |
|---|--------------------------|--------------------------|
| Main Engine Service Completed | <input type="checkbox"/> | <input type="checkbox"/> |
| Grease Job Completed | <input type="checkbox"/> | <input type="checkbox"/> |
| Transmission Service Completed | <input type="checkbox"/> | <input type="checkbox"/> |
| Main Engine Air Filter Changed | <input type="checkbox"/> | <input type="checkbox"/> |
| Check Transmission Oil & Condition Good | <input type="checkbox"/> | <input type="checkbox"/> |
| No Oil Leaks Visable | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor & Radiator Steam Cleaned | <input type="checkbox"/> | <input type="checkbox"/> |
| Radiator Condition Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Generator Radiators Clean & Condition Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Generators Serviced & Air Filters | <input type="checkbox"/> | <input type="checkbox"/> |
| Alignment & Steering Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Tire Wear OK & Tire Pressure Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Shock Condition Good | <input type="checkbox"/> | <input type="checkbox"/> |
| No Air Leaks | <input type="checkbox"/> | <input type="checkbox"/> |
| Hub Oil Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery Condition Good, Clean, Tightened, Water Added | <input type="checkbox"/> | <input type="checkbox"/> |
| Power Steering Fluid Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Antifreeze Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Water Filter Nal Cool Test Completed | <input type="checkbox"/> | <input type="checkbox"/> |
| Muffler & Turbo Pipes Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Generator Mufflers & Pipes Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Windsheild Condition Good | <input type="checkbox"/> | <input type="checkbox"/> |
| All Exterior Lights Working | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra set of Belts, Parts, Etc. on Bus | <input type="checkbox"/> | <input type="checkbox"/> |
| Air Compressor Leaks/Update Completed | <input type="checkbox"/> | <input type="checkbox"/> |

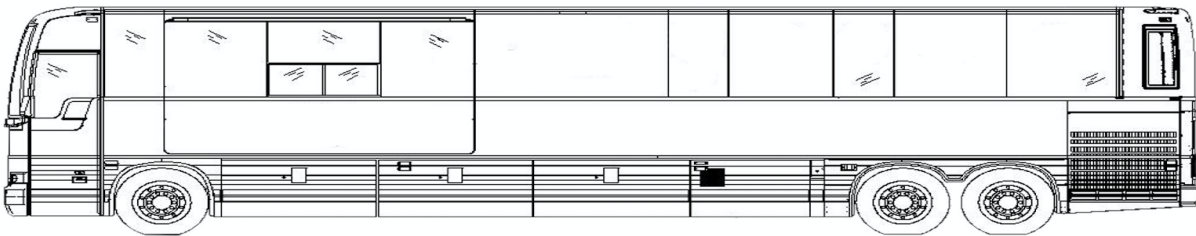
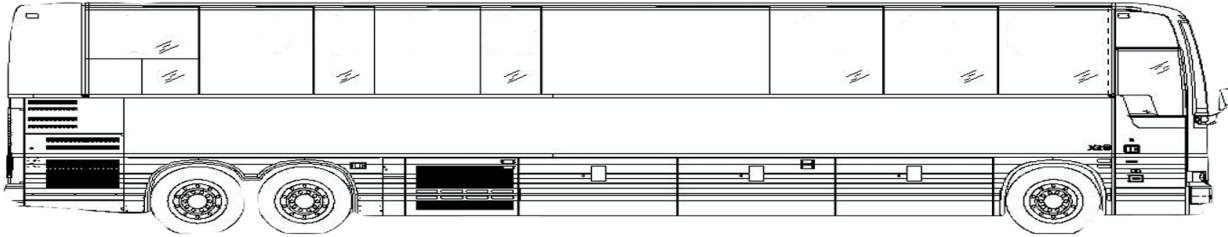
3150 Florida Coach Drive
Kissimmee, Florida 34741
407.846.2782
fax 407.846.3855

FLORIDA COACH

Pre-Tour Inspection

Bus #: _____ Driver: _____ Mileage: _____ Date: _____

Instructions: Number damaged areas on drawings and explain damage below on appropriate number.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____