

LTO Maintenance Form

Year:
Maintenance Conservation Job No.

| Accession No. | | Object Title: | | | | | | | | | | | | | |
|---|--|-----------------|---------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Maintenance (All Staff) | | COMMENTS | Schedule↓ Date Done→ | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| ✓ Tasks To be Done | | | | | | | | | | | | | | | |
| | Check for damage, vandalism, changed condition, rubbish etc | | Monthly | | | | | | | | | | | | |
| | Dust/vacuum exterior | | Monthly | | | | | | | | | | | | |
| | Dust/vacuum interior | | Monthly | | | | | | | | | | | | |
| | Clean windows | | Monthly | | | | | | | | | | | | |
| | Inspect tie-downs | | Monthly | | | | | | | | | | | | |
| | Inspect supports | | Monthly | | | | | | | | | | | | |
| | Inspect for oil leaks | | Monthly | | | | | | | | | | | | |
| | Measure splits in wood | | Monthly | | | | | | | | | | | | |
| | Inspect and clean drip trays | | Monthly | | | | | | | | | | | | |
| | Inspect and change nappies | | Monthly | | | | | | | | | | | | |
| | Check for pests/hazards | | Monthly | | | | | | | | | | | | |
| | Check lighting & AV | | Monthly | | | | | | | | | | | | |
| Maintenance (Conservation Staff) | | COMMENTS | Schedule↓ Date Done→ | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| ✓ Tasks To be Done | | | | | | | | | | | | | | | |
| | Check for corrosion | | 3 monthly | | | | | | | | | | | | |
| | Rotate wheels (5/4 turns forward) | | 3 monthly | | | | | | | | | | | | |
| | Actuate clutch and brake | | 3 monthly | | | | | | | | | | | | |
| | Inspect and charge batteries | | 3 monthly | | | | | | | | | | | | |
| | Check water and oil | | 3 monthly | | | | | | | | | | | | |
| | Start operational engine (note: do not schedule starting old vehicles in winter) | | 3 monthly | | | | | | | | | | | | |
| | Run operational vehicle | | 3 monthly | | | | | | | | | | | | |
| | Check wheels/tracks | | 6 monthly | | | | | | | | | | | | |
| | Rotate propellers | | 6 monthly | | | | | | | | | | | | |
| | Hand crank static engine | | 6 monthly | | | | | | | | | | | | |
| | Sample fluids | | 6 monthly | | | | | | | | | | | | |
| | Check engine coupons (take digital photo) | | 6 monthly | | | | | | | | | | | | |

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|--|---|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|
| | Check and change inhibitors (engine, cooling system, fuel system) | | 2 yearly | | | | | | | | | | | | |
| | Review maintenance plan | | 2 yearly | | | | | | | | | | | | |