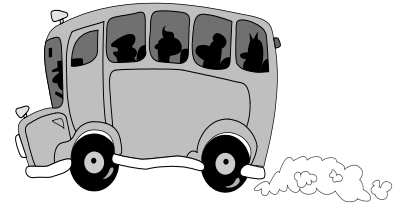


CHURCH VAN CHECK-OUT SHEET



Departure Date: _____

Return Date: _____

Person Responsible: _____

Destination: _____

Van Taken (Circle One): 02 Ford 05 Ford '14 Ford

Mileage on Departure _____

Mileage on Return _____

Fuel Level Upon Departure: 1/4 1/2 3/4 F

Fuel Level Upon Return: 1/4 1/2 3/4 F

*Van **Must** Be Refueled to Full ~~at~~ ^{on} Return from All Out of Town Trips*

Cleanliness on Departure (Circle One on Each):

Exterior:	Clean	Dirt/Mud	Wet	
Interior:	Clean	Dirt/Mud		Trash

Cleanliness on Return (Circle One on Each):

Exterior:	Clean	Dirt/Mud	Wet	
Interior:	Clean	Dirt/Mud		Trash

Service Items to Check Before & During Overnight Road Trips:

<u>Item</u>	<u>Checked</u>		<u>Amount Added</u>
Coolant Level in Reservoir	Yes	No	_____
Oil	Yes	No	_____
Tires	Yes	No	_____
Windshield Washer Fluid	Yes	No	_____

Comments: _____

Please Return Van to Garage and Clipboard & Keys to Office