GARAGE ASSESSMENT

North Dakota Department of Transportation, State Fleet

SFN 58652 (Rev. 01-2016)

All of the items below must be inspected by the employee and supervisor prior to a fleet vehicle being parked at this residence. It remains the responsibility of the individual employee to at all times properly garage the fleet vehicle to avoid damage to the vehicle and to the employee's personal property.

Employee Name			
Address	City	State	ZIP Code
Supervisor Name			

- ☐ All flammable liquids and chemicals must be properly contained.
- ☐ Walkway to and around the vehicle is unobstructed.
- ☐ Garage door is in good working condition. Garage door sensors are installed to prevent door from coming down on an object in it's path.
- ☐ All inside lighting is operable.
- ☐ No Exposed electrical wiring or outlets.
- ☐ Inspect floor area for spills of any type. All future spills must me cleaned immediately. No fleet vehicle may be parked in a garage with oil spills or residual fumes from any spill of any kind.
- ☐ Clutter is not stacked all around walls to protect from falling objects that may damage the vehicle.
- ☐ Vehicle must be secured at all times. Keys must not be left in the vehicle and garage doors should be locked.
- ☐ Verification that employee maintains insurance coverage for the structure (secure copy for file).

Employee Signature	Date

Supervisor Signature	Date

Date of Inspection

Date of Annual Review