

One divider per engine

How to set this binder up so that every vehicle and machine keeps its records behind its own divider.

YOU WILL NEED

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| ☐ A 3-ring binder for 142 sheets, with room to grow. | ☐ Scissors, for the labels and cards. |
| ☐ A hole punch to match the rings. | ☐ The handbook for each machine. |
| ☐ Card for the dividers, if you have it. | |

STEP BY STEP in this order

- 1 Print and punch.**
Print the binder file single-sided at 100% ("Actual size", not "Fit to page"), or hand the print-shop file and its note to a print shop. Every page sits about 4 mm away from the punched edge, so the holes clear the tables.
- 2 Write one machine on each divider.**
The ten machine dividers (M1 to M10, from page 130) each have a name line at the top: the car, the mower, the chainsaw, and so on. Write the same names on the machine index (page 5), so the binder can be searched by name.
- 3 Put each machine's sheets behind its divider.**
Behind each divider goes that machine's service log and its pre-use check. The small engine service log (OM-06, page 38) suits any engine without a sheet of its own, and the refill pack holds nine more copies of it, one for each machine divider.
- 4 Copy the details from each handbook.**
Model, serial number, and the parts and fluids it takes go on the vehicle information sheet (VE-10, page 11) or at the top of the machine's log. The binder never supplies these figures: they come from your handbook.
- 5 Pin up the wall checks.**
The four pre-use checks come again in a separate file, enlarged to 11 x 17 in (US Tabloid). Pin each one up beside the vehicle or trailer it belongs to.
- 6 Cut out the glovebox cards.**
One card per vehicle (page 142). Copy the figures from the handbook and the labels on the vehicle, and keep the card in the glovebox.
- 7 Keep it going.**
When a log fills up, file its spare from the refill pack straight behind it: the page it goes behind is printed at the top of each spare. Any page can be printed again from this file.

WORKED EXAMPLES

Pages 6–9 show three of these sheets filled in with illustrative entries: a small engine log, a vehicle service record and a pre-purchase inspection. They are not a real vehicle, the model and part numbers are made up, and they contain no service intervals: those come from your handbook.

Every blank sheet in this binder is one of the free sheets on the Upkeep Papers website, unchanged. The binder adds the order, the dividers, the index, this guide, the worked examples, the labels and the refill pack.