

# Standard Service Schedule

## Customers copy

		Interim Service	Full Service
<b>INITIAL CHECKS</b>			
1	Check vehicle service book history and any customer comments	■	■
2	Check for correct clutch operation	■	■
3	Check handbrake for operation and travel	■	■
4	Check vehicle horn	■	■
5	Check ABS warning lights (if applicable)	■	■
6	Check operation of headlights, indicators and other exterior lights	■	■
7	Check heater plug indicator (diesel models)	■	■
8	Check windscreen wipers (and rear wiper if applicable)	■	■
9	Check windscreen washer operation and top up fluid	■	■
10	Check passenger seatbelts	■	■
11	Check for damage to bodywork, lights, number plates, etc	■	■
12	Visually inspect smoke emissions (diesel models)		■
13	Inspect fuel cap for condition and security		■
14	Check exterior mirrors for condition		■
15	Check interior mirror condition		■
16	Check windscreen condition		■
17	Check bonnet catch and lubricate (if required)		■
18	Inspect and lubricate door hinges (if required)		■
<b>FULLY RAISED</b>			
19	Check for engine oil leaks	■	■
20	Check gearbox oil level(where applicable)	■	■
21	Check axle oil level(where applicable)	■	■
22	Check steering and suspension components for wear	■	■
23	Check steering rack gaitors (if applicable)	■	■
24	Check propshaft, drive shaft and joints for operation and wear	■	■
25	Check drive shaft gaiters for wear and leaks	■	■
26	Check shock absorbers for security and leaks	■	■
27	Visually inspect condition of fuel lines	■	■
28	Visual check hydraulic brake pipes and hoses for wear and leaks	■	■
29	Inspect exhaust system for security and leaks	■	■
30	Check security of hand brake linkages and lubricate if required	■	■
31	Drain and replace engine oil (please note: synthetic/special oils subject to an additional charge)	■	■
32	Replace oil filter	■	■
<b>UNDER BONNET</b>			
33	Check and top up clutch fluid	■	■
34	Check and top up brake fluid	■	■
35	Check power steering and top up reservoir (where applicable)	■	■
36	Check automatic transmission fluids (where applicable)	■	■
37	Visually inspect coolant hoses for condition and leaks		■
38	Visually inspect expansion bottle for leaks and cap security		■
39	Check coolant/antifreeze and top up	■	■
40	Check cooling fan for operation (where applicable)		■
41	Check radiator for condition and leaks		■
42	Check radiator cap condition		■
43	Check auxiliary drive belts for condition and tension	■	■
44	Check for timing/cam belt replacement and report if due	■	■
45	Test battery and check levels and fixings	■	■
46	Inspect distributor cap for visual condition (where applicable)		■
47	Inspect HT leads for visual condition		■
48	Replace spark plugs if applicable (please note special or long life plugs subject to extra cost)		■
49	Replace air filter element		■
50	Replace fuel filter (diesel models)		■
51	Check cabin/pollen filter and report if due (subject to additional cost)		■
52	Check throttle linkage and lubricate (where applicable)		■
<b>HALF RAISED</b>			
53	Check front wheel bearings (and report play or noise)	■	■
54	Remove front wheels		■
55	Check front brake discs for wear and condition	■	■
56	Check front brake pads for wear or damage	■	■
57	Check front calipers for wear and leaks	■	■
58	Check front tyres for condition and tread (including spare)	■	■
59	Check and adjust front tyre pressures	■	■
60	Check front tyre wear for visual indication of steering misalignment	■	■
61	Refit front wheels, adjusting nut torque to manufacturer setting		■
62	Check rear wheel bearings (and report play or noise)	■	■
63	Remove rear wheels and check drum condition (where applicable)		■
64	Check rear brake discs for wear and condition (where applicable)	■	■
65	Check rear brake pads for wear or damage (where applicable)	■	■
66	Check rear calipers for wear and leaks (where applicable)	■	■
67	Check brake shoes for wear (where applicable)		■
68	Check wheel cylinders for wear and leaks (where applicable)		■
69	Check rear tyres for condition and tread (including spare)	■	■
70	Check and adjust rear tyre pressures (including spare)	■	■
71	Check rear tyre wear for visual indication of steering misalignment	■	■
72	Refit rear wheels, adjusting nut torque to manufacturer setting		■
<b>FINAL CHECKS</b>			
73	Reset service light (if applicable) and mileage check	■	■
74	Stamp service book	■	■
75	Road test (final check)	■	■
76	Wash & vacuum vehicle	■	■