

Platinum Service Vehicle Schedule

Job No: HMJ118586

CUSTOMER COPY

Booking Date: 20 Feb 2019

Customer Name: Mr Hardwick Motors

1.00 SAMPLE 1.00L Petrol 2000
Mileage:

Vehicle Preparation & Pre-Checks

Check	Result
1 Fit protection to the front Seats, Steering Wheel, Handbrake & Floor Protection	
2 Record & image vehicle details Registration Number, Chassis Number, Mileage, Fuel Gauge, Dashboard with engine running	
3 Inspect the outside of the vehicle starting at the offside front & walking around the vehicle in a clockwise route. Checking & imaging and damage, scuffs or marks to the body or wheels	
4 Check & image the interior for damage or marks	
5 Pre-Check system code read and print or image results	
6 Correct job sheet & work instructions received	

Internal Cabin

Check	Result
7 Check the operation of the headlamp, hazard, wiper (Front & Rear) Indicator switches	
8 Check the operation of the reversing camera (if applicable)	
9 Check the heated rear & front illuminates when switched on	
10 Check the operation of the air conditioning & heater	
11 Check the horn operation	
12 Check the engine is idling smoothly	
13 Check the operation of the bonnet/boot release	
14 Check the operation & security of the driver's interior door handle, window winder handle or switch, door check strap	
15 Check the operation of the interior lamp	
16 Check the condition of the driver's door rubber seal	
17 Check the driver's door closes correctly on the catch	
18 Check the Offside rear door opens and closes correctly on the catch (Includes child safety lock)	
19 Check the condition of the aperture rubber	
20 Check the rear seat squab and back are secure	
21 Check the operation of and condition of the rear seat belt	
22 Check the operation window winder or switch, Internal handle	
23 Check the operation of the boot /tailgate	
24 Check the condition of the aperture rubber	
25 Check the hinges & struts for security & wear	
26 Check the condition of the spare wheel & tools (if applicable)	
27 Nearside rear door (Follow the same procedure as per items 30 to 34)	

- 28 Nearside front door (Follow the same procedure as per items 26 to 29)
- 29 Check the dashboard illumination, any warning lamps illuminated, Indicator lamps & the indicators working at the correct interval rate, headlamp main beam illumination
- 30 Check the driver's seat for security & operation
- 31 Check the pedal rubbers condition & security
- 32 Check the brake and clutch pedals for signs of fluid leaks (if applicable) & side to side wear
- 33 Check the driver's seat belt operation & condition
- 34 Check the windscreen is serviceable and within the prescribed guide lines, Check the wipers clear the screen and the operation & positioning of the washers, check for any excessive noise or sound from the wiper motor or linkage (Rear screen to be included)
- 35 Check the steering wheel condition and the security of the column (side to side & up & down) check for excessive free movement whilst rocking the steering wheel side to side
- 36 Check the indicators self-cancel
- 37 Check the operation of the power steering for smoothness & noise
- 38 Check the handbrake for excessive travel & wear
- 39 Check the footbrake for excessive travel or for any sponginess
- 40 Check the footbrake servo operation with the engine running

Exterior Lubrication

Check	Result
41 Lubricate the offside front door hinges, check strap, catch & door barrel	
42 Lubricate the offside rear door hinges, check strap & catch	
43 Lubricate the boot/tailgate hinges, catch & key barrel (if applicable)	
44 Lubricate the nearside rear door hinges, check strap & catch	
45 Lubricate the nearside front door hinges, check strap, catch & key barrel (if applicable)	
46 Lubricate extending radio ariel mast (if applicable)	
47 Lubricate the bonnet hinges, plunger pin + catch & secondary safety catch	

External Lighting & Parking Sensors & Wiper Blades

Check	Result
48 Check the operation & condition of the headlamps, side lamps, indicator lamps, spot/fog lamps & day time running lamps as per the prescribed guide lines	
49 Check the headlamp alignment	
50 Check the operation of the rear lamps, reflectors, side lights, stop lamps (inc high level), fog lamps, indicators	
51 Check the operation & condition of the rear & front parking sensors	
52 Check the condition of front & rear wiper blades	

Under Bonnet & Engine

Check	Result
53 Check windscreen washer reservoir level and additive, top up if required (check for a separate rear reservoir for the rear is applicable)	
54 Check the condition of the coolant system header tank, cap, hoses & the strength of the additive/anti-freeze & top up if required	
55 Check the operation & condition of the power steering pump, hoses, pipes, unions	

- 55 & retaining clamps & belts. Check the oil level, colour of the oil. Top up if required
- 56 Check the brake/clutch fluid reservoir levels, check top brake fluid boiling point. If required either top up or advise customer it requires replacing.
- 57 Check the battery security, check the condition and security of the power & earth leads.
- 58 Check the health of the battery & print out the results
- 59 Check the security of the alternator & the condition of the belt
- 60 Check the charging rate & report findings
- 61 Check the pressure of gas in the air condition system and print out results (Top up if required) check the temperature within the cab & record findings. Check visually the condenser (if applicable) along with all hoses & pipes & unions.
- 62 General check for oil, water & fluid leaks around the engine bay & report to the customer
- 63 Check the condition of the pollen filler and advise or replace as required
- 64 Check the condition of the air filter and advise or replace as required
- 65 Add an oil flush to the engine, change the oil & filter, replace the sump plug with a new sealing washer (after the engine has been run re-check the oil level & top up if required)
- 66 Fit new fuel filter (if fitted externally from the fuel tank), check for any signs of water within the fuel out of the old filter, place a diesel additive into the fuel tank (if agreed with customer)
- 67 Check & replace spark plugs if required (Check mileage for replacement), check make & compatibility for model
- 68 Check, clean leads & components & check for signs of deterioration
- 69 Check and adjust valve clearances if applicable
- 70 Check exhaust emissions print out results

Brakes, Tyres & Suspension

Check	Result
71 Jack up all wheels	
72 Front: Check the condition of the wheel bearings for excessive movement & noise, check for excessive movement in the steering rack ends & track rod ends, check any wear in the anti-roll bar links, check all suspension bushes for wear & perishing, check all gaiters and covers for damage or perishing, check front shock absorbers for leaks, damage to any mountings or perished bushes, check the condition of the drive shafts, cv joints, security of the gaiters	
73 Rear: Check the condition of the wheel bearings for excessive movement & noise, check all suspension bushes for wear & perishing, check front shock absorbers for leaks, damage to any mountings or perished bushes	
74 Remove all the road wheels, clean & prepare hub flanges for copper slip grease (stops wheels seizing to the hubs)	
75 Check both the outer and inner walls of the tyres for damage or perishing, check the tread depth at print out report, Check & report tyre sizes & manufacturer, check for abnormal wear or damage, check tyre pressures including spare (if applicable)	
76 Front Brakes: Check the security & condition of the calipers, pads, discs, hoses & pipes. Check for any signs of fluid leaks	
77 Remove the pads & check they have free movement within the caliper, check they do not stick. Clean the calipers and pad edges & re-grease. Refit caliper & torque the securing bolts as per the manufacturers guide lines	
78 Rear Brakes: Carry out the same procedure as per the front brakes. If fitted with drum brakes remove the drum, check the condition of the shoes, wheel cylinders & lubricate the back plates at the point of contact with the shoes. Check the operation of the handbrake.	

79 Carry out brake roller test with full print out of results

80 Carry out a four wheel alignment check and print out results (adjust if required)

Underside & Final Check

Check	Result
81 Check the gearbox and differential oil levels and top up if required, check any engine or transmission leaks	
82 Check the operation of the clutch	
83 Check the condition and security of the exhaust system	
84 Check the condition of all brake / fuel pipes	
85 Check for any underside damage or corrosion	
86 Re-set the service light if applicable	
87 Carry out road test (Senior Technician)	
88 Wash & vacuum the vehicle	
89 Check the vehicle is clean & presentable & parked in the allotted collection area	
90 Take the locking wheel nut key to the office with the service book to be stamped & signed	