

H.M.C Gold Car Service Schedule Plus

Job No: HMJ135153

CUSTOMER COPY

Booking Date: 28 Apr 2022

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	Yes
2 Record & image vehicle details Registration Number, Chassis Number, Mileage, Fuel Gauge, Dashboard with engine running	Yes
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	Yes
4 Check & image the interior for damage or marks	Yes
5 Correct job sheet & work instructions received	Yes

Lights and Electrical System

Check	Result
6 Check operation of exterior lights	Yes
7 Check rear reflectors	Yes
8 Check operation of instrument warning lamps	Yes
9 Check illumination of dash and heater control lamps	Yes
10 Check battery condition and connections	Yes
11 Check horn	Yes

Internal / Vision

Check	Result
12 Check door / bonnet lock operation and lubricate locks, hinges and catches	Yes
13 Check windscreen wiper and washer condition and operation	No
14 Top up windscreen washer reservoir with additive if required	Yes
15 Check / advise pollen filter condition, replace if necessary	Yes
16 Check air conditioning system	Yes

Engine

Check	Result
17 Drain engine oil and refill	Yes
18 Replace oil filter	Yes
19 Check/ advise coolant level and antifreeze strength	Yes
20 Check / advise general oil leaks	Yes
21 Top up antifreeze if required	Yes
22 Check coolant hoses for leaks and condition, incl. header tank	Yes
23 Check condition and tension of auxiliary drive belts (excl. timing belt)	Yes
24 Check / clean HT leads and components (if fitted)	Yes

25	Visual check of fuel system (incl. tank and cap)	Yes	●
26	To replace Air Filter	Yes	●
27	To replace Fuel Filter if not Lifetime Filter	Yes	●

Brakes

Check	Result
28 Check brake servo operation	Yes ●
29 Check / advise brake fluid level	Yes ●
30 Top up brake fluid if required	Yes ●
31 Visual check of brake pads for wear or damage	Yes ●
32 Visual check of brake calipers for leaks and security	Yes ●
33 Visual check of brake discs, shoes and cylinders for wear or damage	Yes ●
34 Visual check of brake pipes and hoses	Yes ●
35 Check operation of handbrake	Yes ●
36 Check security of handbrake linkages and travel and adjust if required.	Yes ●

Steering / Suspension

Check	Result
37 Check condition of road springs	Yes ●
38 Check power steering fluid reservoir	Yes ●
39 Check steering / suspension components for wear and corrosion	Yes ●
40 Check steering rack gaiters condition	Yes ●
41 Check shock absorber condition and mounting, report any leaks	Yes ●
42 Check wheel bearings for excessive play or noise	Yes ●

Drive System

Check	Result
43 Check drive shaft gaitors for security and report any leaks	Yes ●
44 Check gear box fluid level manual / automatic differential (If applicable)	Yes ●
45 Check / adjust clutch operation	Yes ●
46 Check for transmission oil leaks	Yes ●
47 Check condition of clutch cable (Where visible)	Yes ●

Exhaust

Check	Result
48 Check / advise condition of exhausts and mountings	Yes ●

Tyres / Wheels

Check	Result
49 Check tyre condition and tread depth (incl. spare)	Yes ●
50 Check / adjust tyre pressures (incl. spare)	Yes ●
51 Remove all road wheels and check flanges and mountings	Yes ●
52 Check wheel nut torque to manufacturers specification	Yes ●

Final Checks

Check	Result
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53	Reset vehicle service light where applicable	Yes	●
54	Carry out road test (Senior Technician)	Yes	●
55	Take the locking wheel nut key to the office with the service book to be stamped & signed	No	●
56	Check the vehicle is clean & presentable & parked in the allotted collection area.	Yes	●