

# H.M.C Gold Car Service Schedule

Job No: HMJ118586

## CUSTOMER COPY

Booking Date: 21 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	

## Lights and Electrical System

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

## Internal / Vision

Check	Result
13 Check door / bonnet lock operation and lubricate locks, hinges and catches	
14 Check windscreen wiper and washer condition and operation	
15 Top up windscreen washer reservoir with additive if required	
16 Check / advise pollen filter condition, replace if necessary	
17 Check air conditioning system	

## Engine

Check	Result
18 Check condition of air filter	
19 Drain engine oil and refill	
20 Replace oil filter	
21 Check / advise general oil leaks	
22 Check/ advise coolant level and antifreeze strength	
23 Top up antifreeze if required	
24 Check coolant hoses for leaks and condition, incl. header tank	

25 Check condition and tension of auxiliary drive belts (excl. timing belt)

26 Check / clean HT leads and components (if fitted)

27 Visual check of fuel system (incl. tank and cap)

## Brakes

### Check

### Result

28 Check brake servo operation

29 Check / advise brake fluid level

30 Top up brake fluid if required

31 Visual check of brake pads for wear or damage

32 Visual check of brake calipers for leaks and security

33 Visual check of brake discs, shoes and cylinders for wear or damage

34 Visual check of brake pipes and hoses

35 Check operation of handbrake

36 Check security of handbrake linkages and travel and adjust if required. Print out brake test.

## Steering / Suspension

### Check

### Result

37 Check condition of road springs

38 Check power steering fluid reservoir

39 Check steering / suspension components for wear and corrosion

40 Check steering rack gaiters condition

41 Check shock absorber condition and mounting, report any leaks

42 Check wheel bearings for excessive play or noise

## Drive System

### Check

### Result

43 Check drive shaft gaitors for security and report any leaks

44 Check gear box fluid level manual / automatic differential (If applicable)

45 Check / adjust clutch operation

46 Check for transmission oil leaks

47 Check condition of clutch cable (Where visible)

## Exhaust

### Check

### Result

48 Check / advise condition of exhausts and mountings

## Tyres / Wheels

### Check

### Result

49 Check tyre condition and tread depth (incl. spare)

50 Check / adjust tyre pressures (incl. spare)

51 Remove all road wheels and check flanges and mountings

52 Check wheel nut torque to manufacturers specification

## Final Checks

<b>Check</b>	<b>Result</b>
53 Reset vehicle service light where applicable	
54 Carry out engine management system scan	
55 Carry out road test (Senior Technician)	
56 Take the locking wheel nut key to the office with the service book to be stamped & signed	
57 Check the vehicle is clean & presentable & parked in the allotted collection area.	