

# CarServicingSolutions.co.uk - Check Sheet

INITIAL CHECKS		HALF	FULL
1	Check vehicle history and any customer observations	✓	✓
2	Check for damage to bodywork, trims, lamps, number plates, mirrors etc	✓	✓
3	Check timing belt interval	✓	✓
WITH THE VEHICLE ON THE GROUND		HALF	FULL
4	Check ABS, all interior warning lights and horn	✓	✓
5	Check seatbelts for wear and operation	✓	✓
6	Check the operation of all interior and exterior lights and switches	✓	✓
7	Check operation / condition of front / rear windscreen wipers and washers	✓	✓
8	Check condition and security of windscreen and rear view mirror	✓	✓
9	Check fuel cap	✓	✓
10	Check air conditioning	✓	✓
11	Check & top up power steering reservoir	✓	✓
12	Check PAS, auxiliary and fan belts	✓	✓
13	Check pollen/cabin filter <b>(replaced if applicable at extra cost)</b>		✓
14	Check battery condition, security and lubricate	✓	✓
15	Check clutch operation	✓	✓
16	Check handbrake operation and travel	✓	✓
17	Check and top up gearbox oil/axel oil/transfer box oil	✓	✓
18	Check and top up all under bonnet fluid levels	✓	✓
19	Check and top up brake fluid	✓	✓
20	Check and top up anti-freeze	✓	✓
21	Check and top up clutch fluid	✓	✓
22	Lubricate door hinges, catches and locks		✓
23	Check coolant system for leaks		✓
24	Check engine cooling fan		✓
25	Check operation of throttle and lubricate		✓
26	Replace air filter		✓
27	Replace fuel filter		✓
28	Replace spark plugs if applicable <b>(special/long life plugs at extra charge)</b>		✓
29	Visually inspect condition of HT leads		✓
WITH THE VEHICLE OFF THE GROUND		HALF	FULL
30	Carry out under body inspection <b>(check for any corrosion)</b>	✓	✓
31	Replace engine oil <b>(special or long life oils at extra charge)</b>	✓	✓
32	Replace oil filter	✓	✓
33	Check condition / security of steering, suspension, mountings and gaiters	✓	✓
34	Check exhaust system for security and leaks	✓	✓
35	Check security of fuel lines, brake pipes, hoses and handbrake cables	✓	✓
36	Check condition of distributor cap/ignition coil		✓
37	Check engine and gearbox mounts for wear		✓
38	Test starter motor cranking operation and security	✓	✓
39	Visually inspect radiator and coolant pipes/hoses for security and leaks	✓	✓
40	Check all wheel bearings for noise / free play	✓	✓
41	Check condition of tyres and adjust tyre pressures	✓	✓
42	Remove wheels & check condition and operation of front and rear brakes	✓	✓
43	Check & record brake pads/shoes for condition & operation	✓	✓
44	Check for signs of leakage from cylinders / calipers <b>(if applicable)</b>	✓	✓

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45	Check & record drums and discs for condition and operation	✓	✓
46	Refit wheels and set nut torque	✓	✓
47	Test brake fluid boiling point	✓	✓
48	Check and implement any additional manufacturer's service instructions	✓	✓
<b>FINAL CHECKS</b>		<b>HALF</b>	<b>FULL</b>
49	Carry out road test	✓	✓
50	Check exhaust emissions and idle speed		✓
51	Wash outside & vacuum inside of vehicle	✓	✓
52	Re-set service light <b>(on applicable models)</b>	✓	✓
53	Stamp customer's service book	✓	✓