



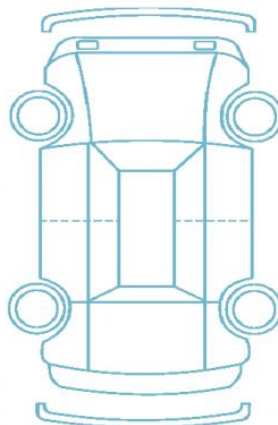
Kingsley Garage Service Checklist

Customer Name:

Make/Model:

Registration Number:

Mileage:



Description	Oil Change Service	Silver	Gold
Pre Service Inspection:			
Check vehicle history & advise	x	x	x
Check Timing belt history & advise			x
Check for bodywork damage			x
Check clutch operation		x	x
Check brake servo		x	x
Check transmission operation		x	x
Check operation & condition of seat belts			x
Check horn		x	x
Check air conditioning output			x
Check glow plug heater indicator (Diesel)			x
Check dashboard warning lights	x	x	x
Check windscreen wipers		x	x
Check rear wiper blade (if fitted)		x	x
Check windscreen washers		x	x
Check windscreen condition (chips/cracks)		x	x
Check operation of external door locks			x
Check window opening operation			x
Lubricate accessible door hinges			x
Check operation of all exterior lights	x	x	x
Check fuel cap condition			x
Check operation of suspension dampers		x	x
Check & report pollen/cabin filter efficiency			
Replace pollen/cabin filter			x

Under The Bonnet:			
Lubricate bonnet catch			X
Check radiator condition			X
Check cooling system for leaks		X	X
Check cooling fan operation			X
Check & record Anti-Freeze protection level		X	X
Check & record brake fluid condition		X	X
Check battery condition		X	X
Check battery charging system			X
Check breather system			X
Check & report on air filter condition			
Replace air filter			X
Report on spark plug condition			X
Check & report on transmission fluid.		X	X
Check & report on power steering fluid (where applicable)		X	X
Check power steering pipes system for leaks		X	X
Check power steering operation		X	X
Check auxiliary belts			X
Check fuel lines under bonnet			X
Vehicle Raised:			
Check condition & security of under tray		X	X
Check for engine oil leaks	X	X	X
Drain engine oil & replace. (additional charge depending on oil grade)	X	X	X
Replace Engine Oil Filter	X	X	X
Check for transmission fluid leaks			X
Visual inspection of fuel lines		X	X
Visual inspection of brake pipes		X	X
Check steering joints & gaiters			X
Check suspension joints, bushes & gaiters			X
Check wheel bearings for excessive play		X	X
Visual inspection of exhaust system		X	X
Visual inspection of front brake pads & discs		X	X
Check tyre tread condition & size	X	X	X
Check & adjust tyre pressures	X	X	X
Remove road wheels			X
Check front brake calipers			X
Check rear brake pads for signs of wear			X
Remove & adjust rear brake shoes/drums (where applicable)			X
Check & adjust handbrake operation			X
Inspection of wheel cylinders			X

Check for brake fluid leaks		X	X
Vehicle Lowered:			
Tighten wheel nuts/studs to correct torque		X	X
Reset service indicator		X	X
Carry out road test		X	X
Re-check oil level	X	X	X
Stamp service book		X	X

<u>Tyre Report</u>	OSF	NSF	OSR	NSR	Spare
Condition					
Tread (mm)					
Pressure (Set to)					
<u>Tyre Size</u>	Front				<u>Torque Nm</u>
	Back				

<u>Brake Report</u>	OSF	NSF	OSR	NSR
Pads/Shoes				
Discs/Drums				

Anti-Freeze Protection Brake Fluid Condition

Technician Comments:

Technician:

Signature:

Date: