

Service Schedule

Initial Checks	Interim Service	Full Service
Collect vehicle from specified address	•	
Check vehicle history, customer comments and recommendations	•	•
Check for damage to bodywork, trims, lamps, numbers plates, mirrors etc	•	•
Check timing belt interval	•	•
Vehicle on the ground		
Check ABS, all interior warning lights and horn	•	•
Check condition and operation of all seatbelts	•	•
Check operation of interior and exterior lights and switches	•	•
Check front and rear windscreen wipers and washes	•	•
Check condition and security of windscreen and rear view mirror	•	•
Check fuel cap	•	•
Check air conditioning	•	•
Check and top up power steering reservoir	•	•
Check PAS, auxiliary and fan belts	•	•
Check pollen/ cabin filter	•	•
Check battery condition and security	•	•
Check clutch operation	•	•
Check handbrake operation and travel	•	•
Check and top up gearbox oil/axle oil/ transfer box oil (if applicable)	•	•
Check and top up all under bonnet fluid levels	•	•
Check and top up brake fluid	•	•
Check and top up anti freeze	•	•
Check and top up clutch fluid	•	•
Lubricate door hinges, catches and locks (where required)		•
Check coolant system for leaks		•
Check engine cooling fan		•
Check operation of throttle and lubricate as required		•
Replace air filter		•
Replace fuel filter (diesel engines)		•
Replace spark plugs if applicable (at extra cost)		•
Visually inspect condition of HT leads		•
Vehicle raised/off the ground		
Carry out under body inspection	•	•
Replace engine oil (special or long life oils at extra charge)	•	•
Replace oil filter	•	•
Check condition and security of steering, suspension, mountings and gaitors	•	•
Check exhaust system for security and leaks	•	•
Check security of fuel lines, brake pipes, hoses and handbrake cables visually	•	•
Check for sign of leakage from cylinders / callipers (if applicable)		•
Check condition of distributor cap		•
Check engine and gearbox mounts for wear		•
Test starter motor cranking operation and security		•
Visually inspect radiator and coolant points / hoses for security and leaks		•
Check all wheel bearings for noise / free play		•
Check condition of tyres and adjust tyre pressures (if required)	•	•
Check and record brake pads and shoes for condition and operation	•	•
Check and record drums and discs for condition and operation	•	•
Remove wheels and check condition and operation of front and rear brakes		•
Refit wheels (if applicable) / set wheel nut torque		•
Extra check as per manufacturer schedule	•	•
Final checks		
Carry out road test	•	•
Check exhaust emissions and idle speed	•	•
Wash and vacuum vehicle	•	•
Re-set service light (most models)	•	•
Stamp customer's service book	•	•
Deliver vehicle to specified address	•	•
Any additional items/work is subject to additional charge		