

Auto Services Checklist

Sample list of 10 services which will ensure your customer's vehicle is safe, and ready for the holiday driving season.

Components or system to be checked	Rationale for checking	Results of check
Brakes and brake fluid	<ul style="list-style-type: none"> • Brakes must be number one on any checklist for obvious safety reasons • Suggest the brake fluid be changed and suspect brake lines be replaced • Check pads for wear and replace if required before a long trip 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Battery and charging system	<ul style="list-style-type: none"> • Summer heat places the greatest stress on batteries • All batteries and the charging system should be tested • If the battery is older than two years, replacement should be recommended • A report on the health of the charging system should be supplied to the customer 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Drive and timing belts	<ul style="list-style-type: none"> • A quick inspection can provide an indication of the condition and life expectancy of the drive belts • Cracked drive belts should be replaced • Check of the service history may indicate need for a timing belt replacement • Timing belt replacement may be a job for another day, depending on workload. Pointing out that it is due for replacement means you have covered yourself in case it breaks while the vehicle is powering up the highway 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Suspension	<ul style="list-style-type: none"> • Suspension report is vital before a long trip • Inspect front and rear shocks, lower control arms, sway bar bushes and the springs • The brake system relies on a good sound suspension to work correctly • Educate the customer on the importance of a sound suspension system 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Wiper blades	<ul style="list-style-type: none"> • Replace squeaky and ineffective wiper blades for safety reasons • Service includes cleaning out washer lines and make sure they all work • Cleaning windscreens front and back, inside and out is an appreciated service 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Air conditioning service	<ul style="list-style-type: none"> • In hot weather, air conditioning works overtime to keep the cabin cool, therefore all components are under stress • Recommending an air conditioning service before the system goes into meltdown is the only way to ensure long term, trouble-free operation • This service has a very high perceived value in the minds of car owners in the middle of summer • One breakdown of aircon during a family holiday on the road in an Australian mid-summer is one memory that stays forever in a customer's mind and they could hold you responsible for not warning them of possible failure • Air conditioning services can be done simultaneously with other work so that the actual labour time spent can be generating a good profit margin 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths

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Cooling system inspection and flushing	<ul style="list-style-type: none"> • Engine cooling systems work hardest in hot summer months • An inspection of cooling systems can show up leaks and poor quality or low levels of coolant • Perceived value of a cooling system repair or service is higher at this time of year mainly due to the costs involved and holiday disruption as a result of breakdown 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Wheel balance and wheel alignment	<ul style="list-style-type: none"> • Tyres are a high value purchase, so customers are always looking for longer wear from their tyres • Tyre rotation and wheel alignment can contribute to longer tyre wear 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Headlight globe upgrades	<ul style="list-style-type: none"> • There are some great headlight upgrades available for most older cars which improves the light output while still complying with regulations • If a headlight globe has to be replaced, suggest an upgrade to a set of these new headlight globes – better on their eyes, and once again, it's a safety decision 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths
Fuel injection service, including throttle body clean	<ul style="list-style-type: none"> • Most vehicles have very dirty and carbon filled throttle bodies and inlet manifolds • There are some great fuel injection cleaning systems which are easy to use and very effective • These have a high perceived value these days because most motorists now understand that the modern vehicle is no longer a DIY playground • Highlighting the benefits of an injection service should 	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent <input type="checkbox"/> Review inmonths