

L

Phone # 9

Fax # 9

## L.O.F. – Oil and Filter Change and Lube Chassis Procedure and Sign-Off List

- \_\_\_ 1. Drain oil (remove filter and drain 24 hours before disposal or crushing).
- \_\_\_ 2. Reinstall drainplug after checking gasket.
- \_\_\_ 3. Install new oil filter. Make sure old gasket is off. *Wipe off any spilled*
- \_\_\_ 4. Inspect C/V boots for cracks or tears and front suspension for damage. *Loosenes*
- \_\_\_ 5. Lubricate chassis where fittings are available.
- \_\_\_ 6. Lubricate U joints if greaseable. Check for loose joints or flange nut.
- \_\_\_ 7. Check front and rear differentials and transfer case and fill with proper fluid. *Check for any leaks. DO THEY NEED SERVICING? (RECOMMENDED EVERY 60K)*
- \_\_\_ 8. Check all brakes LF\_\_\_RF\_\_\_LR\_\_\_RR\_\_\_ 2/32 minimum
- \_\_\_ 9. Check all 4 tires for **proper pressure** and fill if needed. 2/32 minimum tread depth.  
LF\_\_\_ RF\_\_\_ LR\_\_\_ RR\_\_\_ SP\_\_\_
- \_\_\_ 10. Fill oil as per engine specs., start and run engine, check for leaks and *check oil level after running.*
- \_\_\_ 11. Fill battery if possible and *clean* terminals. Test charging voltage\_\_\_\_\_.
- \_\_\_ 12. Check and fill transmission with proper fluid. *Check for leaks.*
- \_\_\_ 13. Fill washer fluid. *Test washer pump*
- \_\_\_ 14. Check and fill master cylinder to proper level. Test for moisture – *ABS systems should be flushed yearly.*
- \_\_\_ 15. Check wiper blades for condition and operation (should be changed every 6 months).
- \_\_\_ 16. CHECK BELTS GOOD\_\_\_ BAD\_\_\_ COMMENTS\_\_\_\_\_
- \_\_\_ 17. CHECK HOSES GOOD\_\_\_ BAD\_\_\_ COMMENTS\_\_\_\_\_
- Belts and hoses should be replaced every 3 years.*
- \_\_\_ 18. Test coolant for any voltage in system – (causes running problems). Ok to -\_\_\_\_\_degrees.
- \_\_\_ 19. Check air filter and weather filters and pcv system. **Inspect interior cabin filter.**
- \_\_\_ 20. Check headlights, tail lights, turn signals, brake lights.
- \_\_\_ 21. Lube ALL door hinges and slides
- \_\_\_ 22. WINDOW STICKER-----WINDOW STICKER-----WINDOW STICKER-----WINDOW STICKER
- \_\_\_ 23. Reset Oil Change Reminder Light.

**\*\*Wipe off all handprints. Return vehicle cleaner than when you started.**

**\*\*\*ONLY ONE PINT OF FLUID IS INCLUDED IN LOF FOR ACCY'S\*\*\*\*\***

**PARTS USED:**

Customer \_\_\_\_\_ Vehicle \_\_\_\_\_  
 Technician \_\_\_\_\_ Date \_\_\_\_\_ Mileage \_\_\_\_\_  
 Comments \_\_\_\_\_

**SAMPLE**