

Service advisor Questions: Summer/Winter Tire Change Over


Customer Name _____ License Plate _____

- 1.) Customer Waiting? Yes No 2.) Due out time if waiting _____
- 3.) Who waited on customer at counter _____ 4.) Service advisor assigned _____
- 5.) Do we need a wheel key? NO YES - If so where is it? _____
- 6.) Mount: Blackwall out Whiteletter or Whitewall out
- 7.) What should we do with old tires? Dispose of tires Save tires - put in car in tire bags
- 8.) Alignment - recommend if not done in last year Yes No, customer declined
- 9.) Special Instructions: _____

Technician Considerations:

- 1.) **STOP!!!!!!!! Do not proceed to lift vehicle until the following info is complete!!!!**
- 2.) **Did you evaluate rim design for the potential to cause damage??? YES or NO (circle one)**
- 3.) **TPMS Light on Prior to Service: Yes No** 4.) **Replacement Tire Size and availability verified Yes No**
- 5.) **STOP!!!! If TPMS light was on prior to service, YOU MUST scan sensors prior to removing tires or wheels!!**
- 6.) Vehicle Mileage _____ 7.) Evaluate summer/ winter tires before proceeding !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!


SUMMER TIRES



LF _____ /32 _____ /32 RF

LR _____ /32 _____ /32 RR

WINTER TIRES



LF _____ /32 _____ /32 RF

LR _____ /32 _____ /32 RR

- 8.) All techs working on vehicle plainly write your initials here: tech1 _____ tech2 _____ tech3 _____ tech4 _____
- 9.) Plainly mark WHEELS prior to removal and make every attempt to reinstall in same position on re-installation.
- 10.) Carefully inspect tires being removed and tires being installed for wear patterns.
- 11.) Install tires in the best location and direction of rotation to assist in evening out tire wear.
- 12.) Carefully inspect TPMS sensors, valve stems, mounting hardware for signs of corrosion/damage
- 13.) Complete Inspection below, write in recommended wheel lug torque below, complete safety double checks, and sign off below.

I	S	R	Wheels - lugs - studs: damaged / runout / bent / missing LF / RF LR / RR
I	S	R	(Examine old tires closely) Alignment: tire wear / pulling / maintenance / parts replaced
I	S	R	Front Struts - Shocks - Springs - Mounts: leaking / weak / damaged / binding / noisy / ride height L / R
I	S	R	Rear Struts - Shocks - Springs - Mounts: leaking / weak / damaged / binding / noisy / ride height L / R
I	S	R	Tie Rod Ends: loose / torn boot / tight / squeak LO / LI RI / RO
I	S	R	Ball Joints: loose / torn boot / tight / squeak LU / LL RU / RL
I	S	R	Steering linkage: pitman / idler / center link / radius rod bushings / track rod Sway Bar: link bushings / mounts
I	S	R	Rack - Greabox - Hoses - Lines: leaking / binding / loose / mounts / boots torn (L) (R)
I	S	R	CV Boots - Joints / U-Joints: cracked / ripped / noise / loose / weather checked LO / LI RI / RO

I	S	R	Front Brakes: pad thickness _____ % wear remaining _____ uneven pad wear / cracked / thin / separating from backing plate
I	S	R	Rear Brakes: pad thickness _____ % wear remaining _____ uneven pad wear / cracked / thin / separating from backing plate / shoes-pads fluid damage did not or could not remove drum

I	S	R	Engine Oil: level low / dirty / mait.
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Manufacturer recommended wheel torque

QUALITY CONTROL DOUBLE CHECK

Air Pressure Adjusted to OEM Spec

Front: _____ Rear: _____

Hand Torque Wheels Technician initials _____