



# TECHNICIAN WORK FLOW SHEET

## NAPA AutoCare Preventive Maintenance Program **Level 2**

Name: \_\_\_\_\_ Authorized by: \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date: 

D	M	Y		

 Advisor: \_\_\_\_\_ Time: \_\_\_\_\_

E-mail: \_\_\_\_\_ R.O. #: \_\_\_\_\_

Security Code (if applicable): \_\_\_\_\_ Wheel Lock Location (if applicable): \_\_\_\_\_

GENERAL INFORMATION	
Make:	Model:
Year:	Manuf. Date:
V.I.N.:	
Licence:	
Mileage:	Fuel Level:
Location of Wheel Lock:	

ENGINE		
Cyl:	Displacement:	
Code:	Other:	
ACCESSORIES		
A/C:	ABS:	Block Heater:
Trailer Hitch:	Other:	
DRIVETRAIN		
AWD:	FWD:	RWD: 4X4:
Type:	Standard	Auto

**Technician Instructions:** please provide your comments on any system check on the last page. List the page number and group heading prior to comment (example: Page 2, instruments).

## Step 1 STANDARD ROAD TEST Should include bumpy roads, acceleration and braking, full stop-to-stop steering, etc.

1 Check Each System

	Brakes:
	Transmission / Clutch:
	Steering:
	Suspension:

Check Each System

	Handling:
	Ride:
	Engine Operation / Noise:
	Vibration:

# Step

# 2

# ON THE FLOOR

LEGEND: OK = Functional R = Required S = Suggested ND = Needs Diagnosis

1	OK	R	S	ND	Instruments / Other
					Voltage Gauge:
					Oil Pressure Gauge:
					Speedometer:
					Temperature Gauge / Light:
					Tach:
					Service Engine Light: check if remains on
					Brake Warning Light:
					Airbag Warning Light:
					ABS Warning Light:
					Clutch Pedal:
					Brake Pedal:
					Parking Brake:
Details:					

2	OK	R	S	ND	Restraint Devices
					Seat Belts – Front:
					– Rear:
					Airbags – Front:
					– Rear:
					Infant Seat Attachment:
Details:					

3	OK	R	S	ND	Wipers (should be replaced every 6 months)
					Arms and Pivots:
					Wiper Blades – Front:
					– Rear:
					Wiper Pattern – Front:
					– Rear:
Details:					

4	OK	R	S	ND	Other
					Set Clock / Radio:
					Horn:
					Remote Access Key Fob:
					Sunroof:
					Sliding Doors:
					Vehicle Seat Anchors:
					Rear Hatch / Hood Struts:
Details:					

5	OK	R	S	ND	Lighting				
					Interior Lights:				
					High Beams:				
					Low Beams:				
					Marker Lights:				
					Turn Signals – Left:		Front		Rear
					Turn Signals – Right:		Front		Rear
					Emergency Flashers:		Front		Rear
					Back-up Lights:				
					Licence Plate Lights:				
					Brake Lights:				
					3rd Brake Light:				
Details:									

6	Check Box when Operation is Completed	Fluid Level / Condition
		Fill Washer Fluid:
		Brake:
		Power Steering:
		Cooling System:
		Clutch Master Cylinder:
		Transmission:
		Differential:
		Transfer Case:
Details:		

7	OK	R	S	ND	Belts & Hoses
					Serpentine Belt(s):
					Multi-V Belt(s):
					Tensioner:
					Hoses: Radiator
					Heater
					Other
Details:					

8	OK	R	S	ND	Filters
					Air Filter:
					Fuel Filter:
					PCV Valve:
					Cabin Filter:
Details:					

# Step

# 3

# ON HOIST, convenient height for wheel work

LEGEND: OK = Functional R = Required S = Suggested ND = Needs Diagnosis

1	Check Box when Operation is Completed	Tires
		Type / Mfr:
		Tire Size:
		Front – Left: /32
		– Right: /32
		Rear – Left: /32
		Right: /32
		Inspect Spare and Jack:
		Lubricate Spare Tire Retractor Cable (if applicable):
		Adjust Tire Pressure:
		Rotate / Balance Tires:
		Jack and Lug Tools:
		Details:

Check Appropriate Box when there are two  
Check Single Box when operation is completed

2	OK	R	S	ND	Brakes
					Brake Pedal:
					Master Cylinder:
					Brake Pads / Shoes: Front /32
					Rear /32
					Calipers / Cylinders: Front
					Rear
					Rotors / Drums: Front
					Rear
					Clean / Lubricate Calipers:
					Clean / Lubricate Slides:
					Grease Wheel Bearings:
					Springs:
					Clean / Adjust Rear Brakes:
					Inspect Parking Brake Cables:
					Lubricate Parking Brake Cables:
					Adjust Parking Brake:
					Brake Hoses:
					Brake Lines:
					ABS Hydraulic Unit:
					Details:

3	OK	R	S	ND	Front Suspension
					Springs Left:
					Right:
					Lower Control Arm / Bushing L – R:
					Upper Control Arm / Bushing L – R:

3	OK	R	S	ND	Front Suspension (continued)
					Upper / Lower Ball Joints: Left:
					Right:
					Shocks / Struts: Left:
					Right:
					Bearing Plates / Mounts: Left:
					Right:
					Pitman Arm L / R:
					Stabilizer Bar L / R:
					Details:

4	OK	R	S	ND	Rear Suspension
					Springs Left:
					Right:
					Lower Control Arm / Bushing L – R:
					Upper Control Arm / Bushing L – R:
					Upper / Lower Ball Joints: Left:
					Right:
					Shocks / Struts: Left:
					Right:
					Bearing Plates / Mounts: Left:
					Right:
					Stabilizer Bar L / R:
					Details:

5	OK	R	S	ND	Steering
					Rack / Boots:
					Steering Box:
					Power Steering Hoses:
					Power Steering Pump:
					Steering Link:
					Idler Arm / Steering Damper:
					Centre Link:
					Adjusting Sleeves:
					Inside Tie-rods: Left:
					Right:
					Outside Tie-rods: Left:
					Right:
					Details:

# Step 4 ON HOIST, full height

LEGEND: OK = Functional R = Required S = Suggested ND = Needs Diagnosis

1	Check Box when Operation is Completed	Oil Change / Lubrication	Regular	Blend	Synthetic
		Replace Oil Filter:			
		Grease Tie-rod Ends:			
		Grease Ball Joints:			
		Lubricate Parking Brake Cables:			
		Transmission Cable:			
Details:					

2	OK	R	S	ND	Drivetrain
					CV Joints / Boots Front Left:
					Right:
					CV Joints / Boots Rear Left:
					Right:
					U-joints FR / RR:
					Drive Shaft:
Details:					

3	OK	R	S	ND	Exhaust System
					Manifold:
					Front Pipe:
					Catalytic Converter:
					Intermediate Pipe:
					Muffler:
					Resonator:
					Extension Pipe:
					O2 Sensor(s): (see if replacement is scheduled)
					Brackets and Hangers:
Details:					

# Step 5 ON THE FLOOR

LEGEND: OK = Functional R = Required S = Suggested ND = Needs Diagnosis

Check Appropriate Box when there are two  
Check Single Box when operation is completed

1	OK	R	S	ND	Cooling System Inspection
					Pressure Test:
					pH Test – Record:
					Flush and Fill:
					Radiator:
					Cap:
					Hoses:
					Heater Hoses:
					Clamps:
					Fan:
					Water Pump:
					Thermostat / Housing:
					Recovery Tank / Tube:
					Block Heater:
					Clean Outside of Radiator:
					Clean Outside of A/C Condenser:
Details:					

2	Check Box when Operation is Completed	Lubrication
		Hinges and Locks (doors / hood / trunk):
		Hood / Trunk Opener:
		Gas Cap Cover:
		Power Antenna:
Details:		

3	OK	R	S	ND	Heating and A/C
					Test A/C System:
					Compressor:
					Clutch:
					Dryer:
					Condenser:
					Evaporator:
					Hoses:
					Test Heating:
					Blend Doors:
					Check Heater – A/C Controls:
					Inspect / replace Cabin Air Filter:
Details:					

