



TOWN OF RAYMOND
Public Works Department

TOWN OFFICES
 4 EPPING STREET
 RAYMOND, NEW HAMPSHIRE 03077
 603 / 895-4735
 FAX 603 / 895-0903

STANDARD OPERATING GUIDELINE

SUBJECT: Routine Vehicle Service		ISSUE DATE: March 1995		NO.: 026
ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE: 1 OF 2	

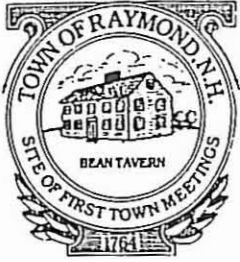
To assist in providing quality service to the Town's various Departments and insure consistency in repairs the following tasks shall be utilized when performing routine service to cars and light trucks.

A. Prior to Beginning

1. Clean work area (work bench, etc.)
2. Clean area around lift (easier to find dropped items)
3. Check that all repair parts are available and on hand
4. Check vehicle front end with weight on wheels

B. Service Procedure

1. Set vehicle on lift, follow appropriate procedure (see SOG #23 - "Lift Safety").
2. Remove Oil Filter after draining oil, place used filter in drain until empty (do not leave on floor).
3. Grease all fittings (remember all vehicles are different).
4. Check drive shaft(s)
5. Check tie rods, drag links, pitman arms, idler arm; for looseness, damage or distortion
6. Check transmission for leaks, fluid level, etc. use appropriate grade of ATF or gear oil (any questions check vehicle book).
7. Check transfer case (when applicable)
8. Check rear differential leaks and fluid level (do not over tighten plug)
9. Check all four wheel brakes for pad/shoe thickness, cracks, uneven wear (see SOG #25 - "Routine Maintenance")
10. Re-install wheels , check by hand (do not over or under tighten lug nuts)
11. Check all tires for correct pressure, wear, wear patterns, foreign objects, (adjust to proper inflation as necessary)
12. Check parking brake cable for proper operation and lubricate same.



TOWN OF RAYMOND
Public Works Department

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735
FAX 603 / 895-0903

STANDARD OPERATING GUIDELINE

SUBJECT: Routine Vehicle Service		ISSUE DATE: March 1995		NO.: 026	
ISSUED BY: D.McCarthy		APPROVED BY: <i>M. Roy</i>		SUPERSEDES DATE:	
PAGE: 2 OF 2					

13. Adjust brakes if necessary
14. Check exhaust system for leaks, loose pipes, missing clamps and hangers, deteriorated items or conditions (special emphasis should be given to heavily rusted areas or items)
15. Under hood checks:
 - a. oil level - fill to full line
 - b. check coolant level
 - c. brake fluid
 - d. power steering fluid
 - e. windshield washer fluid
 - f. belts - tension and wear
 - g. hoses - leakage and wear
 - h. check transmission fluid
16. Lubricate doors, hood hinges, and latch
17. Check all lights and gauges
18. Put "grease sticker" on door
19. Road test
20. Fill out and complete paperwork

C. After Service

1. Clean area around lift
2. Clean work area
3. Notify Foreman or Acting Foreman of parts in inventory depletion