

TOWN OF RAYMOND
Public Works Department

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

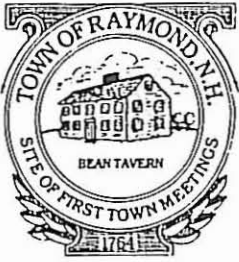
STANDARD OPERATING GUIDELINE

SUBJECT: Vehicle Repair		ISSUE DATE: March 1995		NO.: 025	
ISSUED BY: D.McCarthy		APPROVED BY: <i>M. Roy</i>		SUPERSEDES DATE:	
PAGE: 1 OF 2					

In order to insure continuity and consistency of repairs the following tasks shall be utilized whenever tune ups or brake jobs are performed.

Tune Ups

1. Check and record compression of each cylinder
2. Replace spark plugs at 20,000 miles or re-gap used spark plugs (new spark plugs should also be gapped).
3. Inspect plug wires for deterioration. Replace at 40,000 miles or if deterioration warrants.
4. Replace distributor cap.
5. Replace rotor.
6. Replace fuel filter.
7. Replace PCV valve .
8. Replace PCV valve filter, when equipped with same.
9. Replace air filter
10. Run computer scan and record results. (If no trouble codes, record as no trouble codes)
11. Check and tighten valve covers. Replace gaskets when necessary.
12. Pressure wash engine compartment if time allows.



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: Vehicle Repair		ISSUE DATE: March 1995	NO.: 025
ISSUED BY: D.McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE: 2 OF 2

Brake Jobs

1. If any question, turn rotors and drums. However do not perform needlessly.
2. Check all hardware and replace any showing signs of wear or damage.
3. Apply "anti-seize" to all wear points.
4. Remove, clean, inspect and re-pack wheel bearings on any front wheels and free floating rear axles. Use new, clean bearing grease of appropriate type.
5. Replace wheel seals whenever bearings are removed whether or not bearings are replaced.

If there are any questions regarding these directions or questions arise while performing the work said questions should be brought to the Foreman or Acting Foreman's attention.

Employees not adhering to these guidelines shall be subject to disciplinary action.