**Example of a 5000 / 10000/ 40000/ 80000 kms Service Schedule for a Toyota Land Cruiser**

**Vehicle MAINTENANCE Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Service:** |  | **Make:** |  |
| **Current Kms:** |  | **Model:** |  |
| **Next service Kms:** |  | **Mobile Number :** |  |
| **Technicians Name:** |  | **Vehicle Chassis/VIN Number:** |  |
| **Technicians signature:** |  | **Vehicle Registration Number:** |  |

**(PM) Preventative maintenance**

**(I) Inspected, (A) Adjusted, (R) Replaced, (C) Completed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Task @ 5000 KMS** | **(PM) Performed (I) (A) (R) (C)** | **Comments** |
| 1 | Check all lights |  |  |
| 2 | Check dashboard lights and controls |  |  |
| 3 | Check function of wipers and condition of wiper blades |  |  |
| 4 | Check & fill washer fluid |  |  |
| 5 | Check operation of screen washers |  |  |
| 6 | Check function of hand brake |  |  |
| 7 | Check function of foot brake |  |  |
| 8 | Check operation of all door locks lubricate as necessary |  |  |
| 9 | Lubricate door hinges |  |  |
| 10 | Check battery terminals for security/damage |  |  |
| 11 | Check battery for terminal wear/damage |  |  |
| 12 | Check battery tray & clamps for wear/security |  |  |
| 13 | Check condition/adjustment of engine drive belts |  |  |
| 14 | Check condition of pulleys and belt idlers/adjusters |  |  |
| 15 | Check and adjust idle speed (rpm) |  |  |
| 16 | Check clutch fluid levels in engine bay |  |  |
| 17 | Check brake fluid levels in engine bay |  |  |
| 18 | Check power steering fluid levels in engine bay |  |  |
| 19 | Check for water/fuel or fluid leaks |  |  |
| 20 | Change engine oil |  |  |
| 21 | Change engine oil filter |  |  |
| 22 | Change air filter, clean or replace as required |  |  |
| 23 | Change fuel filter |  |  |
| 24 | Fuel Pre-Filter (Water Separator) |  |  |
| 25 | Check water Sedimenter |  |  |
| 26 | Check radiator security/damage |  |  |
| 27 | Check all air and water hoses for damage / security |  |  |
| 28 | Check for transmission oil leaks |  |  |
| 29 | Check transmission oil |  |  |
| 30 | Check front and rear differential oil |  |  |
| 31 | Check transmission drive lines for wear/security |  |  |
| 32 | Check exhaust pipe and mounts |  |  |
| 33 | Check front & rear suspension |  |  |
| 34 | Visual check of brake pads |  |  |
| 35 | Visual check of brake linings |  |  |
| 36 | Visual check of hubs for leakage |  |  |
| 37 | Jack up front & rear axle and check swivel bearings/wheel bearings for play and wear |  |  |
| 38 | Check all tie rod ends for wear/security |  |  |
| 39 | Check tyres for wear/cuts/correct pressure |  |  |
| 40 | Tighten wheels to correct torque |  |  |
| 41 | Check front tyres for uneven wear. |  |  |
| 42 | If the front tyre wear is uneven – check alignment |  |  |
| 43 | Check wheel alignment if steering tie rods have been disturbed/replaced |  |  |
| 44 | Grease all lubrication points |  |  |
| 45 | Wash and clean vehicle |  |  |
|  | **Task @ 10.000 Kms as above including:** | **(PM) Performed (I) (A) (R) (C)** | **Comments** |
| 1- 45 + below |  |  |  |
| 46 | Fuel main Filter |  |  |
| 47 | Grease Wheel bearing and ball joints |  |  |
| 48 | Steering Knuckles, Central Arm and steering linkage grease |  |  |
|  | **Task @ 40.000 Kms as above including** | **(PM) Performed (I) (A) (R) (C)** | **Comments** |
| 1-48 + below |  |  |  |
| 49 | Valves Clearance |  |  |
| 50 | Replace Engine coolant |  |  |
| 51 | Wheels Alignment |  |  |
| 52 | Replace Brake Fluid |  |  |
| 53 | Replace Differential gear oil |  |  |
|  | **Task @ 80.000 Kms as above including:** | **(PM) Performed (I) (A) (R) (C)** | **Comments** |
| 1-53 + below |  |  |  |
| 1 | Replace Timing Belt |  |  |

Please see Vehicle Service Schedule (Template 4.09). This template must be the starting point for the services to be provided by a Service Provider but is to be adapted to the specific vehicle in question. It to be included as part of the Terms of Reference in the request for proposal to potential service providers.