

Upper Bay Cheat Sheet

1. Communicate **"Car coming in, (Services if known), Bay #"**
2. Guide car in the bay
3. Fill out ROC w/ opportunities on post-it or Mobile Bay station in hand *(if equipped)*
4. Check front lights
5. Check Headlight lens condition
6. Check Driver side wiper blade
7. Check Windshield for chips or cracks
8. Record dash lights
9. Check back lights & rear wiper blade
10. Check Passenger doors
11. Verify LBT set blocks for TR1 (If ROT1 is known)
12. Check Passenger Wiper blade
13. Raise hood and place fender covers
14. Call **"Checking transmission fluid, bay #"** "Transmission (level) engine off, Bay #"
15. Check OPS **"Signature Service, ready to drain, bay #"**
Stage 2nd vehicle with CT. Repeat steps 1-16 place post-it note on bay station monitor
16. Communicate OF/Torque/Mighty/TG/Tire Torque. *Verify plug & filter ASAP*
17. Request "Under Vehicle Conditions" ROC the vehicle & fill out the ROC
18. Raise lift **"Clear to lift, bay #"** & then **"Lifting vehicle, bay #"** *LBT & CT must response to both.*
19. Inspect LF Brake system (Record on ROC) **Notify CSA w/ any issues to bring Cust. out**
20. Move / inspect LR Tire install bottom lug nut. *Always pull on top of the tire to verify tightness*
21. Inspect LR Brake system (Record on ROC) install bottom lug nut
22. Inspect RR Brake System (Record on ROC)
23. Move / inspect RF tire install bottom lug nut
24. Inspect RF Brake system (Record on ROC)
25. Deliver ROC *before installing last tire*
26. Return to RF Install bottom lug nut *Install all Lug nuts if CT is behind*
27. Get Torque Wrench & set to proper Torque. Start Dr FRT torque lugs in star pattern
28. Once ROC is sent *Stage 2nd vehicle with CT. Repeat steps 1-16 place post-it note on bay station monitor*
29. Check tires pressure *UBT should not leave primary until complete*
30. Check under hood fluids **"Checking under hood fluids, bay #"**
31. Add oil **"Adding oil, bay #"**
32. Install ROC Items *(Go get the AF if needed)*
33. Invoice and send to Cashier
34. Start vehicle **"Clear to start, bay#"** & **"Starting, bay #"** & **"Pressure is up, bay #"**
35. Call **"Quality Inspection, bay #"** watch LBT QI
36. Perform UBT QI **"All caps tight dipsticks secure hood coming down bay #"** Guide out car