**Lower Bay Technician Cheat Sheet**

1. Safely positioned off Catwalk. Respond to UBT “Car Coming in, Signature Service, Bay #”

 with “Thank you, Bay #”

2. Once vehicle has stopped in the Bay, open Bay Covering and perform Under Vehicle

Inspection from the rear end of vehicle to front end including exhaust, gearboxes, axle, boots, driveshafts, U-joints, steering and suspension, grease fittings, leaks, etc. ***with flashlight***

3. Communication: UBT “Checking Transmission Fluid, Bay #” Response: LBT “Thank you, Bay #”

4. Communication: UBT “Signature Service, Bay #” Response: LBT “Thank you, Bay #”

5. Remove/inspect Oil Drain Plug and Gasket

6. Communication: UBT“Under Vehicle Inspection, Bay #” Respond LBT with I.E., “Boots –

Green, no unusual conditions, Bay #”

7. Responds to UBT with same: “\_\_ Oil Filter, drain plug torque \_\_ Ft LBS, Bay #”

8. Places new Oil Filter at the front of Bay with gasket up for verification along with drain plug

9. Loosens then removes oil filter

10. If Rotation: If applicable, Set Blocks/swing arms and verify in correct positions

* Monitor Lift and Respond to CT “Clear to lift, Bay #” with “Clear to lift, Bay #”
* Respond to CT “Lifting Vehicle, Bay #” with “Thank you, Bay #”
* Respond to CT “Lift is locked, Bay #” with “Thank you, Bay #”
* Monitor Lowering Lift/Respond to CT “Clear to Lower Lift, Bay #” with “Clear to Lower Lift, Bay #”
* Respond to CT “Lowering Lift, Bay #” with “Thank you, Bay #”

If applicable, remove blocks/swing arms

11. Communicate: “Mounting plate clean, filter spindle tight, Bay #”

12. Respond to UBT: “Checking under hood fluids, Bay #” with “Thank you, Bay #”

13. Clean area around oil drain plug hole

14. Install the oil drain plug and torque to OEM Specifications

15. Install new oil filter, verify initials and date on filter follows directions on filter

16. Communicate: “Ready for oil, Bay #”

17. Locate, inspect and grease fittings as applicable.

18. Check and fill gear boxes, if applicable. Communication: “Fluid application, Bay #”

19. Respond to Under Vehicle Status Request. I.E. “Rear Differential full, 2 fittings, no

unusual conditions, Bay #”

20. Respond to UBT “Adding oil, Bay #” with “Thank you, Bay #”

21. Respond to UBT "Clear to start, Bay #” with “Clear to start, Bay #”

22. Respond to UBT “Starting, Bay #” with “Thank you, Bay #”

23. Pressure Check: Check for leaks, inspect oil filter, and oil drain plug for leaks or unusual conditions

24. Respond to UBT: “Pressure up, Bay #” with “System Sealed, Bay #” after Leak Check

25. If applicable, respond to UBT “Adding additional oil, Bay #” with “Thank you, Bay #”

26. Verify oil level on dipstick. Communication UBT: “Quality Inspection, Bay #”

* “Oil level Verified bay #”
* I.E. “Wrench on rear differential check plug, tight. Hand on \_\_ filter, tight. Wrench on oil drain plug torque \_\_FT LBS, tight. 2 Fittings. No unusual conditions. Gasket on Old Filter.”
* Close Bay coverings, “Quality Inspection Complete, Bay #”

27. Respond to UBT under hood QI “All caps tight, dipstick secure, hood coming down, Bay #”

with “Thank you, Bay #”

28. Respond to CT “Clear to Start, Bay #” with “Clear to Start, Bay #”

29. Respond to CT “Starting and leaving, Bay #” with “Thank you, Bay #”

30. Exit Catwalk