

CHECKLISTS

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Client Name
Year Make Model

SYSTEM	ITEM	TEST	PASS	FAIL	BY	NOTES
SUSPENSION & STEERING						
	Ball Joints	Check Bolts Tight & Lubed				
	Tie Rod Ends	Check Tight & Lubed				
	Control Arm Pivots	Check Tight & Lubed				
	Steering Rack/Box	Check All Tight & Lubed				
	Axle Bearings & Nuts	Check Adj & Grease. Rotates Freely				
	Rear Springs	Check Bolts & Seats				
	Shocks	Check Bolts Tight				
	Steering Wheel	Check Attach & Centered				
	Power Steering	Check Leaks, Belt, Fluid				
	Suspension Action	Check Range & Damping				
	Steering Action	Check Lock-to-Lock				
BRAKES						
	Front Pads/Shoes	Check Wear, Fittment, Adjustment				
	Rear Pads/Shoes	Check Wear, Fittment, Adjustment				
	Front Rotors/Drums	Check Wear & Secure				
	Rear Rotors/Drums	Check Wear & Secure				
	Reservoir	Check Fluid Level				
	Booster	Check Vacuum Connections				
	Warning System	Check Switch Connected & Centered				
	Pedal	Check Pedal Travel & Feel				
	Emergency/Parking	Check if Holds Vehicle & Releases				
	Braking Action	Road Test, Check for Pull & Locking				
COOLING SYSTEM						
	Hoses	Check for Aging, Splits & Clamps				
	Routing	Verify Hose Routing is Correct				
	Coolant	Check Radiator Full & Proper Mix				
	Leaks	Inspect for Leaks				
	Radiator Cap	Verify Cap Secure & Proper Press.				
	Overflow	Verify Hose/Container in Place				
	Monitoring	Verify Any Gauges/Lights Connected				
	Pressure Test	Inspect for Leaks				

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FLUIDS						
	Engine Oil	Check Level & Correct Fluid				
	Transmission Fluid	Check Level & Correct Fluid				
	Power Steering Fluid	Check Level & Correct Fluid				
	Coolant	Check Level & Correct Fluid				
	Brake Fluid	Check Level & Correct Fluid				
	Rear Axle Gear Oil	Check Level & Correct Fluid				
	Windshield Washer	Check Level & Correct Fluid				
	Fuel	Add 5+ Gallons for Testing				
ELECTRICAL SYSTEM						
	Pre-Powered Overview	Verify Connections Match Diagrams				
	- Alternator	Verify Connections Correct				
	- Ignition Coil	Verify Connections Correct				
	- Spark Plug Wires	Verify Connections Correct				
	- Horn(s)	Verify Connections Correct				
	- Oil Pressure Sensor	Verify Connections Correct				
	- Water Temp Sensor	Verify Connections Correct				
	- Heat & A/C	Verify Connections Correct				
	- Exterior Lighting	Verify Connections Correct				
	- Gauge Cluster	Verify Connections Correct				
	- Accessories	Verify Connections Correct				
	- Fuse Box/Panel	Verify Fuses Installed & Correct				
	CONNECT BATTERY	CHECK FOR SMOKE!				
	KEY OFF Testing					
	- Parking Lights	Check Proper Operation				
	- Headlights Low	Check Proper Operation				
	- Headlights High	Check Proper Operation				
	- Tail Lights	Check Proper Operation				
	- Brake Lights	Check Proper Operation				
	- License Plate Lamp					
	- Hazard Flashers	Check Proper Operation				
	- Panel Lights	Check Proper Operation				
	- Horn(s)	Check Proper Operation				
	- Clock	Check Proper Operation				
	- Interior Lighting	Check Proper Operation				
	- Cigarette Lighter	Check Proper Operation				

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SYSTEM	ITEM	TEST	PASS	FAIL	BY	NOTES
ELECTRICAL SYSTEM (Continued)						
	KEY ON Testing					
	- Check Above Items	Check Op of Any Failed Key Off Items				
	- Turn Signals	Check Proper Operation				
	- Backup Light(s)	Check Proper Operation				
	- Parking Brake Warn	Check Proper Operation				
	- Charge Gauge/Light	Check Proper Operation				
	- Temp Gauge/Light	Check Proper Operation				
	- Oil Press Gauge/Light	Check Proper Operation				
	- Fuel Gauge	Check Proper Operation				
	- Windshield Wiper	Check Proper Operation				
	- Windshield Washer	Check Proper Operation				
	- Heater Blower Fan	Check Proper Operation				
	- Heater Valve (if elect.)	Check Proper Operation				
	- A/C Clutch	Check Proper Operation				
	- A/C Fan (if separate)	Check Proper Operation				
	- Radio & Access	Check Proper Operation				
	- Ignition Power to Coil	Check Proper Operation				
	- Electric Choke	Check Proper Operation				
	- Starter Engage	Check Proper Operation				DISCONNECT COIL
	- Neutral Safety Switch	Check Proper Operation				
ENGINE						
	Electrical Verified	Verify Electrical Checklist Completed				
	Fluids Verified	Verify Fluids Checklist Completed				
	Cooling System Verified	Verify Cooling Sys Chklist Completed				
	Distributor Timing	Verify Static Timing - #1 TDC				
	Accelerator Linkage	Verify Carburetor Opens/Closes				
	Cold Start System	Verify Choke Function & Fast Idle				
	Prime Fuel Pump	Open Fuel Line at Pump Inlet to Prime				
	Secure For Start	Set Trans to Neutral or Park. Set Brake				
	Start Engine	30-SECOND RUN LIMIT				NO REVVING!
		< CHECK OIL PRESSURE >				STOP if Not Good
	Check Fluids					
	- Engine Oil	Top Off as Needed				
	- Transmission Fluid	Top Off as Needed				
	- Power Steering Fluid	Top Off as Needed				
	- Coolant	Top Off as Needed				

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ENGINE (Continued)						
	Restart Engine					
	- Check Oil Pressure	Verify Oil Pressure Good				STOP if Not Good
	- Rough Check Timing	Verify Near Timing (given fast idle)				
	- Check Trans Fluid	Add Fluid As Needed				
	- Warm to Op Temp	Use Laser Temp Gauge				
	- Verify Cooling Fan	Check Elect Cooling Fan Function				
	- Verify Choke Opens	Check Choke Flap and Normal Idle				
	- Set Ignition Timing	Adjust As Per Timing Specifications				
	- Set Idle	Adjust As Per Specifications				
	- Recheck Timing	Adjust Per Specs with Proper Idle				
	- Verify Coolant Temp	Confirm Temp Maintained w/in Spec.				
	- Shutdown	Turn Off Engine				
	- Check for Leaks	Check Engine & Cooling Sys for Leaks				
	Recheck Fluids					
	- Engine Oil	Top Off as Needed				
	- Transmission Fluid	Top Off as Needed				
	- Power Steering Fluid	Top Off as Needed				
	- Coolant	Top Off as Needed				
	Restart Engine					
	- Check Oil Pressure	Verify Oil Pressure Good				STOP if Not Good
	- Warm to Op Temp	Use Laser Temp Gauge				
	- Verify Cooling Fan	Check Elect Cooling Fan Function				
	- Verify Choke Opens	Check Choke Flap and Normal Idle				
	- Verify Idle Speed	Adjust As Per Specifications				
	- Verify Ignition Timing	Adjust As Per Timing Specifications				
	- Recheck Idle Speed	Adjust As Per Specifications				
	- Adjust Idle Mixture	Adjust Per Specs with Proper Idle				
	- Recheck Idle Speed	Adjust As Per Specifications				
	- Verify Coolant Temp	Confirm Temp Maintained w/in Spec.				
	- Cycle Transmission	Move Through Gears to Circulate Fluid				
	- Check Trans Fluid	Add Fluid As Needed				
	- Shutdown	Turn Off Engine				
ENGINE RUN COMMENTS						

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SYSTEM	ITEM	TEST	PASS	FAIL	BY	NOTES
SAFETY & CONVENIENCE						
	Seat Belts	Check Secure & Functional				
	Seats	Secure & Move Fore/Aft Freely				
	Mirrors	Verify Secure & Proper View				
	Sun Visors	Check Secure & Functional				
	Spare Tire & Tools	Check Present & Secured				
	Headlight Alignment	Align High and Low Beams				
BODY & TRIM						
	Doors	Check Movement, Latches & Locks				
	Side Windows	Check Up/Down Movement				
	Vent Windows	Check Open/Close Movement & Latch				
	Windshield	Check Clean & Leak Free				
	Rear Window	Check Clean & Leak Free				
	Trunk/Boot	Check Open/Close & Latch/Lock				
	Hood/Bonnet	Check Open/Close & Latch/Lock				
	Convertible Top	Check Open/Close, Latch & Leaks				
	Trim & Badges	Check Installed, Correct & Secure				
	Body Panel Alignment	Check & Adjust as Needed				
	Paint	Touch Up As Needed, Buff to Shine				
	Headliner	Secure & Taut				
	Carpet	Secure & Free of Interference				
	Interior Side Panels	Secure & Free of Interference				
	Door Weatherstripping	Secure & Free of Interference				

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SYSTEM	ITEM	TEST	PASS	FAIL	BY	NOTES
ROAD TEST						
	Verify All Secure	Check for Loose & Missing Parts/Tools				
	Verify Documents	Registration & Insurance on Board?				
	License Plates	Verify Properly Secured Front & Rear				
	Document Mileage	Indicate Odometer Miles in Notes -->				
	Start/Warm Engine	Allow to Reach Operating Temp				
	Check Tire Pressured	Verify Pressures to Specifications				
	Inspect Everything	Visually Inspect for Leaks & Problems				
	Check Transmission	Circulate Through Gears Verify Ops				
	Check Brakes Hold	Verify Brakes Hold and Stop Rolls				
	Check Parking Brake	Verify Holds at Idle When In Drive				
	Electrical Load	Check Idles With Full Electrical Load				
	First Drive	45 MPH MAXIMUM				
	- Engine	Noises, Smoothness, Misses, Power?				
	- Transmission	Shifts Through Gears & Reverse				
	- Brakes	Light - Feel, Straight, Predictable				
	- Carburetion	Hesitation, Stumbling, Backfires?				
	- Steering	Correct, Precise, Sloppy, Chatter?				
	- Suspension	Smooth, Noisy, Bottoming, Wallowing?				
	- Noises	Rattles, Knocks, Squeaks, Squeals?				
	- Gauge Readings	Temp, Oil Pressure, Charging, Etc.				
	- Post Drive Inspection	Check for Leaks & Loose Items				
	Second Drive	60 MPH MAXIMUM				
	- Engine	Noises, Smoothness, Misses, Power?				
	- Transmission	Shifts Through Gears & Reverse				
	- Brakes	Light - Feel, Straight, Predictable				
	- Carburetion	Hesitation, Stumbling, Backfires?				
	- Steering	Correct, Precise, Sloppy, Chatter?				
	- Suspension	Smooth, Noisy, Bottoming, Wallowing?				
	- Noises	Rattles, Knocks, Squeaks, Squeals?				
	- Gauge Readings	Temp, Oil Pressure, Charging, Etc.				
	- Post Drive Inspection	Check for Leaks & Loose Items				
TEST DRIVE COMMENTS						

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SYSTEM	ITEM	TEST	PASS	FAIL	BY	NOTES
PRE-DELIVERY DETAILING						
	Wash Exterior	Wash As Needed				
	Wax/Polish Exterior	Wax/Polish As Needed				
	Polish Brightwork	Polish All Chrome & Stainless Trim				
	Armorall Tires	Tire-Black or Similar Tire Treatment				
	Vacuum Interior	Vacuum Carpet Etc.				
	Armorall Interior	Armorall Dash, Seats, Side Panels Etc.				
	Clean Windows	Clean Inside/Outside All Windows				
	Detail Engine Bay	Clean as Necessary				
	Clean/Organize Trunk	Clean & Secure Spare/Tools Etc.				
	Detail Undercarriage	Clean Underneath & Check for Leaks				
	Check All Fluids	Verify Fluid Levels				
	Verify Documents	Registration & Insurance on Board?				
	Document Odometer	Record Total Miles at Delivery				
	Starting Odometer	As Documented Pre-Test Drive				0.0
	Miles Driven	Calculate Miles Driven Since Restored				0.0

DELIVERY NOTES & COMMENTS