

Mr/Mrs/Ms \_\_\_\_\_ Model \_\_\_\_\_ Reg No \_\_\_\_\_

Invoice/Job No \_\_\_\_\_ Odometer reading \_\_\_\_\_ VIN \_\_\_\_\_

Service type	FS	A	B	A	B	A	B	A	B		
Months/,000miles	3	12/15	24/30	36/45	48/60	60/75	72/90	84/105	96/120		

Adjust/Lubricate/Replace - Labour cost including in scheduled time except items marked\*  
Check - After the checking procedure, cleaning, adjusting, repairing or replacing is subject to extra labour and material cost



MGF  
ECD3 only - Vin no. RD522573 on

# MAINTENANCE CHECK SHEET

### PRELIMINARY

1   Before commencing work, check for any outstanding service actions

### FS FIRST SERVICE

2  3k Check suspension height and adjust if necessary - record details  
 LHF  RHF  RHR  LHR

### A B MAIN SERVICE - (VEHICLE INTERIOR)

- 3   Adjust handbrake - **First 15,000 miles only**
- 4   Check handbrake operation
- 5   Check seatbelt and airbag module covers - **36 months and then every 12 months**
- 6   Lubricate strikers, latches (use Rover lock grease) door hinges and door checks
- 7   Lubricate hood pivot points (remover hard top if necessary)
- 8   Replace alarm handset batteries

### MAIN SERVICE - (VEHICLE EXTERIOR)

- 9   Annual corrosion/cosmetic inspection - **Using annual corrosion inspection sheet**
- 10   Check front brake linings, disc, calipers, hoses and pipes
- 11   Check rear brake linings, disc, calipers, hoses and pipes
- 12   Grease suspension pivots
- 13   Check suspension and steering for signs of leaking or wear
- 14   Check suspension height and adjust if necessary - record details  
 LHF  RHF  RHR  LHR
- 15   Check wheel bearings, drive shafts and gaiters
- 16   Check lamps, horns, and system warning indicators
- 17   Check screen wipers and washers
- 18   Check front screen number plates and V.I.N. - **36 months and then every 12 months**
- 19   Remove front road wheels
- 20   Remove rear road wheels
- 21   Check road wheels
- 22   Check tyre for damage and tread depth including spare (mm)  
 LHF  RHF  RHR  LHR  Spare
- 23   Check tyre pressures and adjust if necessary, including spare (bar)  
 LHF  RHF  RHR  LHR  Spare

### MAIN SERVICE - (ENGINE BAY)

- 24   Remove engine service hatch
- 25   Remove engine access cover - **Every 60,000 miles**
- 26   Replace engine oil and filter
- 27   Replace antifreeze\* - **every 4 years XLC (OAT)**

- 28   Replace camshaft drive belt - **Every 60,000 miles**
  - 29   Replace rear camshaft drive belt **VVC - Every 60,000 miles**
  - 30   Replace manual gearbox oil - **Every 105,000 miles**
  - 31   Replace automatic gearbox oil
  - 32   Check automatic gearbox level
  - 33   Check battery connections and antifreeze
  - 34   Check brake, clutch & gearbox fluid levels
  - 35   Check pressure sensing hoses and vacuum pipes
  - 36   Check cooling system hoses and connections for signs of leakage and condition
  - 37   Check fuel & clutch pipes and hoses for signs of leakage and condition
  - 38   Check condition of crankcase vent hoses & valves where fitted
  - 39   Check air conditioning system, hoses and sight glass
  - 40   Check auxiliary drive belts tension and condition
  - 41   Replace air cleaner element
  - 42   Replace fuel filter - **Every 60,000 miles**
  - 43   Replace spark plugs - **Every 60,000 miles**
  - 44   Replace brake fluid - **Every 24 months regardless of mileage\* (indicate replacement on service record)**
  - 45   Check exhaust system and heat shields
- 15 YEAR REPLACEMENT - AIRBAGS**
- 46   Replace airbag module(s)\*
  - 47   Replace airbag rotary coupler\* - **When driver only airbag fitted**
- AFTER EACH MAIN SERVICE**
- 48   Check oxygen sensor operation - **at 36 months and then every 12 months**
  - 49   Check CO at tailpipe - **at 36 months and then every 12 months. (Record CO%)**
  - 50   Carry out road test, check for the correct function of all vehicle systems

The maintenance items listed are those recommended for vehicles operating under normal driving, road and climatic conditions. More frequent attention may be necessary if the vehicle is subject to stop/start operation, extremes of temperature, dusty conditions or frequent towing of trailers.

Service check completed, cosmetic/corrosion inspection check completed and service portfolio book stamped.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## GLOSSARY

**FIRST SERVICE** = The first service required after sale of vehicle. ***This service is only applicable to certain models as indicated by the maintenance check sheet.***

**MAIN SERVICE** = The main service is applicable to all vehicles. It is carried out at 12 months or 15,000 miles intervals, whichever occurs first.

### **Main Service 'A'**

Is applicable at 12 months/15,000 miles, 36 months/45,000 miles, 60 months/75,000 miles, 84 months/105,000 miles and so on.

### **Main Service 'B'**

Is applicable at 24 months/30,000 miles, 48 months/60,000 miles, 72 months/90,000 miles, 96 months/120,000 miles and so on. Some items do not need to be carried out at every main service and these items are identified by an indicator in the tick box e.g. 105k. (This indicates that this item is only applicable every 60 months/75,000 miles)

For full details regarding the operations contained in this maintenance check sheet, please refer to the workshop manual.