MODULE CONTENT

| Unit of Competency | **PREPARE VEHICLE FOR SERVICING AND RELEASING** |
| --- | --- |
| Module Title | **PREPARING VEHICLE FOR SERVICING AND RELEASING** |
| Module Descriptor | This unit covers the knowledge, skills, and attitudes needed in identifying and preparing the vehicle for servicing and releasing. |
| Nominal Duration | **Hours** |
| Summary of the Learning Outcomes: | |
| Upon completion of this module the student must be able to: | |
| LO1. Receive vehicle | |
| LO2. Prepare vehicle for servicing | |
| LO3. Prepare vehicle for releasing | |

**LEARNING EXPERIENCES**

**LEARNING OUTCOMES NO. 2**

**PREPARE VEHICLE FOR SERVICING**

| **Learning Activities** | **Special Instructions** |
| --- | --- |
| Read Information Sheet 3.1-1 Prepare vehicle for servicing | If you have some problem on the content of the information sheet don’t hesitate to approach your Trainer.  If you feel that you are now knowledgeable on the content of the information sheet, you can now answer self-check provided in the module. |
| Answer Self-Check 3.1-1 on Prepare vehicle for servicing | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 3.1-1 |
| Observe Trainer’s demonstration on Task Sheet 3.1-1 on Prepare vehicle for servicing | Listen carefully and attentively so that you may be able to perform a task correctly  Ask questions if are in doubt for clarification |
| Perform the Task Sheet 3.1-1 on Prepare vehicle for servicing | Remember the step-by-step procedure the Prepare vehicle for servicing |
| Evaluate the performance using the Performance Criteria Checklist 3.1-1 | Repeat the task in case fail to meet the criteria |

**INFORMATION SHEET 1.1-1**

**PREPARE VEHICLE FOR SERVICING**

**Learning Objectives:**

After reading this **Information Sheet**, you must be able to:

1. Object or component to be measured is identified
2. Correct specifications from relevant source are obtained
3. Correct specifications from relevant source are obtained

# **How to Perform a Vehicle Maintenance Service**



Many people automatically think anything that deals with their vehicle maintenance needs to be dealt with by a professional. These instructions will prove otherwise. Approximately every 3,000 to 5,000 miles a vehicle should be serviced. To some people this just means changing the oil, but what a vehicle really needs is an overall maintenance. Here are the general steps that should be taken for a vehicle maintenance service.

**Basic Services Performed:**

*1. Oil Change (Steps 3-6)*

*2. Tire Rotation (Steps 7-9)*

*3. Tire Pressure (Step10)*

*4. Check Fluid Levels (Step 11)*

## **Step 1: Purchase Oil and Filter**



Look in your vehicle's manual to determine what type of oil and how much to purchase. Purchase the oil at your local auto parts store. While there, you can also ask them what type of oil filter you need for your vehicle.

## **Step 2: Identify Tools and Materials**



Locate all the tools and materials you'll need for the maintenance service and have them handy so you don't have to search for them while working. You'll need the following tools:

1. Car jack

2. Creeper

3. Basic wrench

4. Screw driver

5. Pressure gauge

6. Air nozzle

7. Filter wrench

8. Socket

9. Air impact wrench

10. Oil Filter

11. Oil

12. Rag

13. Oil pan *(no pictured)*

14. Funnel *(optional)*

## **Step 3: Warm Up and Jack Up Vehicle**



**Materials Needed for Step:** *Car Jack*

Start vehicle until engine temperature gauge rises about a quarter of the way. This will allow the oil to drain faster and to get a thick goop out that is bad for the engine.

Find a spot on the frame of the vehicle preferably to jack up the vehicle high enough for you to fit under it while on the creeper.

## **Step 4: Drain Old Oil**



**Materials Needed for Step:** *Creeper, Wrench, Rags, Oil pan*

Locate the oil plug. (Manual will describe its location)

Place pan under the plug to catch oil.

Remove oil plug with properly sized wrench.

Once oil has stopped draining, wipe surface clean and put oil plug back in.

Tighten oil plug securely.

## **Step 5: Change Oil Filter**



**Materials Needed for Step:** *Oil Filter Wrench, New Oil Filter, Rags, Oil Pan, Oil*

Locate the oil filter which is usually close to the oil plug. (Manual will describe its location)

Unscrew old oil filter using filter wrench and rags.

Place an old oil filter in an oil pan with old drained oil.

Locate the o-ring on the new oil filter and lubricate it with some of the new oil.

Screw the new oil filter on hand-tight.

## **Step 6: Add New Oil**

 



**Materials Needed for Step:***Oil and Funnel (optional)*

Locate and remove the engine oil cap.

Pour in the predetermined amount of oil.

Replace engine oil cap.

Start and run vehicle for a few seconds to allow new oil to circulate through the engine.

Check to ensure oil level is correct via the dipstick.

*The Oil Change portion of the service is now completed!*