

DTMI Routine and Scheduled Maintenance QRG

Purpose and Overview

This document outlines the required routine and scheduled maintenance for the Discount Tire Mobile Installation Vans (DTMI).

Maintenance is broken into three categories:

- Scheduled Maintenance – Routine
- Scheduled Maintenance – Brake Service
- Scheduled Maintenance – Tire Rotation/Replacement

Scheduled Maintenance - Routine

- All maintenance is tracked through the Tire Rack Operations team.
- Stores will receive an email when maintenance is coming close to being due.
- All work is completed at a nearby facility that works with ARI.
 - To find an ARI facility, please refer to the [Vendor List](#).
 - Advise the facility that we are managed by Holman Enterprises/ARI
 - The facility will require:
 - The van's VIN
 - The five-digit van number; add zeros in front of the van number to make the five-digit number. **Example:** van 55 is 00055
 - If the service location says they do not take Holman:
 - DO NOT PAY OUT OF POCKET
 - Call the Mobile Installation Tech Support line at 888-718-5629
 - If necessary, credit card information will be provided over the phone

Scheduled Maintenance - Brake Services

- Brake inspections should be conducted during oil change services.
- If brakes are due for service, a maintenance coordinator will reach out to you and schedule an appointment at a Holman Enterprises/ARI authorized vendor.
 - Advise the facility that we are managed by Holman Enterprises/ARI
 - The facility will require:
 - The van's VIN
 - The 5-digit van number; add zeros in front of the van number to make the five-digit number. **Example:** van 55 is 00055.
- Once services have been completed, forward all paperwork to fleetservices@asaptire.com.

Scheduled Maintenance - Tire Rotation/Replacement

- Tread depth must be monitored weekly using the weekly Pre-Shift Checklist in the Appenatte Technician app.
- When tires require replacing:
 - Email fleetservices@asaptire.com
 - Include quantity, size, and type (all season/snow)
 - If not replacing all four tires, include pictures and tread depth of all tires
- Once the tread is in replacement range, replacement tires will be sent to the store.
- Store is to install the tires
 - Once completed, please send a confirmation email to fleetservices@asaptire.com

Contact

fleetservices@asaptire.com