

# 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](mailto:fleetservices@asaptire.com).

## Scheduled Maintenance - Tire Rotation/Replacement

- Tread depth must be monitored weekly using the weekly Pre-Shift Checklist in the Appenate Technician app.
- When tires require replacing:
  - Email [fleetservices@asaptire.com](mailto: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](mailto:fleetservices@asaptire.com)

## Contact

[fleetservices@asaptire.com](mailto:fleetservices@asaptire.com)