



DISCOUNT TIRE UNIVERSITY

DTMI: Task Timing Checklist

Directions: Use this checklist to observe and coach each role and their specific tasks in standardized work.

Tech 1

| | Action | Areas of Opportunity |
|-------|--|----------------------|
| PREP | <ol style="list-style-type: none">1. Daily Pre-Shift Inspection<ol style="list-style-type: none">a. Is the check engine light on?b. Are either of the side mirrors damaged?c. Is there any damage to the windows?d. Do the windshield wipers work?e. Does the van have a gas card?f. Does the van have a first aid kit?g. Does the van have a fire extinguisher?h. Battery 1 Charge (%)i. Battery 2 Charge (%)j. How many wheel chocks are in the van?k. How many jack pucks are in the van?l. Does the van have a Bartec scan tool?m. Is the vans cheetah within 3 years of the in service date?n. Does the cheetah have any damages?o. Does the balancer turn on?p. Is the van down?q. Are all headlights and taillights functional?r. Do all the tires match the orders for the day?2. Load Tires3. Check Inventory and Tools<ol style="list-style-type: none">a. Load lug nuts by vehicleb. Load TPMS parts by vehiclec. Confirm all install tools are present (Milwaukee impact guns, torque sticks, etc.)4. Confirm all assigned tasks appear for the assigned technician. | |
| WORK | <ol style="list-style-type: none">5. Select first appointment and confirm you are ready6. Get GPS Point7. Call Customer and advise what time you will be arriving8. Select "On My Way"9. Select "Next" after you have arrived10. Install<ol style="list-style-type: none">a. Pre-install inspectionb. Take photos #1c. PSI & Torque checkd. Take Photos #211. Job complete<ol style="list-style-type: none">a. Call customerb. Complete and upload | |
| CLOSE | <ol style="list-style-type: none">12. Post Inspection<ol style="list-style-type: none">a. Air Compressor is at 0 psib. Van is fully fueledc. Inverter is switched off13. Van parked inside store | |



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DTMI: Task Timing Checklist V2

Directions: Use this checklist to observe and coach each role and their specific tasks in standardized work.

Tech 1

| | Action | Areas of Opportunity |
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| PREP | <ol style="list-style-type: none">1. Turn van engine off2. Turn Inverter on3. Remove 2 jacks from the van<ol style="list-style-type: none">a. Place first jack near the Left Rear jack pointb. Place second jack near the Left front jack point4. Place wheel chocks on both sides of the driver rear tire5. Place Milwaukee impact gun and buffering tools near the Left Rear jack6. Stage tires/wheels to the left of the sliding door.7. Set up inflation cage<ol style="list-style-type: none">a. Place near the DTMI vans passenger rear tire.8. Confirm air compressor gauge has stopped near 120PSI9. Check balancer calibration | |



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| WORK | <ol style="list-style-type: none">10. Jack up left rear tire11. Jack up left front tire12. Remove left rear tire/wheel assembly from hub13. Inspect all components<ol style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel14. Place left rear tire/wheel assembly on the ground face up.15. Buff the hub, wheel mounting pad, and wheel pilot hole16. Remove left Front tire/wheel assembly from hub17. Inspect all components<ol style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel18. Place left front tire/wheel assembly on the ground face up.19. Buff the hub, wheel mounting pad, and wheel pilot hole20. Move both left side tires to the DTMI van21. Place one tire/wheel assembly inside the van on the floor.<ol style="list-style-type: none">a. Place the other on the pavement on the right side of the sliding door22. Step into van23. Dismount tire off of wheel24. Mount new tire on wheel25. Add enough air to maintain the bead seal.26. Move Assembly into the tire cage outside of the van27. Connect the auto inflator to the valve<ol style="list-style-type: none">a. Inflate flat tire28. Pace the second tire/wheel assembly inside the van on the floor29. Step into van30. Dismount tire off of wheel31. Mount new tire on wheel32. Add enough air to maintain the bead seal.33. Remove tire/wheel assembly from the tc and pace on the ground.34. Remove the first tire from the tire cage and place on the floor of the van35. Place second tire into the tire cage<ol style="list-style-type: none">a. Inflate flat tire36. Place the first tire on the balancer37. Balance38. Move the tire/wheel assembly to the original position on the customer vehicle39. Remove the second tire from the tire cage and place on the floor of the van40. Place the first tire on the balancer41. Balance42. Move the tire/wheel assembly to the original position on the customer vehicle43. Install both tires/wheels onto the hub44. Lower both jacks to the point where they slightly suspend the vehicle but both tires are touching the ground45. Complete first torque on both left side fasteners46. Lower vehicle all the way down and remove jacks47. Complete a second torque of both left side fasteners48. Move jacks at the Right Rear and Right Front jack point | |
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| | <p>49. remove wheel chock from driver rear and place on passenger rear</p> <p>50. Jack up Right Rear</p> <p>51. Jack up Right Front</p> <p>52. Remove right rear tire/wheel assembly from hub</p> <p>53. Inspect all components</p> <ul style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel <p>54. Place right rear tire/wheel assembly on the ground face up.</p> <p>55. Buff the hub, wheel mounting pad, and wheel pilot hole</p> <p>56. Remove right front tire/wheel assembly from hub</p> <p>57. Inspect all components</p> <ul style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel <p>58. Place right front tire/wheel assembly on the ground face up.</p> <p>59. Buff the hub, wheel mounting pad, and wheel pilot hole</p> <p>60. Move both right side tires to the DTMI van</p> <p>61. Place one tire/wheel assembly inside the van on the floor.</p> <ul style="list-style-type: none">a. Place the other on the pavement on the right side of the sliding door <p>62. Step into van</p> <p>63. Dismount tire off of wheel</p> <p>64. Mount new tire on wheel</p> <p>65. Add enough air to maintain the bead seal.</p> <p>66. Move Assembly into the tire cage outside of the van</p> <p>67. Connect the auto inflator to the valve</p> <ul style="list-style-type: none">a. Inflate flat tire <p>68. Pace the second tire/wheel assembly inside the van on the floor</p> <p>69. Step into van</p> <p>70. Dismount tire off of wheel</p> <p>71. Mount new tire on wheel</p> <p>72. Add enough air to maintain the bead seal.</p> <p>73. Remove tire/wheel assembly from the tc and pace on the ground.</p> <p>74. Remove the first tire from the tire cage and place on the floor of the van</p> <p>75. Place second tire into the tire cage</p> <ul style="list-style-type: none">a. Inflate flat tire <p>76. Place the first tire on the balancer</p> <p>77. Balance</p> <p>78. Move the tire/wheel assembly to the original position on the customer vehicle</p> <p>79. Remove the second tire from the tire cage and place on the floor of the van</p> <p>80. Place the first tire on the balancer</p> <p>81. Balance</p> <p>82. Move the tire/wheel assembly to the original position on the customer vehicle</p> <p>83. Install both tires/wheels onto the hub</p> <p>84. Lower both jacks to the point where they slightly suspend the vehicle but both tires are touching the ground</p> <p>85. Complete first torque on both left side fasteners</p> <p>86. Lower vehicle all the way down and remove jacks</p> |
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| | 87. Complete a second torque of both left side fasteners | |
| CLOS | 88. Turn off inverter 89. Place tires to be recycled in the back of the DTMI van 90. Return both jacks to the place holders 91. Return all tools and wheel cocks back to the DTMI van 92. Confirm the area is just as clean or cleaner than when you started | |