



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">Daily Pre-Shift Inspection<ol style="list-style-type: none">Is the check engine light on?Are either of the side mirrors damaged?Is there any damage to the windows?Do the windshield wipers work?Does the van have a gas card?Does the van have a first aid kit?Does the van have a fire extinguisher?Battery 1 Charge (%)Battery 2 Charge (%)How many wheel chocks are in the van?How many jack pucks are in the van?Does the van have a Bartec scan tool?Is the vans cheetah within 3 years of the in service date?Does the cheetah have any damages?Does the balancer turn on?Is the van down?Are all headlights and taillights functional?Do all the tires match the orders for the day?Load TiresCheck Inventory and Tools<ol style="list-style-type: none">Load lug nuts by vehicleLoad TPMS parts by vehicleConfirm all install tools are present (Milwaukee impact guns, torque sticks, etc.)Confirm all assigned tasks appear for the assigned technician. | |
| WORK | <ol style="list-style-type: none">Select first appointment and confirm you are readyGet GPS PointCall Customer and advise what time you will be arrivingSelect "On My Way"Select "Next" after you have arrivedInstall<ol style="list-style-type: none">Pre-install inspectionTake photos #1PSI & Torque checkTake Photos #2Job complete<ol style="list-style-type: none">Call customerComplete and upload | |
| CLOSE | <ol style="list-style-type: none">Post Inspection<ol style="list-style-type: none">Air Compressor is at 0 psiVan is fully fueledInverter is switched offVan 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 buffing 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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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">WORK</p> | <ol style="list-style-type: none"> 10. Jack up left rear tire 11. Jack up left front tire 12. Remove left rear tire/wheel assembly from hub 13. Inspect all components <ol style="list-style-type: none"> a. Lugs b. Studs c. Seats of the wheel 14. Place left rear tire/wheel assembly on the ground face up. 15. Buff the hub, wheel mounting pad, and wheel pilot hole 16. Remove left Front tire/wheel assembly from hub 17. Inspect all components <ol style="list-style-type: none"> a. Lugs b. Studs c. Seats of the wheel 18. Place left front tire/wheel assembly on the ground face up. 19. Buff the hub, wheel mounting pad, and wheel pilot hole 20. Move both left side tires to the DTMI van 21. 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 door 22. Step into van 23. Dismount tire off of wheel 24. Mount new tire on wheel 25. Add enough air to maintain the bead seal. 26. Move Assembly into the tire cage outside of the van 27. Connect the auto inflator to the valve <ol style="list-style-type: none"> a. Inflate flat tire 28. Pace the second tire/wheel assembly inside the van on the floor 29. Step into van 30. Dismount tire off of wheel 31. Mount new tire on wheel 32. 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 van 35. Place second tire into the tire cage <ol style="list-style-type: none"> a. Inflate flat tire 36. Place the first tire on the balancer 37. Balance 38. Move the tire/wheel assembly to the original position on the customer vehicle 39. Remove the second tire from the tire cage and place on the floor of the van 40. Place the first tire on the balancer 41. Balance 42. Move the tire/wheel assembly to the original position on the customer vehicle 43. Install both tires/wheels onto the hub 44. Lower both jacks to the point where they slightly suspend the vehicle but both tires are touching the ground 45. Complete first torque on both left side fasteners 46. Lower vehicle all the way down and remove jacks 47. Complete a second torque of both left side fasteners 48. Move jacks at the Right Rear and Right Front jack point | |
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| | <ul style="list-style-type: none">49. remove wheel chock from driver rear and place on passenger rear50. Jack up Right Rear51. Jack up Right Front52. Remove right rear tire/wheel assembly from hub53. Inspect all components<ul style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel54. Place right rear tire/wheel assembly on the ground face up.55. Buff the hub, wheel mounting pad, and wheel pilot hole56. Remove right front tire/wheel assembly from hub57. Inspect all components<ul style="list-style-type: none">a. Lugsb. Studsc. Seats of the wheel58. Place right front tire/wheel assembly on the ground face up.59. Buff the hub, wheel mounting pad, and wheel pilot hole60. Move both right side tires to the DTMI van61. Place one tire/wheel assembly inside the van on the floor.<ul style="list-style-type: none">a. Place the other on the pavement on the right side of the sliding door62. Step into van63. Dismount tire off of wheel64. Mount new tire on wheel65. Add enough air to maintain the bead seal.66. Move Assembly into the tire cage outside of the van67. Connect the auto inflator to the valve<ul style="list-style-type: none">a. Inflate flat tire68. Pace the second tire/wheel assembly inside the van on the floor69. Step into van70. Dismount tire off of wheel71. Mount new tire on wheel72. Add enough air to maintain the bead seal.73. Remove tire/wheel assembly from the tc and pace on the ground.74. Remove the first tire from the tire cage and place on the floor of the van75. Place second tire into the tire cage<ul style="list-style-type: none">a. Inflate flat tire76. Place the first tire on the balancer77. Balance78. Move the tire/wheel assembly to the original position on the customer vehicle79. Remove the second tire from the tire cage and place on the floor of the van80. Place the first tire on the balancer81. Balance82. Move the tire/wheel assembly to the original position on the customer vehicle83. Install both tires/wheels onto the hub84. Lower both jacks to the point where they slightly suspend the vehicle but both tires are touching the ground85. Complete first torque on both left side fasteners86. Lower vehicle all the way down and remove jacks | |
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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 jut as clean or cleaner than when you started | |