

MIRROR JOB INSTRUCTIONS

4 TIRES

Step	Who	Important Steps	Key Points
1	CC	Pull the Vehicle in and Set Up Equipment	<ul style="list-style-type: none"> Read the manufacturer's torque specs on the work order and set the torque wrench to the correct value
2	CC*	Lift Vehicle	<ul style="list-style-type: none"> Make sure lift points are used and people are clear while engaging the lift Lower lift to the safety latch
3	CC*	Spare	<ul style="list-style-type: none"> If possible, air check spare without removing from vehicle. Air check spare only if you can do so without going under the vehicle. Note: If checking the spare requires you to go under the vehicle, the vehicle must be completely lowered before doing so. Perform prior to Step 1 – Lift Vehicle
4	CC	Perform Secondary Tire/Wheel Inspection	<ul style="list-style-type: none"> Look for any potential issues or opportunities that may not have been discovered during the VTV Communicate to the SC any issues/opportunities found to share with the customer during the Pre-Benediction
5	ST	Remove and Buff Rear Assembly and Hub	<ul style="list-style-type: none"> Immediately buff the mounting surface of the wheel after removing it from the vehicle Make sure all hubs and mounting hardware are inspected Rear assembly will start deflating before the assembly is moved to the changer Disclaimer: If you are not in a region that commonly experiences wheels rusted and stuck on the hub, remove the valve core prior to removing the assembly to save time.
6	ST	Remove and Buff Front Assembly and Hub	<ul style="list-style-type: none"> Immediately buff the mounting surface of the wheel after removing it from the vehicle Make sure all hubs and mounting hardware are inspected Front assembly will start deflating before the assembly is moved to the changer Disclaimer: If you are not in a region that commonly experiences wheels rusted and stuck on the hub, remove the valve core prior to removing the assembly to save time.
7	ST	Change Rear Assembly	
8	ST	Place Rear Assembly in Cage	<ul style="list-style-type: none"> 1st assembly is inflating while 2nd assembly is being changed
9	ST	Change Front Assembly	
10	ST	Place Front Assembly in Cage	<ul style="list-style-type: none"> While the 2nd assembly is inflating, you will be performing the next step
11	ST	Balance Rear Assembly	<ul style="list-style-type: none"> Strip the wheel weights before placing on the balancer
12	ST	Balance Front Assembly	<ul style="list-style-type: none"> Strip the wheel weights before placing on the balancer

* ST may be able to perform these tasks, but this is an indication you are behind on timing.

MIRROR JOB INSTRUCTIONS

4 TIRES (Continued)

Step	Who	Important Steps	Key Points
13	ST	Install Front Assembly	<ul style="list-style-type: none">• Make sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
14	ST	Install Rear Assembly	<ul style="list-style-type: none">• Makes sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
15	SC*	Lower Vehicle Halfway	<ul style="list-style-type: none">• Lower until tires just touch ground
16	ST	Perform Final Torque	<ul style="list-style-type: none">• Final torque to manufacturer's torque specs on the work order. Go slow, this is not a place to go fast and save time. Think Safety, Quality, Delivery
17	SC*	Lower All the Way	<ul style="list-style-type: none">• Lowers and removes blocks if necessary, directs SC out of the bay, if needed put spare away
18	SC/CC	Spare	<ul style="list-style-type: none">• Place spare back in trunk if applicable

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SC/CC	Follow Task Timelines and keep strong communication with the team
SC/CC	Support L and R tech as possible; support keeping the tech's pace, even assisting either tech who might be falling behind

MIRROR JOB INSTRUCTIONS

2 TIRES WITH ROTATION

Step	Who	Important Steps	Key Points
1	CC	Pull the Vehicle in and Set Up Equipment	<ul style="list-style-type: none"> Read the manufacturer's torque specs on the work order and set the torque wrench to the correct value
2	CC*	Lift Vehicle	<ul style="list-style-type: none"> Make sure lift points are used and people are clear while engaging the lift Lower lift to the safety latch
3	CC*	Spare	<ul style="list-style-type: none"> If possible, air check spare without removing from vehicle before vehicle is lifted Remove spare before the vehicle is lifted and air check during service
4	CC	Perform Secondary Tire/Wheel Inspection	<ul style="list-style-type: none"> Look for any potential issues or opportunities that may not have been discovered during the VTV Communicate to the SC any issues/opportunities found to share with the customer during the Pre-Benediction
5	ST	Remove and Buff Rear Assembly and Hub	<ul style="list-style-type: none"> Immediately buff the mounting surface of the wheel after removing it from the vehicle Make sure all hubs and mounting hardware are inspected Rear assembly will start deflating before the assembly is moved to the changer Disclaimer: If you are not in a region that commonly experiences wheels rusted and stuck on the hub, remove the valve core prior to removing the assembly to save time.
6	ST	Remove and Buff Front Assembly and Hub	<ul style="list-style-type: none"> Immediately buff the mounting surface of the wheel after removing it from the vehicle Make sure all hubs and mounting hardware are inspected Front assembly will start deflating before the assembly is moved to the changer Disclaimer: If you are not in a region that commonly experiences wheels rusted and stuck on the hub, remove the valve core prior to removing the assembly to save time.
7	ST	Place Rotation Assembly in Inflation Cage	<ul style="list-style-type: none"> The tires being rotated will inflate while the other tires are being changed
8	ST	Change 2 nd Assembly	
9	ST	Place 2 nd Assembly in Cage	<ul style="list-style-type: none"> The changed assembly will inflate while the rotated assembly is balanced
10	ST	Balance 1st Assembly	<ul style="list-style-type: none"> Strip the wheel weights before placing on the balancer
11	ST	Balance 2 nd Assembly	<ul style="list-style-type: none"> Strip the wheel weights before placing on the balancer
12	ST	Air Check Non-Serviced Assemblies	

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MIRROR JOB INSTRUCTIONS

2 TIRES WITH ROTATION (Continued)

Step	Who	Important Steps	Key Points
13	ST	Install Front Assembly	<ul style="list-style-type: none">• Make sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
14	ST	Install Rear Assembly	<ul style="list-style-type: none">• Make sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
15	SC*	Lower Vehicle Halfway	<ul style="list-style-type: none">• Reduce the chances of injuring another person when lowering the vehicle• Lower until tires just touch ground
16	ST	Torque Both Assemblies	<ul style="list-style-type: none">• Final torque to manufacturer's torque specs on the work order. Go slow, this is not a place to go fast and save time. Think Safety, Quality, Delivery
17	SC*	Lower All the Way	<ul style="list-style-type: none">• Reduce the chances of injuring another person when lowering the vehicle
18	SC/CC	Spare	<ul style="list-style-type: none">• Place spare back in trunk if applicable

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SC/CC	Follow Task Timelines and keep strong communication with the team
SC/CC	Support L and R tech as possible; support keeping the tech's pace, even assisting either tech who might be falling behind

MIRROR JOB INSTRUCTIONS

ROTATION/BALANCE

Step	Who	Important Steps	Key Points
1	CC	Pull the Vehicle in and Set Up Equipment	<ul style="list-style-type: none">• Read the manufacturer's torque specs on the work order and set the torque wrench to the correct value
2	CC*	Lift Vehicle	<ul style="list-style-type: none">• Make sure lift points are used and people are clear while engaging the lift• Lower lift to the safety latch
3	CC*	Spare	<ul style="list-style-type: none">• If possible, air check spare without removing from vehicle before vehicle is lifted• Remove spare before the vehicle is lifted and air check during service
4	CC	Perform Secondary Tire/Wheel Inspection	<ul style="list-style-type: none">• Look for any potential issues or opportunities that may not have been discovered during the VTV• Communicate to the SC any issues/opportunities found to share with the customer during the Pre-Benediction
5	ST	Remove and Buff Rear Assembly and Hub	<ul style="list-style-type: none">• Immediately buff the mounting surface of the wheel and hub after removing it from the vehicle• Make sure all hubs and mounting hardware are inspected
6	ST	If Cross Rotation, Exchange Assembly With Other Side ST	<ul style="list-style-type: none">• Cross rears going to front at the very start
7	ST	Remove and Buff Front Assembly and Hub	<ul style="list-style-type: none">• Immediately buff the mounting surface of the wheel and hub after removing it from the vehicle• Make sure all hubs and mounting hardware are inspected
8	ST	Place 2 nd Assembly in Inflation Cage	<ul style="list-style-type: none">• The 2nd tire will inflate while the 1st is balanced
9	ST	Balance 1st Assembly	<ul style="list-style-type: none">• Strip the wheel weights before placing on the balancer
10	ST	Place 1 st Assembly in Inflation Cage	<ul style="list-style-type: none">• The 1st tire will inflate while the 2nd is balanced
11	ST	Balance 2 nd Assembly	<ul style="list-style-type: none">• Strip the wheel weights before placing on the balancer
12	ST	Install 1 st Assembly	<ul style="list-style-type: none">• Make sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
13	ST	Install 2 nd Assembly	<ul style="list-style-type: none">• Makes sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
14	SC*	Lower Vehicle Halfway	<ul style="list-style-type: none">• Reduce the chances of injuring another person when lowering the vehicle
15	ST	Torque Both Assemblies	<ul style="list-style-type: none">• Final torque to manufacturer's torque specs on the work order. Go slow, this is not a place to go fast and save time. Think Safety, Quality, Delivery

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MIRROR JOB INSTRUCTIONS

ROTATION/BALANCE (Continued)

Step	Who	Important Steps	Key Points
16	SC*	Lower Vehicle All the Way	<ul style="list-style-type: none">Reduce the chances of injuring another person when lowering the vehicle
17	SC/ST	Spare	<ul style="list-style-type: none">Place spare back in trunk if applicable

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SC/CC	Follow Task Timelines and keep strong communication with the team
SC/CC	Support L and R tech as possible; support keeping the tech's pace, even assisting either tech who might be falling behind

MIRROR JOB INSTRUCTIONS

2 TIRES - NO ROTATION

Step	Who	Important Steps	Key Points
1	CC	Pull the Vehicle in and Set Up Equipment	<ul style="list-style-type: none"> • Read the manufacturer's torque specs on the work order and set the torque wrench to the correct value
2	CC*	Lift Vehicle	<ul style="list-style-type: none"> • Make sure lift points are used and people are clear while engaging the lift • Lower lift to the safety latch
3	CC*	Air Check Non-Serviced Assemblies	<ul style="list-style-type: none"> • If possible, air check spare without removing from vehicle before vehicle is lifted • Remove spare before the vehicle is lifted and air check during service
4	CC	Perform Secondary Tire/Wheel Inspection	<ul style="list-style-type: none"> • Look for any potential issues or opportunities that may not have been discovered during the VTV • Communicate to the SC any issues/opportunities found to share with the customer during the Pre-Benediction
5	ST	Remove and Buff Assembly	<ul style="list-style-type: none"> • Immediately buff the mounting surface of the wheel after removing it from the vehicle • Make sure all hubs and mounting hardware are inspected
6	ST	Change Assembly	
7	ST	Place Assembly in Cage	<ul style="list-style-type: none"> • While inflating, ensure front tires have been air checked and torque is set to manufacturer's specs
8	ST	Balance Assembly	<ul style="list-style-type: none"> • Strip the wheel weights before placing on the balancer
9	ST	Install Assembly	<ul style="list-style-type: none"> • Make sure both surfaces have been buffed, and lugs and studs are good before installing the assembly on the hub
10	SC*	Lower Vehicle Halfway	<ul style="list-style-type: none"> • Reduce the chances of injuring another person when lowering the vehicle • Lower until tires just touch ground
11	ST	Torque Both Assemblies	<ul style="list-style-type: none"> • Final torque to manufacturer's torque specs on the work order. Go slow, this is not a place to go fast and save time. Think Safety, Quality, Delivery
12	SC*	Lower All the Way	<ul style="list-style-type: none"> • Reduce the chances of injuring another person when lowering the vehicle
13	SC/CC	Spare	<ul style="list-style-type: none"> • Place spare back in trunk if applicable

* ST may be able to perform these tasks, but this is an indication you are behind on timing.

SC/CC	Follow Task Timelines and keep strong communication with the team
SC/CC	Support L and R tech as possible; support keeping the tech's pace, even assisting either tech who might be falling behind