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# Equipment Maintenance Weekly Checklist QRG

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**When going through the equipment, you may find icons that refer you to where you can go to order products and items or where you can place a service request.**

**Refer back to this page for icons and login instructions.**

	<b>DTPrints Icon:</b> Go to the Store Operations tabs on the KC, click on DTPrints	Store login: <b>Username:</b> (your store no spaces) ex. <i>azp_01</i> <b>Password:</b> <i>Discount1</i>
	<b>Coats Icon:</b> Go to the Coats Hennessy Service Network to request service for tire changers.	Store login: <b>Username:</b> (store mgr email prefix) ex. <i>azp_01mgr</i> <b>Password:</b> set by manager
	<b>Hunter Icon:</b> Go to the Hunter Service Call page to request service for Hunter equipment.	Store login: <b>Username:</b> <i>discounttire</i> <b>Password:</b> <i>DiscountT</i>
	<b>Challenger Lifts Icon:</b> Go to the Orders page on the KC, click Equipment, select Equipment Service, and submit a challenger lift service request for repairs.	
	<b>EZ Lift Icon:</b> Go to the Orders page on the KC, click Equipment, select Equipment Orders, click the Multilift link to place order.	
	<b>SureWerx Icon:</b> Go to the Orders page on the KC, click Equipment, select Equipment Orders, click the SureWerx link to place order.	
	<b>Mov-It Tire Icon:</b> Go to the Orders page on the KC, click Equipment, select Equipment Orders, click the Mov-It link to place order.	
	<b>UDF Icon:</b> Go to the Orders page on the KC, click Equipment, select Equipment Orders, click the UDF link to place order.	
	<b>Productive Supply Icon:</b> Go to the Productive Supply page on the KC to order product/materials (if needed).	
	<b>Contact Icon:</b> This icon represents the contact for the respective department who can provide assistance.	

# Equipment Maintenance – Weekly Checklist

**Introduction** This document is meant to be used as a visual reference alongside the Equipment Maintenance Weekly Open/Close Checklist.

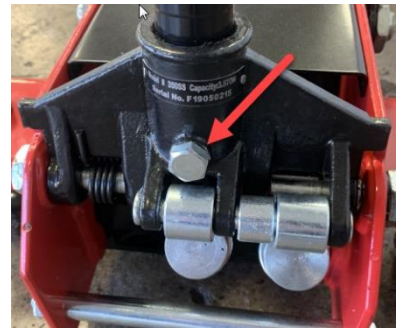
Jacks	
Action	Image
<p>Inspect pump cylinders for leaks and damages.</p> <p>If damaged, contact SureWerx.</p> 	
<p>Check that the weight capacity is clearly labeled.</p> 	
<p>Inspect front wheels on jacks for c-clips and rear wheel bolts to make sure they are tight.</p> <p>Oil in front of, behind, and both sides of the wheels.</p> <p>If wheels are damaged, contact SureWerx.</p> 	

Make sure that the handle is taped, grip is present, and that the handle bolt is present and tight.

If bolt is missing, contact SureWerx.



If tape and grip are missing, order from Productive Supply.



Verify that the pads are present and free from damage.

If jack pads are missing or damaged, order from Productive Supply.



Lifts	
<p>Inspect lifts for loose or bent safety catch and verify that guide pin is present.</p> <p>If either the safety release or guide pin is damaged, contact Challenger.</p> 	 
<p>Confirm lift pads are present, secure, and undamaged.</p> <p>If missing/damaged, contact Maintenance.</p> 	
<p>Verify that all clips and bolts are present and secure.</p> <p>If missing or damaged, contact Maintenance.</p> 	
<p><u>Rotary Only:</u> Inspect for proper cover plate.</p> <p>If missing or damaged, contact Maintenance.</p> 	



Oil (DT-40) all hinges on the lift.



Inspect pump for:

- Oil level
- Cracks in oil case
- Lift button
- Release lever

If anything is damaged, contact Challenger.



## Tire Changers

Inspect oil reservoir and verify that it is above the low-level line.

If refill is needed, order from Productive Supply.






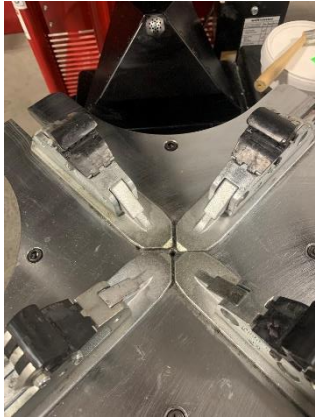


If reservoir is damaged, contact Coats.



Make sure the tabletop is secure and check for leaks.

If the tabletop is loose, contact Coats.



<p>Ensure the robo-arm stays in the up position under its own weight.</p> <p>If it is not operational, contact Coats.</p> 	
<p>Inspect the condition of clamps and clamp inserts.</p> <p>Replace if damaged or worn.</p> <p>Contact the 5S Assistant Manager to order replacement parts if needed.</p> 	
<p>Check the air chuck with a valve for spring weakness and grip.</p> <p>If the grip is loose or worn, replace it.</p> <p>Contact the 5S Assistant Manager to order replacement if needed.</p> 	

## Balancers

Ensure wingnut thrust bearing is intact.

If thrust bearings are missing or damaged, order from Productive Supply.



Ensure pressure cup spins freely on wingnut.

If pressure cup is damaged, order from Productive Supply.



Ensure knobs are intact and tight.

If knobs are worn, missing, or damaged, order from Productive Supply.





Check that the threads are free of debris and oiled.



Check that there are no weights under the balancer and lift.



If balancer is not functioning properly, or is chasing weights, contact Hunter.



## Tool Stands

Inspect bay stands for loose or missing parts and leaking hoses.

If damaged, contact UDF.



## Repair Station

Verify that the buffer has a safety lever and is operational.

If it is not operational, rebuild.

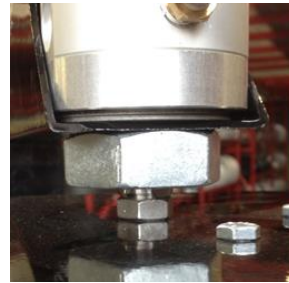
Replace any damaged or missing parts.

Contact the 5S Assistant Manager to order replacement or replacement parts if needed.



Verify that there is a gap between the spider plate and the air cylinder mounting bolt.

If missing spider plate spacer nut, order new dunk tank from Mov-It tire products.



Cycle the control switch and verify that the cylinder operates slowly and that the dunk tank valve is operation properly.

If the air cylinder operates quickly or abruptly, check for leaks in the air lines and contact Maintenance.



Inspect tire spreader bolts and pins and verify that the light stand, and light operate correctly.

Replace any damaged or missing parts.

Contact the 5S Assistant Manager to order replacement parts if needed.



## Conveyor

Inspect belt for missing or damaged cleats, rips or tears, and verify that it is tracking straight.

If cleats are missing or damaged, refer to store equipment order form – EZ-lift.

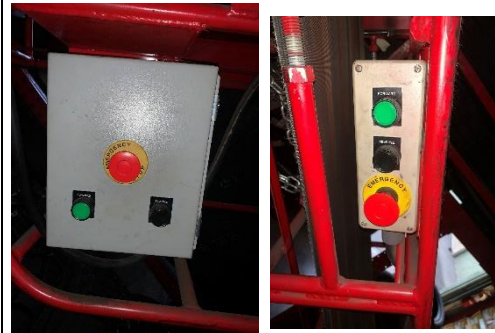


If the belt is not tracking straight or is damaged, contact Maintenance.



Inspect top and bottom operating controls for proper function.

If the controls are not operational, contact Maintenance.



Inspect all power cables for cuts or fraying.

If the cables are damaged, contact Maintenance.



## Compressor

Press the TEST button to verify that the drain is operating properly.

If condensation does not drain out, contact maintenance.



If you have a backroom regulator, verify that it is set at 120 PSI. If it is not, adjust to 120 PSI.



Make sure that the area around the compressor is free of oil leaks and debris.

