

REF.	DESCRIPTION OF SERVICE
A	Routine Service
A.1	The Fleet shall receive servicing at the intervals as requested by the Contracting Authority.
A.2	The Contracting Authority requires that vehicles shall only be out of service for 8 hours on a working day including travel time from their depot.
A.3	All works to vehicles except onsite breakdown repairs shall be carried out in the workshop(s)/garages(s) as nominated by the Service Provider. All works shall be carried out by competent qualified mechanics that are listed by the Service Provider.
A.4	The following items A.6 - A13.3 inclusive is a non exhaustive list of items that shall be checked and replaced during Routine Service. Please note it is the responsibility of the Service Provider to advise the Fleet Managers or Nominated Persons on the road worthiness of each vehicle and actions required as a result of the checks listed below.
A.4.1	The Contracting Authority may add or remove vehicles from those listed. The cost of any additional vehicles shall be agreed with the Contracting Authority.
A.6	General
A.6.1	Check Registration Plate
A.6.2	Check vehicle weights and dimension plate.
A.6.3	Check operation of locks, hinges and catches; including locker doors and sliding shelving. Lubricate all.
A.6.4	Top up windscreen washer reservoir with water and screen wash. Check that windscreen washer nozzles and pump work properly.
A.6.5	Check the condition of wipers and advise if they need to be changed.
A.6.6	Check air conditioning system (where applicable)
A.6.7	Power wash vehicle including undercarriage (Lots 1 and 2)
A.6.8	Visual check of body including fuel tank, fuel lines and fuel cap.
A.6.9	Check conditions of exhaust and mountings.
A.6.10	Check the condition of all seats including adjustment and covering.
A.6.11	Check the condition of all glass on vehicle.
A.6.12	Check rear, side view and fish eye mirrors.

A.6.13	Check if speedometer is operating.
A.6.14	Check safety belts are present and working properly.
A.6.15	Check towing bracket/coupling if present.
A.6.16	Check condition of chassis and under body.
A.6.17	Check condition of shock absorbers.
A.6.18	Check condition of front and rear springs and bolts.
A.6.19	Check condition of front and rear suspension.
A.6.20	Check transmission and gear linkages.
A.6.21	Check exhausts system for noise and corrosion.
A.6.22	Check operation of reversing camera and vehicle reversing warning alarms.
A.6.23	Check the condition of all access steps and handrails where fitted.
A.6.24	Check fire extinguisher present and charged.
A.7	Lights and Electrical System
A.7.1	Check operation of all lighting including external lights and indicators, interior lights, dash lights and warning lights/flashing beacons.
A.7.2	Check condition of all reflectors.
A.7.3	Check horn.
A.7.4	Check battery condition and connectors.
A.7.5	Check electrical system.
A.8	Engine
A.8.1	Drain oil and refill with oil. The oil type and quantity shall comply with the manufacturer's specifications.
A.8.2	Replace oil filter with new oil filter in accordance with manufacturer's specification.
A.8.3	Replace air filter with new air filter in accordance with manufacturer's specification.
A.8.4	Replace fuel filter with new fuel filter in accordance with manufacturer's specification.
A.8.5	Replace pollen filter with new pollen filter in accordance with manufacturer's specification.
A.8.6	Check for general oil leaks.
A.8.7	Test anti freeze concentration and add anti freeze to adjust concentration rates in accordance with the manufacturer's specification. Advise nominated personnel if the anti freeze needs to be replaced entirely.

A.8.8	Check radiator and coolant hoses for leaks and condition including header tanks.
A.8.8	Check condition and tension of fan belt and auxiliary drive belts.
A.9	Brakes
A.9.1	Check the condition and operation of parking brake.
A.9.2	Check the condition and operation of service brake.
A.9.3	Check security of handbrake linkages and travel and adjust if required.
A.9.4	Top up brake fluid reservoir in accordance with manufacturers specification.
A.9.5	Visual check of brake pads for wear and damage.
A.9.6	Visual check of brake discs, callipers, shoes and cylinders for wear and damage.
A.9.7	Visual check of brake pipes and hoses.
A.9.8	Check operation of air lines, air tanks and compressor system.
A.10	Steering
A.10.1	Check power steering fluid level and top up if required with fluid in accordance with manufacturers specification.
A.10.2	Check steering/suspension components for wear and corrosion.
A.10.3	Check steering rack gaitors condition.
A.10.4	Check shock absorber and condition of mounting brushes.
A.10.5	Check wheel bearings.
A.11	Drive System
A.11.1	Check drive shaft components and PTO.
A.11.2	Top up gear box fluid level in accordance with the manufacturers specification.
A.11.3	Inspect clutch cable where fitted.
A.12	Tyres
A.12.1	Check tyre condition and tread depth (including spare).
A.12.2	Adjust tyre pressure to manufacturer specification (including spare).
A.12.3	Check spare wheel carrier if present.
A.12.4	Remove all wheel nuts and check flanges and mountings.
A.12.5	Refit wheel nuts and apply torque in accordance with manufacturer's requirements.

A.13	On Completion
A.13.1	Stamp service book when the service is complete.
A.13.2	Reset service time interval clock and service light.
A.13.3	Complete the service report for each vehicle. The Service Provider shall advise the appropriate Fleet Manager or Nominated Person of recommendations or additional works that need to be undertaken as a result of the checks listed above carried out.
B	Repairs
B.1	The Service Provider shall have the technical capability and tools necessary to carry out repairs as necessary to the fleet, to include the ability to carry out diagnostic tests and clear memory faults.
B.2	Repairs shall be identified and agreed in writing with Fleet Managers or other Nominated Persons appointed by the Contracting Authority. The Contracting Authority reserves the right to reject unauthorised repairs, late submission of either estimates for authorisation or invoices for payment.
B.3	A report detailing works completed and the name(s) of mechanics who worked on the vehicle shall be forwarded within two days to the Fleet Managers or other Nominated Persons appointed by the Contracting Authority.
E	Parts
E.1	All parts used in the delivery of this service contract must be new and unused genuine parts supplied by the manufacturer. If there is an issue of supply for the genuine part an exception can be made with the fleet manager approval on a case by case basis. All lubricants and coolants to meet the manufacturers standards and recommendations.
E.2	The Service Provider shall store all replaced parts for 14 days for inspection if required by nominated personnel.