


Name: _____ Date: _____ Instructor: _____

Year: _____ Make: _____ Model: _____

Directions for Vehicle Fluids Check/Service

Check off the boxes ☐ when completed. When you see a hand  next to the task, write the information in the activity journal. If you have any questions during the duration of this activity, stop and ask the instructor for assistance. Reread the procedures in the text to correctly check and add fluids. Since variations can occur from one vehicle manufacturer to another and from one model to another, reread the owner's manual for specific procedures and type of fluids. The following are general procedures.

Pre-Service

- ☐ Use the vehicle's maintenance records, the owner's manual, a service manual, and the Internet to research applicable vehicle and service information, fluid type, vehicle service history, service precautions, and technical service bulletins.
- ☐ Apply the parking brake.
- ☐ Remove the key from the ignition.
Warning: On a push button keyless ignition refer to the owner's manual for specific safety procedures to prevent an unintended engine startup.
- ☐ Put on your safety glasses.
- ☐ Pop open the hood.
- ☐ Use a fender cover to protect the vehicle's finish.
- ☐ Inspect the engine compartment and underneath the vehicle for fluid leaks.

Procedure 1 - Engine Oil

- ☐ Locate the engine oil dipstick and oil filler cap.
- ☐ Pull out the dipstick, inspect the oil condition, and wipe it off with a paper towel.
- ☐ Reinsert the dipstick completely, remove it again, and note the reading.
- ☐ Clean around the oil filler cap.
- ☐ If low, remove the oil filler cap and use a clean funnel to add the correct type of oil. Do not overfill.
- ☐ Recheck the level and correct if needed.

Procedure 2 - Transmission Fluid

- ☐ Locate the transmission dipstick (if automatic transmission). *Note: Some automatic transmissions do not have a dipstick and must be checked with a special tool and/or procedure.*
- ☐ With the engine idling (most vehicles), pull out the dipstick, inspect the fluid, wipe off with paper towel.
- ☐ Reinsert the dipstick completely, remove it again, and note the reading. Shut off the engine.
- ☐ If low use a clean funnel to add the correct fluid directly into the dipstick tube or hole. Do not overfill.
- ☐ Recheck the level and correct if needed.

Procedure 3 - Power Steering Fluid

- ☐ Locate the power steering fluid cap and dipstick unit. Some power steering reservoirs are translucent with "MIN" and "MAX" lines.
- ☐ Clean around the power steering fluid cap.
- ☐ Remove the dipstick, inspect the fluid condition, and wipe it off with a paper towel.
- ☐ Reinstall the dipstick, remove it again, and note the reading.
- ☐ If low, add the correct type of power steering fluid to the reservoir. Do not overfill.

Procedure 4 - Brake Fluid

- ☐ Locate the brake fluid reservoir.
- ☐ Clean around the cap and reservoir.
- ☐ Check the brake fluid level through the translucent reservoir with "MIN" and "MAX" lines.

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- ☐ If low, remove the cap and add the correct type of fluid. Do not overfill.
- ☐ When reinstalling the cap, make sure that the rubber gasket seats properly.

Procedure 5 - Clutch Fluid

- ☐ Locate the clutch fluid reservoir (manual transmissions only). It is usually next to the brake master cylinder.
- ☐ Clean around the cap and reservoir.
- ☐ Check the clutch fluid level. It should be at or near the top.
- ☐ If low, remove the cap and add the correct type of fluid. Do not overfill.

Procedure 6 - Differential Fluid

- ☐ Locate the differential fluid check plug on the rear and/or front axle (where applicable on RWD and 4WD).
- ☐ Clean around and then remove the check plug.
- ☐ If low, add the correct type of fluid. On most vehicles the level should be at the bottom of the plug hole, but check the owner's manual.

Procedure 7 - Coolant

- ☐ Locate the overflow reservoir and radiator.
- ☐ Clean around the overflow reservoir and caps.
- ☐ When the engine is cool, check the coolant level in the reservoir.
- ☐ If low, remove the reservoir cap and add the correct type and mixture of coolant. Do not overfill.
- ☐ Remove the radiator cap and check the coolant level.

Warning: Never remove a hot radiator cap - severe burns could result.

- ☐ If low, add the correct type and mixture of coolant.

Procedure 8 - Battery Electrolyte

- ☐ Refer to the owner's manual or read the top of the battery to determine if it is a sealed battery. Some battery caps are not removable.
- ☐ Take off your rings and watch.
- ☐ Put on chemical resistant gloves and safety goggles.
- ☐ Wipe off the top of the battery with a shop rag.
- ☐ Check the battery electrolyte level if applicable.
- ☐ Remove the battery caps.
- ☐ Shine a flashlight into the cells and inspect the level in each cell. Commonly a split ring indicator in each cell identifies the correct electrolyte level.
- ☐ If any cells are low, add only distilled water to make all cells the proper level. Be sure the electrolyte covers the plates. Do not overfill.
- ☐ Replace the caps.
- ☐ ***Warning: Wash your hands thoroughly to remove any battery acid after removing gloves.***

Procedure 9 - Windshield Washer Fluid

- ☐ Check the windshield washer fluid level.
- ☐ To add windshield washer fluid, remove the cap and fill until the fluid almost reaches the top.

Clean Up

- ☐ Clean and put away all tools and supplies.
- ☐ Wash your hands thoroughly.

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