

Mr./Mrs/Ms: \_\_\_\_\_ Model: \_\_\_\_\_ Reg.No: \_\_\_\_\_

Invoice/Job no: \_\_\_\_\_ Odometer reading: \_\_\_\_\_ V.I.N: \_\_\_\_\_



**MINI**  
**(ALL MODELS)**

**MAINTENANCE CHECK SHEET**

Service type:	FS	FS		A	B	A	B	A	B	A	B
Months/,000 miles:	1	6		12	24	36	48	60	72	84	96

**Adjust/Lubricate/Replace - Labour cost included in scheduled time except items marked \***

**Check - After the checking procedure, cleaning, adjusting, repairing or replacing is subject to extra labour and material cost.**

**PRELIMINARY**

1.   **Before commencing work, check for any outstanding service actions.**

**FS FIRST SERVICE**

- 2.  1k Torque cylinder head fixings - **First 1000 miles only**
- 3.  1k Adjust valve clearances - **First 1000 miles only**
- 4.  1k Check and adjust steering track- **First 1000 miles only (with sports pack fitted)**
- 5.  6k Replace engine oil and filter- **All models, First 6000 miles only**

**A B MAIN SERVICE**

- 6.   Annual corrosion/cosmetic inspection - **Using annual corrosion inspection sheet**
- 7.   Replace engine oil and filter
- 8.   Replace oil filler breather cap
- 9.   Replace antifreeze - **36k and then every 24k**
- 10.   Check battery connections and antifreeze
- 11.   Check brake & clutch fluid levels
- 12.   Check pressure sensing hoses and vacuum pipes
- 13.   Adjust clutch/return stop
- 14.   Adjust valve clearances
- 15.   Check cooling system hoses and connections for signs of leakage and condition
- 16.   Check fuel & clutch pipes and hoses for signs of leakage and condition
- 17.   Check condition of crankcase vent hoses & valves where fitted
- 18.   Check air conditioning system, hoses and sight glass
- 19.   Check water pump and auxiliary drive belts tension and condition
- 20.   Lubricate carburettor piston damper
- 21.   Replace air cleaner element
- 22.  48k Replace fuel filter - **SPi & MPi**
- 23.   Replace contact breaker points
- 24.   Replace spark plugs - **Non catalyst Models**
- 25.   Replace spark plugs - **With catalyst fitted**
- 26.   Replace brake fluid - **Every 24 months regardless of mileage\*(indicate replacement on service record)**
- 27.   Check exhaust system and heat shields
- 28.   Remove rear road wheels
- 29.   Check rear brake linings, drums, cylinders, hoses and pipes
- 30.   Remove front road wheels
- 31.   Check road wheels, front brake linings, cylinders, disc, calipers, drums, cylinders, hoses and pipes
- 32.   Check suspension and steering for signs of leaking or wear
- 33.   Check wheel bearings, drive shafts and gaiters
- 34.   Lubricate suspension pivots, ball joints, handbrake clevis pins and quadrants
- 35.   Adjust handbrake - **First 12,000 miles only**

**A B MAIN SERVICE**

- 36.   Check handbrake operation
- 37.   Lubricate strikers, latches (use Rover lock grease) door hinges and door checks
- 38.   Check front screen number plates and V.I.N- **36 months and then every 12 months**
- 39.   Check seatbelt and airbag module covers - **36 months and then every 12 months**
- 40.   Check tyre pressures, condition and tread depth(mm)  
LHF  RHF  RHR  LHR  Spare
- 41.   Check lamps, horns, and system warning indicators
- 42.   Check screen wipers and washers
- 43.   Replace alarm handset batteries

**10 YEAR REPLACEMENT - AIRBAGS**

Carry out the replacement of the airbag modules and rotary coupler regardless of mileage after 10 years.

44.   Replace airbag module(s)

**AFTER EACH MAIN SERVICE**

- 45.   Check oxygen sensor operation - **at 36 months and then every 12 months**
- 46.   Check CO at tailpipe- **at 36 months and then every 12 months. (Record CO% )**
- 47.   Carry out engine tuning - **(Carb models only). (Record CO% )**
- 48.   Carry out road test, check for the correct function of all vehicle systems

The maintenance items listed, are those recommended for vehicles operating under normal driving, road and climatic conditions. More frequent attention may be necessary if the vehicle is subject to stop/start operation, extremes of temperature, dusty conditions or frequent towing of trailers.

Service check completed, cosmetic/corrosion inspection check completed and service portfolio book stamped

Name: ..... Signature: ..... Date: .....

Mr./Mrs/Ms: \_\_\_\_\_ Model: \_\_\_\_\_ Reg.No: \_\_\_\_\_

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## GLOSSARY

**FIRST SERVICE**= The first service required after sale of vehicle. This service is only applicable to certain models as indicated by the maintenance check sheet.

**LUBRICATION SERVICE** = The lubrication service is carried out between main services, the first at 18 months or 18,000 miles, whichever occurs first, and then at every subsequent 12 months or 12,000 miles.It is only applicable to certain derivatives as indicated by the maintenance check sheet.

**MAIN SERVICE** = The main service is applicable to all vehicles. It is carried out at 12 month or 12,000 miles intervals, whichever occurs first.

**Main Service "A"**is applicable at 12 months/12,000 miles, 36 months/36,000 miles, 60 months/60,000 miles 84 months/84,000 miles and so on.

**Main Service "B"**is applicable at 24 months/24,000 miles, 48 months/48,000 miles, 72 months/72,000 miles, 96 months/96,000 miles and so on. Some items do not need to be carried out at every main service and these items are identified by an indicator in the tick box e.g. 60k (This indicates that this item is only applicable every 60 months/ 60,000 miles)

For full details regarding the operations contained in this maintenance check sheet, please refer to the workshop manual.