

# Facilities and Services



## **DID YOU KNOW THAT NMSU HAS A FULL SERVICE VEHICLE REPAIR FACILITY ON CAMPUS?**

Hello, I would like the opportunity to introduce myself. My name is Paul Crouch and I am the vehicle mechanic supervisor at NMSU Facilities and Services.

I have over 30 years experience in vehicle mechanics and “Master Certified” by National Institute for Automotive Service Excellence (ASE). In addition I have been awarded “Senior Master Technician” from Ford Motor Company since 2005. This is the highest award given to Ford/Lincoln vehicle technicians. In my visits around campus the statement I hear most is “I did not know about your shop” or “We did not know your shop could work on our vehicles”. We are a full service shop that can, and will, service any NMSU vehicle that is brought to our shop. From basic oil changes to tires, brakes, engine and transmission, these concerns are not a problem for us. We also offer service on all utility vehicles and battery driven “golf” carts.

Preventative maintenance service done a regular basis will ensure smooth operation and prevent serious mechanical problems from developing in the future. Today’s vehicles are heavily driven by electronic systems from engine controls to anti-lock brakes and air bags. We service issues with these systems as well.

Have you priced labor rates from a dealership lately? Most, if not all are over \$100.00 per flat rate labor hour. How about an independent shop? I doubt you will find any quality shops under \$60.00 per flat labor rate labor hour. Now take into account lost, unproductive time to take the vehicle into town for service and another person to pick up the driver, or time wasted waiting to be shuttled back to campus. Let’s not forget that you have to go back and pick it up when ready. We will pick up your vehicle and deliver it back to your department. No lost productivity for you or your staff.

Finally, and most importantly consider this. Our Facilities and Services vehicle shop labor rate is only \$24.12 per flat rate hour. That’s right, only \$24.12 per flat rate labor hour. A low labor rate and you are supporting your university at the same time. Can your budget benefit from saving on labor costs? Why go anywhere else for vehicle service without considering the benefits of using our NMSU shop?

# Facilities and Services



## Facilities and Services Mechanic Shop

**\*SERVICING NMSU VEHICLES ONLY\***

**OFFICE 646-7868 SHOP 646-1415**

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**WE SERVICE ALL VEHICLES, GOLF CARTS AND UTILITY VEHICLES**

**PICK UP AND DELIVERY SERVICE AVAILABLE**

**PREVENTATIVE MAINTENANCE SERVICES**

<b>BASIC LOF*, FLUIDS CHECK, INSPECTION</b>	<b>\$28.95</b>
<b>*INCLUDES UP TO 5 QUARTS OIL. (ADDITIONAL QUARTS)</b>	<b>\$2.81ea</b>
<b>PERFORM MULTIPOINT INSPECTION</b>	<b>FREE!</b>
<b>*SEE EXAMPLE BELOW*</b>	
<b>TIRE ROTATION AND BALANCE</b>	<b>\$24.12</b>
<b>TRANSMISSION SERVICE</b>	<b>\$ 79.99</b>
<b>CHECK ENGINE LIGHT DIAGNOSIS</b>	<b>\$24.12</b>
<b>COOLING SYSTEM CHECK UP</b>	<b>\$12.11</b>
<b>VEHICLE HAND WASH &amp; VACUUM – CARS</b>	<b>\$12.11</b>
<b>VEHICLE DETAIL COMPLETE - CARS</b>	<b>\$48.24</b>
<b>FAST WASH -- EXTERIOR ONLY</b>	<b>\$ 7.24</b>
<b>PICK UP AND DELIVER ON CAMPUS</b>	<b>\$12.11</b>

**"NO JOB TOO BIG OR SMALL, WE DO THEM ALL"  
DARE TO COMPARE LABOR RATES  
ONLY **\$24.12** PER FLAT RATE HOUR**

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# Facilities and Services



## Multi-Point Inspection Checklist Per Manufacturer's Recommendation

Customer Name: \_\_\_\_\_ Year/Model: \_\_\_\_\_ Date: \_\_\_\_\_

RO/Tag: \_\_\_\_\_ Mileage: \_\_\_\_\_

**OKAY AT THIS TIME**      **MAY REQUIRE FUTURE ATTENTION**      **REQUIRES PROMPT ATTENTION**

CHECK FLUID LEVELS AND FILL					
OK	FILL	OK	FILL	OK	FILL
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engine Oil		Brake Reservoir		Power Steering	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transmission		Window Washer		Coolant Recover Reservoir	

RECOMMENDED SCHEDULED MAINTENANCE SERVICES	
<input type="radio"/> Oil Change	<input type="radio"/> Fuel Filter
<input type="radio"/> Oil Filter	<input type="radio"/> Cabin Air Filter
<input type="radio"/> Engine Air Filter	<input type="radio"/> Spark Plugs
<input type="radio"/> Engine Coolant	<input type="radio"/> Tire Rotation
<input type="radio"/> Transmission Fluid	<input type="radio"/> Seat Filter
<input type="radio"/> Transmission Filter	<input type="radio"/> Accessory Drive Belt(s)

Comments: \_\_\_\_\_

**CHECK BATTERY**

**State of Health**

0%      100%

**Condition of Terminals**

Good       Bad  
(Clean if necessary)

Declined Battery

CHECK FOLLOWING SYSTEMS/COMPONENTS			Declined
<input type="radio"/>	<input type="radio"/>	Operation of horn, interior lights, exterior lamps, turn signals, hazard and brake lamps	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Radiator, heater, and air-conditioning hoses for leaks and damage	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Windshield for cracks, chips and pitting	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Windshield washer spray, wiper operation and wiper blades	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Accessory drive belt(s)	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Brake system (including lines, hoses, and parking brake) and wheel end for end-play and bearing noise	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Clutch operation (if equipped)	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Constant velocity (CV) drive axle boots (if equipped)	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Drive shaft, transmission, u-joint and shift linkage (if equipped) and lubricate (as needed)	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Engine Cooling system, hoses and clamps	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Exhaust system (leaks, damage, loose parts)	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Oil and/or fluid leaks	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Shocks/struts and other suspension components for leaks and/or damage	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	Steering and steering linkages	<input type="checkbox"/>
STATE INSPECTION DUE (IF APPLICABLE)			
			MONTH / DAY / YEAR

Comments: \_\_\_\_\_

**CHECK BRAKES - MEASURE FRONT/REAR BRAKE LININGS**

LF      RF

LR      RR

Over 5mm or 7/32" (Disc) or Over 2mm or 3/32" (Drum)

3 to 5mm or 4/32" to 7/32" (Disc) or 1.01 to 2mm (Drum) or 2/32" to 3/32"

Less than 3mm or 4/32" (Disc) or 1mm or 2/32" or Less (Drum)

BRAKE MEASUREMENTS NOT TAKEN THIS SERVICE VISIT

Comments: \_\_\_\_\_

**CHECK TIRES**

LF      RF

**TREAD DEPTH**

7/32" or Greater      7/32" or Greater

4/32" to 6/32"      4/32" to 6/32"

3/32" or less      3/32" or less

7/32" or Greater      7/32" or Greater

4/32" to 6/32"      4/32" to 6/32"

3/32" or less      3/32" or less

LR      RR

**WEAR PATTERN/DAMAGE**

Declined Tire

TIRE WEAR INDICATES:

Alignment Check Needed       Wheel Balance Needed

Comments: \_\_\_\_\_

TIRE PRESSURE SET TO FACTORY RECOMMENDED PSI

Front       Rear

Service Advisor: \_\_\_\_\_

Technician: \_\_\_\_\_

Customer Signature: \_\_\_\_\_