Title:
# 2005 MY MATRIX PRE-DELIVERY SERVICE (PDS)
Models:
**'05 Matrix**



**TSB REVISION NOTICE:**
**October 11, 2004: "Initialize Automatic Door Lock (ADL) function" has been added to section A. Before Inspection.**
**The previous TSB and Check Sheet should be discarded.**

**Introduction**

Pre–Delivery Service is a critical step in satisfying your dealership's new car customers. Customer feedback indicates the following areas deserve special attention when performing PDS:

- Careful inspection for Paint Chips/Scratches and Body Dents/Dings.
- Proper Operation of Electrical Accessories (including interior light, clock, and radio reset).
- Interior Cleanliness.
- Proper Function of Mechanical Systems.

Customer retention and proper maintenance of vehicles has been a major focus for Toyota. To help remind customers that regular oil changes are essential to the proper maintenance of their vehicle, dealers are required to begin installing a first oil change reminder sticker prior to delivery. By doing this, customers will be reminded to return to your dealership for their first oil change. Your current oil change reminder sticker may be used. (See PDS Check Sheet item G07.)

A new PDS form has been developed for the 2005 model year Matrix. Some check points have been added, expanded or clarified. TSBs are available for items in bold red type.

**Warranty Policy**

If the need for additional repairs or adjustment is noted during the Pre–Delivery Service, the required service should be performed under warranty. Reimbursement will be managed under the warranty policy.

***The Warranty Policy and Procedures Manual requires that you maintain the completed PDS check sheet in the customer's file.*** If you cannot produce a completed form for each retailed vehicle upon TMS and/or Region/Distributor audit, the PDS payment amount will be subject to debit.

An additional Repair Order completed in conjunction with normal PDS must have time punch/flags for service. If multiple repairs are performed, separate time flags must be punched for each repair.

**Reimbursement Information**

| OP CODE | DESCRIPTION | TIME | OFP | T1 | T2 |
|---|---|---|---|---|---|
| 001013 | Pre–Delivery Service (PDS) | 0.9 | N/A | N/A | N/A |

**2005 Model Year PDS Check Sheet**

# TOYOTA MATRIX

## *2005 PRE–DELIVERY SERVICE CHECK SHEET*

### A. BEFORE INSPECTION

| | OK | Adjust/ Repair |
|---|---|---|
| **01 INSTALL DOME FUSE** | ❐ | |
| 02 Install outside rear view mirrors* | ❐ | |
| 03 Initialize Tire Pressure Warning System | ❐ | |
| 04 Initialize Automatic Door Lock (ADL) function | ❐ | |

### B. FUNCTIONAL OPERATION

*Apply parking brake and turn ignition "ON"; place gear selector in reverse; turn on lights and rear defogger. Unlock doors; release fuel door; release trunk hatch.*

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Check dome, courtesy, map and sun visor lights* | ❐ | ❐ |
| 02 Check warning/indicator lights, gauges and horn | ❐ | ❐ |
| 03 Check windshield wipers and washers | ❐ | ❐ |
| 04 Check headlights, instrument lights, turn signals, emergency flashers, and brake lights | ❐ | ❐ |
| 05 Check inside/outside rear view mirror operation/adjustment | ❐ | ❐ |
| 06 Check cigarette lighter and power outlets* | ❐ | ❐ |
| 07 Check sunroof* | ❐ | ❐ |
| 08 Install antenna | | ❐ |
| 09 Check audio system and set clock* | ❐ | ❐ |
| 10 Install shift–lock override button cover | | ❐ |

### C. WALKAROUND INSPECTION

*Start at left front door. Check window and door lock operation (from master power switch, if equipped). Continue around vehicle in a counterclockwise direction checking each door and window operation, child door locks, seat belts, interior condition, all lights, trunk contents. Remove rubber body plugs from glove box for installation during UNDER VEHICLE inspection. Finish by checking headlight aim and continue into UNDER HOOD checks.*

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Check window operation | ❐ | ❐ |
| 02 Check door and door lock operation, including wireless remote control/theft deterrent system* | ❐ | ❐ |
| 03 Check that engine starts with all keys | ❐ | ❐ |
| 04 Check that child safety door locks are in normal (unlocked) position* | ❐ | ❐ |
| 05 Check seats and seat belt operation | ❐ | ❐ |
| 06 Check rear defogger* | ❐ | ❐ |
| 07 Check side marker, tail, backup and license plate lights | ❐ | ❐ |
| 08 Check trunk light* and trunk trim appearance | ❐ | ❐ |
| 09 Check spare tire pressure and jack and tool installation | ❐ | ❐ |
| 10 Check headlight aim | ❐ | ❐ |

### D. UNDER HOOD

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Check engine oil and ATM* fluid levels | ❐ | ❐ |
| 02 Check brake, clutch* and power steering fluid levels | ❐ | ❐ |
| 03 Check engine coolant level | ❐ | ❐ |
| 04 Check battery state–of–charge using MICROPRO 815 Digital Analyzer | ❐ | ❐ |
| 05 Inspect for fuel, oil, coolant, and other fluid leaks | ❐ | ❐ |

### E. UNDER VEHICLE (ON HOIST)

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Remove disc brake anti–rust covers/anti–corrosion wheel film* | ❐ | |
| 02 Install rubber body plugs* (Stored in glove box or console) | ❐ | |
| 03 Inspect tires for defects/damage and adjust tire pressure | ❐ | ❐ |
| 04 Install wheel covers/caps/spare tire wheel covers* | | ❐ |
| 05 Inspect for fuel oil, coolant, and other fluid leaks | ❐ | ❐ |

### F. ROAD TEST

*A complete road test helps assure Customer Satisfaction. Drive vehicle over a variety of road surfaces and driving conditions. Check for unusual noise and driving performance.*

**Enter Odometer Reading**

Reading Before Test _____

Reading After Test _____

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Check cold engine operation | ❐ | ❐ |
| 02 Check engine operation during warm–up | ❐ | ❐ |
| 03 Check engine at normal operating temperature | ❐ | ❐ |
| 04 Check clutch/transmission operation | ❐ | ❐ |
| 05 Check brake and parking brake operation | ❐ | ❐ |
| 06 Check steering operation and off–center/ vehicle pull/flutter | ❐ | ❐ |
| 07 Inspect for abnormal noises and vibration | ❐ | ❐ |
| 08 Inspect for squeaks and rattles | ❐ | ❐ |
| 09 Check heater and A/C* operation | ❐ | ❐ |
| 10 Check cruise control operation* | ❐ | ❐ |
| 11 Set/calibrate compass* | ❐ | |

### G. FINAL INSPECTION AND CLEANING

| | OK | Adjust/ Repair |
|---|---|---|
| 01 Remove interior protective covers, unnecessary labels, tags, etc. (Remove protective covers just before delivery to the customer) | ❐ | |
| 02 Visually inspect all interior parts for installation, damage, fit, dirt, etc. | ❐ | ❐ |
| 03 Remove Rapgard™ protective film | ❐ | |
| 04 Wash and clean vehicle | ❐ | |
| 05 Inspect paint finish for scratches, chips, rust, dents, damage, etc. | ❐ | ❐ |
| 06 Inspect exterior body parts for proper installation, damage, rust, etc. | ❐ | ❐ |
| 07 Place Oil Change Sticker on inside of windshield, top left corner | ❐ | |
| 08 Install front license plate and bracket | ❐ | |

*** Inspect or Install when Equipped/Required**

COMMENTS

_____

_____

Completion and retention of this form is required to comply with Toyota's Warranty Policy.

TECHNICIAN'S SIGNATURE _____ SERVICE MANAGER'S SIGNATURE _____

NAME (PLEASE PRINT) _____ NAME (PLEASE PRINT) _____

*We hereby certify that all items on this form have been checked and corrected for proper operation as required.*

| Date | Dealer Name | Dealer Code | Vehicle Identification Number (Sticker) |
|---|---|---|---|
| | | | |



**** Inspect or install when equipped or required***

**Before Inspection**

When performing new car Pre–Delivery Service, install fuses(s) before moving vehicle from storage lot so that FUNCTIONAL OPERATION checks can begin as soon as vehicle is moved into the service stall.

**A01 Install Dome fuse**

**A02 Install outside rear view mirrors***

**A03 Initialize Tire Pressure Warning System**

**A04 Initialize Automatic Door Lock (ADL) function**

**Functional Operation**

Apply parking brake and turn ignition “ON,” place gear selector in reverse, turn on lights and rear defogger. Unlock all doors, release fuel door, release trunk hatch.

**B01 Check dome, courtesy, map and sun visor lights***

**B02 Check warning/indicator lights, gauges and horn**

**B03 Check windshield wipers and washers**

**B04 Check headlights, instrument lights, turn signals, emergency flashers and brake lights**

**B05 Check inside/outside rear view mirror operation/adjustment**

**B06 Check cigarette lighter and power outlets***
Check the power outlet using an electrical accessory designed for this use.

**B07 Check sunroof***

**B08 Install antenna**

**B09 Check audio system and set clock***

**B10 Install shift–lock override button cover**

**Walkaround Inspection**

Starting at the left front door, check window and door lock operation and the operation of all power windows and door locks from master switch, on vehicles so equipped. While walking around vehicle in a counterclockwise direction, open left rear door and check operation of window regulator and door lock, set Child Safety Door Lock to the normal (unlocked) position. Assure tightness of interior garnishes and check seat belts. Inspect trunk contents and lights at rear of vehicle. Repeat checks at right rear door. Inspect right front door window regulator and lock operation and garnishes. Check seat and seat belt operation. Continue on around to the front of the vehicle checking lights.

**C01 Check window operation**

**C02 Check door and door lock operation, including wireless remote control/theft deterrent system***

**C03 Check that engine starts with all keys**

**C04 Check that child safety door locks are in normal (unlocked) position***

**C05 Check seats and seat belt operation**

**C06 Check rear defogger***

**C07 Check side marker, tail, backup, and license plate lights**

**C08 Check trunk light* and trunk trim appearance**

**C09 Check spare tire pressure and jack and tool installation**

> **NOTE:**
> **Compact spare tire – 60 psi (413 kPa).**

**C10 Check headlight aim**
Refer to the Repair Manual for procedures.

**** Inspect or install when equipped or required***

**Under Hood**

**D01 Check engine oil and ATM* fluid levels**

**D02 Check brake, clutch,* and power steering fluid levels**

Visually inspect using see–through reservoirs.

**D03 Check engine coolant level**

**D04 Check battery state-of-charge using MICROPRO 815 Digital Analyzer**

**D05 Inspect for fuel, oil, coolant, and other fluid leaks**

**Under Vehicle (On Hoist)**

**E01 Remove disc brake anti–rust covers/anti–corrosion wheel film***

Visually inspect rotors for rust.

> **NOTE:**
> **For best rotor rust prevention, retain wheel film on vehicle until just prior to customer delivery.**

**E02 Install rubber body plugs***

Install the rubber plugs (stored in glove box or console) into rear torque box holes.

**E03 Inspect tires for defects/damage and adjust tire pressure**

The recommended tire inflation pressure changes with tire size, driving conditions and vehicle model. For precise tire pressure information, refer to the Owner's Manual and/or tire information label located on the vehicle.

Sidewall "Maximum" cold tire inflation pressure should not be used for normal driving.

**E04 Install wheel covers/caps/spare tire wheel covers***

**E05 Inspect for fuel, oil, coolant, and other fluid leaks**

**Road Test**

A Complete Road Test helps assure Customer Satisfaction. Drive vehicle over a variety of road surfaces and driving conditions. Check for unusual noises and driving performance.

**F01 Check cold engine operation**

Check starting and fast idle operation performance.

**F02 Check engine operation during warm–up**

Check that engine operates smoothly during warm–up.

Check for unusual noise, engine vibration, rough idle, etc.

**F03 Check engine at normal operating temperature**

Check engine performance over a broad range of driving conditions, including idle quality, acceleration, cruise and deceleration.

**F04 Check clutch/transmission operation**

Check clutch operation, including: engagement, disengagement, chattering and unusual noise.

Check manual transmission operation, including shift lever/linkage and unusual noise.

Check automatic transmission operation, including operation in each range, neutral start switch and shift lock system.

**F05 Check brake and parking brake operation**

Check brake function, including unusual noise, parking brake performance and all related brake system indicator lights.



**** Inspect or install when equipped or required***

**Road Test** (Continued)

**F06 Check steering operation and off–center/vehicle pull/flutter**
Check steering function.
Check steering off–center/vehicle pull/flutter.

**F07 Inspect for abnormal noises and vibration**

**F08 Inspect for squeaks and rattles**

**F09 Check heater and A/C* operation**

**F10 Check cruise control operation***
Check cruise control, including On–Off switch, “SET/COAST,” “RESUME/ACCEL,” and “CANCEL” functions.

**F11 Set/calibrate compass***

**Final Inspection & Cleaning**

**G01 Remove interior protective covers, unnecessary labels, tags, etc. (Remove protective covers just before delivery to the customer)**
Remove plastic covers from door panels, seats, head restraints, and sun visors, as required.
Remove labels, tags, and stickers (except those containing owner information).

**NOTE:**
**Consumer Information Label such as Airbag Information Warning and Bumper Information Labels must be left on the vehicle until delivery to a retail customer.**

**G02 Visually inspect all interior parts for installation, damage, fit, dirt, etc.**

**G03 Remove Rapgard ™ protective film**

**G04 Wash and clean vehicle**

**G05 Inspect paint finish for scratches, chips, rust, dents, damage, etc.**

**G06 Inspect exterior body parts for proper installation, damage, rust, etc.**

**G07 Place Oil Change Sticker on inside of windshield, top left corner**
Complete the mileage or date recommendation and apply the oil change reminder sticker to the inside of the windshield, top left corner. You may use your current oil change reminder sticker or order new stickers from the Materials Distribution Center (MDC).

**G08 Install front license plate and bracket**

**** Inspect or install when equipped or required***