

# 2014 Venza Pre-Delivery Service (PDS)

**Service Category** General

**Section** Pre-Delivery Service

**Market** USA

Toyota Supports  
 ASE Certification 

## Applicability

YEAR(S)	MODEL(S)	ADDITIONAL INFORMATION
2014	Venza	

## 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 8 of *"Final Inspection & Cleaning."*)

A new PDS [Check Sheet](#) has been developed for the 2014 model year Venza. Some check points have been added, expanded, or clarified. **Bulletins are available for items in bold 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.

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### Reimbursement Information

OP CODE	DESCRIPTION	TIME	OFF	T1	T2
001013	Pre-Delivery Service (PDS)	1.0	N/A	N/A	N/A

### Required Tools & Equipment

REQUIRED EQUIPMENT	SUPPLIER	PART NUMBER	QTY
Techstream 2.0*	ADE	TS2UNIT	1
TIS Techstream		TSPKG1	
Techstream Lite		TSLITEDLR01	

\* Essential SST.

#### NOTE

- Only ONE of the Techstream units listed above is required.
- Software version 8.20.019 or later is required.
- Additional Techstream units may be ordered by calling Approved Dealer Equipment (ADE) at 1-800-368-6787.

### Before Inspection

1. Install antenna

### Functional Operation

Apply parking brake and cycle ignition to "IG-ON," place gear selector in reverse, turn on lights and rear defogger. Unlock all doors, release fuel door.

1. Check dome, courtesy, map, and sun visor lights\*
2. Check warning/indicator lights, gauges, and horn
3. Check windshield wipers and washers
4. Check headlights, instrument lights, turn signals, emergency flashers, and brake lights
5. Check inside/outside rear view mirror operation/adjustment
6. Check cigarette lighter\* and power outlets

Check the power outlet using an electrical accessory designed for this use.

7. Check audio/navigation\*/backup camera\* systems and set clock

For Navigation, set the destination search area to local position.

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### Functional Operation (Continued)

8. **Verify Entune/Navigation software version (Display Audio, Non-HDD Type only)\* – [T-SB-0026-12](#)**
9. Check sliding roof\*
10. Install shift-lock override button cover
11. Check Rear Seat Entertainment System operation\*

### 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 locks to the normal (unlocked) position. Assure tightness of interior garnishes and check seat belts. Inspect lights at rear of vehicle. Repeat checks at right rear door. Inspect right front door window regulator and lock operation and garnishes. Check seats and seat belt operation. Continue on around to the front of the vehicle checking lights.

1. **Check Smart Key System\* – [T-SB-0020-13](#)**
2. Check door and door lock operation, including each wireless remote control/theft deterrent system\*
3. Check window operation
4. Check that engine starts with all keys
5. Check that child safety door locks are in normal (unlocked) position
6. Check seats and seat belt operation
7. Check rear defogger/rearview mirror defogger\*
8. Check side marker, tail, backup, and license plate lights
9. Check luggage compartment light\* and trim appearance
10. Adjust spare tire pressure, inspect for damage, and check jack and tool installation
11. Check headlight aim

Refer to the Repair Manual for procedures.

### Under Hood

1. Check engine oil level
2. Check brake fluid level

Visually inspect using see-through reservoirs.

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### Under Hood (Continued)

3. Check engine coolant level
4. Check windshield washer fluid
5. **Check battery state-of-charge using Digital Battery System Analyzer**

Refer to Service Bulletin No. [PG001-06](#), "Battery Maintenance for In-Stock Vehicles & Pre-Delivery."

**NOTE**

**Battery SOC should be a minimum of 75%. Please enter the SOC Reading on the space provided on the check sheet and attach the printout to the check sheet.**

6. Inspect for fuel, oil, coolant, and other fluid leaks

### Under Vehicle (On Hoist)

1. **Remove disc brake anti-rust covers/anti-corrosion wheel film\* – [PD017-04](#)**

Visually inspect rotors for rust.

**NOTE**

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

2. Inspect tires for defects/damage
3. **Verify Tire Pressure Warning System (TPWS) – [see check sheet](#)**
4. Install wheel covers/caps/spare tire wheel covers\*
5. Inspect for fuel, oil, coolant, and other fluid leaks
6. Inspect under the vehicle for damage, rust, etc.
7. Visually check bolts and nuts on chassis and powertrain for looseness
8. Install rubber body plugs\*

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

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### 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.

1. Check cold engine operation
  - Check starting and fast idle operation performance.
2. Check engine operation during warm-up
  - Check that engine operates smoothly during warm-up.
  - Check for unusual noise, engine vibration, rough idle, etc.
3. Check engine at normal operating temperature
  - Check engine performance over a broad range of driving conditions, including idle quality, acceleration, cruise, and deceleration.
4. Check automatic transmission operation
  - Check automatic transmission operation, including operation in each range, neutral start switch, and shift lock system.
5. Check brake and parking brake operation
  - Check brake function, including unusual noise, parking brake performance, and all related brake system indicator lights.
6. Check steering operation and off-center/vehicle pull/flutter
  - Check steering function.
  - Check steering off-center/vehicle pull/flutter.
7. Inspect for abnormal noise and vibration
8. Inspect for squeaks and rattles
9. Check front and rear\* heater and A/C operation
10. Check cruise control operation\*
  - Check cruise control, including On-Off switch, "SET/COAST," "RESUME/ACCEL," and "CANCEL" functions.
11. Check front seat heater/ventilation operation\*
12. **Set/calibrate compass\*** – [see check sheet](#)

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### Final Inspection & Cleaning

1. 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 labels, such as airbag information warning and bumper information labels, MUST be left on the vehicle until delivery to a retail customer.**

2. Visually inspect all interior parts for installation, damage, fit, dirt, etc.
3. **Verify floor mat application and install using retaining clips\*** – [T-SB-0023-13](#)
4. Remove Rapgard™ and clear protective bumper film\*  
Ensure that ALL glue residue is removed.
5. Wash and clean vehicle
6. Inspect paint finish for scratches, chips, rust, dents, damage, etc.
7. Inspect exterior body parts for proper installation, damage, rust, etc.
8. 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.
9. Place Owner's Guide and first aid kit portfolio\* in glove box
10. Perform Techstream Health Check  
Perform Health Check to ensure that diagnostic trouble codes are not present. Health Check results can be printed for the customer at delivery, or for the dealer file, using the Diagnostic Report function.
11. **Install front license plate and mounting bracket\*** – [see check sheet](#)

*\*Inspect or install when equipped or required*