

Oil Servicing Guide

Trigger: If maintenance personnel are unavailable and it is suspected that your assigned aircraft requires oil, then follow these **STEPS**:

1. Get a few paper towels from the window cleaning supplies.
2. On your assigned aircraft, remove the oil dip stick and wipe the stick clean.
3. Re-insert and completely screw in the oil dip stick, as if before flight.
4. Remove the oil dip stick, for a clear and accurate reading.
5. Read the indication on the stick looking for an oil level of **6 quarts or more** (except for DA20s)

5.a. If at or above 6 quarts, then DO NOT SERVICE. Return quart of oil (empty or full) and the black funnel back to the Blue Dispatch Golf Cart.

WARNING: Ensure you re-insert and completely screw on the oil dip stick.

5.b. If below 6 quarts, continue to STEP 6.

6. Wipe the stick clean and carefully place stick on the wing by the door.
7. Get a quart of oil and a black funnel from the Blue Dispatch Golf Cart.
8. On your assigned aircraft, place the black funnel in the oil filler tube.
9. Un-cap **ONLY one (1) quart of oil at a time** and carefully hold it upside down over the black funnel until oil drips out of the empty oil quart.
10. Cap the empty oil quart and carefully remove the black funnel, wiping off oil.

REPEAT GUIDE FROM STEP 3, because more than one (1) quart of oil may be needed.