

## Tesla Model Y delivery checklist

### Exterior

- ☐ body pain - check for any paint issues, scratches, and dings
- ☐ body panels - check for misalignments and uneven gaps
- ☐ black trims - check fitment and look for any scratches
- ☐ headlight and taillight - check fitment, gaps and whether there's water condensation inside
- ☐ glass roof and windows - check for any broken or chipped glass on the roof and windows
- ☐ frunk - test opening/latching mechanism multiple times, confirm "doughnut" seal is fully attached
- ☐ frunk - check if tow hook is present
- ☐ door opening - test door handles functionality (it should trigger open window mechanism)
- ☐ wheels/rims - check for any visible damage or scratches
- ☐ wheel wells - confirm they are attached and there are no missing/loose screws/pins
- ☐ undercarriage - look under the car for loose parts or missing bolts/pins (which are visible on the outer perimeter)

### **while standing on the back with hatch opened:**

- ☐ hatch – test opening and closing multiple times, adjust height and test open/close again (it should open to adjusted height and fully close each time)
- ☐ hatch – inspect black panel fitments on the hatch door for proper fitment
- ☐ accessories box - confirm it includes: 1) mobile connector for charging and 2) J1772 charging adapter are included
- ☐ trunk check under-trunks for physical damage
- ☐ seats folding – test folding with buttons
- ☐ 2<sup>nd</sup> row seat – confirm seat back covers have correct fitment

### Interior

#### **while sitting in the driver's seat:**

- ☐ check for any damage to area behind windshield
- ☐ check for any damage to the driver's seat
- ☐ test front driver seat adjustment mechanism
- ☐ test adjusting headrest
- ☐ check above head panels tight fitment and whether they are clean
- ☐ test sun visor and light
- ☐ check screen for any physical damage
- ☐ center console open/close mechanism
- ☐ check steering wheel for any physical damage
- ☐ test wireless phone charging in the center console
- ☐ test front console USB port to confirm it can charge phone
- ☐ test full window roll up/down mechanism
- ☐ test inside door open with door button (ensure window rolls down slightly as a result)
- ☐ test seat belt fastening

#### **while sitting in the passenger's seat:**

- ☐ check for any damage to passenger seat
- ☐ test passenger seat adjustment mechanism
- ☐ test adjusting headrest
- ☐ test sun visor and light
- ☐ check above head panels tight fitment and whether they are clean

- ☐ test full window roll up/down mechanism
- ☐ test door open with door button (ensure window rolls down slightly as a result)
- ☐ test seat belt fastening
- ☐ test glovebox open/close from the tablet

**while sitting in the back row:**

- ☐ check for any damage to all back seats
- ☐ confirm all 3 back seats are aligned at the top and when looking from the side
- ☐ test all 3 headrests
- ☐ check above head panels tight fitment and whether they are clean
- ☐ confirm coat hooks are operational and lights are working
- ☐ test reclining seats mechanism on both sides
- ☐ test folding down center seat console
- ☐ confirm back seats are not detached from the base
- ☐ test back console's USB ports to confirm they can charge phone
- ☐ test full window roll up/down mechanism on both sides
- ☐ test door open with door button (ensure window rolls down slightly as a result)
- ☐ test seat belts fastening on all 3 seats

**Final checks**

- ☐ test front and back lights
- ☐ lock car to ensure mirrors on both sides fold
- ☐ check wipers are operational
- ☐ test speakers
- ☐ test reverse camera
- ☐ test-drive car in Tesla's parking lot, also check for any unusual cabin noises
- ☐ ask to test charging port