

FORKLIFT OPERATORS DAILY CHECKLIST

Truck Number:	Building Number:	Department
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Check for the following defective items. If found defective fill out repair form and turn in to the fleet maintenance department.

- Overhead Guard** - Are there broken welds, missing bolts, or damaged areas.
- Hydraulic Cylinders** - Is there leakage or damage on the lift, tilt, and attachment function of the cylinders
- Mast Assembly** - Are there broken welds, cracked or bent areas, and worn or missing steps
- Lift Chains and Rollers** - Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required. Is there squeaking?
- Forks** - Are they cracked or bent, worn, or mismatched? Is there excessive oil or water on the forks?
- Tires** - What do the tire look like? Are there large cuts that go around the circumference of the tire? Are there large pieces of rubber missing or separated from the rim? Are there missing lugs? Is there bond separation that may cause slippage?
- Battery Check** - Are the cell caps and terminal covers in place? Are the cables missing insulation?
- Hydraulic Fluid** - Check level?
- Gauges** - Are they all properly working
- Steering** - Is there excessive free play? If unit has power steering, does the pump work?
- Brakes** - If pedal goes all the way to the floor when you apply the service brake that is the first indicator that the brakes are bad. Brakes should work in reverse, also. Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged.
- Lights** - If equipped with lights, are they working properly?
- Horn** - Does it work?
- Safety Seat** - If the truck is equipped with safety seat is it working?
- Attachments** - Is there hesitation when hoisting or lowering the forks when using the forward or backward tilt, or the lateral travel on the side shift? Is the connector threaded on squarely and tightly?
- Engine Oil** - Check levels.
- Engine Coolant** - Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect hands.
- Transmission Fluid** - Check levels
- Seat Belts** - Do they work
- Tow Hook** - Does it engage and release smoothly? Does the safety catch work properly?
- Control Lever** - Does the lever operate properly?

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User of this form should prepare a calendar for each month. Take page 1 (checklist) and monthly calendar and copy front and back so they make one form. Operator initials the calendar that daily safety check has been completed