

# Daily Checklists

Date of Inspection: ___/___/___ Shift #: 1__ 2__ 3__					
Operator: Supervisor (sign):			Truck ID#: Hour Meter Reading:		
<b>Before beginning operation of the truck check each item below. Notify the supervisor of any items that require maintenance <i>and take the truck out of service.</i></b>					
<b>Cross out any item that does not apply to the truck being checked.</b>					
<b>Explain problems noted above or describe additional problems on the back of this sheet</b>					
OK	NS	Key Off / Visual Checks	OK	NS	Key On / Operating Checks
		Overhead Guard: damaged, loose, missing			Lights-Front/Tail/Brake: do they all work?
		Hydraulic Cylinders: damaged, leaking			Gauges: do they all work?
		Mast/Carriage Assembly: damaged, loose or missing parts, excessive wear, leaks			Mast: lifts and lowers smoothly, chains and rollers operate properly, excess noise, fluid leaks
		Lift Chains and Rollers: damaged, uneven chain tension			Carriage and Attachments: tilts forward and backward smoothly, excess noise, leaks
		Forks: damaged, bent, worn			Steering: works properly, excess free play, leaks
		Tires & Wheels: damaged, worn, loose			Horn: does it work?
		LP Gas Tank and Hose (LP gas trucks only): tank secure, hose damage, leaks, gas odor			Control levers: operate properly, loose or binding, returns to center freely
		Seat and Seat Belts: damaged, loose or missing?			Directional/Speed Control: operates properly, loose or binding, returns to neutral freely
		Warning Decals/Operators Manual: missing or not readable?			Drive Axle: noise or lubricant leaks
		Data Plate/Load Chart: missing or not readable?			Service Brakes: does truck stop properly in forward and reverse?
		Battery: properly installed, caps and cables tight & undamaged, charge, electrolyte level			Backup Alarm (if equipped): does it work?
		Gauges/Instruments: damaged or missing			Battery Check (electric trucks): does battery show full charge under load?
		Engine Oil: check level, dirty, leaks			Safety Door & Switch (if equipped): in place and working properly?
		Transmission Fluid: check level, leaks			Work Platform (if equipped): does platform raise and lower smoothly?
		Hydraulic Fluid: check level			

