



## ELECTRIC SIT-DOWN LIFT TRUCK OPERATOR'S DAILY CHECKLIST

Truck Serial Number: \_\_\_\_\_ Dept / Shift: \_\_\_\_\_ Operator: \_\_\_\_\_  
 Hour meter reading: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Check each of the following items before the start of each shift. **Let your supervisor and/or maintenance department know of any problem.** Start at the left rear of the lift truck and work towards the front, and then the right side. After checking, mark each item accordingly. Explain below as necessary.

O K	N R	VISUAL INSPECTION
		<b>Oil Spots on Floor</b> (check for leaks on truck)
		<b>Rear Tire</b> (pressure, rim damage, loose/missing lug nuts, wear, cuts, embedded objects)
		<b>Overhead Guard</b> (damage, bends, cracks, looseness)
		<b>Front Tire (left)</b> (pressure, rim damage...)
		<b>Tilt Cylinder (left)</b> (damage, leaks, loose fittings)
		<b>Mast</b> (damage, wear, cracks, loose fasteners)
		<b>Lift Cylinders</b> (damage, leaks, loose fittings)
		<b>Lift Chains</b> (wear, corrosion, cracks, loose leaves, even tension)
		<b>Carriage/Load Back Rest</b> (damage, looseness, bends, cracks)
		<b>Forks/Attachment</b> (damage, cracks, excess wear, twisted, bent)
		<b>Fork Locking Pins</b> (check operation, holds fork secure)
		<b>Tilt Cylinder (right)</b> (damage, leaks...)
		<b>Front Tire (right)</b> (pressure, rim damage...)
		<b>Seat &amp; Seat Belt</b> (check operation, damage, worn/torn belt, loose fasteners)
		<b>Hydraulic Oil</b> (check level)
		<b>Steer axle and Steer Wheel</b> (check for damage, debris)
		<b>Hood Latch</b> (check operation, latches securely)
		<b>Battery Connectors &amp; Cables</b> (damage, cracks, pitting)
		<b>Battery Retention</b> (installed correctly, secure)
		<b>Battery Case &amp; Vent caps</b> (damage, cracks, loose, missing)
		<b>Warning Decals/Operator's Manual</b> (in place, legible)
		<b>Data Plate / Capacity Plate</b> (in place, legible)

O K	N R	OPERATIONAL INSPECTION
		<b>Unusual Noise</b> (during any of the operational checks)
		<b>Emergency Battery Disconnect</b> (check operation)
		<b>Gauges and Instrumentation</b> (check operation)
		<b>Battery Charge</b> (fully charged)
		<b>Seat Switch</b> (if equipped) (check operation)
		<b>Forward Driving</b> (accelerates, steers, brakes smoothly)
		<b>Plugging</b> (stops, changes direction smoothly)
		<b>Reverse Driving</b> (accelerates, steers, brakes smoothly)
		<b>Service Brake</b> (check operation)
		<b>Parking Brake</b> (check operation)
		<b>Directional, Lift/Tilt and Auxiliary Controls</b> (operate freely, hydraulic levers return to neutral)
		<b>Attachment</b> (if equipped) (check operation)
		<b>Mast</b> (extend fully, binding, leaks, roughness, noise)
		<b>Hydraulic Oil</b> (excessive noise when mast is fully raised is indication of low hydraulic oil)
		<b>Horn</b> (sounds when button pressed)
		<b>Backup Alarm</b> (if equipped) (sounds in reverse)
		<b>Work, Strobe, Flashing Lights</b> (if equipped) (check operation)

Explanation of problems marked above (use back of this form if needed):  
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 \_\_\_\_\_  
 \_\_\_\_\_

**OSHA 1910.178 (p) (1) requires a truck to be taken out of service any time it is found to be in need of repair, or is in any way defective or unsafe. Place a "Do Not Operate" tag on the truck, remove the key and alert your supervisor. The Truck may not be placed back into service until necessary repairs are made.**