Forklift Daily Checklist

Date		Operator		Engine Hours	
Truck#		Model# or Serial#		Department	

Engine Off Checks	OK (X)	Maintenance Needed (X)
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage, Securement		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Radiator Coolant – Check Level		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
Engine On Checks – Unusual Noises Must Be Investigated Immediately	OK (X)	Maintenance Needed (X)
Accelerator and Brake Pedals – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning, Good Condition		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning & Correct		

BURNS SCALO ROOFING WALL PANELS • SOLAR PANELS Est. 1956

NEXGEN METAL DESIGN SYSTEMS

Operator Daily Signature					Month/Year
Day	Signature	Day	Signature	Day	Signature
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
After last check of the month, give this form to the Safety Dept.				31	