

**Daily pre-shift inspection is an OSHA requirement. We recommend that you document that these inspections have been made.**

## Electric Truck Operator's Daily Checklist

		<b>Record of Fluid Added</b>
Date _____	Operator _____	Battery Water _____
Truck Number _____	Model Number _____	Hydraulic Oil _____
Department _____		
Shift _____	Drive Hour _____	Hoist Hour _____
	Meter Reading _____	Meter Reading _____

**SAFETY AND OPERATIONAL CHECKS (Prior to each shift)** Have a **qualified** mechanic correct all problems.

	O.K. ( X )	Need Maintenance
Leaks - Hydraulic Oil, Battery		
Tires - Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel - Condition		
Load Backrest Extension - Attached		
Hydraulic Hoses, Mast Chains & Stops - Check Visually		
Finger Guards - Attached		
Overhead Guard-Attached		
Safety Warnings - Attached (Refer to Parts Manual For Location)		
<b>Internal Checks:</b>		
Battery - Water/Electrolyte Level and Charge		
Hydraulic Fluid Level - Dipstick		
Transmission Fluid Level - Dipstick		
<b>Operator's Compartment:</b>		
Operator's Manual in Container		
Capacity Plate Attached - Information Matches Model, Serial Number and Attachments		
Battery Restraint System -Adjust and Fasten		
Seat Belt, Buckle and Retractors - Functioning Smoothly		
Brake Fluid - Check Level		
<b>Controls (Turn Truck On) Unusual Noises Must Be Investigated Immediately:</b>		
Accelerator Linkage - Functioning Smoothly		
Parking Brake - Functioning Smoothly		
Service Brake - Functioning Smoothly		
Steering Operation - Functioning Smoothly		
Drive Control - Forward/Reverse - Functioning Smoothly		
Tilt Control - Forward and Back - Functioning Smoothly		
Hoist and Lowering Control - Functioning Smoothly		
Attachment Control - Operation		
Horn - Functioning		
Lights - Functioning		
<b>Gauges:</b>		
Hour Meter - Functioning		
Battery Discharge Indicator - Functioning		
Instrument Monitors - Functioning		

**Operator's Daily Checklist**