**Operator's Daily Checklist - Electric Industrial Truck

Record of Fluid Added**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |   | Operator |   | Battery Water |   |
| Truck# |   | Model# |   | Hydraulic Oil |   |
| Department |   | Serial# |   |   |   |
| Shift |   | Drive Hour Meter Reading |   | Hoist Hour Meter Reading |   |

 **SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)**
Have a **qualified** mechanic correct all problems.

|  |  |  |
| --- | --- | --- |
| **Motor Off Checks** | OK | 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, Cables & Stops – Check Visually |   |   |
| Finger Guards – Attached |   |   |
| Overhead Guard – Attached |   |   |
| Safety Warnings – Attached (Refer to Parts Manual for Location) |   |   |
| Battery – Water/Electrolyte Level and Charge |   |   |
| Hydraulic Fluid Level – Dipstick |   |   |
| Transmission Fluid Level – Dipstick |   |   |
| Operator's Manual in Container |   |   |
| Capacity Plate Attached – Information Matches Model, Serial Number and Attachments |   |   |
| Battery Restraint System – Adjust and Fasten |   |   |
| Operator ProtectionSitdown Truck - Seat Belt – Functioning SmoothlyMan-up Truck – Fall protection/Restraining means - Functioning |   |   |
| Brake Fluid – Check level |   |   |
| **Motor On Checks (Unusual Noises Must Be Investigated Immediately)** | OK | Maintenance |
| 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 & Alarms (where present) – Functioning |   |   |
| Hour Meter – Functioning |   |   |
| Battery Discharge Indicator – Functioning |   |   |
| Instrument Monitors – Functioning |   |   |