



Daily Forklift Checklist

Operator's Daily Checklist – Internal Combustion Engine Industrial Truck – Gas/LPG/Diesel Truck

Record of Fuel Added

Date:		Operator:		Fuel:	
Truck#:		Model#:		Engine Oil:	
Department:		Serial#:		Radiator Coolant:	
Shift:		Hour Meter:		Hydraulic Oil:	

SAFETY AND OPERATIONAL CHECKS (Prior to each shift)

Have a qualified mechanic correct all problems

Engine Off Checks	OK	Maintenance
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		
Safety Warnings – Attached (Refer to parts Manual for Location)		
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		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		
Radiator Coolant – Check level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and attachments		
Seat belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		

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| Southwest Ohio
Dayton | Central Ohio
Columbus | Southern Ohio
Cincinnati | Northwest Ohio
Toledo | Central Kentucky
Lexington | Western Michigan
Grand Rapids | Greater Chicago
Elgin |
| Northern Indiana
South Bend | Central Indiana
Logansport | Northeast Indiana
Fort Wayne | Northwest Indiana
Schererville | Middle Tennessee
Nashville | Eastern Tennessee
Cookeville | Northern Georgia
Atlanta |



Daily Forklift Checklist

Engine On Checks – Unusual Noises Must Be Investigated Immediately	OK	Maintenance
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking 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 and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level. Temperature, Instrument Monitors – Functioning		

****ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.****

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Southwest Ohio Dayton	Central Ohio Columbus	Southern Ohio Cincinnati	Northwest Ohio Toledo	Central Kentucky Lexington	Western Michigan Grand Rapids	Greater Chicago Elgin
Northern Indiana South Bend	Central Indiana Logansport	Northeast Indiana Fort Wayne	Northwest Indiana Schererville	Middle Tennessee Nashville	Eastern Tennessee Cookeville	Northern Georgia Atlanta