



PARTS AND SERVICE:
(503) 659 -5438



OPERATOR'S DAILY CHECKLIST

Company: _____ Contact: _____
 Make/Model: _____ Serial #: _____

Mark Each Item Accordingly: OK: No Action Required NR: Needs Repair NA: Not Applicable To This Equipment

Inspected by/Date															
	OK	NR	NA	OK	NR	NA	OK	NR	NA	OK	NR	NA	OK	NR	NA
Visual Checks:															
Forks and Carriage: bent , worn, fork locks															
Load Back Rest: bent, cracked, loose, missing															
Mast: hoses, connections, cylinders, rollers															
Tires/Wheels: wear, damage, nuts tight															
Engine Oil: level, dirty, leaks															
Hydraulic Oil: levels, dirty, leaks															
Radiator: Fluid level															
Fuel: check level, lp tank secure															
Battery Connections and Cable: loose, worn, damaged															
Covers/Sheet Metal: damaged, missing															
Overhead Guard: bent, cracked, missing															
Warning Decals/Operators Manual: missing, unreadable															
Data Plate: readable, accurate, missing															

Operational Checks:

Hour Meter: Hours															
Operator Restraint: damage, mounting, operation															
Instrument Panel: damage, operation															
Horn: operation															
Head/Tail/Working Lights: damage, bulbs															
Brakes: firm pedal, stops OK															
Inching Pedal: stops, disengages transmission															
Parking Brake: loose/binding, operational															
Mast: smooth lift and lower check rollers, chains, rails, hoses															
Carriage and Attachments: mounting, damaged, leaks															
Tilt: loose/binding, excessive drift, leaks															
Control Levers: loose/binding, return to neutral															
Battery: charge level _____															
Directional Control: forward, neutral, reverse															
Engine: runs rough, noisy, leaks															
Steering: loose, binding															
Backup Alarm (if equipped): mounting, operation															

Comments:

Check each item at beginning of each shift. If any item is unsafe or in need of repair, notify your supervisor immediately.