

# LIFT TRUCK OPERATOR'S DAILY / WEEKLY INSPECTION REPORT ELECTRIC LIFT TRUCKS

OPERATOR'S NAME \_\_\_\_\_ HOUR METER READING (START OF WEEK) \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ MODEL \_\_\_\_\_ SERIAL NO. \_\_\_\_\_  
 SHIFT  $\pi$  1  $\pi$  2  $\pi$  3 SPECIAL ATTACHMENTS \_\_\_\_\_

## IMPORTANT !

This check must be made by the truck operator daily at the start of the shift

	SUN		MON		TUES		WED		THURS		FRI		SAT	
Week Beginning _____, 20____	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN
1. <b>Battery Compartment</b> Inspect for cleanliness; check electrolyte level														
2. <b>Battery Connector</b> Inspect Connection														
3. <b>Tires</b> Check for foreign particles, gouges and cuts														
4. <b>Mast/Carriage/Forks/ Attachment</b> Check for loose or missing bolts and damage; check chain; check adjustment and operation														
5. <b>Hydraulic System &amp; Drive Axle</b> Check for leaks; Check oil level														
6. <b>Truck Damage</b> Explain in remarks section														
7. <b>Operator Compartment</b> Check for cleanliness														
8. <b>Battery Indicator</b> Observe battery state of charge														
9. <b>Safety Equipment (Rotating lights, back- up alarms, Seat belts etc.)</b> Check operation														
10. <b>Steering</b> Check operation														
11. <b>Brakes</b> Check brake pedal travel and parking brake adjustment														
12. <b>Truck Operation</b> Report anything unusual														

REMARKS:

OPERATOR SIGNATURE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

**FOR SERVICE CALL:**



**West Sacramento** 877-373-4100  
**Stockton** 877-268-1776    **Yuba City** 877-558-3363  
**Redding/Eureka** 877-225-8121