

### Daily Forklift Checklist (Electric)

Check each item before the shift starts. Put a check in the box if the item is OK. Explain any unchecked items at the bottom and report them to a supervisor. **Do not use an unsafe forklift! Your safety is at risk.**

11.2007

Forklift Serial Number:	
Operator:	
Hour Meter Reading:	Date:
<b>Visual Check</b>	
✓	
Tires are inflated and free of excessive wear or damage. Nuts are tight.	
Forks and mast are not bent, worn, or cracked. Upper limit stops are OK.	
Load back rest extension is in place and not bent, cracked or loose.	
Overhead guard is in place and not bent, cracked or loose.	
Attachments (if equipped) operate OK and are not damaged.	
Forklift body is free of excessive lint, grease or oil.	
Hydraulic oil is full and free of leaks.	
Battery connections are tight.	
Covers over battery and other hazardous parts are in place and secure.	
Load rating plate is present and readable.	
Warning decals and operators' manual are present and readable.	
Seat belt or restraint is accessible and not damaged, oily or dirty.	
Motor runs smooth and quiet without leaks or sparks from the exhaust.	
Horn works.	
Turn signal (if equipped) operates smoothly.	
Lights (head, tail and warning) work and are aimed correctly.	
Gauges and instruments are working.	
Lift and lower operates smoothly without excessive drift.	
Tilt operates smoothly without excessive drift or "chatter".	
Control levers are labeled, not loose or binding and freely return to neutral.	
Steering is smooth and responsive free of excessive play.	
Brakes work and function smoothly without grabbing. No fluid leaks.	
Parking brake will hold the forklift on an incline.Backup alarm (if equipped) works.	
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Battery charge level is OK while holding full forward tilt.	

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