

# OPERATORS DAILY CHECKLIST FORKLIFT & HAND LIFT

Berkeley Physical Plant -Campus Services

Check Each Item Before Start Of Each Shift      Date: \_\_\_\_\_

Check on:       Gas/LPG/Diesel Truck       Electric Sit-down

Electric Stand-up       Electric pallet

Truck Serial Number: \_\_\_\_\_ Operator: \_\_\_\_\_ Supervisor's OK: \_\_\_\_\_

Hour meter reading: \_\_\_\_\_

Check each of the following items before the start of operation. Let your supervisor and /or maintenance department know of any problem. After checking mark each item accordingly. Explain below as necessary. Forward to the Safety Office for recordkeeping.

Check lines as follows:      \_\_\_\_\_ OK      \_\_\_\_\_ NG. needs attention. or repair. Circle problem and explain below

**OK    NG    VISUAL CHECKS**

**OK NG OPERATIONAL CHECKS**

\_\_\_\_\_ Tires/Wheels: wear. damage. nuts tight

\_\_\_\_\_ Head/Tail/Working Lights: damage. mounting. operation

\_\_\_\_\_ Gauges/Instruments: damage. mounting. operation. oily. dirty

\_\_\_\_\_ Operator Restraint: damage. mounting. operation. oily. dirty

\_\_\_\_\_ Warning Decals/Operators' Manual: missing. not readable

\_\_\_\_\_ Overhead Guard: bent. cracked. loose. missing

\_\_\_\_\_ Load Back Rest: bent. cracked. loose. missing

\_\_\_\_\_ Forks: bent. worn. stops OK

\_\_\_\_\_ Engine Oil: level. dirty. leaks

\_\_\_\_\_ Hydraulic Oil: level. dirty. leaks

\_\_\_\_\_ Radiator: fluid level. dirty. leaks

\_\_\_\_\_ Fuel: level. leaks

\_\_\_\_\_ Battery: connections loose. charge. electrolyte low

\_\_\_\_\_ Covers/Sheetmetal: damage. missing

\_\_\_\_\_ Brakes: linkage loose. reservoir fluid level. leak

\_\_\_\_\_ Engine: runs rough. noisy. leaks

\_\_\_\_\_ Steering: loose/binding. leaks. operation

\_\_\_\_\_ Service Brake: linkage loose/binding. stops OK. grab

\_\_\_\_\_ Parking Brake: loose/binding. operation. adjustment

\_\_\_\_\_ Seat Brake (if equipped): loose/binding. operational adjustment

\_\_\_\_\_ Horn: operational

\_\_\_\_\_ Backup Alarm (if equipped): mounting. operation

\_\_\_\_\_ Warning Lights (if equipped): mounting. operation

\_\_\_\_\_ Lift/Lower: loose/binding. excessive dirt. leaks

\_\_\_\_\_ Tilt: loose/binding. excessive drift. "chatters." "leaks."

\_\_\_\_\_ Attachments: mounting. damaged. operation. leaks

\_\_\_\_\_ Battery Test (electric trucks only): indicator green while holding full forward tilt

\_\_\_\_\_ Control levers: loose/binding. freely return to neutral

\_\_\_\_\_ Directional Control: loose/binding. find neutral OK

**Explanation of problems marked above:**

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USE ADDITIONAL FORMS AS NEEDED

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