

Towson University

Events & Conference Services Technical Services

TOWSON CENTER FORKLIFT - OPERATOR'S DAILY CHECKLIST



*Inspect Forklift Before the Start of Each Shift	Date	Time	Shift
Operator/Inspector		Hour Meter Reading (Turn key one "position" forward to check Hour Reading) Start: _____ End: _____	
Check Appropriate Boxes	<input type="checkbox"/> Ok	<input type="checkbox"/> Needs Attention or Repair	
VISUAL CHECKS		OPERATIONAL CHECKS	
Tire Condition (No excessive wear/splitting, good rim condition, tight wheel nuts, no separation of rubber and rim, proper tire pressure.)	<input type="checkbox"/>	Parking Brake (Set parking brake and accelerate - parking brake prevents the forklift from moving.)	<input type="checkbox"/>
Forks (No cracks or other damage, locking pins work correctly.)	<input type="checkbox"/>	Service Brake (Brakes slow forklift without jerking or locking, brakes are not too soft.)	<input type="checkbox"/>
Carriage, Mast & Backrest (No broken welds, mounted securely, no visible damage.)	<input type="checkbox"/>	Steering (Steering wheel turns while stopped, turns forklift smoothly and precisely, no strange noise or hesitation.)	<input type="checkbox"/>
Guards (No broken welds, mounted securely, no visible damage.)	<input type="checkbox"/>	Back Up Alarm (Sounds when moving in reverse.)	<input type="checkbox"/>
Chains (Clean, lubricated, no visible wear, equal tension.)	<input type="checkbox"/>	Battery Power Level (Check LED Display on Instrument Panel)	<input type="checkbox"/>
Specification Plate (Readable)	<input type="checkbox"/>	Back Up Light (Lights when moving in reverse.)	<input type="checkbox"/>
Cylinders & Hydraulic Controls (Hydraulic lines ok, hoses ok, secure connections at fittings, no damage to or fluid leaking from lift and tilt cylinders.)	<input type="checkbox"/>	Hydraulic Fluid Level & Master Cylinder Fluid Level (Reservoirs found under Kick Plate below accelerator)	<input type="checkbox"/>
Damage/Leaks (No damage to forklift or puddles of fluid around or under the forklift.)	<input type="checkbox"/>	Battery Water Level (Check each battery's water level - located under seat.)	<input type="checkbox"/>
		Other Gauges/Instruments	<input type="checkbox"/>
Remarks	<input type="checkbox"/>	Warning Lights (Operational)	<input type="checkbox"/>
			<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>