

# Towson University

## MOTORIZED EQUIPMENT OPERATOR'S DAILY CHECKLIST



*Check Before the Start of Each Shift		Date	Time	Shift
Truck No	Operator/Inspector	Hour Meter Reading	Start	End
Check Appropriate Boxes		<input type="checkbox"/> Ok	<input type="checkbox"/> Needs Attention or Repair	
<b>VISUAL CHECKS</b>			<b>OPERATIONAL CHECKS</b>	
<b>Tire Condition</b> (No excessive wear/splitting, good rim condition, tight wheel nuts, no separation of rubber and rim, proper tire pressure.)			<b>Cylinders &amp; Hydraulic Controls</b> (Hydraulic lines ok, hoses ok, secure connections at fittings, no damage to or fluid leaking from lift and tilt cylinders.)	
<b>Forks</b> (No cracks or other damage, locking pins work correctly.)			<b>Parking Brake</b> (Set parking brake and accelerate - parking brake prevents the forklift from moving.)	
<b>Carriage, Mast &amp; Backrest</b> (No broken welds, mounted securely, no visible damage.)			<b>Service Brake</b> (Brakes slow forklift without jerking or locking, brakes are not too soft.)	
<b>Guards</b> (No broken welds, mounted securely, no visible damage.)			<b>Steering</b> (Steering wheel turns while stopped, turns forklift smoothly and precisely, no strange noise or hesitation.)	
<b>Chains</b> (Clean, lubricated, no visible wear, equal tension.)			<b>Back Up Alarm</b> (Sounds when moving in reverse.)	
<b>Specification Plate</b> (Readable)			<b>Head &amp; Tail Lights</b> (Operational)	
<b>Damage/Leaks</b> (No Damage to Forklift or puddles of fluid around or under the forklift.)			<b>Engine Oil Level</b> (Gauge)	
			<b>Radiator Water Level</b> (Gauge)	
			<b>Fuel Level</b> (Gauge)	
			<b>Other Gauges/ Instruments</b>	
			<b>Warning Lights</b> (Operational)	
Remarks				