



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

Daily Operator Checklist - Electric Lift Truck

Date	Operator	Battery Water	
Truck#	Model#	Hydraulic Oil	
Department	Serial#		
Shift	Drive Hour Meter	Hoist Hour Meter	
Engine Off Checks		OK	Needs Repair
Leaks – Hydraulic Oil, Battery			
Tires – Condition and Pressure			
Forks, Top Clip Retaining Pin and Heel -- Condition			
Load Backrest Extension – Attached			
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually			
Finger Guards – Attached			
Overhead Guard – Attached			
Safety Warnings – Attached (Refer to Parts Manual for Location)			
Battery – Water/Electrolyte Level and Charge			
Hydraulic Fluid Level – Dipstick			
Transmission Fluid Level – Dipstick			
Operator's Manual in Container			
Capacity Plate Attached – All Info. Matches Truck			
Battery Restraint System – Adjust and Fasten			
Operator Protection			
Sitdown Truck - Seat Belt – Functioning Smoothly			
Man-up Truck – Fall protection/Restraining means - Functioning			
Brake Fluid – Check level			
Engine On Checks		OK	Needs Repair
Accelerator Linkage – Functioning Smoothly			
Parking Brake – Functioning Smoothly			
Service Brake – Functioning Smoothly			
Steering Operation – Functioning Smoothly			
Drive Control – Forward/Reverse – Functioning Smoothly			
Tilt Control – Forward and Back – Functioning Smoothly			
Hoist and Lowering Control – Functioning Smoothly			
Attachment Control – Operation			
Horn – Functioning			
Lights & Alarms (where present) – Functioning			
Hour Meter – Functioning			
Battery Discharge Indicator – Functioning			
Instrument Monitors – Functioning			