

Month/year: _____

Equipment number: _____

✓ = Good x = Action needed

Northwestern OFFICE OF RISK MANAGEMENT

Daily Pre-Use Inspection Checklist for Bobcat Toolcat

If any item is damaged or not working properly, take a copy of this checklist and give it to your supervisor. Make notes, (ON THE COPY), in the comments section below. NOTE: If vehicle is not used all inspection items must be marked not applicable (N/A).

Inspection items	Day of month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A.) Hour meter reading (notify Autoshop if hours on the service reminder card are greater than or equal to the hour meter reading).															
B.) Engine oil - Check level.															
C.) Hydraulic fluid - Check fluid level.															
D.) Fuel filter - Check the display panel.															
E.) Engine air filter - Check gauge and/or display.															
F.) Engine cooling system - Clean debris from oil cooler and radiator. Check coolant level cold, add as needed.															
G.) Seat belts, arm rest, and control interlocks - Check function. Clean dirt and debris from moving parts.															
H.) TICS - Check function. Raise the arm rest. Move the joystick in all four directions. There must be no motion of the lift arm functions or tilt functions when the joystick is moved.															
I.) General - Check for loose or broken parts, damaged operator cab, instrument operation, loose wheel nuts, oil leaks, damaged or missing safety signs.															
J.) Bob-Tach - Check for proper function.															
K.) Back-up alarm - Check for proper function.															
L.) Indicators and lights - Check for correct operation of all indicators and lights.															
OPERATOR INITIALS															

COMMENTS:

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Inspection items	Day of month															
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A.) Hour meter reading (notify Autoshop if hours on the service reminder card are greater than or equal to the hour meter reading).																
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C.) Hydraulic fluid - Check fluid level.																
D.) Fuel filter - Check the display panel.																
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