

Month/year: \_\_\_\_\_

## Daily Pre-Use Inspection Checklist

Equipment number: \_\_\_\_\_

### Powered Industrial Truck

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 the powered industrial truck is not used, all inspection items must be marked not applicable (N/A). Mark "✓" if the condition is good and "x" if action is needed.

Visual Inspection Items	Day of the Month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Hour meter reading - Notify the Auto shop if the hours on the service reminder card are greater than or equal to the hour meter reading															
B. Check the gauges, instruments, data plate (clean and legible)															
C. Ensure all controls and pedals are in good condition															
D. Check the clutch pedal															
E. Check the fuel system (leaks and fuel level)															
F. Check the engine oil level															
G. Check the brake fluid level															
H. Check the water level and function of the hoses															
I. Ensure the battery is secured															
J. Is the battery full of fluid; once per week, check or every 20 hrs.															
K. Check the hydraulics (controls/fluid/hoses)															
L. Check the tires (pressure and wear)															
M. Ensure there is no physical damage (body, forks, mast, etc.)															
N. Ensure there are no missing/loose parts (bolts, guards, etc.)															
O. Check the cleanliness of the vehicle															
P. Ensure the fire extinguisher is in place and charged															
Operational Inspection Items															
Q. Ensure the seat belt is clean, operable, and in good condition															
R. Check the steering wheel for excessive play															
S. Ensure the horn, back-up horn, and alarm are work properly															
T. Ensure the lights work properly															
U. Ensure the parking brake works properly															
V. Check the service brakes															
W. Ensure the controls work properly (lift, tilt, and side shifter)															
<b>OPERATOR INITIALS</b>															
<b>COMMENTS:</b>															

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	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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