**FORKLIFT OPERATORS DAILY CHECKLIST**
*(COMPLETE BEFORE THE START OF EACH SHIFT)*

**FORKLIFT Make:** ____________  **Model:** ____________

**Location:** ____________________________________________

*(Check any defective item with an x and give details)*

**WALK AROUND**
- ____________ STRUCTURE, (cleanliness, physical condition, window, mirrors)
- ____________ TIRES, (lug nuts, cuts, gouges, pressure)
- ____________ FORKS / BACKREST, (bent, cracked, pins)
- ____________ BOOM / MAST, (broken welds, rollers, chains)
- ____________ BATTERY (corroded cables, fluid level)
- ____________ HYDRAULIC HOSES AND CYLINDERS, (leaks / wear)
- ____________ FIRE EXTINGUISHER
- ____________ CAPACITY NAME PLATE
- ____________ OVERHEAD GUARD, (welds, bolts)
- ____________ FLUIDS, (levels, hoses, leaks)
  - Fuel, Coolant, Hydraulic, Brake, Transmission, ____________

**CAB / START ENGINE**
- ____________ GAUGES, (hour meter, fuel, oil pressure)
- ____________ ACCELERATOR, (sticking)
- ____________ LIGHTS, (head, tail, warning, back-up)
- ____________ SEAT BELT
- ____________ HORN
- ____________ BACK-UP ALARM
- ____________ BRAKES – PARKING AND SERVICE, (holding)
- ____________ SWAY CONTROLS / LEVELERS / OUTRIGGERS, (operable)
- ____________ HYDRAULIC CONTROLS, (lift, tilt, extend)
- ____________ STEERING, (excessive play)
- ____________ UNUSUAL NOISE
- ____________ OTHER (propane connection / hoses if applicable)

Details of problem marked above: ____________________________________________

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**FORKLIFT INSPECTION**

**Month** ____________  **Year** ____________

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Any additional comments concerning the operation of the forklift:

__________________________________________________________________________
__________________________________________________________________________
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__________________________________________________________________________

**Note:** Defects found must be repaired prior to use. If equipment fails inspection notify your supervisor immediately. Store this inspection form in the equipment until end of month, and then file in project office. If equipment fails, fill out appropriate repair forms.

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Davis Constructors Forklift Daily Inspection Log