TOTAL WAREHOUSE

ELECTRIC RIDER JACK DAILY CHECKLIST

Truck Serial Number: _____ Dept / Shift: _____ Operator: _____
Hour meter reading: _____ Date: _____ Supervisor: _____

Check each of the following items before the start of each shift. **Let your supervisor and/or maintenance department know of any problem.** Start at the front of the lift truck and work towards the rear. After checking, mark each item accordingly. Explain below as necessary.

Check boxes as follows: ☐ OK ☐ NR, Needs Repair. Circle problem and explain below.

OK	NR	VISUAL INSPECTION
		Oil Spots on Floor (check for leaks on truck)
		Drive Tire (wear, cuts, or embedded objects, rim damage loose/missing lug nuts)
		Hydraulic Oil (check level)
		Steer Axle, Chain, or other mechanism (check for damage, debris)
		Motor Covers (Loose fasteners, cracked or broken)
		Steering; Control Handle (movement, operation)
		Throttle Hand Grips (check for wear, damage)
		Anti-slip Mat (if equipped) (check condition, cleanliness)
		Battery Connectors & Cables (damage, cracks, pitting)
		Battery Retention (installed correctly, secure)
		Battery Case & Vent caps (damage, cracks, loose, missing)
		Fork Frame (damage. twist)
		Load wheels (tire wear, damage, entrapped debris)
		Warning Decals/Operator's Manual (in place, legible)
		Data Plate / Capacity Plate (in place, legible)

OK	NR	OPERATIONAL INSPECTION
		Unusual Noise (during any of the operational checks)
		Emergency Battery Disconnect (check operation)
		Gauges and Instrumentation (check operation)
		Battery Charge (fully charged)
		Emergency Reverse Button (check operation)
		Forward Driving (accelerates, steers, brakes smoothly)
		Plugging (stops, changes direction smoothly)
		Reverse Driving (accelerates, steers, brakes smoothly)
		Service/Parking Brake (check operation)
		Hydraulic Controls (operate freely, return to neutral)
		Hydraulic Oil (excessive noise when forks are fully raised is indication of low hydraulic oil)
		Horn (sounds when button pressed)
		Backup Alarm (if equipped) (sounds in reverse)
		Travel Alarm (if equipped) (sounds with vehicle in motion)
		Work, Strobe, Flashing Lights (if equipped) (check operation)
		Coast Control (if equipped) (check operation)
		Coast Control Indicator Light (if equipped) (check operation)

Explanation of problems marked above (use back of this form if needed):

_____

_____

_____

OSHA 1910.178 (p) (1) requires a truck to be taken out of service any time it is found to be in need of repair, or is in any way defective or unsafe. Place a "Do Not Operate" tag on the truck, remove the key and alert your supervisor. The Truck may not be placed back into service until necessary repairs are made.

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