

# LIFT TRUCK OPERATOR'S DAILY / WEEKLY INSPECTION REPORT INTERNAL COMBUSTION LIFT TRUCKS

HOUR METER READING  
 (START OF WEEK) \_\_\_\_\_

OPERATOR'S NAME \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ MODEL \_\_\_\_\_ SERIAL NO. \_\_\_\_\_  
 SHIFT  $\pi$  1  $\pi$  2  $\pi$  3 SPECIAL ATTACHMENTS \_\_\_\_\_

## IMPORTANT !

This check must be made by the truck operator daily at the start of the shift

Week Beginning _____, 20____	SUN		MON		TUES		WED		THURS		FRI		SAT	
	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN	OK	NEEDS ATTN
1. <b>Engine Oil</b> Check level (When oil must be added, show number of quarts in "needs attn" column.)														
2. <b>Fuel system, Check level</b> Check for leaks (report leaks immediately)														
3. <b>Radiator</b> Check coolant level (Caution)														
4. <b>Tires</b> Check for foreign particles, gouges and cuts; check pneumatic tire pressure														
5. <b>Mast/Carriage/Forks/ Attachment</b> Check for loose or missing bolts and damage; check chain; check adjustment and operation														
6. <b>Oil and Water</b> Check for leaks														
7. <b>Truck Damage</b> Explain in remarks section														
8. <b>Operator Compartment</b> Check for cleanliness														
9. <b>Engine Oil Gauge</b> Check pressure (Report any abnormal readings)														
10. <b>Ammeter Check guage</b> Check charging rate (Report any unusual readings)														
11. <b>Safety Equipment (Rotating lights, back-up alarms, Seat belts etc.)</b> Check operation														
12. <b>Steering</b> Check operation														
13. <b>Brakes</b> Check brake pedal travel and parking brake adjustment														
14. <b>Truck Operation</b> Report anything unusual														

**REMARKS:**

SUPERVISOR SIGNATURE \_\_\_\_\_

OPERATOR SIGNATURE: \_\_\_\_\_

**FOR SERVICE CALL:**



**West Sacramento** 877-373-4100  
**Stockton** 877-268-1776    **Yuba City** 877-558-3363  
**Redding/Eureka** 877-225-8121