

Rutgers University

POWERED INDUSTRIAL TRUCK OPERATORS' DAILY CHECKLIST

Check Each Item Before Start Of Each Shift

Date: _____

Check one: Gas/LGP/Diesel Truck Electric Sit-down Electric Stand-up Electric Pallet

Truck Serial Number: _____ Operator: _____ Department: _____

Hour meter reading: _____

**IF A FAULT IS FOUND, DO NOT OPERATE THE TRUCK. YOUR SAFETY IS AT RISK.
CONTACT YOUR SUPERVISOR AND/OR MAINTENANCE DEPARTMENT**

Check each of the following items before the start of each shift. After checking, mark each item accordingly. Explain below as necessary.

OK	Faulty	Visual Checks	OK	Faulty	Visual Checks
		Tires/Wheels: wear, damage, nuts tight			Covers/Sheetmetal: damaged, missing
		Head/Tail/Working Lights: damage, operation			Brakes: linkage, reservoir fluid level, leaks
		Gauges/Instruments: damage, operation			Engine: runs rough, noisy, leaks
		Operator Restraint: damage, operation, oily, dirty			Steering: loose/binding, leaks, operation
		Warning Decals/Operators' Manual: missing, dirty			Service Brake: linkage loose/binding, stops OK, grab
		Data Plate: not readable, missing			Parking Brake: loose/binding, operational, adjustment
		Overhead Guard: bent, cracked, loose, missing			Horn: operational
		Load Back Rest: bent, cracked, loose, missing			Backup Alarm (if equipped) operational
		Forks: bent, worn, stops OK			Warning Lights: (if equipped) operational
		Engine Oil: level, dirty, leaks			Lift/Lower: loose/binding, excessive drift, chatters, leaks
		Hydraulic Oil: level, dirty, leaks			Attachemnts: mounting, damaged, operational, leaks
		Radiator: level, dirty, leaks			Battery Test (electric trucks only): indicator in green while holding forward tilt
		Fuels: level, leaks			Control Levers: loose/binding, freely return to normal
		Battery: connections loose, charge, electrolyte low			Directional Control: loose/binding, find neutral OK

Explanation of problems marked above:

IF DEFICIENCIES ARE NOTED, DO NOT USE THE TRUCK UNTIL REPAIRED. 2002