APEX
MATERIAL HANDLING
CORPORATION

For Service
Contact us at: 630-293-8610

Operator's Daily Checklist

Check each Item Before Start of Each Shift

Date: _____

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

Truck Serial Number: _____ Operator: _____ Supervisor's OK: _____

Hour meter reading: _____

Check each of the following items before the start of each shift. Let your supervisor and/or maintenance department know of any problem.
DO NOT OPERATE A FAULTY TRUCK. Your safety is at risk.
After checking, mark each item accordingly. Explain below as necessary.

Check boxes as follows: ☐ OK ☐ NG; needs attention or repair. Circle problem and explain below.

OK	NG	Visual Checks
		Tires/Wheels: wear, damage, nuts tight
		Head/Tail/Work Lights: damage, mounting, operation
		Gauges/Instruments: damage, operation
		Operator Restraint: damage, mounting, operation, oily, dirty
		Warning Decals/Operator's Manual: missing, not readable
		Data Plate: not readable, missing
		Overhead Guard: bent, cracked, loose, missing
		Load Back Rest: bent, cracked, loose, missing
		Forks: bent, worn, stops OK
		Engine Oil: level, dirty, leaks
		Hydraulic Oil: level, dirty, leaks
		Radiator: level, dirty, leaks
		Fuel: level, leaks
		Battery: connections loose, charge, electrolyte low
		Covers/Sheet metal: damaged, missing
		Brakes: linkage, reservoir fluid level, leaks debris on floor

OK	NG	Visual Checks
		Engine: runs rough, noisy, leaks
		Steering: loose/binding, leaks, operation
		Service Brake: linkage loose/binding, stops OK, grab
		Parking Brake: loose/binding, operational, adjustment
		Seat Brake (if equipped): loose/binding, operational, adjustment
		Horn: Operation
		Backup Alarm (if equipped): mounting, operation
		Warning Lights (if equipped): mounting, operation
		Lift/Lower: loose/binding, excessive drift, leaks
		Tilt: loose/binding, excessive drift, "chatters," leaks
		Attachments: mounting, damaged, operation, leaks
		Battery Test (electric trucks only): indicator in green while holding full forward tilt
		Control Levers: loose/binding, freely return to neutral
		Directional Control: loose/binding, find neutral OK

Explanation of problems marked above: _____