

Electric Pallet Jacks - Daily Checklist

Week of		Operator		Truck#				
								Key: ✓ – Good X – Attention Needed
		M	T	W	Th	F	Sat	Sun
Tires/Wheels: wear, damage, nuts tight								
Gauges/Instruments: damage, operation								
Warning Decals/Operators' Manual: Missing, not readable								
Data Plate: not readable, missing								
Forks: bent, worn, stops OK								
Covers/Sheet metal: damaged, missing								
Brake: Emergency Brake Test								
Steering: rolls up, down, back and forth freely								
Horn: Operational								
Battery connections loose, charge, electrolyte lot								
Lift/Lower: loose/binding, excessive drift, leaks								
Directional Control: lose/binding, find neutral OK								

Notes:

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Saturday:
Sunday: