

# FORKLIFT/GRADALL DAILY INSPECTION CHECKLIST



To be completed **DAILY** by the operator or authorized person **BEFORE** each use.

<b>Make:</b>	<b>Model:</b>					<b>Unit#:</b>	
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Date:</b>							
<b>Hour Meter Reading:</b>							
<b>Operator/Inspector:</b>							

**For each "Inspection Item," indicate one of the following: P=Pass F=Fail N/A=Not Applicable**

INSPECTION ITEM	M	T	W	Th	F	S	Su	Comments <i>Explain 'F'</i>
Labels/Operator Manual								
Chassis/Mast: Cracks, Welds, Deformation								
Seatbelt Function								
Wheels/Tires: Pressure, Cracks, Splits, Missing Lugs								
Fluid Levels/Leaks: Oil, Fuel, Water, Battery(s), Hoses								
Lights, Alarms, Horn, Backup Bell, Warning Lights								
Mirrors, Gauges								
Brakes: Operational, Parking								
Steering, Lift Controls								
Site: Holes/Drop-offs, Slopes, Grades, Uneven Surfaces								
Site: Electrical, Water, Sprinkler, Chemical Lines								
Site: Overhead Obstructions								
Equipment and site are safe for operation								

Note: Any item not checked requires the unit be taken out of service until the problem is corrected.  
**REPORT ALL DEFECTS TO YOUR FOREMAN IMMEDIATELY**

**General Comments:**