



Forklift Pre-Trip Inspection

Note: Drivers must conduct a pre-trip inspection prior to each trip daily.

Campus: _____

Fleet #: _____

DATE: _____

Hour Meter Reading: _____

Valid forklift training? _____

Proper PPE being used? _____

INSPECTION ITEMS:	GOOD:	REQUIRES REPAIR:	COMMENTS:
Engine oil level			
Hydraulic oil level			
Engine coolant (Visually inspect reservoir level)			
Fuel or battery charge level (if electric)			
Tires - Check for tire wear, foreign particles, gouges and cuts, missing wheel fasteners, and visually inspect air pressure and condition.			
Mast & Carriage (Visually inspect for damage or missing bolts)			
Forks - Check for cracks, bends and damage.			
Visually inspect for fuel leaks, puddles around or under unit.			
Operator's compartment - Inspect for cleanliness.			
Safety equipment - Beacon light, backup alarm and horn.			
Steering - Check operation.			
Brakes - Check brake and park brake operation			
Damage - Visually inspect overall condition and note any damage/s.			
Forklift Operation - Report any unusual operation or noises.			

Additional Comments: _____

Operator's Name (Print): _____

Operator's Signature: _____