

# Electric Forklift Check Sheet



**ACCURATE  
FORKLIFT**

Forklift Sales, Rentals, Parts & Service



Customer
Model & Serial No.
Authorized Signature



Office: 770-692-1455 • Fax: 770-692-1450

www.accurateforklift.net

Date	Hour Meter
Date Last P.M.	Hours Last P.M.
Cust. P.O. No.	

### Electric Planned Maintenance Report

Rental No.	Work Order No.	Time In	Time Out
Inspector	Special Instructions		

✓ = OK  
 ✕ = Needs repair / replace (see note)  
 \* = If applicable  
 \*\* = If readily accessible

Test Drive Machine	Motors	Brake System	Wheels and Tires Condition
Drive Train Noise	Check Cable Connections & Air Clean **	Check for Leakage	Drive
Steering Operation	Lubricate	Fluid Level	Steer
Service Brake Operation	Check Brush & Commutator Condition **	Clean Vent Cap	Load *
Speed Control	Drive Motor	Cylinder Mounting	Caster *
IA Operation	Hydraulic Motor	Pedal Free Travel	
Creep Speed	Aux. or Power Steering Motor	Pedal Drift	<b>Parts</b>
Plugging and Directional Control		Hoses and Fitting-Condition	Brake Cleaner
Pedal Pads and Linkages	<b>Electrical Checks</b>	Check Park Brake or Seat Brake	Tube of Grease
Brake Pad Operation / Seat Brake	Condition of Contact Tips:		Contact Spray
Hydraulic Functions Operation	Forward	<b>Upright &amp; Carriage</b>	
	Reverse	Visual Check Chain Condition & Adjustment	
<b>Cleaning &amp; Lubrication</b>	IA	Security of Mounting	<b>- NOTES OF NEEDED REPAIRS -</b>
Air Clean Truck	Field Weakening	Cylinder Leakage	
Lubricate Truck	Aux. Pump	Check Forks, Locks, Stops	
	Hyd. Pump	Rail Condition	
<b>Batteries &amp; Cables</b>	Regen. Brake *	Trunnion Ring Condition	
Battery Connector Condition			
Note Water Level **	<b>Tilt Cylinders</b>	<b>Sheet Metal Condition</b>	
Visual Condition of Battery	Check for Leakage	Overhead Guard	
	Check Cylinder Adjustment	Doors, Hoods, & Latches	
<b>Gauges-Lights-Indicators</b>	Mounting	Tail Lamps, Head Lamps	
Hour Meter Operation			
Battery Gauge	<b>Drive Axle</b>	<b>Steering System</b>	
Backup Alarm *	Fluid Level	Check for Leakage	
Strobe Operation *	Check Air Vent	Check Wheel Bearing Play	
Horn	Noise	Security of Mounting	