# FORKLIFT PRE-RENTAL INSPECTION CHECKLIST

***To be filled out by the Driver delivering this forklift and then attached to the original invoice. Inspect and then initial all items that pertain to the forklift you are delivering. Any item that does not pass this safety inspection must be corrected before this forklift can be operated.***

| | |
|---|---|
| **Name** | **Date** |
| **Equip #** | **Contract #** |
| **Fuel** | **Hours** |

## INSPECTION

____ Overhead guard
____ Hydraulic cylinders
____ Mast assembly
____ Tire pressure & condition
____ Forks
____ Fuel gauge
____ Check the engine oil level
____ Examine the battery
____ Check the hood/seat latches
____ Inspect the hydraulic fluid level
____ Check the engine coolant level
____ Check the transmission fluid level
____ Check the belts
____ Check for fuel, oil or water leaks
____ Fire Extinguisher (optional)
____ Capacity Flip Chart
____ **Warning & Safety decals are legible**
____ **Operators Manual**

Reach Forklift

## TEST OPERATION

____ Steering
____ Brakes & Parking brake
____ Horn
____ Backup Alarm
____ Safety Belt
____ Transmission
____ Front, tail, and brake lights
____ Check the operation of the mast & tilt
____ Check the operation of frame tilt, carriage tilt, and reach
____ Check Outriggers

**Remarks**

| |
|---|
| |
| |
| |
| |
| |
| |
| |

**Signature:** _____

**WARNING FORWARD REACH FORKLIFT**

Any piece of equipment can be dangerous if not operated properly. **YOU** are responsible for the safe operation of this equipment. The operator must carefully read and follow any warnings, safety signs and instructions provided with or located on the equipment. Do not remove, defeat, deface or render inoperable any of the safety devices or warnings on this equipment. If any safety devices or warnings have been removed, defeated, defaced or rendered inoperable, **DO NOT USE THIS EQUIPMENT!!!**

**This equipment is subject to Section 2449 (d)(3) California Code of Regulations**

(A) **Idling Limit -** No vehicle or engines subject to this regulation may idle for more than 5 consecutive minutes. Idling of a vehicle that is owned by a rental company is the responsibility of the renter or lessee, and the rental agreement should so indicate. The idling limit does not apply to:
**1**. Idling when queuing, **2.** Idling to verify that the vehicle is in safe operating condition, **3**. Idling for testing, servicing, repairing or diagnostic purposes, **4**. Idling necessary to accomplish work for which the vehicle was designed (such as operating a crane),
**5**. Idling required to bring the machine system to operating temperature, and 6. Idling necessary to ensure safe operation of the vehicle.

**4 Wheel Drive Warning:** Please be aware this 4-Wheel Drive lift will only provide 1-wheel per axle drive over certain driving conditions. Under more severe conditions this could cause the lift to spin one opposing tire per axle. Caution should be used when driving over unimproved surfaces, gravel roads, rough terrain, or soft and muddy conditions. Customers are responsible for tow and recovery services should the lift become stuck. A Tool Shed does not provide any tow or recovery services.

**<< WARNING >> DO NOT** level the frame with lift loaded or the boom raised or extended. Only level the frame while stopped, and with the boom fully retracted and the forks or attachment raised just enough to clear the ground.

**NEVER** use fork extensions. ***<<Use the flip chart to the right of the steering wheel to determine the lifts capacities at different heights and reaches>>*** All capacities are at a 24" load center. **IMPROPER USE WILL CAUSE THIS LIFT TO TIP OR ROLL OVER. THE EQUIPMENT PROTECTION PLAN DOES NOT COVER DAMAGES CAUSED BY TIP OR ROLL OVER.**

**OPERATING INSTRUCTIONS**

The ***Operator's Manual*** is located in the black plastic box either behind the seat or below the instrument panel. **Operating weight 22.600 pounds.**
***Before you operate this lift, read, understand and obey all the safety rules and operating instructions in the Operator's Manual***
***Always perform a pre-operation inspection and function test prior to use.***
Drivers shall check the forklift at least once per shift, and if it is found to be unsafe the matter shall be reported immediately to **A TOOL SHED**, and the forklift cannot be used again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, brakes, parking brake, steering mechanism, and the lift system of the forklift.

**PARKING**

Never leave forklift unattended while engine is running. When leaving the forklift unattended, stop the lift on a level surface and set the parking brake, retract the mast, put the forks or other attachment flat on the ground, place the controls in neutral and shut the engine off. (AVOID parking on a slope, but if necessary, park across the slope and block the wheels).

**NEVER** use the forks or any other non-OSHA approved device to lift personnel! **NO RIDERS** this is strictly a single seat, NO Passenger machine!

**IMPORTANT SAFETY RULES TO FOLLOW**

1. **Always wear the seatbelt** to prevent you from being tossed from the machine. **NEVER JUMP OFF** the forklift even if it seem that it will tip. Always do as follows. Stay in the operator's seat. Hold the steering wheel securely. Brace your legs. ***If you jump off the forklift when it turns over, there is danger that you will be fatally crushed under the forklift.***
2. Always keep hands, feet and arms inside of the operator's station when operating.
3. Always wear proper personal safety gear called for by the job or working conditions. **Always wear eye protection!**
4. Be aware of pinch point areas on the forklift.
5. **Warning metal conducts electricity. Do Not use this Lift where it may come into contact with power lines or other electric circuts. Failure to comply to this warning will result in serious personal injury or death. Keep appropriate distances from High Voltage lines. Never use the Lift as a ground for welding.**
6. Do not exceed the forklifts rated operating capacity. Refer to the flip chart located on the right side of the steering wheel.
7. Do not allow children to play on or around the forklift.
8. Do not attempt to start the engine or operate any controls unless properly seated in the operator's seat.
9. Do not operate the forklift in an enclosed area. Carbon monoxide is a poisonous deadly gas.
10. Do not refuel the fuel tank while the engine is hot or running and Do Not smoke while refueling the engine.
11. Do not drive too close to an excavation or ditch. Avoid turning if possible and use extreme caution on grades, ramps or inclines. Whenever possible travel straight up and down the slope.
12. Do not travel up or down a grade or slope that exceeds 22% (12 degrees).
13. Do not place or retrieve loads on an up or down slope or grade that exceeds 7% (4 degrees).
14. Do not travel across a side hill that exceeds 18% (10 degrees) grade.
15. Do not place or retrieve loads on a side hill with a slope or grade that exceeds 12% (7degrees) grade. Regardless of the terrain or the position of the wheels, the **FRAME MUST BE LEVEL** as indicated by the level indicator on the **ROPS** cross member. The attachment tool MUST be maintained at the "carry" Position with the boom fully retracted, and the attachment tool at a minimum ground clearance.
16. When ascending or descending grades in excess of 5% (3 degrees), the machine **MUST** be driven with the load upgrade. An unloaded machine should be operated on all forward grades with forks or attachment downgrade and tilted back when possible.

**REFUELING & MAINTENANCE**

**Warning:** The Customer is responsible for all damages resulting from lack of fuel or lubrication. Check the motor oil, coolant and hydraulic oil every time you refuel the equipment.

**REFUELING**: Stop the engine and shut off electrical equipment while filling the fuel tank. Use extra caution when fueling a hot engine. Always ground the fuel nozzle against the filler neck to avoid sparks. **NEVER SMOKE** while handling fuels. **DIESEL FUEL ONLY!**
**COOLING SYSTEM**: Keep the radiator free of debris. If at any time the motor overheats, shut it off and call us immediately. **Danger:** ***Never remove the radiator cap on a hot engine the liquid is under pressure, extremely hot and will cause serious burns.*** Liquid cooling systems build up pressure, as the engine gets hot. Before removing the radiator cap, stop the engine and let the system cool. Remove the radiator cap only after the system is cold. For cooling systems with an overflow tank, the coolant can usually be checked at the tank without removal of the radiator cap.

If the person receiving this handout will not be the user of the equipment, forward these instructions to the operator. **If** there is any doubt as to the operation or safety of the equipment, **DO NOT USE!!! CALL A TOOL SHED IMMEDIATELY!!! FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN INJURY OR DEATH**