



Operational Maintenance Service Report

Recommended every 250 hours or 3 months

Recommended Service Intervals: 250 Hrs. or 3 months 1000 hrs. or 6 months 2000 hrs. or 1 year 4000 hrs. or 2 years

Customer	Make	Model	Date Serviced	Invoice No.
	Hour Meter	Unit #	Serial No.	
Location	P.O. No.	Technician	Next Service Due:	

LPG / Gas	Diesel	Electric	Line Item	MAINTENANCE OPERATIONS We have completed these services as applicable, according to the manufacturer's maintenance recommendations, as outlined on the attached page.	OK or Completed	Added, Adjusted or Cleaned	Recommend Additional Work
●	●	●	1.	Inspect Wheel and tire condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	2.	Inspect Wheel lug nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	3.	Check Hoist mechanism, chains, cylinders, LBR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	4.	Check Hydraulic hoses lines and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	5.	Inspect Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	6.	Inspect Brake Lines and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	7.	Check Brake Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	8.	Check Pedal and lever linkages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	9.	Clean unit (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	10.	Clean Battery terminals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	11.	Inspect Battery cables and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	12.	Inspect Battery connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	13.	Check Battery electrolyte level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	14.	Inspect Cooling system hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	15.	Inspect Water pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	16.	Inspect Drive belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	17.	Inspect Radiator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	18.	Clean Radiator lint screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	19.	Check Anti-freeze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	20.	Check tightness and condition of motor mounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	21.	Check Hydraulic oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	22.	Check Brake fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	23.	Check Transmission oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	24.	Check proximity and personnel safety system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	25.	Inspect Drive axle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	26.	Check Transmission breather, differential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	27.	Check Differential oil, Planetary Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	28.	Check Ignition switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	29.	Check Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	30.	Check Dash / Display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED REPAIRS	YES	NO	CALL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRIVE TIRES: x x MEASURE DIA.
STEER TIRES: x x MEASURE DIA.
 SM TR UNI NM OK NEEDS REPLACED

FORKS: WIDTH LENGTH HOOK PIN
 ORIG THICKNESS ACTUAL THICKNESS
 OK NEEDS REPLACED

CHAINS: PITCH LACING MAIN F/L
 OK NEEDS REPLACED

SAFETY DECALS **SAFETY BELTS** **OPERATORS MANUAL**

LPG / Gas	Diesel	Electric	Line Item	MAINTENANCE OPERATIONS We have completed these services as applicable, according to the manufacturer's maintenance recommendations, as outlined on the attached page.	OK or Completed	Added, Adjusted or Cleaned	Recommend Additional Work
●	●	●	31.	Check Gauges and indicator lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	32.	Check Cab and options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	33.	Check Service Brake Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	34.	Check Clutch or inching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	35.	Check Monotrol / accelerator pedal or controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	36.	Inspect Exhaust system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	37.	Change Engine oil (see page 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	38.	Replace Engine oil filter (see page 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	39.	Lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	40.	Check Hydraulic tank breather(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	41.	Clean Air filter (replace as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	42.	Inspect Air ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	43.	Clean Air precleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	44.	Check Carburetor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	45.	Check Engine idle and governed RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	46.	Check General engine condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	47.	Check General machine operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	48.	Inspect Safety labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	49.	Check Operator restraint system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	50.	Check Hood and latches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	51.	Check Seat latches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	52.	Inspect Seat rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	53.	Check Parking brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	54.	Inspect Nameplate / Data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	55.	Change Fuel-water separator filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	56.	Check and clean Fuel sediment bowl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	57.	Check and clean Water Separator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	58.	Inspect Tie rods and steering linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	59.	Check Wheel bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	60.	Check Steering column tilt memory lever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	61.	Check Control Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	62.	Check Contactor Tips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	63.	Check Seat Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
●	●	●	64.	Check LPG system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARTS AND LUBRICANTS USED TO PERFORM MAINTENANCE			
PART #	QTY	DESCRIPTION	TRUCK

ADDITIONAL WORK AUTHORIZED
 NAME: _____
 TITLE: _____

 Customer's Representative

Operational Maintenance includes only those items listed above. Additional services or inspections may be added by separate work order. Operational Maintenance checks do not identify the presence or absence of original equipment.
 Any unmarked item either does not apply, or is not part of this unit.

MAINTENANCE OPERATIONS

Refer to the appropriate Lubrication Guide, Owner's and Operator's Guide, Service Manual or the SPEC book for detailed specifications, requirements and procedures.

- 1 Check wheels and tires (including caster wheels) for damage, excessive wear.
- 2 Check that wheel lug nuts are in place and tight.
- 3 Check for bent, damaged or worn forks; cracked, damaged or worn hoist chains (use wear gauge to check for elongation tolerances); bent channels, damaged rollers, worn wear strips; worn tilt anchors and rod ends and condition of load backrest extension. Check hoist and tilt cylinders for damage and leakage. Check pallet/platform lift linkage.
- 4 Check hydraulic lines, hoses and fittings for wear and leakage.
- 5 Check attachment for worn and damaged components.
- 6-7 Check brake lines and fittings for wear and leakage. Check master cylinder.
- 8 Check brake, clutch, shift, accelerator and hydraulic control linkages for wear and damage.
- 9 Clean unit with air, water or steam, depending on availability of equipment and according to maintenance agreement. Under no circumstances should any components in the electrical compartment of an electric truck be steam or water cleaned.
- 10-13 Check battery terminals, cables and connectors for loose connections and corrosion. Check electrolyte level when applicable. Clean as required.
- 14 Check cooling system hoses for leaks and deterioration.
- 15 Check water pump for leaks and bearing condition.
- 16 Check all drive belts for cuts, cracks and frays.
- 17-18 Check radiator and screen for leaks and damages. Check radiator cap seals and coolant level.
- 19 Check condition of anti-freeze mix.
- 20 Check tightness and condition of motor mounts and mount bolts.
- 21 Check hydraulic oil level and add as necessary
- 22 Check brake fluid level and add as necessary.
- 23 Check transmission oil level and add as necessary.
- 24 Check proximity and personnel safety system if present.
- 25-26 Check drive axle, differential and transmission breather(s)
- 27 Check differential and planetary unit oil level and add if necessary.
- 28 Check ignition switch lockout operation.
- 29-31 Check horn, dash display gauges and indicator lights for proper operation.
- 32 Check for broken glass. Check operation of doors, heater, AC.
- 33 Check service brakes for proper operation.
- 34 Check inching or clutch for proper operation.
- 35 Check Monotrol/accelerator pedal or controller for proper operation.
- 36 Check the exhaust system for leaks.
- 37-38 Change engine oil and filter. (Check manufacturer's recommendations).
- 39 Lubricate the unit according to requirements as specified in the appropriate Lubrication Chart, Operator's Manual, or Service Manual.
- 40 Check and clean hydraulic tank breather(s).
- 41-43 Clean or replace filter element, depending on need. Clean oil bath air cleaner and install new oil, if so equipped. Check air filtration ducts for leaks or restriction, and clean air precleaner.
- 44 Check carburetor for proper operation and contamination buildup.
- 45 Check idle RPM and governed RPM. Adjust as required.
- 46 Check engine for smoke, unusual noise and response.
- 47 Check steering, upright, attachment and running gear for proper operating characteristics.
- 48 Check condition of safety labels and replace if necessary.
- 49 Check operator restraint system.
- 50-52 Check operation of hood, seat latches and seat rail.
- 53 Adjust brakes if necessary.
- 54 Check for deterioration. All information must be legible and agree with actual truck specifications.
- 55 (Diesel) Change fuel-water separator filter.
- 56 (Diesel) Check fuel sediment bowl.
- 57 (Diesel) Check water separator.
- 58 Lube tie rods and check for wear. (500 hours)
- 59 Check wheel bearings and repack if necessary.
- 60 Check operation of steering column tilt memory lever (if equipped).
- 61 (Electric) Check control panel for loose connections, proper wiring.
- 62 (Electric) Check contactor tips for wear, excessive arcing.
- 63 (Electric) Check seat brake for proper operation.
- 64 (LPG) Check fuel system, hoses, fuel lines, sensors, and regulator.