



Warehouse Equipment Maintenance & Battery Management Checklist 2026

Pre-Shift Battery Inspection

Initial verification of battery electrolyte levels, terminal cleanliness, and physical casing integrity before daily operations begin.

Inspection Date

Inspection Time

Battery Unit ID/Asset Number

- ☐ Battery Unit 001
- ☐ Battery Unit 002
- ☐ Battery Unit 003

Visual Damage Check

- ☐ No visible casing cracks
- ☐ No terminal corrosion
- ☐ No cable fraying or damage

Electrolyte Level (mm/inches)

Enter a number...

Observed Discrepancies or Issues

Write something...

Photo of Battery Terminal Condition

 Upload File

Operator Verification Signature

Charging Station Safety & Environment

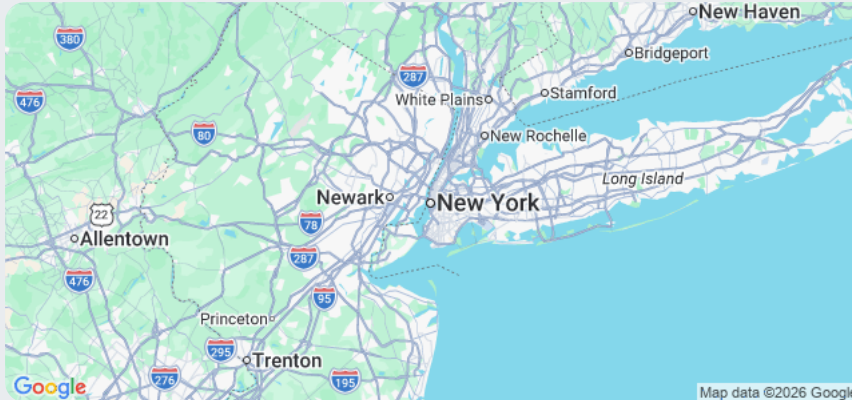
Inspection of charging areas for ventilation, fire suppression readiness, and-eye wash station accessibility.

Inspection Date

Enter date...

Charging Station ID/Zone

 [Set My Current Location](#)



Ventilation System Status

- ☐ Operational
- ☐ Obstructed
- ☐ Requires Maintenance

Safety Equipment Availability

- ☐ Eyewash Station
- ☐ Fire Extinguisher
- ☐ Spill Kit
- ☐ PPE (Gloves/Goggles)

Ambient Temperature Reading (°C)

Enter a number...

Safety Incident or Hazard Observations

Write something...

Photo of Station Condition

 Upload File

Inspector Signature

Battery Charging & Maintenance Log

Review of charging cycles, water topping schedules, and temperature monitoring during the charging process.

Date of Battery Inspection

Enter date...

Battery ID/Asset Number

- ☐ BATT-001
- ☐ BATT-002
- ☐ BATT-003

Electrolyte Level (mm/cm)

Enter a number...

Maintenance Actions Performed

- ☐ Water Topped
- ☐ Terminals Cleaned
- ☐ Corrosion Removed
- ☐ Cables Inspected

Maintenance Notes & Observations

Write something...

Technician Signature

Material Handling Equipment (MHE) Mechanical Check

Routine inspection of forks, hydraulic systems, mast chains, and lifting mechanisms for all forklifts and reach trucks.

Forklift/Equipment ID

- ☐ FL-101
- ☐ FL-102
- ☐ REACH-05
- ☐ PALLET-JACK-02

Hydraulic System Status

- ☐ Operational / No Leaks
- ☐ Minor Leaks Detected
- ☐ Critical Failure / Requires Repair

Mast & Chain Integrity

- ☐ Pass
- ☐ Fail

Observed Mechanical Defects

Write something...

Inspection Date

Enter date...

Inspector Authorization

Tire, Wheel, and Brake Assessment

Verification of tire tread depth, -wear patterns, and braking efficiency to ensure safe maneuvering in warehouse aisles.

Inspection Date

Tire Condition Status

- ☐ Good
- ☐ Needs Repair
- ☐ Critical - Out of Service

Measured Tire Tread Depth (mm)

Observed Defects

- ☐ Cracks or Sidewall Damage
- ☐ Uneven Wear
- ☐ Debris/Object Embedded in Tire
- ☐ Loose Lug Nuts

Brake System Functionality

- ☐ Fully Functional
- ☐ Squealing/Grinding Noise
- ☐ Reduced Braking Power

Maintenance Notes & Observations

Write something...

Inspector Signature

Conveyor System & Automated Sortation Audit

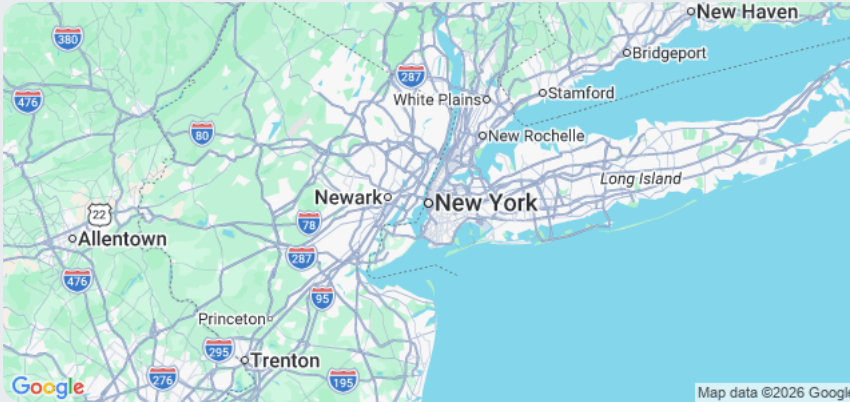
Functional testing of belt tension, sensor alignment, and emergency stop (E-Stop) responsiveness on conveyor lines.

Audit Date

Enter date...

Conveyor Line/Zone ID

 [Set My Current Location](#)



Conveyor Belt Condition

- ☐ Excellent
- ☐ Good
- ☐ Needs Repair
- ☐ Critical/Out of Service

Emergency Stop (E-Stop) Functionality Check

- ☐ Pass
- ☐ Fail

Inspection Points Completed

- ☐ Sensor Alignment Check
- ☐ Belt Tension Verification
- ☐ Motor/Drive Unit Inspection
- ☐ Debris Removal

Defect Details & Maintenance Notes

Write something...

Photo Evidence of Identified Issues

 Upload File

Auditor Authorization

Dock Leveler & Dock Plate Maintenance

Structural inspection of dock levelers, hydraulic functions, and safety lip alignment for loading dock stability.

Inspection Date

Enter date...

Dock Door Number

- ☐ Dock 01
- ☐ Dock 02
- ☐ Dock 03
- ☐ Dock 04

Component Inspection Checklist

- ☐ Hydraulic Fluid Levels & Leaks
- ☐ Mechanical Lip Functionality
- ☐ Structural Integrity of Dock Plate
- ☐ Safety Yellow Paint & Visibility
- ☐ Emergency Stop Button Function

Maintenance Notes & Defect Descriptions

Write something...

Photo Evidence of Repairs/Damage

 Upload File

Inspector Signature

Post-Shift Equipment Decommissioning

Standardized procedures for parking, powering down, and securing equipment at the end of the operational shift.

Date of Decommissioning

Enter date...

Shift End Time

Enter time...

Equipment ID/Unit Number

- ☐ Forklift #101
- ☐ Forklift #102
- ☐ Reach Truck #201
- ☐ Pallet Jack #05

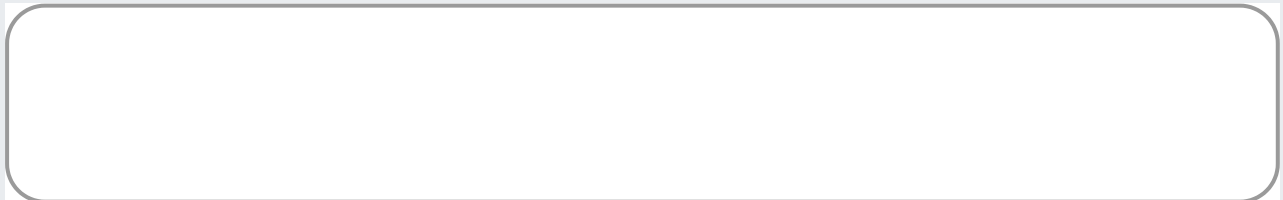
End-of-Shift Cleaning Tasks Completed

- ☐ Battery Disconnected/Plugged In
- ☐ Forks Lowered to Ground
- ☐ Debris Removed from Attachments
- ☐ Charging Cables Secured

Reported Mechanical Issues

Write something...

Operator Verification Signature

A large, empty rectangular box with rounded corners, intended for the operator's signature.

< Previous

> Next

✓ Finish

🔗 Generate Sample Report