



CLARK
THE FORKLIFT

(952) 887-5400



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UNICARRIERS
FORKLIFT

FAX (952) 881-3030



Planned Maintenance Service Authorization Form

We will furnish these services (see 2nd page) to your equipment at the scheduled intervals agreed to below

	Make	Model	Serial Number	Cust unit #	Yr	Cap.	Freq	Fuel	Elec.	Class	Rate	P/I
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

(a) The above charges are for labor only. Oil, lubricants, filters, etc., required to complete these stated services will be billed at prevailing parts prices. **IN THE EVENT OF POSSIBLE FUTURE LABOR AND/OR MATERIAL COST INCREASES IT MAY BE NECESSARY TO ADJUST PRICING ACCORDINGLY.**

(b) Additional service will be scheduled or performed only upon authorization. Labor, travel, parts and material will be billed at prevailing prices.

(c) Machine must be promptly available for servicing upon arrival of serviceman at location, or an additional labor charge at prevailing rate will be made for waiting time after 15 minutes. A suitable place must be provided to permit servicemen to work on machines unrestricted by space limitations or other interferences.

(d) The equipment to be serviced under this agreement is listed above and/or on attached schedule. Additions and deletions will be made to this agreement as requested and agreed to by both parties.

(e) In addition to the above scheduled service we recommend that all fluid reservoirs be checked daily.

(f) ACCESSORIES: We strongly recommend you review your operation to determine if you have a need for additional light(s), mirror(s) and/or alarm(s) on the equipment described in this quotation. Please review the enclosed accessories brochure with our sales representative to determine the proper configuration of material handling equipment for your operation.

(g) TRAINING: Operator training is required by OSHA. (See 29 CFR 1910.178, Subpart N.) Operator training classes are available upon request for an additional charge.

(h) EMISSION TEST: Required by OSHA (Reg. 5205.0116 Subp.2). We will perform this service for a fee of **\$50.00**

Testing to be: Monthly Quarterly Yearly Accepted initials

This agreement may be cancelled by either party upon notice in writing thereof.

This agreement supersedes any other maintenance agreement between us, either expressed and/or implied.

Additional repairs may be authorized by: (Site Contact) _____ Authorized Site Contact Phone: _____

Customer # _____ **Ship To #** _____ **Start date**

Company Name: _____ **Ship to Name:** _____

Bill To Address: _____ **Ship To Address:** _____

City, State, Zip : _____ **City, State, Zip:** _____

Special Instructions or Comments: _____

Customer Signature: _____ **Print Name:** _____ **Title:** _____

Salesman: _____ **Date:** _____ **Customer Phone:** _____

Internal use only: **Date Received:** _____ **Received By:** _____ **Date Entered:** _____ **Entered By:** _____

POWERED EQUIPMENT

1. Ask for operator concerns/input.
2. Clean machine (compressed air).
3. Clean grease fittings and lubricate.
4. Check upright assembly.
5. Check parking brake operation.
6. Check service brake operation.
7. Check/fill master cylinder.
8. Inspect brake pedal linkage.
9. Inspect hyd. Cylinders and hoses.
10. Check tilt cylinder anchors.
11. Inspect tires.
12. Check or replace hyd. Sump breather.
13. Check and lubricate shafts and levers.
14. Check steering for operation.
15. Inspect forks and attachments.
16. Inspect lift and carriage chains.
17. Check lights, horn, backup alarm & gauges.
18. Inspect data plate and decals.
19. Inspect safety seat, belts and hood latch.
20. Visually inspect LBR and OHG.
21. Check battery; add water and clean.
22. Check battery cables and receptacles.
23. Check/fill hydraulic oil level.
24. Check/fill transmission/differential oil levels.

PM

**KEEPS 'EM RUNNING
PLANNED MAINTENANCE**

BATTERY INSPECTION

	+	350	175	50	1/0	2/0
12						
24						
36						
48						
	GR	R	B	G	Y	-

Make
Model
S/N

ELECTRIC A/C & DC

1. Check contactor assemblies.
2. Check switches.
3. Check operation of forward, reverse and 1A.
4. Check load wheels and lift linkage.
5. Check caster wheels.
6. Check motor cables & connections for tightness
7. Check motor & cables for cleanliness
8. Check drive motor brushes & commutator
9. Check drive motor cooling fan (if applicable)
10. Check hydraulic motor brushes and commutator
11. Check power steering motor brushes and commutator

N = Not Visible

P = Partially Visible

F = Fully Visible

DIESEL ONLY

1. Exhaust System
2. Fuel filter (replace)
3. Cold start system

GAS / LPG / CNG/ DIESEL

1. Blow out radiator core with compressed air.
2. Change oil and filter element.
3. Check air filter, inspect hose and connection.
4. Check fuel, oil, water system;
Antifreeze good to_____.
5. Check engine vent pipe.
6. Check all accessory drive belts.
7. Inspect spark plug.
8. Check distributor. (if applicable)
9. Check carburetor and accelerator linkage.
10. Inspect clutch/inching pedal and linkage.
11. Check neutral start switch.

Sweeper / Scrubber

1. Check dust control / hopper system
2. Check main & side broom/brush operation
3. Check scrub system operation & Squeegee blades.
4. Check solution & recover tank systems.
5. Check vacuum system & performance.

This list below is an example of the "Scissor Lift Inspection" process. All Lift Inspections (Scissor, Boom, or Vertical Platform) will meet OSHA requirements and ANSI regulations.

Functions and controls	Chassis	Power Systems
1. All joystick/toggle controls return to "off" or neutral Position when released.	1.Wheel rim nuts torqued properly	1.Engine idle throttle and RPM set properly
2. Detents properly lock controls in place check condition of control Enclosures and protective boots/guards	2.Proper tires installed	2. Correct batteries installed
3.Emergency stop switches at the ground & platform controls stations arrest all platform movements	3.tires free of gouges and excessive wear, no cords showing if pneumatic, properly inflated tires bead properly seated	3.Battery fluid levels correct
4. Left Drive and speed cut out operate properly	4.Oselating axle and lock out cylinders operate properly (if applicable)	4.Battery charger scrolls through diagnostics when plugged in
5. Manual descent system and/or auxiliary power system operates properly	5.Steer drive and axel components secure and undamaged	5.Batterys except charge
6.Function enable system operates properly (Disables function within 3 seconds) (if equipped)	6.Leveling jacks or stabilizer jacks secure and operate properly (if applicable)	6.Air and fuel filter clean
7. Brakes operate properly	7. Hydraulic tray and battery/engine compartment covers open and latch properly	7.Engine oil coolant and fuel level correct
	8.Pothole system deploys and retracts properly	8.Fuel cap tight and vent open
	9.Static strap in place (if applicable)	9.Ehaust system free of leaks (Gas/Diesel units only)
Platform Assembly		General
1. Platform installed and secure		1.lift is free of unauthorized modifications and additions
2. Midrail chain or gate installed and latches properly		2.Paint and overall appearance
3. Extend deck properly installed and functions properly locks at full extension and retraction		3.Applicable service bulletins completed
4. Platform guard rails and floor in place secure and undamaged		4.Inspect general structural condition including welds
5. Platform roll pins installed properly. Fold down rails (if equipped) installed properly No loose or missing		
Scissor Arm	Hydraulic / Electrical System	
1.Scissor arm free of damage cracks or distortion	1.All cylinders free of leaks and damage	5.Grease and lubricate per Service and maintenance Manual
2.Safty prop installed and operational	2.All areas around hydraulic components (pump, oil lines, reservoir) free of oil, No evidence of leak	6.Drive and operate machine to test all machine functions
3. Inspect all nuts bolts shields. Bearings and locking devices for proper installation, tightness, excessive wear, cracks, or distortion	3.Hydraulic filter clean	7. Record inspection date on "IMPORTANT" decal on frame.
	4.Hydraulic tank level and torque hubs correct	
	5.Hydraulic tank cap tight and vent open	Manuals and Decals
	6. All hydraulic fittings and lines secure, free of damage chaffing and leaks	1.ANSI/SIA – Manual of Responsibilities in manual storage box
4. Cylinder pins, bearings and anchoring hardware secure, undamaged, no excessive wear.	7.All electrical connections tight, no corrosion or abrasions	2.Operation and Safety Manual in manual storage box
5. Arms pins, bearings and anchoring hardware secure, undamaged, no excessive wear.	8.Instruments switches gauges horn and lights operate properly	3.AEM Handbook in manual storage box
6. Arm pads and sliding blocks secure, undamaged, no excessive wear.	9.Switches and controls sealed properly	4. Capacity decal in place. Secure and legible, at both platform and ground station
	10.All hydraulic pressures properly adjusted	5. All safety and instruction Decals installed, secure, legible.