

ACT Gold Level – Used Equipment Prep Checklist for Internal Combustion equipment
Warranty – 45 day full, 90 day powertrain

1. Drain engine oil, inspect, and replace with new oil, and replace engine oil filter.
2. Replace air filter.
3. Inspect engine performance at idle and while accelerating and adjust accordingly.
4. Inspect for fuel system for fuel leakage.
5. Inspect fan belt tension, looseness and damage, and replace if necessary.
6. Inspect transmission operating mechanism function and looseness.
7. Inspect power steering for oil leak and looseness of mounting and linkage. Inspect for damage of power steering hose.
8. Inspect parking brake operating force, and adjust tension, if needed.
9. Inspect brake reservoir tank for leak, flush brake system with new fluid.
10. Inspect mast channels and carriage for deformation and damage of each part and for cracks at welds.
11. Inspect chains for tension, deformation and damage.
12. Inspect hydraulic cylinder operation and check for oil leaks and damage. Inspect hydraulic tank for leak.
13. Inspect wiring harness for damage and condition of fuse.
14. Inspect safety equipment to verify it meets OSHA requirements.
15. Inspect tires for cuts, damage, uneven wearing, and proper air pressure. Replace tires to customer order type.
16. Inspect tires for loose rim and hub nuts and tighten.
17. Replace spark plugs / plug wires and adjust ignition timing, if needed.
18. Replace distributor cap and distributor rotor, if needed.
19. Use LPG regulator rebuild kit, if needed. (over 3,000 hours since last rebuild)
20. Replace PCV valve, if applicable.
21. Inspect transmission and differential for leaks. Drain and refill transmission and differential.
22. Inspect rollers for wear, damage and rotating condition.
23. Inspect side shift slides and replace as needed.
24. Flush cooling system and refill with fresh coolant. Check radiator hoses for degradation.
25. Inspect brake drum wear and damage.
26. Inspect brake shoe operating condition.
27. Adjust brake shoe clearance to drum.
28. Drain hydraulic tank and clean strainer.
29. Replace hydraulic oil filter and hydraulic oil.
30. Verify equipment has the owner's manual as well as accurate and readable manufacturer data tag.

Technician: _____

Date: _____

Approved by: _____

ACT Gold Level – Used Equipment Prep Checklist for Electric Forklift

Warranty – 45 day full, 180 day powertrain, 180 day battery warranty

1. Inspect transmission operating mechanism function and looseness.
2. Inspect differential for leaks, drain and refill differential.
3. Inspect electric motor brushes and replace as needed.
4. Inspect power steering for oil leak and looseness of mounting and linkage.
5. Inspect for damage of power steering hose.
6. Inspect brake reservoir tank for leak, flush brake system with new fluid.
7. Inspect mast channels and carriage for deformation and damage of each part and for cracks at welds.
8. Inspect chains for tension, deformation and damage.
9. Inspect hydraulic cylinder operation and check for oil leaks and damage.
10. Inspect hydraulic tank for leak.
11. Inspect wiring harness for damage and condition of fuse.
12. Inspect safety equipment to verify it meets OSHA requirements.
13. Inspect tires for cuts, damage, uneven wearing, and proper air pressure.
14. Inspect tires for loose rim and hub nuts and tighten.
15. Inspect side shift slides and replace as needed.
16. Inspect transmission and differential for leaks.
17. Drain and refill transmission and differential, if needed.
18. Inspect mast and carriage rollers for wear, damage and rotating condition.
19. Replace transmission oil filter.
20. Inspect brake drum wear and damage.
21. Inspect brake shoe operating condition.
22. Adjust parking brake cable tension.
23. Adjust brake shoe clearance to drum.
24. Drain hydraulic tank and clean strainer.
25. Replace hydraulic oil filter and hydraulic oil, if needed.
26. Replace tires to customer order type. If non-marking tires, verify and add static strap as needed.
27. Verify equipment has the owner's manual as well as accurate and readable manufacturer data tag.
28. On battery powered equipment, if used battery is included in sale; recondition battery including new cables, connector, paint, acid adjustment, and testing.
29. On battery powered equipment, if used charger is included in the sale; set voltage to match customer input voltage, test charger for proper operation.

Technician: _____

Date: _____

Approved by: _____

ACT Gold Level – Used Equipment Prep Checklist for Electric Pallet Jack

Warranty – 45 day full, 180 day powertrain, 180 day battery warranty

1. Inspect and lubricate steer bearing.
2. Replace drive and pump motor brushes, if needed.
3. Inspect controls for excessive wear and operation of emergency reverse button.
4. Inspect hydraulic cylinder operation and check for oil leaks and damage.
5. Inspect hydraulic tank for leak.
6. Inspect wiring harness for damage and condition of fuse.
7. Inspect safety equipment to verify it meets OSHA requirements.
8. Inspect undercarriage and replace components, if needed.
9. Inspect tires, wheel, and casters for cuts, damage, and uneven wearing.
10. Drain hydraulic tank and clean strainer.
11. Replace hydraulic oil filter and hydraulic oil.
12. Replace drive tire to customer order type.
13. Verify equipment has the owner's manual as well as accurate and readable manufacturer data tag.
14. On battery powered equipment, if used battery is included in sale; recondition battery including new cables, connector, paint, acid adjustment, and testing.
15. On battery powered equipment, if used charger is included in the sale; set voltage to match customer input voltage, test charger for proper operation.

Technician: _____

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ACT Silver Level - Used Prep Checklist for Internal Combustion equipment

Warranty – 30 day full, 30 day powertrain

1. Complete oil and filter replacement service.
2. Inspect transmission operating mechanism function and looseness.
3. Inspect power steering for oil leak and looseness of mounting and linkage.
4. Inspect for damage of power steering hose.
5. Inspect parking brake operating force.
6. Inspect brake reservoir tank for leak and fluid level.
7. Inspect mast channels and carriage for deformation and damage of each part and for cracks at welds.
8. Inspect chains for tension, deformation and damage.
9. Inspect hydraulic cylinder operation and check for oil leaks and damage. Inspect hydraulic tank for leak.
10. Inspect wiring harness for damage and condition of fuse.
11. Inspect safety equipment to verify it meets OSHA requirements.
12. Inspect tires for cuts, damage, uneven wearing, and proper air pressure.
13. Inspect tires for loose rim and hub nuts and tighten.
14. Inspect rollers for wear, damage and rotating condition.
15. Replace transmission oil filter, if needed.
16. Replace hydraulic oil filter and hydraulic oil, if needed.
17. Verify equipment has the owner's manual and accurate and readable manufacturer data tag.
18. Check battery to verify accepts charge and that leads and connector are safe for operation.
19. Check charger to verify the input voltage and phase match customer specifications provided in order.

Technician: _____

Date: _____

Approved by: _____

ACT Silver Level - Used Prep Checklist for Electric Forklift

Warranty – 30 day full, 60 day powertrain

1. Inspect transmission operating mechanism function and looseness.
2. Inspect power steering for oil leak and looseness of mounting and linkage.
3. Inspect for damage of power steering hose.
4. Inspect parking brake operating force.
5. Inspect brake reservoir tank for leak and fluid level.
6. Inspect mast channels and carriage for deformation and damage of each part and for cracks at welds.
7. Inspect chains for tension, deformation and damage.
8. Inspect hydraulic cylinder operation and check for oil leaks and damage. Inspect hydraulic tank for leak.
9. Inspect wiring harness for damage and condition of fuse.
10. Inspect safety equipment to verify it meets OSHA requirements.
11. Inspect tires for cuts, damage, uneven wearing, and proper air pressure.
12. Inspect tires for loose rim and hub nuts and tighten.
13. Inspect rollers for wear, damage and rotating condition.
14. Replace hydraulic oil filter and hydraulic oil, if needed.
15. Verify equipment has the owner's manual.
16. Verify forklift has accurate and readable manufacturer data tag.
17. Check battery to verify accepts charge and that leads and connector are safe for operation.
18. Check charger to verify the input voltage and phase match customer specifications provided in order.

Technician: _____

Date: _____

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ACT Silver Level - Used Prep Checklist for Electric Pallet Jack

Warranty – 30 day full, 60 day powertrain

1. Verify operational buttons including lift, lower, high speed, emergency reverse function, and horn.
2. Inspect brake reservoir tank for leak and fluid level.
3. Inspect hydraulic cylinder operation and check for oil leaks and damage. Inspect hydraulic tank for leak.
4. Inspect wiring harness for damage and condition of fuse.
5. Inspect safety equipment to verify it meets OSHA requirements.
6. Inspect tires for cuts, damage, uneven wearing, and proper air pressure.
7. Replace hydraulic oil filter and hydraulic oil, if needed.
8. Verify equipment has the owner’s manual and lift has accurate and readable manufacturer data tag.
9. Check battery to verify accepts charge and that leads and connector are safe for operation.
10. Check charger to verify the input voltage and phase match customer specifications provided in order.

Technician: _____

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ACT Bronze Level - Used Prep Checklist

Warranty – 30 day powertrain

1. Drain engine oil, inspect, and replace with new oil, and replace engine oil filter.
2. Replace air filter.
3. Inspect coolant level in radiator and refill if needed.
4. Inspect fan belt tension, looseness and damage, and replace if necessary.
5. Measure tire inflation pressure, if applicable.
6. Inspect parking brake operating force.
7. Inspect chains for tension, deformation and damage.
8. Inspect safety equipment to verify it meets OSHA requirements.
9. Inspect tires for loose rim and hub nuts and tighten.
10. Inspect side shift slides and replace as needed.

Technician: _____

Date: _____

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