

Company Name: _____

Maintenance Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Forklift Fleet Lead Acid Battery Equalization Watering Log

1.0 Form Objective & Asset Scope

This maintenance log is designed to track the equalization charging and watering procedures for lead acid batteries in the forklift fleet. Proper equalization prevents sulfation, balances cell voltages, and extends battery service life. This log is critical for reliability and compliance with OEM battery maintenance guidelines.

Scope includes all Class I, II, and III electric forklifts equipped with flooded lead acid batteries. Each battery must be logged individually to ensure consistent watering and equalization cycles.

2.0 Administrative & Asset Details

Date: _____

Technician Name: _____

Forklift ID / Asset Tag: _____

Battery Serial Number: _____

Battery Manufacturer: _____

Battery Model / Part Number: _____

Hour Meter Reading (Forklift): _____

Number of Cells (e.g., 24, 36, 48): _____

3.0 Inspection / Parameter Checklist

- ☐ Pass ☐ Fail - Verify battery is fully charged before equalization (check charger status).
- ☐ Pass ☐ Fail - Inspect battery case for cracks, leaks, or bulging.
- ☐ Pass ☐ Fail - Check electrolyte level in each cell before watering (must cover plates).
- ☐ Pass ☐ Fail - Record specific gravity of each cell using a hydrometer (target 1.275-1.285 at 25°C).
- ☐ Pass ☐ Fail - Measure and record cell voltage under no load (target 2.10-2.15 V per cell).
- ☐ Pass ☐ Fail - Add distilled water to each cell as needed (do not overfill).
- ☐ Pass ☐ Fail - Clean battery top and terminals with baking soda solution to neutralize acid.
- ☐ Pass ☐ Fail - Inspect terminal connections for corrosion and tightness (torque to spec).
- ☐ Pass ☐ Fail - Verify charger settings for equalization mode (voltage and duration).
- ☐ Pass ☐ Fail - Record equalization start time and expected end time.

☐ Pass ☐ Fail - Monitor battery temperature during equalization (do not exceed 50°C).

☐ Pass ☐ Fail - After equalization, recheck electrolyte levels and specific gravity.

4.0 Deficiencies & Work Order Generation

Issue Description (e.g., low specific gravity in cell #3, terminal corrosion):

Cell Number(s) Affected: _____

Corrective Action Taken: _____

Parts Required (e.g., distilled water, terminal cleaner, replacement cell):

Work Order Number (if follow-up required): _____

5.0 Sign-off & Return to Operations

Maintenance Technician Signature: _____ Date: _____

Fleet Supervisor Review: _____ Date: _____

Date Returned to Service: _____ Date: _____

Regulatory Disclaimer: This maintenance log is a generic template. The end-user assumes all liability for validating all inspection parameters, PM frequencies, and tolerances against specific OEM machinery manuals before active shop floor deployment.