

**Equipment Rental Checklist for Check In**

Equipment: \_\_\_\_\_ Meter Reading: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Pickup Location: \_\_\_\_\_ Assisted By: \_\_\_\_\_

**(CHECK ALL THAT APPLY TO THE SPECIFIC EQUIPMENT BEING RENTED)**

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|--|-----------|
| 1. Is there any frame/structural damage?                     | Yes or No |
| 2. Is there any tire damage?                                 | Yes or No |
| 3. Are the tires properly inflated?                          | Yes or No |
| 4. Are there loose lug bolts nuts on wheels?                 | Yes or No |
| 5. Are there any hydraulic fluid leaks?                      | Yes or No |
| 6. Are all guards and shields securely affixed to equipment? | Yes or No |
| 7. Are all bolts and set screws properly tightened?          | Yes or No |
| 8. Are all chains/belts in place properly?                   | Yes or No |
| 9. Are there oil leaks in gearboxes?                         | Yes or No |
| 10. Are all shear bolts in place and not worn?               | Yes or No |
| 11. Are all moving parts/bearings freely working?            | Yes or No |
| 12. Is the jack in working order?                            | Yes or No |
| 13. Are all hoppers/bins clean or free of obstructions?      | Yes or No |
| 14. Are hitches in good condition?                           | Yes or No |
| 15. Are chains in good condition? (If Applicable)            | Yes or No |
| 16. Does equipment have stops in place for transport?        | Yes or No |
| 17. Is there a slow-moving sign properly installed?          | Yes or No |
| 18. Is the equipment properly lubricated?                    | Yes or No |
| 19. Are all seed tubes properly in place?                    | Yes or No |
| 20. Are all safety pins available and being used?            | Yes or No |

**Notes/ Issues Needed Addressed:**

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**SWCD Personnel:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Renter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_