Floor Jack Maintenance and Troubleshooting QRG

Purpose and Overview

This document provides the information required to maintain and troubleshoot the floor jacks used in your store.

Note: Always perform both the weekly and monthly maintenance steps on new jacks before putting them into service.

The overall process is divided into the following steps:

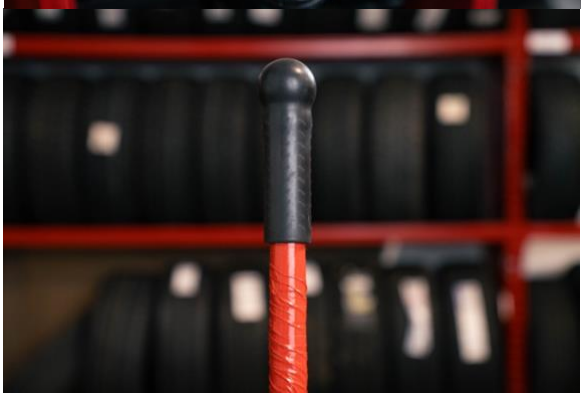
Daily Floor Jack Maintenance

Check these points daily before using a floor jack.

Verify jack pads are present and free of damage.

Verify wheels are present and functional.

Inspect the handle, bolts, and tape. Replace if necessary.



Weekly Floor Jack Maintenance

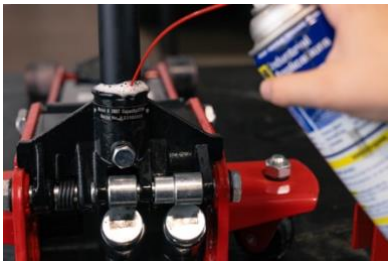
Lubricate each of these friction points on a floor jack every week with a small amount of DT-40 or WD-40.

Front Wheels

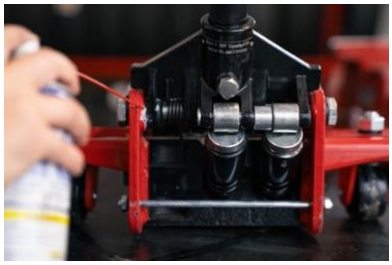
Rear Wheels

Rear Casters

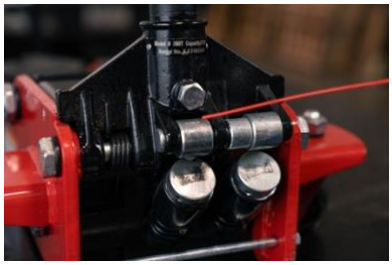
Handle Socket



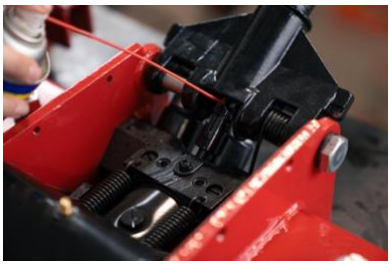
Handle Pivot



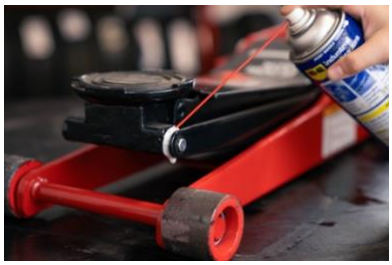
Pump Rollers



Universal Joint



Lift Arm Pivots



Saddle Pivot

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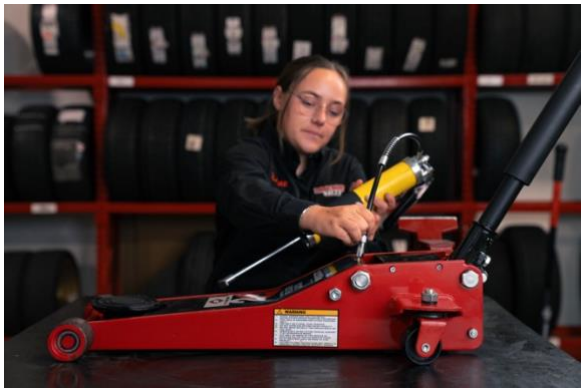
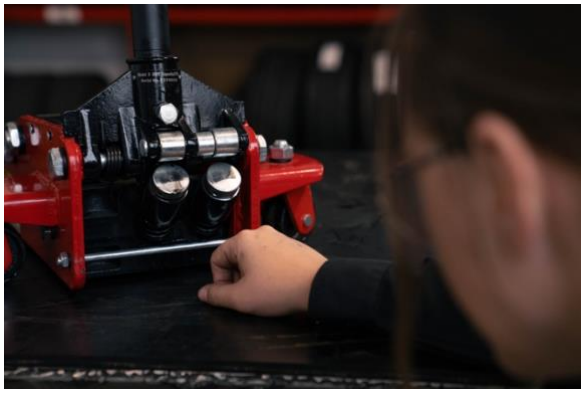
Monthly Floor Jack Maintenance

Use the grease gun to grease the lift arm fulcrum pin with chassis lube.



Tighten the caster retainer nut with a ratchet or impact wrench.

Inspect the pump cylinders for leaks and damage.



Check that the weight capacity is clearly marked.

Inspect the handle bolts and tape.

Grease, Grease Gun, and Lubricant.

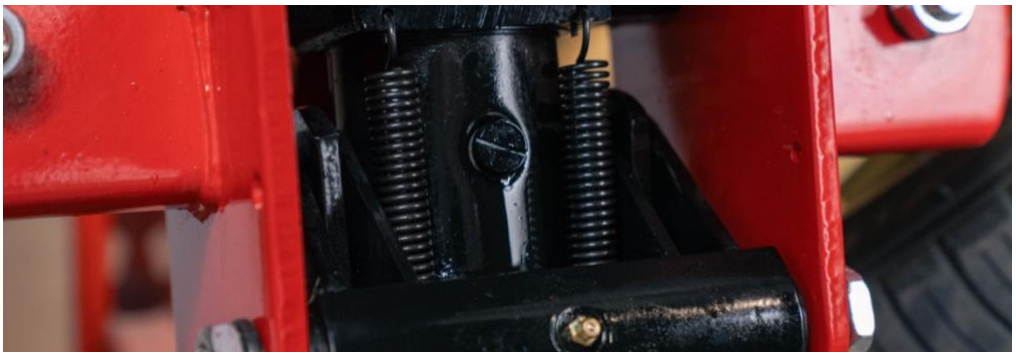
https://www.grainger.com/category/group/tapes-adhesives-lubricants

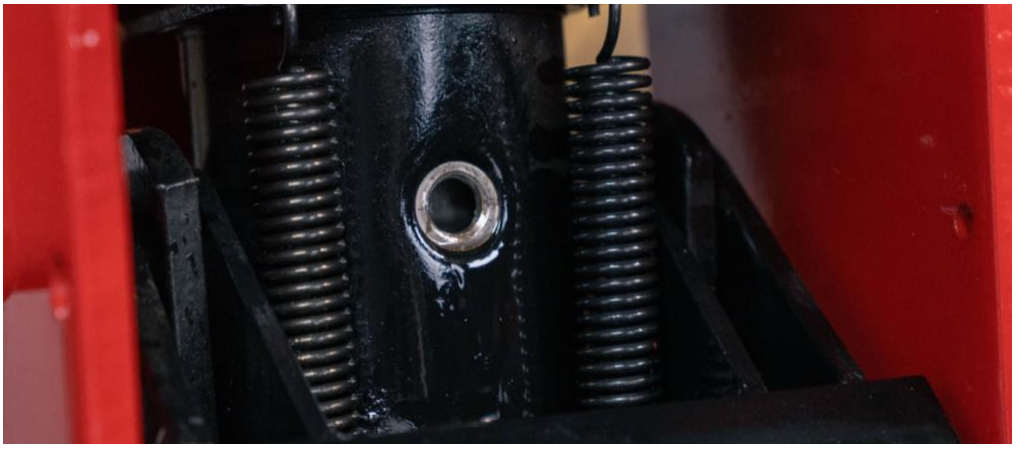
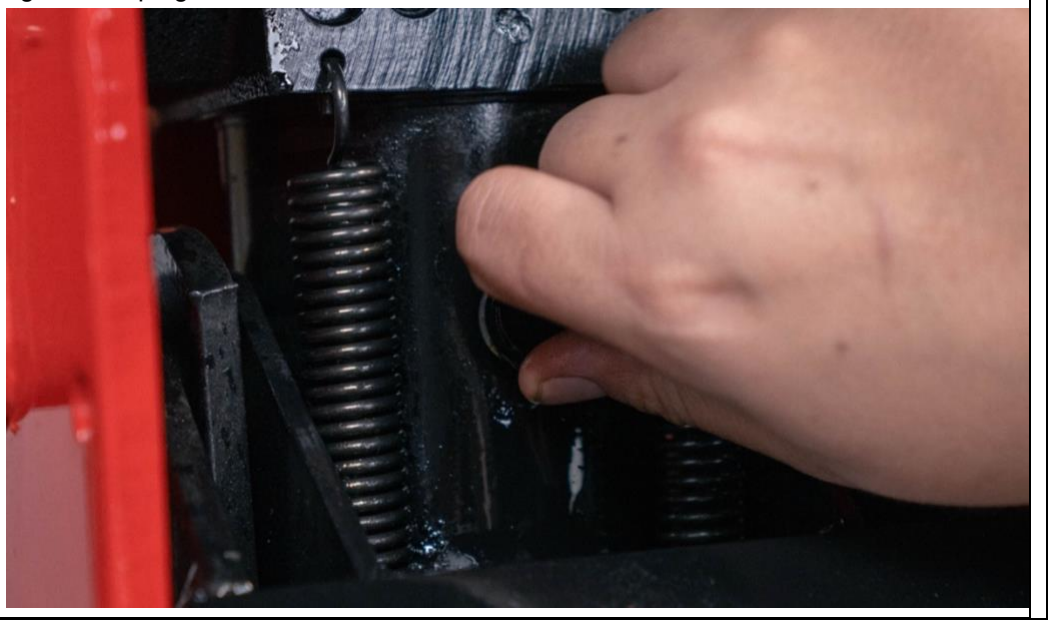
New Jack Setup

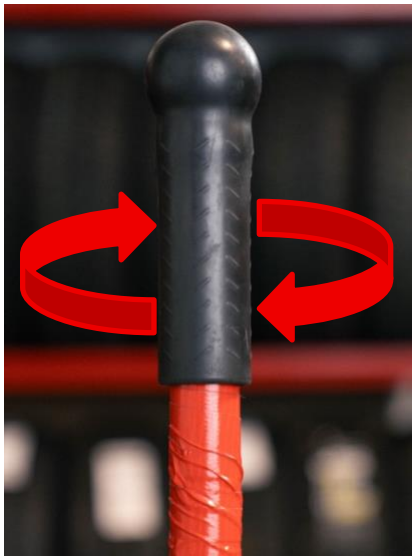
Follow these steps when you get a new jack to ensure it is ready to be put into service.

Step	Action
1	Install the jack handle pad, tape, and bolt if not already completed.
2	Perform the steps in the daily, weekly, and monthly jack maintenance outlined above.
3	Verify that the oil reservoir is full.

Step	Action
1	Open the release valve by twisting the handle counter-clockwise 1½ to 2 full turns. 
2	Remove the inspection plate. 

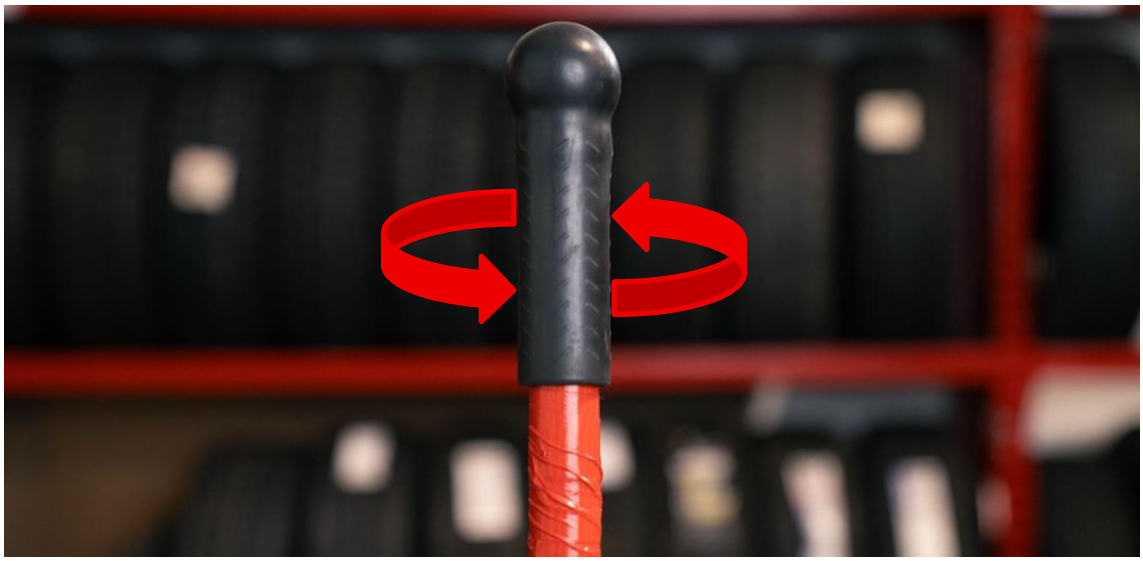
Step	Action	
	3	Stand the jack up in a vertical position against the wall using your foot or a heavy object to hold it in place. 
	4	Remove the plug from the Oil Fill Hole. 

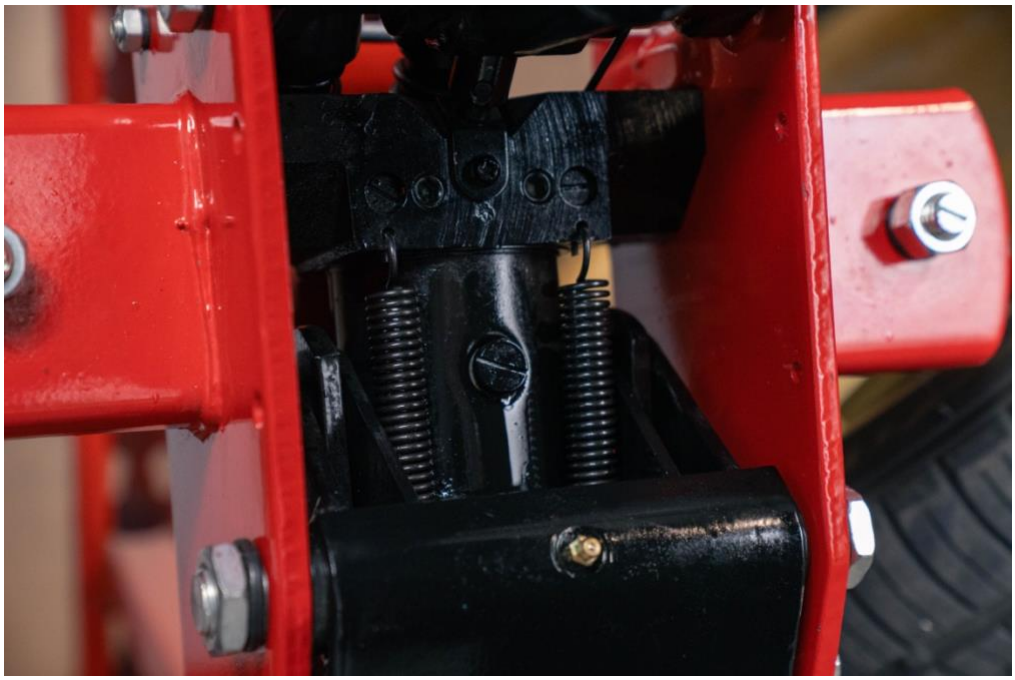
Step	Action	
	5	Verify oil level is even with the bottom of the fill hole. If low, fill the reservoir with hydraulic oil until oil just starts to run back out of the fill hole. **Important:** Only use the Hydraulic Jack Oil found on the REMA Order Form on the KC. DO NOT substitute other oils. 
	6	Reinstall the plug into the Oil Fill Hole and tighten. DO NOT use an impact gun to tighten the plug. 

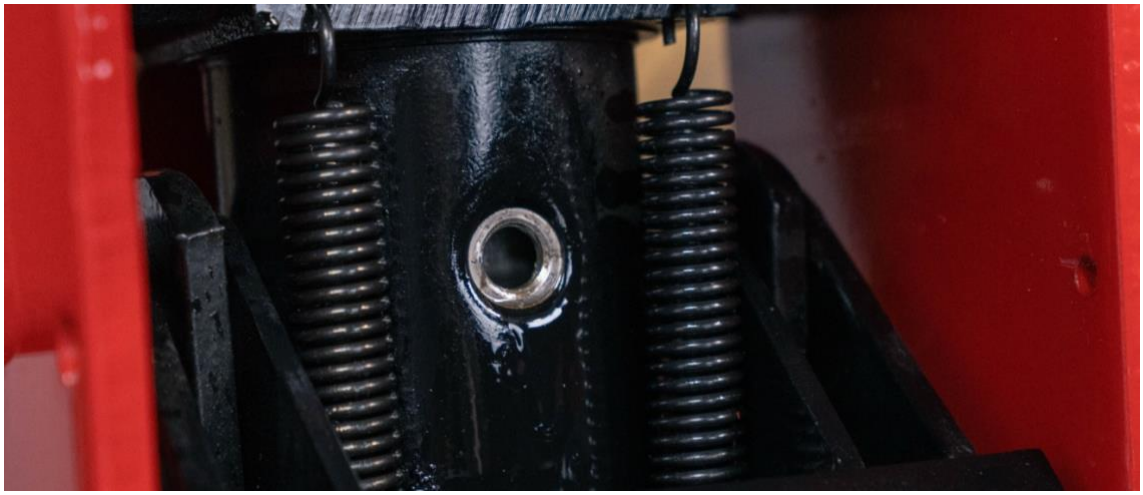
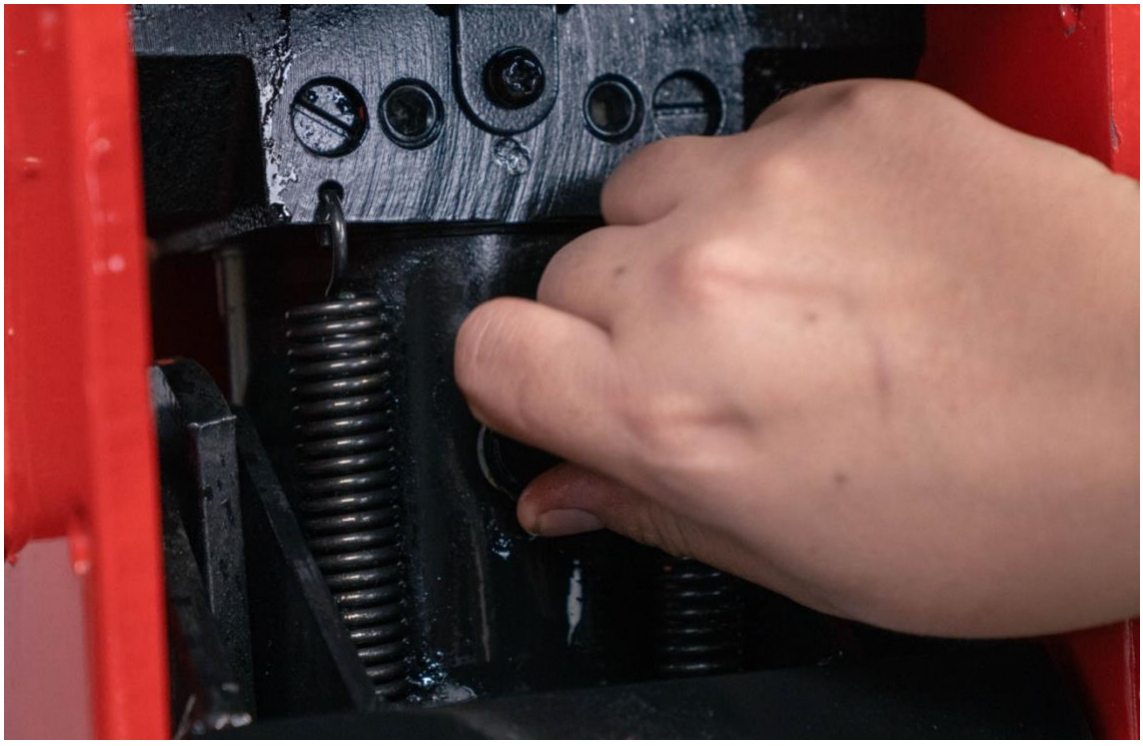
Step	Action
	7 Put the jack back in its normal, horizontal position. 
4	Verify jack functionality by closing the release valve by twisting the handle clockwise and pumping the handle to fully raise the jack.  **If the jack feels spongy, rises slowly, or does not rise completely,** follow the steps in the Troubleshooting section to bleed the air from the system. **If everything is functioning as expected,** clean any hydraulic oil spills, reinstall the inspection plate, and put the jack into service.

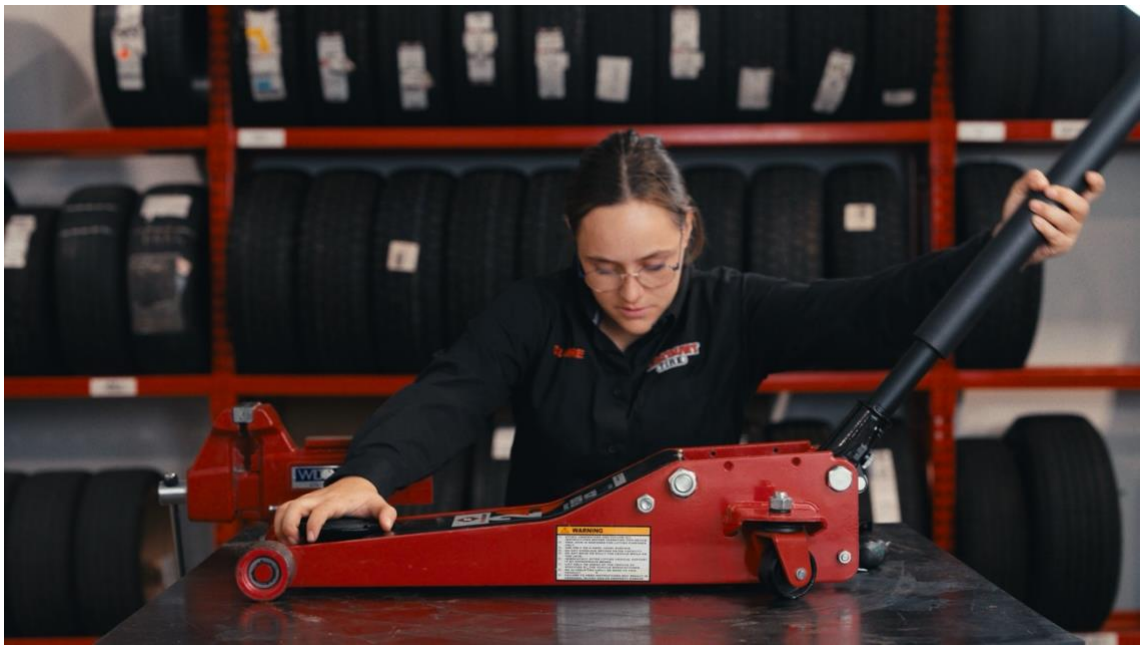
Troubleshooting

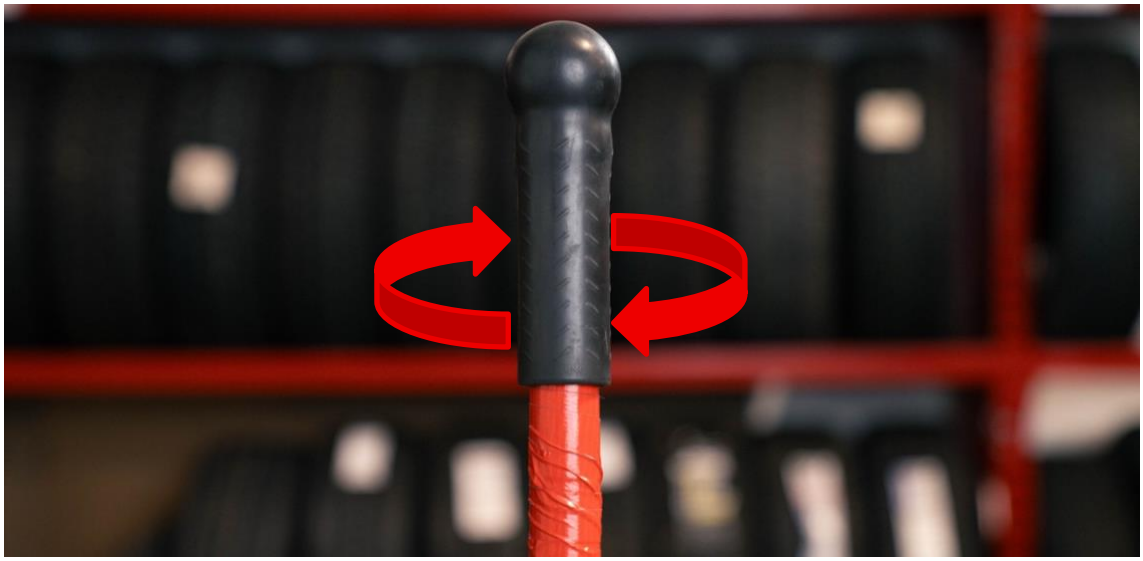
Follow these steps if the jack feels ‘spongy,’ will not lift, or will not lift to full height.

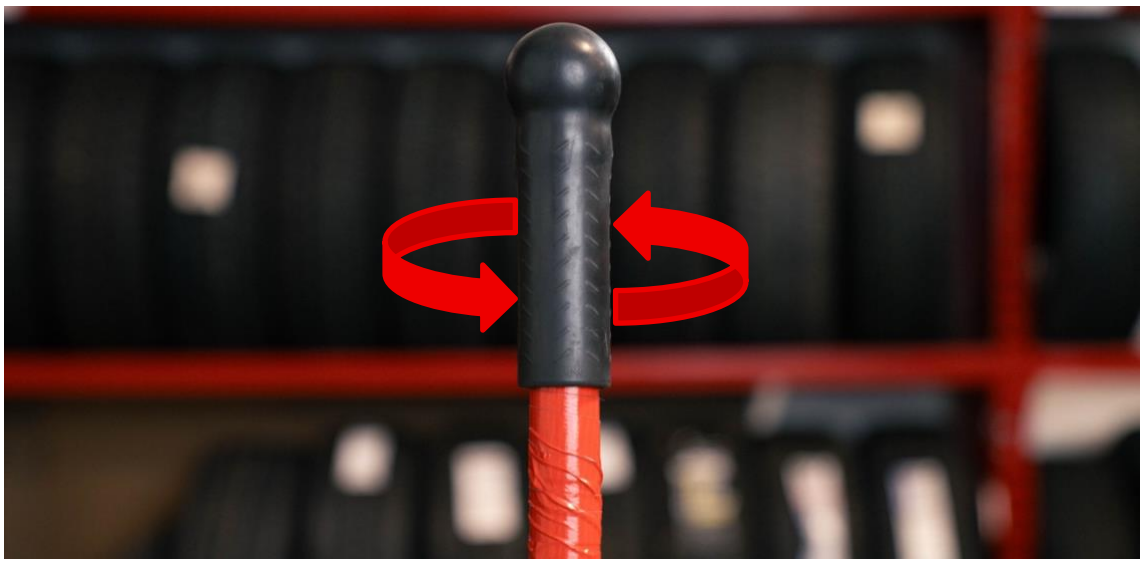
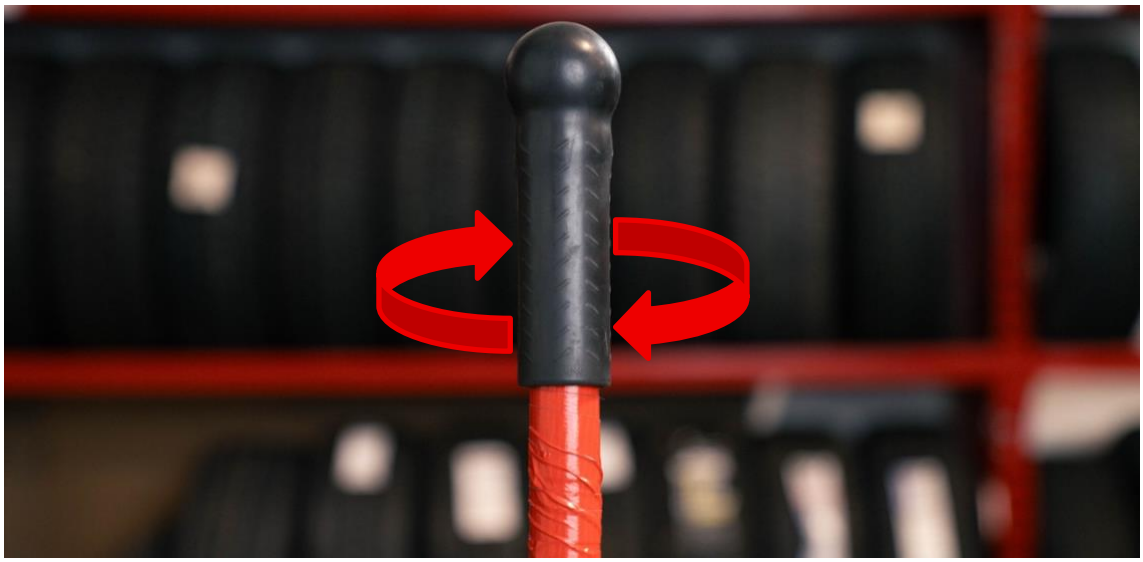
Step	Action
1	Open the release valve by twisting the handle counter-clockwise 1 ½ to 2 full turns. 
2	Remove the inspection plate. 

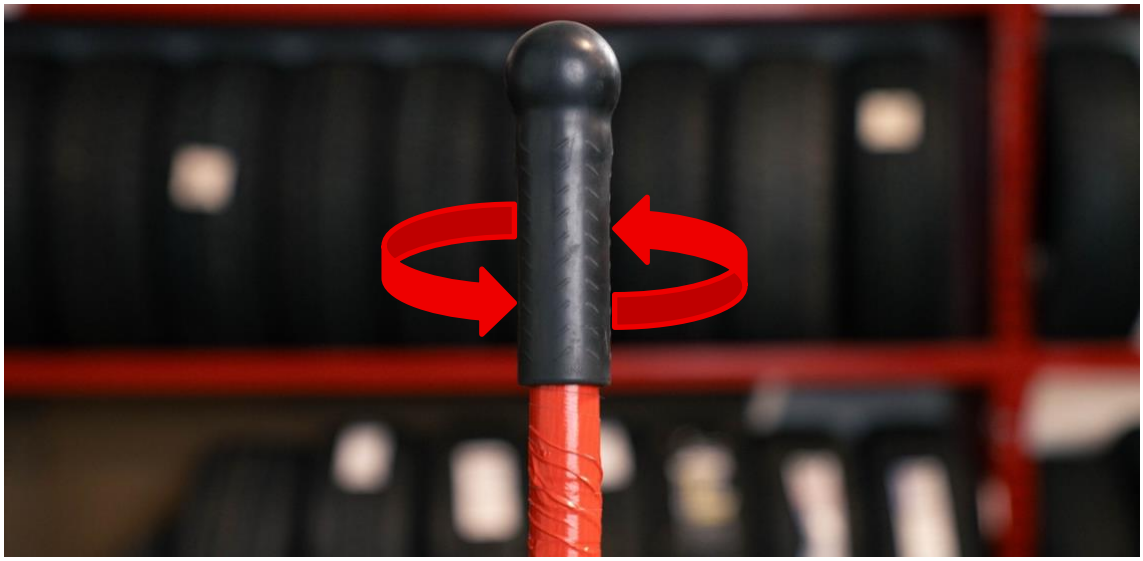
Step	Action
3	Stand the jack up in a vertical position against the wall using your foot or a heavy object to hold it in place. 
4	Remove the plug from the Oil Fill Hole. 

Step	Action
5	Verify oil level is even with the bottom of the fill hole. If low, fill the reservoir with hydraulic oil until oil just starts to run back out of the fill hole. **Important:** Only use the Hydraulic Jack Oil found on the REMA Order Form on the KC. DO NOT substitute other oils. 
6	Reinstall the plug into the Oil Fill Hole and tighten. DO NOT use an impact gun to tighten the plug. 

Step	Action
7	Put the jack back in its normal, horizontal position. 
8	Hold the saddle down, pump the handle at least 12 full strokes to purge air from the system, and continue pumping until no bubbles appear from the release valve. 

Step	Action
9	Close the release valve by twisting the handle clockwise and pump the handle until the jack is fully raised. 
10	Continue to pump the handle SLOWLY several times to purge air from the cylinder. 

Step	Action
11	Open the release valve by twisting the handle counter-clockwise and allow the jack to fully retract. 
12	Close the release valve by twisting the handle clockwise and verify the jack functions properly. 

Step	Action
13	Open the release valve by twisting the handle counter-clockwise allowing the jack to fully retract. 
14	Stand the jack up in a vertical position against the wall using your foot or a heavy object to hold it in place. 

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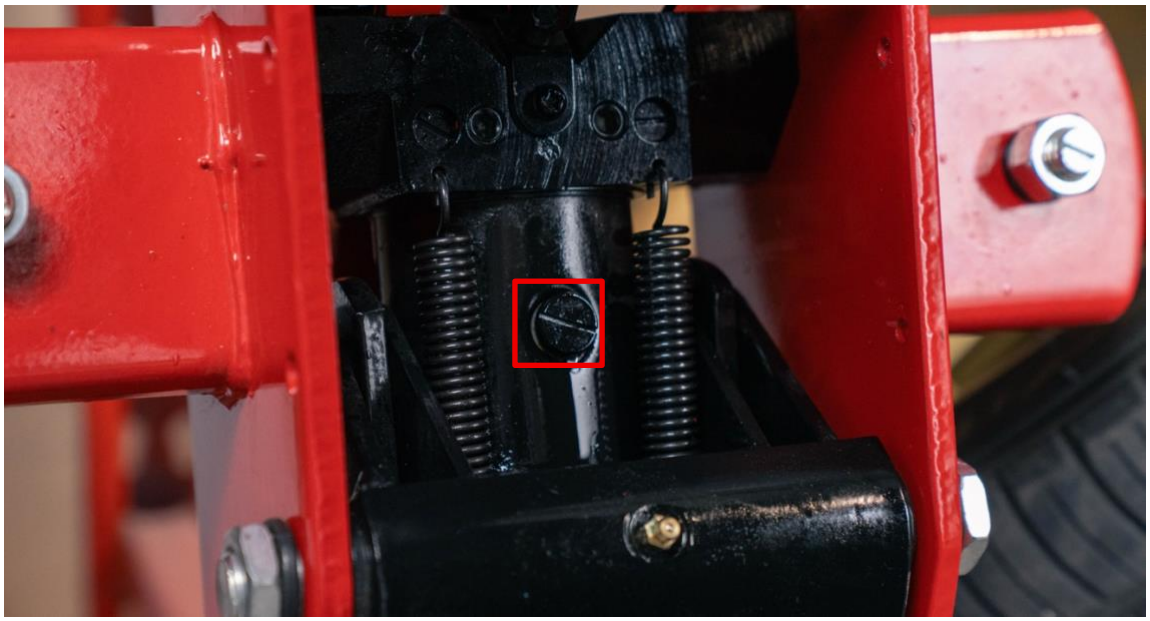
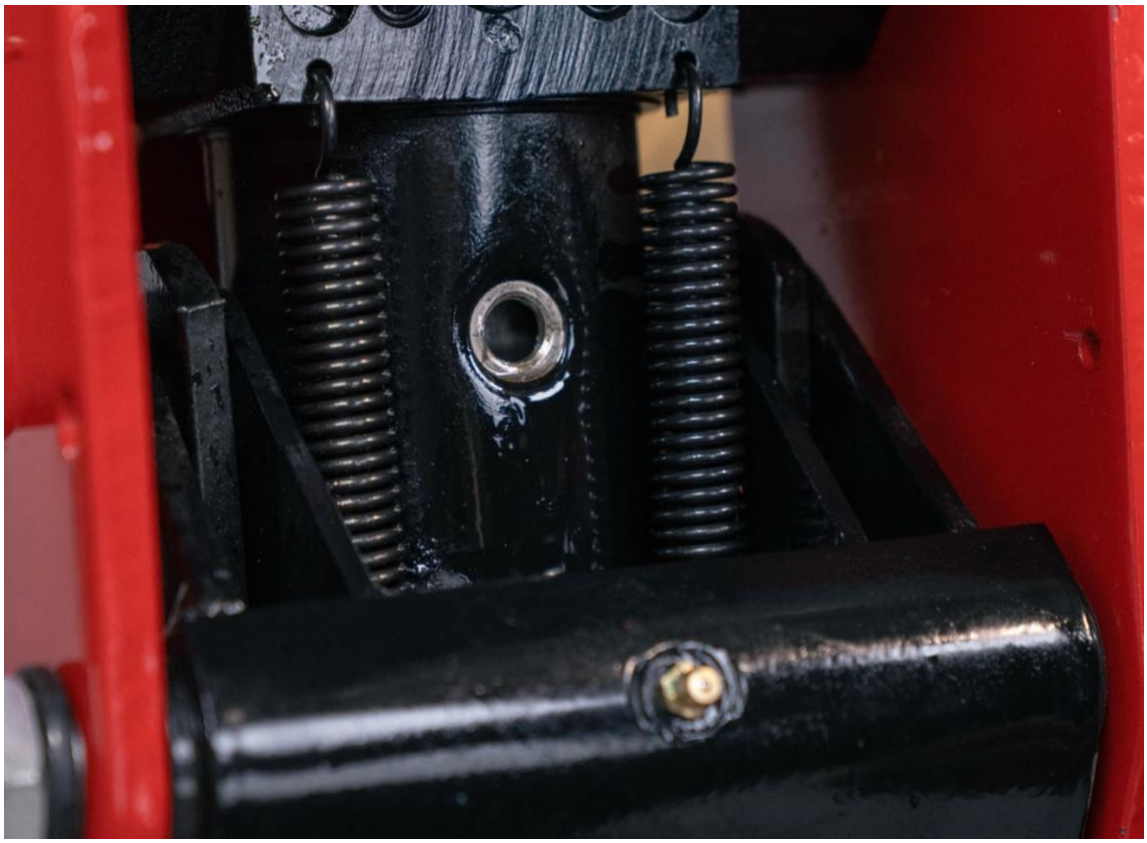
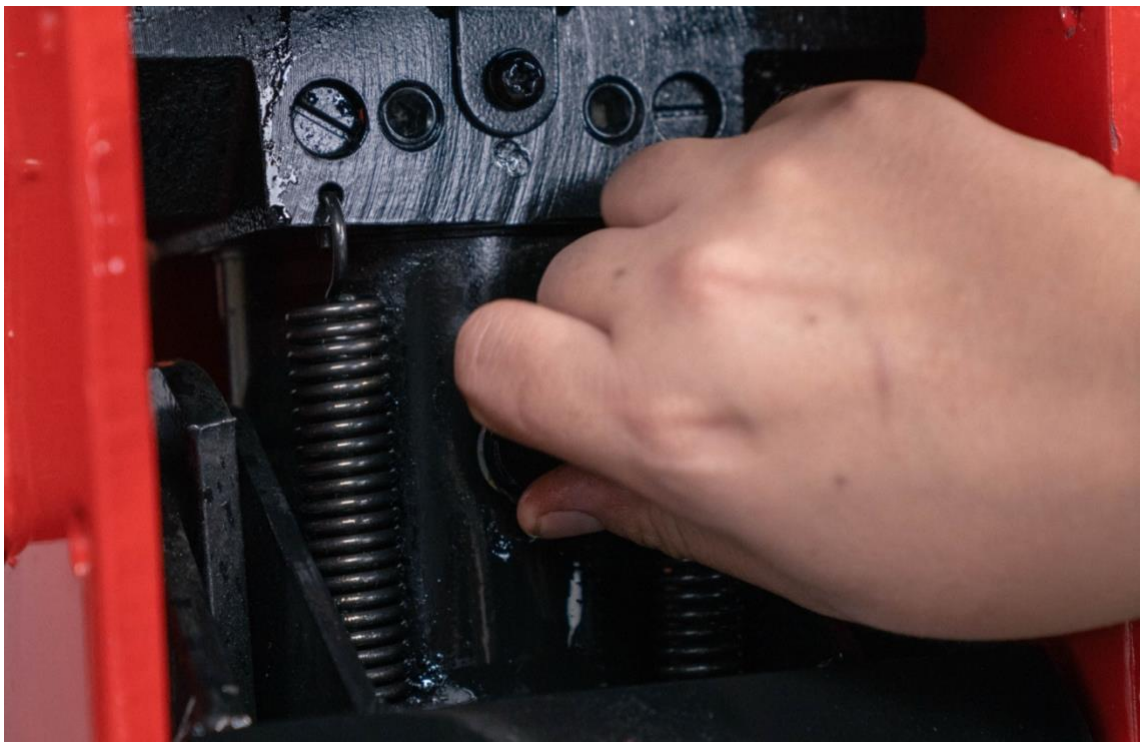
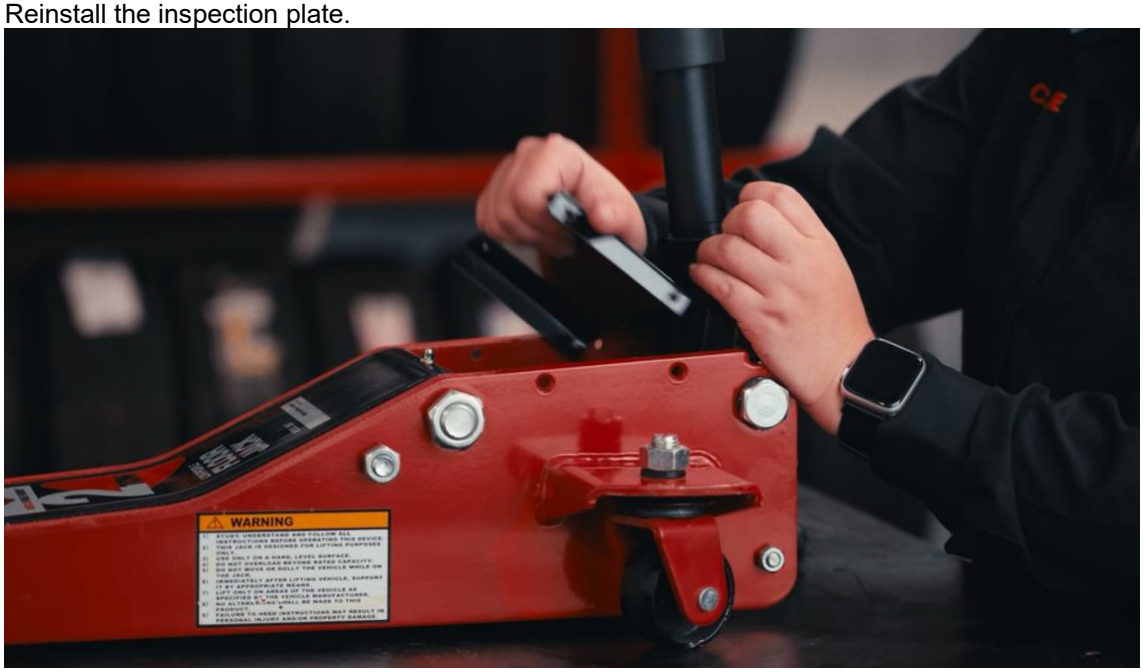
Step	Action
15	Remove the plug from the Oil Fill Hole. 
16	Fill the reservoir with hydraulic oil until oil just starts to run back out of the fill hole. 

Step	Action
17	Reinstall the plug into the Oil Fill Hole and tighten. DO NOT use an impact gun to tighten the plug. 
18	Put the jack back in its normal, horizontal position. 

Step	Action
19	Clean any excess hydraulic oil spills created when refilling the reservoir. 
20	Reinstall the inspection plate. 

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.