

ATTACHMENT I

GENERATOR MAINTENANCE CHECKLIST

Vendor information	Owner information
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Site: _____
Generator	Transfer Switch
Model Number: _____	Model Number: _____
Serial Number: _____	Serial Number: _____
Size: _____ KW	Capacity: _____ AMP

MONTHLY CHECKLIST	DATE
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- | | |
|--|-------|
| <input type="checkbox"/> Clean and check battery and connections | _____ |
| <input type="checkbox"/> Check for proper belt alignment and tensions | _____ |
| <input type="checkbox"/> Check hoses and clamps | _____ |
| <input type="checkbox"/> Check fluid levels | _____ |
| <input type="checkbox"/> Check proper block heater operation | _____ |
| <input type="checkbox"/> Check battery charger for proper operation | _____ |
| <input type="checkbox"/> Check no load voltage | _____ |
| <input type="checkbox"/> Check automatic transfer switch for proper operation
under a simulated power failure | _____ |
| <input type="checkbox"/> Check generator exercise schedule | _____ |
| <input type="checkbox"/> Clean automatic transfer switch cabinet | _____ |
| <input type="checkbox"/> Generate a test and inspection report | _____ |

GENERATOR MAINTENANCE CHECKLIST

Vendor information	Owner information
Name: _____	Name: _____

Address: _____	Address: _____
Phone: _____	Site: _____
Generator	Transfer Switch
Model Number: _____	Model Number: _____
Serial Number: _____	Serial Number: _____
Size: _____ KW	Capacity: _____ AMP

QUARTERLY CHECKLIST	DATE
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- Clean and check battery and connections** _____
- Check for proper belt alignment and tensions** _____
- Check and lubricate all linkages** _____
- Check for leaks of oil and fuel** _____
- Check hoses and clamps** _____
- Change oil and filter** _____
- Change air filter** _____
- Clean spark arrester** _____
- Clean spark plugs** _____
- Check coolant fluid level** _____
- Check proper block heater operation** _____
- Check battery charger for proper operation** _____
- Check no load voltage** _____
- Clean automatic transfer switch cabinet** _____
- Check automatic transfer switch for proper operation under a simulated power failure** _____
- Check Generator exercise schedule** _____
- Generate a test and inspection report** _____

2.1 Vendor information	Owner information
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Site: _____
Generator	Transfer Switch
Model Number: _____	Model Number: _____
Serial Number: _____	Serial Number: _____
Size: _____ KW	Capacity: _____ AMP

YEARLY CHECKLIST	DATE
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- | | |
|--|-------|
| <input type="checkbox"/> Governor – Check oil level | _____ |
| <input type="checkbox"/> Change engine oil | _____ |
| <input type="checkbox"/> Change oil filter | _____ |
| <input type="checkbox"/> Clean or replace air cleaner element | _____ |
| <input type="checkbox"/> Check charge and level of battery | _____ |
| <input type="checkbox"/> Clean battery cables | _____ |
| <input type="checkbox"/> Check and adjust alternator, fan and governor belts | _____ |
| <input type="checkbox"/> Lubricate throttle, governor and choke linkage | _____ |
| <input type="checkbox"/> Change coolant hoses | _____ |
| <input type="checkbox"/> Check and refill cooling system | _____ |
| <input type="checkbox"/> Check and adjust idle speed | _____ |
| <input type="checkbox"/> Check and adjust idle mixture | _____ |
| <input type="checkbox"/> Inspect spark plugs, replace if necessary | _____ |
| <input type="checkbox"/> Clean and check distributor points, cap and rotor | _____ |
| <input type="checkbox"/> Check and adjust ignition timing | _____ |

- **Replace PVC valve** _____
- **Check all hardware, fittings, clamps, fasteners etc** _____
- **Check starter for proper cranking RPM and starter disconnect** _____
 - **Inspect safety shutdown devices, simulating faults**
- **On low oil pressure, high water temp and overspend** _____
- **Inspect governor brush holders and brushes, commutator and slip rings, rotating diodes, exciter and end bell-bearing** _____
- **Inspect transfer switch and mainline circuit breaker** _____
- **Run generator set (under load) and check voltage, frequency, and instrument systems. Adjust carburator governor, and voltage regulator if necessary** _____
 - **Generate test and inspection report** _____