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

☐ Clean and check battery and connections
☐ Check for proper belt alignment and tensions
☐ Check hoses and clamps
☐ Check fluid levels
☐ Check proper block heater operation
☐ Check battery charger for proper operation
☐ Check no load voltage
☐ Check automatic transfer switch for proper operation
  under a simulated power failure
☐ Check generator exercise schedule
☐ Clean automatic transfer switch cabinet
☐ 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

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QUARTERLY CHECKLIST                      DATE

☐ 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

| Name: __________________________ | Name: __________________________ |
| Address: ________________________ | Address: _________________________ |
| Phone: __________________________ | Site: ___________________________ |

**Generator**

| Model Number: ____________ | Model Number: ____________ |
| Serial Number: ____________ | Serial Number: ____________ |
| Size: _________________KW | Capacity: _________________AMP |

### YEARLY CHECKLIST

- Governor – Check oil level
- Change engine oil
- Change oil filter
- Clean or replace air cleaner element
- Check charge and level of battery
- Clean battery cables
- Check and adjust alternator, fan and governor belts
- Lubricate throttle, governor and choke linkage
- Change coolant hoses
- Check and refill cooling system
- Check and adjust idle speed
- Check and adjust idle mixture
- Inspect spark plugs, replace if necessary
- Clean and check distributor points, cap and rotor
- 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 overspeed
- 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 carburetor governor, and voltage regulator if necessary
  - Generate test and inspection report