

January checklist

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EMERGENCY GENERATORS

SITE AND BLDG #: ny050

boiler room WO# 11329 ASSET # 9972

MECHANIC
SIGNATURE: Ramon V

DATE: 1-8-2021

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	check		
2	Review and follow manufacturer's instructions. One copy of the instruction manual(s) shall be kept in a secure, convenient location near the equipment and another kept in a different location.	check		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	check		clean generator housing...belt ok
4	A written record of all inspections, service, tests, operation, and repairs to the emergency generator shall be maintained in an equipment log book and kept on the premises. This record shall include the date of maintenance, identity of service personnel, and notation of any unsatisfactory condition and the corrective action taken, including parts replaced.	check		
5	Have a properly serviced fire extinguisher in proper working order on hand.	check		
6	Follow NFPA 110 and 111 for operation and maintenance requirements.	check		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Fuel, check main and day tank fuel supply levels; day tank float switch; piping, hoses and connectors; operating fuel pressure; and for any obstructions to tank vents and overflow piping	check		
2	Oil (check for proper oil level and oil operating pressure; lube oil heater) <ul style="list-style-type: none"> • Engine oil level should be checked with the unit stopped • Check unit for recommended proper oil pressure 	check		
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	check		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
4	Exhaust system, check for leaks while unit is running.	check		
5	Battery system [look for possible corrosion; check specific gravity, electrolyte level (a level between 1250 and 1275 is acceptable) and battery charger. Use distilled water to maintain battery water level.]	check		
6	Electrical (conduct a general inspection of wiring and connections; check circuit breakers/fuses, look for discoloration or signs of overheating)	check		
7	Generator (Check for debris, foreign objects, loose or broken fittings; check guards and components; look for any unusual condition of vibration, leakage, noise, temperature or deterioration)	check		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: