

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EMERGENCY GENERATORS

SITE AND BLDG #: 44050 MECHANIC P. Lawrence DATE: 12/10/15
 LOCATION/RM #: WO#6211 ASSET # 9972 START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
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.	☒		
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.	☒		
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.	☒		
5	Have a properly serviced fire extinguisher in proper working order on hand.	☒		
6	Follow NFPA 110 and 111 for operation and maintenance requirements.	☒		
FOURTH QUARTERLY 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 GENERATOR
2	Oil (check for proper oil level and oil operating pressure; lube oil heater) • Engine oil level should be checked with the unit stopped • Check unit for recommended proper oil pressure	☒		BELOW PARTS
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	☒		YES