

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EMERGENCY GENERATORS

SITE AND BLDG #: 24050

LOCATION/RM #: Room 5768 ASSET # 9972

MECHANIC SIGNATURE: Ma M. L. L. L. DATE: 11/22/2015

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check generator equipment.
5	Have a properly serviced fire extinguisher in proper working order on hand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Follow NFPA 110 and 111 for operation and maintenance requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	