

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EMERGENCY GENERATORS

SITE AND BLDG #: NY059 Main Bldg  
 LOCATION/RM #: Office Rear "Coverage" WO# --- ASSET # 10374

MECHANIC SIGNATURE: [Signature] DATE: 11/26/18  
 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TYPICAL COMPLETION		NOTES/ACTIONS
		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"/>	instructions not available
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"/>	Under step... AFOS will brief me concerning this log book at a later date
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 RECHECKED 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"/>	All seem normal
2	Oil (check for proper oil level and oil operating pressure; tube 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"/>	oil Good / Filter chg on Mar 2017
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All OK