

## ATTACHMENT I

### GENERATOR MAINTENANCE CHECKLIST

Vendor information	Owner information
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Site: _____
<b>Generator</b>	<b>Transfer Switch</b>
Model Number: _____	Model Number: _____
Serial Number: _____	Serial Number: _____
Size: _____ KW	Capacity: _____ AMP

MONTHLY CHECKLIST	DATE
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- ☐ 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: _____

<b>Address:</b> _____	<b>Address:</b> _____
<b>Phone:</b> _____	<b>Site:</b> _____
<b>Generator</b>	<b>Transfer Switch</b>
<b>Model Number:</b> _____	<b>Model Number:</b> _____
<b>Serial Number:</b> _____	<b>Serial Number:</b> _____
<b>Size:</b> _____KW	<b>Capacity:</b> _____AMP

<b>QUARTERLY CHECKLIST</b>	<b>DATE</b>
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- |   |       |
|---|-------|
| <input type="checkbox"/> Clean and check battery and connections  | _____ |
| <input type="checkbox"/> Check for proper belt alignment and tensions   | _____ |
| <input type="checkbox"/> Check and lubricate all linkages   | _____ |
| <input type="checkbox"/> Check for leaks of oil and fuel  | _____ |
| <input type="checkbox"/> Check hoses and clamps   | _____ |
| <input type="checkbox"/> Change oil and filter  | _____ |
| <input type="checkbox"/> Change air filter  | _____ |
| <input type="checkbox"/> Clean spark arrester   | _____ |
| <input type="checkbox"/> Clean spark plugs  | _____ |
| <input type="checkbox"/> Check coolant fluid level  | _____ |
| <input type="checkbox"/> Check proper block heater operation  | _____ |
| <input type="checkbox"/> Check battery charger for proper operation   | _____ |
| <input type="checkbox"/> Check no load voltage  | _____ |
| <input type="checkbox"/> Clean automatic transfer switch cabinet  | _____ |
| <input type="checkbox"/> Check automatic transfer switch for proper operation under a simulated power failure | _____ |
| <input type="checkbox"/> Check Generator exercise schedule  | _____ |
| <input type="checkbox"/> Generate a test and inspection report  | _____ |

2.1 Vendor information	Owner information
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Site: _____
<b>Generator</b>	<b>Transfer Switch</b>
Model Number: _____	Model Number: _____
Serial Number: _____	Serial Number: _____
Size: _____ KW	Capacity: _____ AMP

YEARLY CHECKLIST	DATE
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- |  |       |
|--|-------|
| <input type="checkbox"/> Governor – Check oil level                          | _____ |
| <input type="checkbox"/> Change engine oil                                   | _____ |
| <input type="checkbox"/> Change oil filter                                   | _____ |
| <input type="checkbox"/> Clean or replace air cleaner element                | _____ |
| <input type="checkbox"/> Check charge and level of battery                   | _____ |
| <input type="checkbox"/> Clean battery cables                                | _____ |
| <input type="checkbox"/> Check and adjust alternator, fan and governor belts | _____ |
| <input type="checkbox"/> Lubricate throttle, governor and choke linkage      | _____ |
| <input type="checkbox"/> Change coolant hoses                                | _____ |
| <input type="checkbox"/> Check and refill cooling system                     | _____ |
| <input type="checkbox"/> Check and adjust idle speed                         | _____ |
| <input type="checkbox"/> Check and adjust idle mixture                       | _____ |
| <input type="checkbox"/> Inspect spark plugs, replace if necessary           | _____ |
| <input type="checkbox"/> Clean and check distributor points, cap and rotor   | _____ |
| <input type="checkbox"/> 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 overspend** \_\_\_\_\_
- ❑ **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 carburator governor, and voltage regulator if necessary** \_\_\_\_\_
  - ❑ **Generate test and inspection report** \_\_\_\_\_