

Generator Maintenance Electrical Safety Evaluation Checksheet

Tech:

Inspection Waiver *

- I request that NO SAFETY INSPECTION be performed on my electrical system.
- Proceed with Inspection

Signature

Sign here

Generator Inspection Questionnaire

Generator Brand:

Model #:

Serial #:

ATS Model #:

ATS Serial #:

Install Date:

Motor Size:

Kit Used?

Yes No

Kit #:

(if yes)

Controller

- Remove debris from generator if any has accumulated & make sure the intake and exhaust aren't obstructed. Check for signs of mice, rodents, bugs, and any other potential hazards to the generator, if found put them in the notes at the bottom.
- Is the generator green light on/ Is it in the "Ready to Run" status (if not inform the customer that the unit needs a Diagnostic before continuing with regular Maintenance)
- Is the exhaust clear of debris/vegetation/other obstructions?

Engine Run Hours:

Check Fault History, List Last 5 Codes & Dates:

Check Oil Level

Oil Level (Before Changing)

Coolant Level

Any Leaks?

Clean Battery Terminals

Battery Date Code

Check Battery Voltage

Off Voltage:

VDC Running Voltage:

Battery CCA:

Load Test:

Generator Checklist

Steps to complete for generator maintenance.

- Replace spark plugs
- Replace air filter
- Change the oil
- Test the battery
- Test the gas pressure
- Documentation on ipad
- Documentation on Gen controller
- Mock outage test
- Confirm gas & breaker back to ON

Standing Pressure

Running pressure for gas

Mock outage test

Any Issues Present?

Notes & Suggestions from today's visit:

Detailed Steps Checklist

DETAILED STEPS: -Turn generator breaker to the OFF position -Using a damp rag/towel, wipe down the entire unit clean -Remove spark plug leads -Remove spark plugs using the proper deep sized socket -Install new spark plugs. Typically 2- front and back -Check the gap before replacing -Hand tighten them first before using socket. -Do Not overtighten- can easily break the plug -Make sure they are snug tight - Replace air filter. Mark the date on new filter -Run generator in manual. Let oil warm up. -Turn gen Off after about 5 mins. -Be aware of hot areas. - (Reason we do spark plugs & air filter first) -Open oil cap and extend oil drain hose Drain oil. From hose into a container or pan -Return oil cap and hose -Remove existing oil filter. Prepare for oil leak -Apply thin layer of oil to new filter edge -Some guys recommend to write the date on filter with sharpie -Install new oil filter. Do NOT overtighten or crush the gasket - Begin to Fill with oil at the cap -Oil amount MUST be Correct according to manufacturer guidelines 1.9 qt/ 20-24kw 1.7 qt/ 11-17kw Milky Oil means it used the wrong oil. 1.3 qt/ 7-9kw -Wipe down & cleanup inside unit -Test battery voltage and CCA -Document this reading -Replace battery if needed -Spray battery terminals with spray -Check for any error codes. Address if needed -Check all wiring connections to be sure nothing is loose -Check hose clamps. Replace if leaking -Label your service with S&Z service sticker decal -Program controller/system -Document the "Run Hours" -Sub Menu-Maintenance-Run Hours -Using manometer, test gas line pressure -Turn gas valve off -Plug meter tube into regulator or drip leg -Drip leg may require adapter - Natural Gas 3.5"-7" -Propane 10-12" -Pipe dope drip leg cap if removed for test -Turn gas valve back on SLOWLY -Document the standing pressure & running pressure for gas -Run generator in Manual mode for 5 mins. -Check that oil level is good. Do NOT overfill -Fill out form on iPad -Turn back into auto mode. -Check for green light status - Be sure any auxiliary kill switches are set to ON -Turn the Breaker Back ON -Perform Mock Outage test