



Generator Systems

Limited Liability Company

Pre-Startup Checklist/Warranty Registration

Generator Systems, LLC requires a pre-startup checklist to be completed and received 2 weeks prior to start-up. Information on this form must be accurate and current to enable Generator Systems, LLC to provide a complete start-up service in a timely manner. Start-up services are performed during normal business hours. Afterhours or weekend start-ups may be available at an additional charge. This checklist is designed for typical single generator exterior installations. For indoor, MPS, or other more complicated applications please contact your Generator Systems, LLC representative for additional information that may be required.

Site Information

Facility Name: _____
Project Name: _____
Site Address: _____
City, State, Zip Code: _____
Site Supervisor: _____ Phone: _____
On-Site Contact: _____ Phone: _____

Unit Information

Generator Model: _____ Generator Serial: _____
kW Size: _____ Engine Size: _____ Voltage: _____ Fuel Type: _____
Number of Transfer Switches: _____ Transfer Switch Manufacturer: _____
Transfer Switch Model(s): _____
Transfer Switch Serial(s): _____
Transfer Switch Amperage Rating(s): _____
Transfer Switch Voltage(s): _____

Installing Contractor

Company: _____
Address: _____
City, State, Zip: _____
Contact: _____ Phone: _____

Owner Information

*To ensure that the manufacturer warranty is correctly registered, please provide **ALL** information for the End User of the equipment.

End User/Owner: _____
Billing Address: _____
City, State, Zip Code: _____
Contact: _____ Phone: _____
Email: _____

Coordination Contractors

- ☐ Submittals and installation guide have been received and reviewed by electrical and mechanical contractors.

*To ensure that the equipment is officially commissioned on the day that our technician is on site, have all contractors associated with the installation available for clarification or changes on the agreed upon date.

Mechanical Contractor: _____
Contact: _____ Phone: _____

Location/Miscellaneous

- ☐ Unit is properly secured to a concrete pad or other suitable, non-combustible structure.
- ☐ Clearance is provided on all sides of the generator to allow for ease of maintenance, proper ventilation, and any applicable requirements from authorities having jurisdiction.
- ☐ Transfer Switch(es) must be tested and transferred. Power outage is acceptable during normal business hours. If not, please contact your salesperson to coordinate a separate visit for testing the transfer switch(es).
- ☐ Generator and transfer switch manuals are available on site for Generator Systems, LLC technicians.

Generator Location: ☐ Outdoor ☐ Indoor ☐ Rooftop

Comments: _____

Transfer Switch Location(s): ☐ Outdoor ☐ Indoor ☐ Rooftop

Comments: _____

Unit Access Info (locked doors, stairs, elevator, hatch, etc.): _____

How close can the technician park to the generator: _____

Special PPE Required: ☐ Yes ☐ No

If Yes, Please Specify: _____

Electrical System Installation

*Reference installation manual (request copy if you do not have one)

Utility Voltage: ☐ 240V Single ☐ 240V Three ☐ 208V ☐ 480V

- ☐ The nameplate voltage/frequency of the generator set, and transfer switch match the normal/utility source at the transfer switch.
- ☐ Load wires pulled and properly terminated on generator circuit breaker and transfer switch.
- ☐ 2-wire start, and remote annunciator wires pulled in a separate conduit from the AC wires and properly labeled.
- ☐ Battery charger – 120V circuit pulled, labeled, and landed in circuit box and at generator.
- ☐ Block heater – 120/208/240/480V circuit pulled, labeled, and landed in circuit box and at generator.
- ☐ Ground wire connected to a ground rod driven into the earth or, if a roof application, properly grounded to the system. Always follow the local code and NEC article 250.
- ☐ Bonding jumpers installed per NEC article 250 (separately derived or non-derived).
- ☐ All fire pump control wires pulled and labeled (if applicable).
- ☐ Additional accessories wired and clearly labeled (remote stop, operating light, annunciators, etc.).

Are there any auxiliary alarms being connected (signals to elevator controls, fire monitoring equipment, BAS systems, communication equipment, etc.)? ☐ Yes ☐ No

If yes, please describe in detail: _____

- ☐ Transfer switch(es) properly mounted in accordance with manufacturer's instructions.
- ☐ Transfer switch(es) free from all metal chips and any debris prior to being energized.
- ☐ Utility power available. Without utility, we will not be able to test the battery charger, block heater, phase rotation, and transfer switch functionality. Start-up will be incomplete, requiring a second visit which will be charged accordingly. **WARNING: DO NOT TURN ON OR ENERGIZE UNTIL THE TECHNICIAN ON-SITE ASKS YOU TO DO SO.**
- ☐ The building load transfer test can be performed at the time of start-up. If required outside of regular business hours additional fees may be required.

Fuel System Installation – Diesel (skip this section for Natural Gas or Propane generators)

*Reference installation manual (request copy if you do not have one)

The State of Ohio Fire Code (or, where applicable by other authorities having jurisdiction) requires all diesel fuel tanks (60 gallons and above) be permitted to install. As part of the approval process each tank is required to pass a witnessed, on-site pressure test **before** the tank is filled with diesel fuel. The Ohio Fire Code also includes requirements for fencing, bollards, and clearances. Generator Systems, LLC cannot perform start-up services until all requirements of the Ohio Fire Code have been met.

- ☐ A permit has been pulled with the Ohio Fire Marshall's Office or other authority having jurisdiction.
- ☐ An on-site fuel tank pressure test has been witnessed and approved by the authority having jurisdiction.
- ☐ Fuel has been delivered and put into the sub-base or day tank. Fuel tank **must** be at least 60% filled, but not more than 80% filled, for testing.
- ☐ Fuel tank pump and motor are electrically functional and properly supply fuel to the unit.

Fuel System Installation – Natural Gas/Propane

*Reference installation manual (request copy if you do not have one)

- ☐ All fuel lines have been plumbed, connected, and turned on.
- ☐ Fuel supply at the generator is the correct pressure (see generator specification data sheet).
- ☐ The supply line is the correct size to maintain suitable pressure and volume when generator runs at 100% rated load (see generator specification data sheet).
- ☐ A flexible fuel line has been connected to the engine.
- ☐ The fuel supply piping complies with Generac installation recommendations (see installation manual).
- ☐ The gas line has been bled of air.
- ☐ A fuel line is installed between the primary regulator and generator gas inlet. **REQUIRED** (flex fuel line is the contractor's responsibility unless advised otherwise). **Piping from the primary regulator must be ½" larger than the generator inlet connection size.**
- ☐ Primary regulator adjusted to the proper pressure of _____ inches of water in column (see spec sheet).
- ☐ Primary regulator is a dedicated fuel source for the generator only. **The primary regulator must be installed (unless primary pressure is within generator specs). NOTE: The gas regulator inside the generator enclosure is NOT considered a primary regulator. The primary regulator is the contractor furnished and installed regulator located between the utility furnished meter/regulator and the generator. There should be 10 ft. of pipe between the primary regulator and generator.**

Ventilation and Exhaust

*Reference installation manual (request copy if you do not have one)

- ☐ Radiator ducting properly sized and connected.
- ☐ Fans or louvers for air ducting system properly placed and functional. Louver must be fully open in 5 seconds or less (spring open/motor close).
- ☐ Flexible exhaust connector installed between the engine exhaust manifold and the muffler without kinks or bends.
- ☐ Muffler and exhaust piping installed and properly supported.
- ☐ Wall thimbles in place where the exhaust piping extends through a wall or overhang.
- ☐ Rain cap or 45-degree pipe with screen welded into it.
- ☐ Exhaust piping free of unnecessary bends.

- ☐ Exhaust wrap is complete prior to load bank or full load test.
- ☐ Minimum clearances on all sides of the generator per manufacturer's recommendations.
- ☐ Radiator exhaust does not vent towards an air vent or window where exhaust fumes may be drawn back into the building. **NOTE: Mufflers and exhaust piping carry hot gasses that are potentially fatal when not vented to the atmosphere. Exhaust piping gets extremely hot, so it should NOT be run anywhere near ceiling mounted heat detectors, sprinkler heads, or any heat sensitive device. All exhaust piping must be out of the way of personnel areas and free of any gaps or leaks.**

Other

Requested Exercise Day: _____

Requested Exercise Time: _____

Completed By

- ☐ I have read the above and confirm that all installation requirements are complete. If the equipment and site are not as described on this form when Generator Systems, LLC arrives to perform the start-up service, additional service fees will be charged for return visit(s). An additional PO or payment will be required PRIOR to scheduling any return trips. By signing this document, you accept these conditions.

Company Name: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Once completed please return this form to: startups@generatorsystems.com

If possible, please provide photos of the following in your email:

- 1) Flex fuel line installation.
- 2) Primary regulator installation
- 3) Full picture of generator secured to pad.
- 4) Pictures of all transfer switches with power wires landed.