

# SERVICE WEEKLY INSPECTION CHECKLIST



Please use the attached checklist to perform weekly service inspections on generator set equipment.

**Before beginning any service, please conduct the following steps:**

1. Perform lockout/tagout procedures before performing pre-start checks.
2. Refer to owner and operator manual for correct specifications.

**DESCRIPTIONS:**

<b>Date</b>	Record the date of the inspection.
<b>Ambient Temp</b>	Record air temperature around generator.
<b>Oil Level</b>	Record the level from the oil dipstick and the amount of oil added to the engine if it was needed.
<b>Coolant Level</b>	Record level of coolant in the radiator and add approved coolant, if needed.
<b>Heaters</b>	Check inlet and outlet hose temperature to verify operation.
<b>Belts</b>	Visually inspect belts for damage or fraying. Verify the <b>engine control</b> is in the <b>OFF</b> position.
<b>Battery Charger</b>	Visually inspect battery charger to verify operation. If equipped with a display, verify charge rate. If equipped with LEDs, verify correct LEDs are lit.
<b>Battery Levels and Cables</b>	Verify battery(s) are full of acid, cables are tight, and battery posts clean.
<b>Leaks: Oil, Water, Fuel</b>	Check all hoses and connections for dripping fluids. If needed, tighten hose clamps to contain leaks.
<b>Amps</b>	Record the amp reading when unit is running with load.
<b>AC Volts</b>	Record the AC volt reading when unit is running with load.
<b>Frequency</b>	Record the hertz reading when unit is running with load.
<b>Oil Pressure</b>	Record the oil pressure when unit is running with load.
<b>Coolant Temp</b>	When unit is running with load, record the coolant temperature reading once stabilized.
<b>DC Volts</b>	Record control panel DC voltage reading.
<b>RTM</b>	Record the Running Time Meter total before each test. Variances will show run time between inspection exercises.
<b>ATS</b>	Automatic Transfer Switch mark as <b>OK</b> , if test performed properly.
<b>Maintenance Contact</b>	Maintenance technician performing inspections should initial in this box.

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