

Generator Inspection Checklist

By [Generator Help Online](#)

I have been servicing generators for over 40 years. The **Generator Inspection Checklist** I have created comes from customers who have been tagged for these same items as well as conversations I have had with fire marshals, health department officials, insurance adjusters, and Medicare/Medicaid staff.

Is your paperwork ready?

(Most paperwork should go back 2 years. The 4-hour load tests required every 3 years should have records going back past 2 tests, or 6 years. At healthcare facilities, document that your emergency power comes on within 10 seconds after utility failure or initiating test.)

Click on the links for more information.

- You should have an appropriate maintenance log. You can download my Inspection & Testing Log at: [Download](#). It comes with written instructions.
 - I also have posted the Kansas log. [Download](#) I made a video on how to fill this one out at: [Emergency Generator Operating Log](#)
 - Your state may have a log they prefer. The state logs are all similar.
 - Your log needs to include the inspections and tests that I have noted. I made videos about how to conduct these procedures. Go to the [Weekly](#) and [Monthly](#) videos. Pay particular attention to the 30-minute monthly load test. Keep these records for at least 2 years.
- Gather any maintenance records and invoices you have collected from outside vendors. Keep your invoices as proof of maintenance and repairs for 2 years.
 - **Make sure** your vendor completes the [Required 30-minute Load Test Following Every Maintenance or Repair Procedure](#).
- Make sure you have record of your required 4-hour test that must be conducted every three years. See my video on [How to Conduct a 4-Hour Load Test](#). I also provide here a [4-hour Load Test Form](#).

- Have your transfer switches inspected and tested each year. Keep the records for 2-years. [Automatic Transfer Switch Annual Service](#)
Also, remember you must transfer every transfer switch each month.
- I can provide other forms. See here on this page [Downloads](#)
- Calculate how long your fuel supply will last. Take fuel consumption rate times fuel tank capacity.
(https://www.generatorsource.com/Diesel_Fuel_Consumption.aspx)
 - If your fuel supply is natural gas, you will need a letter from your supplier that disaster will not interrupt service or keep a minimum fuel supply onsite. [Natural Gas Fuel Systems](#).
- Have your policies available for generator malfunction—rental availability, refueling, issues with residents needing life support.
- In addition, many surveyors are looking for:
 - Remote manual stop station (See my video) NFPA 110, 2010 edition, chapter 5.6.5.6. [How to set up a Generator Stop Station](#)
 - Remote annunciator NFPA 110, 2010 edition, chapter 5.6.6
 - Generator work lights. NFPA 110, 2010 edition, chapter 7.3.1
 - 2 sets of manuals See NFPA 110, 2010 edition, chapter 8.2.1 (It is suggested one set of manuals and records be kept in the administrator’s office) [Notes on 2 Sets of Manuals](#)

Anything in any standard may be required at the discretion of the surveyor. The items I have listed here are most common. If anything, else comes, up contact me paul@generatorhelponline.com

Important note: Your surveyors have hundreds of standards that they need to follow including NFPA, ANSI, ASCE, ASSE, ASCE, ASI, ASTM, UL, and ICC. There is no way anyone can be up to speed on all of these. However, **they all apply!** This is why you hire an engineer. You pay the engineer to make sure you stay up to code.

In my opinion, the issues listed above are the ones you are most likely to encounter.

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