



Shelton, CT - Bloomfield, CT - Islandia, NY

GENERATOR START UP CHECKLIST

Please Provide at least 2 Weeks Notice Prior to Start Up

This checklist needs to be fully completed and returned before a start up date can be scheduled.

*****Note: if a second site visit is required, a Purchase Order and/or other payment arrangements will be required*****

Job Site Name			
Job Site Contact		Contact Phone #	
Generator Location Address			
City, State, Zip			
Completion Verified By: (print)			
(Sign) X		Date	
Start Up Date Requested			Battery On Site?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Generator Model	Serial Number	kW size	Fuel Source
ATS #1 Model	ATS #1 Serial Number	ATS #2 Model	ATS #2 Serial Number

Please confirm all that apply below.

<input type="checkbox"/> Yes	CONTROL WIRING: Insure wires are run and terminated between genset and transfer switches, annunciator, etc. WARNING!! Do not run control wires in the same conduit with AC wiring. Doing so will cause failure and damage to the control logic in the generator and transfer switch.
<input type="checkbox"/> Yes	AC CONDUCTORS (Normal and Emergency): Insure AC conductors are run and terminated between generator and normal and transfer switches. NOTE: Neutral and equipment earth ground shall be run as per codes.
<input type="checkbox"/> Yes	Muffler: Muffler and exhaust lines should be installed, including condensation trap and weather protection. Be sure all exhaust line fittings and flanges are tightened. Insulation (if required) should be complete before start up. If insulation cannot be finished before start up, it should be left uninstalled until after start up.
<input type="checkbox"/> Yes	Isolators: Isolators should be installed and adjusted as per manufacturers recommendations.
<input type="checkbox"/> Yes	Engine Heaters: Wiring to water heater and lube oil heaters should be terminated. Note: Power breakers should be left off until start up.
<input type="checkbox"/> Yes	Radiator Duct: Radiator exhaust duct should be complete.
<input type="checkbox"/> Yes	Louvers: Louvers on air intake or radiator exhaust completed. Control wiring run from genset to louver motors.

<input type="checkbox"/> Yes	TURN MAIN GENERATOR CONTROL SWITCH OFF
<input type="checkbox"/> Yes	Batteries: Disconnected. Note: Do not attempt to start engine!
<input type="checkbox"/> Yes	Battery Chargers: Charger should be connected to AC power. DC leads should be connected to proper terminals on the generator set. BREAKER LEFT OFF.
<input type="checkbox"/> Yes	Cleaning: Area under and around generator set should be cleaned. No debris should be near generator to prevent injury or damage to the radiator.
<input type="checkbox"/> Yes	Instructing Owners Personnel: Electrical contractor shall notify owner's personnel that the operation and maintenance instructions will be given at the time of start up.
Diesel Units (If Applicable)	
<input type="checkbox"/> Yes	DIESEL FUEL LINES: Fuel lines from day tank to main tank and engine should be complete. Supply line from main tank to pump on day tank should be connected to the pickup tube on main tank. Run return line from engine to day tank and run return from day tank to main tank. Day tank and main tank must be vented. Black pipe should be used for fuel lines. (NEVER USE GALVANIZED PIPE)
<input type="checkbox"/> Yes	Main Fuel Tank: Confirmation tank is filled with fuel.
<input type="checkbox"/> Yes	DAY TANK: AC motor should be wired to emergency panel. Day tank motor should be tested before start-up to insure proper fuel connections. Day tank pump supply line should be primed if pump does not pick up fuel in approximately (2) minutes
Natural Gas (If Applicable)	
<input type="checkbox"/> Yes	Gas Lines: Insure proper gas is available. Gas pressure should be (6) to (11) ounces from primary regulator to inlet of secondary regulator on engine. Note: Primary and gas piping needs to be properly sized.
Special instructions / notes	
Gen Location	
<input type="checkbox"/> Rooftop	
<input type="checkbox"/> Ground Level	
<input type="checkbox"/> Basement	
Contractor Name & Company	
Contractor Phone #	
Contractor Email Address	
<p>Please email this completed form to our Service Department at info@huntingtonpower.com, or fax to (203) 929-0713.</p> <p>For questions regarding scheduling, please call (203) 929-3203</p> <p>*Please Note, if a Huntington Power technician finds the jobsite unprepared for start up and a second trip is required, other payment arrangements will be required prior to the second trip*</p>	

Internal Use Only			
Training:		HPE Job #:	
Load Bank Testing:		NFPA 110?	Sales ID:
Parking: On Street / Off Street:			
Special Instructions:			
Credit Sign Off:		Date:	