

**EMERGENCY MOTOR GENERATOR CHECKLIST**  
 State of Hawaii, Department of Accounting & General Services  
 Central Services Division

Site Name		Vendor or Agency		Service Technician (Print Name)		
Date	Time IN	Time OUT	Engine Hours - Start	Engine Hours - End	Transfer Fuel Level	Main Tank Fuel Level

**PRESTART CHECKS**

- Check fuel, oil, coolant levels, condition and for leaks. Refill or replace as necessary.
- Ensure that fuel level is at 75% or higher. Forward fueling invoice to ICSD representative.
- Check battery connection, specific gravity and water level. Check charger operation.  
 Specific Gravity \_\_\_\_\_ Fluid Qty. Added \_\_\_\_\_
- Float Rate \_\_\_\_\_ Float Voltage (normal) \_\_\_\_\_ (cranking) \_\_\_\_\_
- Check governor linkage, oil level and adjust speed according to frequency.
- Check cooling system hoses.  Check air filter, intakes and outlets.
- Check belts for proper tension and wear.  Check engine heater operation.
- Check transfer tank for proper operation.  Check gauges and indicators.

**OPERATIONAL CHECKS**

- Check transfer switch and accessory operation. Ensure contacts are in good repair.
- Generator Test Method:  Stand-alone;  Transfer Switch;  Main Circuit Breaker.
- Generator: No Load: Volts \_\_\_\_\_; Freq. \_\_\_\_\_; W/Load: Volts \_\_\_\_\_; Freq. \_\_\_\_\_; Amps \_\_\_\_\_.
- Alternator Charge Rate: Amps \_\_\_\_\_ at Volts \_\_\_\_\_. Engine Temp: Preheat \_\_\_\_\_; Hot \_\_\_\_\_.
- Oil Pressure: Cold \_\_\_\_\_ Hot \_\_\_\_\_. Exhaust smoke after 5 Minutes: \_\_\_\_\_.
- Ensure that work area is clean and orderly. Do not store tools or supplies.

Notify CSD immediately of any major problems.

Building engineer: (808) 831-7929  
 CSD Office: (808) 831-6733

Note discrepancies found and corrections made, if any \_\_\_\_\_

Comments: \_\_\_\_\_

Please forward via FAX to CSD at Fax: (808) 831-6750