Santa Clara University

University Operations: SCU Monthly Emergency Generator Inspection Form

Instructions: Complete this form monthly by the 15th for each emergency generator and return to EHS.

Inspection Date (DD/MM/YYYY): _____   Retain Until Date (DD/MM/YYYY) : _____   **(36 months from inspection date)**

Inspector Name (First and Last Name): _____ _____

Equipment Number: _____   Work Order Number: _____

BAAQMD Source Number: _____   Tank Inspected (Location): _____

Item	Status		Comments Section
1.0 Tank Containment			
1.1 Is there standing water/liquid in the tank enclosure area?	☐ **Yes***	☐ **No**	
1.2 Is there debris or other sorts of fire hazards in the tank enclosure area?	☐ **Yes***	☐ **No**	
1.3 Are the containment area pathways clear and gates/doors operable?	☐ **Yes**	☐ **No***	
2.0 Leak Detection			
2.1 Are there any visible signs of leakage around the tank, concrete pad, containment area or ground?	☐ **Yes***	☐ **No**	
3.0 Tank Attachments			
3.1 Is the tank liquid level gauge/sight glass readable and in good condition?	☐ **Yes**	☐ **No***	
3.2 Is the tank opening closed and properly sealed?	☐ **Yes**	☐ **No***	
4.0 Other Conditions			
4.1 Are there other conditions that should be addressed for continued safe operations or may affect the site SPCC Plan?	☐ **Yes***	☐ **No**	
4.2 Facility spill kit is available and in good condition?	☐ **Yes**	☐ **No***	
4.3 Facility fire extinguisher is fully charged?	☐ **Yes**	☐ **No***	

*Designates an item is in non-conformance status. The non-conformance should be explained in the Comments Section and the corrective action detailed in   the Comments and/ or Additional Comments sections. All non-conformance items shall be reported to your supervisor immediately.

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Generator Use   ☐ **Emergency**   ☐ **Monthly Maintenance**   ☐ **Load Test**   ☐ **Other:** _____

Meter Reading			Pre-Run Checks						Running Check		
				Fluid Levels			Battery Charger 12 v 13.3 DC Volts 24 v 26.6 DC Volts				
Start Read	End Read	Total Run Time (e.g. 10 Min)	Fuel Level (75% Min)	Oil Level (Between add & Full)	Coolant (Full)	Batteries (Full)		Block Heater Temp (90°F Min)	AC Voltage (+/- 3%)	Frequency (60 Hz)	AC Amps

Additional Comment Sections:

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