



General Order Number: 02-42	Effective Date: May 2010
Division: Apparatus and Equipment	
Chapter: Station Generators	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order outlines the procedures, responsibilities, and tasks associated with station personnel inspecting station generators. It is the responsibility of the career station officer or Volunteer Chief to ensure the station generator is inspected weekly, in accordance with this General Order and as outlined by the Manufacturer's Operations Manual.

DEFINITIONS

Auxiliary Power Unit/Generator – Permanently affixed generator capable of supplying electrical power to all or a portion of a station or building in the event of an electrical power outage. Most of our generators are powered by diesel fuel; however, several run on natural gas or propane.

Automatic Transfer Switch – Equipment that allows power to be safely, automatically transferred from utility power to emergency generator power while maintaining isolation of each source from the other.

PROCEDURES / RESPONSIBILITIES

1. Provisions

Personnel will first need to review the *Manufacturer's Operations Manual* and the station *Generator Information Sheet* (Attachment 1) to become familiar with any display panels or indicator lights. Newer model generators include display panels that identify any problems and confirm the generator is in the proper setting to work. Before each use, check the transfer switch for the generator to ensure it is properly secured and ready for service. All generators will have a transfer switch, which will be affixed to a wall inside or outside the station, somewhere between the generator and the main electrical panel.

- First check any display panel on the generator and transfer switch to ensure all switches, knobs, etc. are in the correct position for service delivery if power is called for from the generator.
- Most generators will have a display panel that will show if the generator has had service problems or other issues in the past week.

The weekly check will ensure all of the following items are maintained at proper operating levels and all generator components are in their correct setting:



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- **Fuel** - Generators will have some type of gauge that indicates the fuel level. Generators are to be kept at least ½ full at all times. Most units will have a fuel cap that can be locked. At a minimum, personnel shall place a plastic wire tie on the device to ensure the cap isn't moved between weekly checks. When the generator is fueled, the wire tie must be replaced. In addition, the fuel level gauge should be checked during and after known usages of the generator. Most of these units use diesel fuel, and it is critical they do not run out of fuel.
- **Coolant** - Maintain to correct level, check *Manufacturer's Operations Manual* for correct level.
- **Oil** - Maintain to correct level, check *Manufacturer's Operations Manual* for correct level.
- **Batteries** - All generators will have a battery or a bank of batteries. Some may have batteries that will need maintenance (water level to be maintained), others will have maintenance free batteries. Maintenance free batteries will have some type of indicator to show the battery status. Additionally, ensure terminals are free and clear of corrosion and are properly secured.

Requests for diesel fuel should be directed to the Fire/EMS Call Center anytime the fuel level is less than ½ tank. To fulfill the request, you will be required to provide the tank capacity and the current fuel level. The request will be forwarded to Logistics and Supply for ordering.

Generators **must** be programmed to exercise weekly on Tuesdays at 0900 hours. While exercising, personnel should conduct a visual and audible inspection of the generator to check for obvious problems.

Most station generators are maintained by a certified vendor contracted by the Fire/EMS Department; however, a few are maintained independently by volunteer corporations or other entities. Generators maintained by the Fire/EMS Department are inspected and tested quarterly.

Station personnel are prohibited from performing any work outside the scope of this General Order on a County owned and/or maintained generator. This includes directing or contracting a third party to perform work. If a volunteer corporation wishes to assume responsibility for preventive maintenance, they should notify the Fire Chief in writing, so the service plan can be discontinued.

Any fluid deficiencies, abnormal sounds, or other perceived problems should be reported to the Fire/EMS Call Center immediately, and noted in the Station Logbook.

2. Documentation

It is essential that all inspections, service, and other generator related issues be documented on the Generator Maintenance Tracking Log Form (Attachment 2).

REFERENCES

N/A



FORMS / ATTACHMENTS

Attachment #1 - Generator Information Sheet

Attachment #2 - Generator Maintenance Tracking Log Form

