

Generator Maintenance

Service visit for a standby or prime power generator: engine, fuel, battery and controls checks, a recorded run test, defects, parts and sign-off.

1. Job and generator

The job, the site and the set.

Project

Filled in from the project in SiteSurvey.

Job or contract reference

Customer

Site *

Address

Date of visit *

Arrival time

Type of visit * (choose one)

☐ Planned service ☐ Call-out for a fault ☐ Run test only

What was reported, and by whom? (if applicable)

Engineer name

Generator make and model

Serial number

Rating (kVA)

Fuel (choose one)

☐ Diesel ☐ HVO ☐ Gas ☐ Petrol

Duty (choose one)

☐ Standby ☐ Prime or continuous

Hours run, from the meter

Date of the last service

2. Before you start

Make it safe and look it over.

Is the set switched out of auto so it cannot start while you work on it?

☐ Yes ☐ No

If applicable: Do not work on the engine or alternator until the set is out of auto and cannot start. Tell the site contact the standby supply is unavailable while you work.

Oil, coolant or fuel leaks (choose one)

☐ None ☐ Minor weep ☐ Leak

Canopy, enclosure and mountings (choose one)

☐ OK ☐ Defect

Exhaust and lagging (choose one)

☐ OK ☐ Defect

Air inlets and outlets clear (choose one)

☐ OK ☐ Blocked or restricted

Photos on arrival (photos: attach, or note the file names)

3. Engine

Fluids, filters, belts and hoses.

Engine oil level (choose one)

☐ OK ☐ Topped up ☐ Low or contaminated

Oil and oil filter changed?

☐ Yes ☐ No

Coolant level (choose one)

☐ OK ☐ Topped up ☐ Low or contaminated

Antifreeze protection, if tested

Belts and hoses (choose one)

☐ OK ☐ Worn: replace soon ☐ Replaced

Air filter (choose one)

☐ OK ☐ Cleaned ☐ Replaced

Fuel filter (choose one)

☐ OK ☐ Replaced ☐ Water drained

Engine heater (choose one)

☐ Working ☐ Not working ☐ None fitted

4. Fuel

Tank, level and condition.

Tank capacity (litres)

Fuel level (%)

If applicable: Under a quarter of a tank. Tell the customer: a standby set is only as good as the fuel in it.

Secondary containment (if applicable; choose one)

☐ Bunded or double-skinned tank ☐ Tank in a separate bund ☐ None

If applicable: GOV.UK says the oil storage rules for businesses in England and Wales apply to a generator with a connected oil supply tank of 201 litres or more, including stand-by generators. A bund must hold 110% of the capacity of the container. Scotland and Northern Ireland have their own rules.

If applicable: No secondary containment on a tank of 201 litres or more. Raise it with the customer.

Fuel condition (choose one)

☐ Clear ☐ Water or sediment found ☐ Not checked

Age of the fuel, if known

5. Battery and controls

Starting, charging, alarms and changeover.

Battery voltage (V)

Battery age (years)

Battery charger (choose one)

☐ Working ☐ Not working

Terminals and leads (choose one)

☐ Clean and tight ☐ Cleaned ☐ Corroded or loose

Control panel (choose one)

☐ No alarms ☐ Alarm showing ☐ Alarm cleared on this visit

Which alarm? (if applicable)

Emergency stop (choose one)

☐ Tested: works ☐ Tested: failed ☐ Not tested

Changeover switch or panel (choose one)

☐ Tested: works ☐ Tested: failed ☐ Not tested ☐ None fitted

6. Run test

Readings with the set running.

Type of test * (choose one)

☐ Off load ☐ On the building load ☐ Load bank ☐ Not run

Why was it not run? (if applicable)

Run time (minutes) (if applicable)

Load (kW) (if applicable)

Voltage (V) (if applicable)

Frequency (Hz) (if applicable)

Oil pressure (if applicable)

Coolant temperature (°C) (if applicable)

Any abnormal noise, vibration or smoke? (if applicable)

☐ Yes ☐ No

Describe it (if applicable)

Automatic start on mains failure (if applicable; choose one)

☐ Tested: started and took the load

☐ Tested: failed

☐ Not tested: customer did not allow

Has the set been left in auto, ready to start?

☐ Yes ☐ No

If applicable: The set is not in auto and will not start if the mains fails. Tell the site contact before you leave and record who you told.

Who did you tell? (if applicable)

7. Outcome and parts

How the set was left and what happens next.

Outcome of the visit * (choose one)

☐ Serviceable, no defects

☐ Serviceable with defects outstanding

☐ Not serviceable

What needs doing next, and who will do it? (if applicable)

Recommendations

Did you use any parts or materials?

☐ Yes ☐ No

Parts and materials used (copy this block for each one; if applicable)

Item

Part number

Quantity

Next service due

Departure time

8. Sign-off

Customer and engineer.

Is the customer or their representative available to sign?

☐ Yes ☐ No

Why not, and who will you send the report to? (if applicable)

Customer name (if applicable)

Position (if applicable)

Customer comment (if applicable)

Customer signature (if applicable)

Engineer name

Engineer signature