Title: Procedure for Routine Generator Maintenance and Service

Purpose: To assist the laboratorian in performing the weekly generator maintenance.

Operational Information:
1. Standby Power will perform annual maintenance; their number is (313) 538-0200.

2. U of M Plant Department, will perform a monthly check on the generator; Plant schedules this check. The main Utilities and Maintenance Services number for service 7:00 a.m.-3:30 p.m. weekdays is 7-2059 and for service at all other times phone 647-2059. Both CLASS and Plant will be maintaining service records for the generator.

Note: The work order number for the monthly check of the generator is 219433-2005. The work order number covers July 1, 2005 through June 30, 2006.

Procedure:
1. CLASS personnel are responsible for the weekly generator check. The weekly check is performed to ensure that the fluids (oil and coolant) are at the correct levels and that the generator started properly. The weekly check also serves as a mechanism to maintain documentation.

2. Keys to both the generator and the gate are located in the key lock box in Room A122. The generator is located outside the building on the south side and the maintenance log is located in Room A122.

3. Preferably while the generator is scheduled to run, Monday morning, check that the settings below are within the normal limits and note this information on the maintenance log:
   a. The battery level should register between 12 and 15 amps.
   b. The oil pressure should register approximately 50 psi.
   c. The water temperature should register between 100-200°F; normal seems to be about 175° F. It should never register 250° F.
   d. If any of these settings are not within the normal limits or questions arise, contact the Plant Department; the number is listed above in Operational Information, step #2.

4. After the generator has turned off and the liquid levels have had the opportunity to settle back into the system, approximately 15 minutes after the generator has shutdown, check that the following liquid levels are within normal limits and note this information on the maintenance log:
   a. The oil level should be at the indicated mark on the rod.
   b. The coolant level is between the low and high marks on the coolant container.
   c. If the oil or coolant is low, add as needed. Additional oil and coolant are located inside the generator door on the north side (closest to the building).
5. Note the number of hours the generator has run on the maintenance log.

6. Date the maintenance log and list your name at the time the check is complete.