

Standby generator set quarterly maintenance checklist

A quarterly standby generator round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 110. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The generator service tech on the contracted quarterly visit. When: Every quarter, independent of the weekly automatic exercise cycle run by the building's own controls.

Before the set leaves auto

- ☐ **Owner notified before the set is taken out of auto**
Building contact told standby power is unavailable for the visit, with the time the set leaves auto noted in the service record. No photo required
- ☐ **Control switch off and starting circuit locked out**
Controller in off and the tech's lock and tag applied under the site's procedure, so the set cannot crank while hands are on the engine. 1 photo required

Fluids and heater

- ☐ **Engine oil level and condition checked**
Level between marks on the dipstick, no fuel or coolant smell, no milky discoloration. 1 photo required
- ☐ **Coolant level and block heater operation verified**
Reservoir at cold-fill mark, heater breaker on, hose to the block warm to the touch. 2 photos required
- ☐ **Fuel level and water/sediment drained from filters**
Day tank or sub-base tank at expected level, filter bowl drained clear, no water sheen. No photo required
- ☐ **Engine walked down for oil, coolant and fuel leaks**
Gaskets, hose ends, the sub-base pan and the floor below checked for drips, with any leak traced to its source before the run. 1 photo required

Starting system

- ☐ **Battery voltage and terminals inspected**
Resting voltage within spec, terminals clean and tight, no corrosion on the posts. 1 photo required
- ☐ **Battery charger output checked**
Charger float voltage matches nameplate, no fault light lit, cooling fan (if fitted) running. 1 photo required
- ☐ **Battery cases and electrolyte checked with PPE on**
Charger off under the lockout, face shield and gloves on; flooded cells topped with distilled water, sealed cases checked for swelling or cracks. 1 photo required

Exhaust and air path

- ☐ **Exhaust piping, flex and outlet checked cold**
With the set locked out and cool: no soot trails or cracks at joints and the flex connector, insulation intact, rain cap, flapper or wall outlet free. 1 photo required

- ☐ **Air filter and cooling air path checked for restriction**
Air cleaner indicator read, louvers and the radiator air path clear of stored material, element changed when restricted per the manufacturer. **1 photo required**
- ☐ **Guards back and locks removed before the run**
Belt and fan guards refitted, battery covers closed, and each lock and tag removed by the person who hung it. **No photo required**

Run test

- ☐ **Unit started and run off-load through warm-up**
Cranks within expected seconds, reaches rated frequency and voltage, no abnormal exhaust smoke. **2 photos required**
- ☐ **Gauges and alarm panel observed during the run**
Oil pressure, coolant temp and battery charge readings logged; no active fault codes. **1 photo required**
- ☐ **Control switch returned to auto after cooldown**
Controller back in auto with no active alarms once the cooldown timer ends, and the owner told the set is available again. **1 photo required**