Facilities Management
UNIVERSITY of WEST FLORIDA

**UNIVERSITY OF WEST FLORIDA** **Pensacola, FL 32514-5750**
**Facilities Management** **Effective July 14, 2005, Revised February 5, 2020**
**Reviewed July 1, 2024**

## STANDARD OPERATING PROCEDURE # FAC 6.003

## Subject: Routine Emergency Generator (EG) Operation and Maintenance Checks

**Purpose and Scope:** To insure the reliability of the University of West Florida's emergency generators. These generators will, in the event of a power outage, start and switch to emergency power and provide safety lighting and power for equipment to the occupants of the following facilities:

| Unit No. | Facility(ies) Served | kW | Fuel Oil Tank Size | Tag No. Model No. | Manufacturer Purchase Date |
|---|---|---|---|---|---|
| EG-01[1] | B-2, Lift Station No. 1 | 60 | 200 | D60FR54/LM645485 | Katolight |
| EG-02[1] | B-4, Science and Engineering | 350 | 1,700 | 350DFEG-A028X57/A090230263 | Cummins Power |
| EG-03[1] | B-13, Science Offices and Laboratory | 55 | 200 | 00074910<br>50R07J71/302045 | Kohler<br>2006-Nov-08 |
| EG-04[1] | B-74, Pat Dodson Complex - Classrooms<br>B-75, Pat Dodson Complex – Graduate Studies Offices<br>B-76, Pat Dodson Complex – Offices/Labs<br>B76A, College of Business Education Center | 125 | 308 | DSGAB-8100857/J110257425 | Cummins Power<br>2012-Sept-01 |
| EG-05[1] | B-22, University Commons | 600 | 2,000 | LC7/G7A00593 | Caterpillar |
| EG-06[1] | B-32, John C. Pace Library | 200 | 400 | 00074912<br>200DFAA/D940541281 | Onan<br>2006-Nov-08 |
| EG-07[1] | B-40, Central Utility Plant<br>B-12, Telephone Switch Room (Phones for Energy Plant)<br>Lift Station #1<br>B-46, Housing<br>B-84, Greenhouse | 500 | 1,000 | 00074913<br>500REOZV/0779195 | Kohler<br>2004-Feb-16 |
| EG-08[1] | B-44, Pump House Well No. 4 | 450 | 150 | 150REQZJE/2300093 | Kohler |
| EG-09[1] | B-47, Pump House Well No. 2<br>Traffic lights at University Parkway intersection | 300 | 800 | D300FRJ4T2/135310-0107 | Katolight |
| EG-10[1] | B-54, Fieldhouse | 16 | Natural Gas | 000741910<br>SPV-160-1-1/D5-13-301 | Gillette<br>2006-Dec-15 |
| EG-11[1] | B-56A, Sewage Lift Station No. 2<br>Traffic lights at Martin Hall intersection | 150 | 400 | 00074914<br>97A2270-S/2034616 | Olympian<br>2006-Nov-08 |
| EG-12[1] | B-58, Life Science Laboratory | 200 | 450 | WG300564/G50A10227 | Onan<br>2006-Nov-08 |
| EG-13[1] | B-58A, Science Lecture/Laboratory | 55 | 150 | 50REOZ/605208 | Kohler<br>199-Jul-01 |
| EG-14[1] | B-72, Health, Leisure and Sports Facility | 200 | 400 | SDO200/2077968 | Generac |
| EG-15[1] | B-79, Information Technology Services | 400 | 1,000 | 00074917<br>400REOZD/076140 | Kohler<br>1996-Jul-18 |
| EG-16[1] | B-90, Facilities Services<br>B-91, Maintenance /Parking Services<br>B-94, University Police | 400 | 800 | 400ROZD71/396323 | Kohler |

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|---|---|---|---|---|---|
| | B-95, Central Receiving /Environmental Health & Safety<br>Traffic lights at Village East intersection | | | | |
| EG-17[1] | B-88, WUWF Public Radio Station | 150 | 800 | 00070471<br>150CB2/968572-1 | DMT<br>1992-Jan-01 |
| EG-18[2] | B-514, WUWF Midway Tower | 125 | 295<br>300 | D125FJJ4/123413-0406 | Katolight |
| EG-19 | B-19, | 30 | 200 | 00068958<br>SD030 – K363OD18C | Generac<br>1996 |
| EG-20 | B-58C | 450 | 1727 | DFEJ-1863436/K180453668 | Cummins Power<br>2018 |

[1]Weekly Operation & Maintenance Checks, [2]Monthly Operation & Maintenance Checks and Generators:
Each Generator: 460-volt or 208-volt, three phase

**Procedure**: Routine EG **o**peration and maintenance include the following:

**Weekly Checks:**

1. Inspect the battery and battery terminals for any signs of corrosion and/or damage. Repair as needed.
2. Inspect the fuel tank for fuel level and any signs of leaks/damage.
3. Check condition of the belts.
4. Check that all control lights are operating. Replace as needed.
5. Ensure that water jacket heater is operating to maintain jacket temperature.
6. Check that all breakers on the unit are in "NORMAL" position for operation.
7. Do general inspection of the total unit for any visible damage or problems.
8. Crank unit and allow it to run under "NO LOAD" setting for maximum of 15 minutes to ensure it will crank and run properly.
9. Once it has been shut down, do visual check again of total unit for any signs of problems or leaks.
10. Log in the data for the run into the proper log sheet for the individual generator located in the Operations Manager's office in Building 40.

**Monthly Checks:**

1. Inspect the battery and battery terminals for any signs of corrosion and/or damage. Repair as needed.
2. Inspect the fuel tank for fuel level and any signs of leaks/damage.
3. Check condition of the belts.
4. Check that all control lights are operating. Replace as needed.
5. Ensure that water jacket heater is operating to maintain jacket temperature.
6. Check that all breakers on the unit are in "NORMAL" position for operation.
7. Do general inspection of the total unit for any visible damage or problems.
8. Crank unit at transfer switch(es) and allow it to run under "LOAD" setting for maximum of 30 minutes not counting the cooled down cycle at the end of the run. This is required under NFPA 110 for all emergency generators.
9. Once it has automatically shut down, do visual check again of total unit for any signs of problems or leaks.
10. Log in the data for the run into the proper log sheet for the individual generator located in the Operations Manager's office in Building 40.

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Annual checks will include load bank testing as set down under NFPA 110 code for Emergency Standby Generators.

**Special Notes on Units Emergency Operations:**
As with any piece of equipment, there are special things to not in its operation. The following are these type notes on specific units that need to be noted.

**Building 22 Generator:**

1. In case of campus power lose; this generator has to be cranked manually at the unit.
2. Once cranked and running, check both feed breakers on unit that feed power to the building to make sure both are in "NORMAL" non-tripped position. Reset if either is tripped.
3. Go to main electrical room in building to main power panel. Unlock to Kurt-key lock on the main breaker and turn main breaker off.
4. On main panel, take key from main breaker after locking it and unlock the emergency feed breaker. Place the breaker in "ON" position.
5. Once "NORMAL" power has been restored to the building/campus, reverse the operation above on the main power panel.
6. Once all breakers are back in "NORMAL" position, manually shut down the generator.
7. Log down all the data from the generator run for the log book in the office.

**Building 13 Generator:**

1. In case of campus power lose; this generator has to be cranked manually at the unit.
2. Once cranked and running, check both feed breakers on unit that feed power to the building to make sure both are in "NORMAL" non-tripped position. Reset if either is tripped.
3. Go to main electrical room in building and manually transfer the power to the "EMERGENCY" feed on the transfer switch
4. Once "NORMAL" power has been restored to the building/campus, reverse the operation above.
5. Once transfer switch is back in "NORMAL" position, manually shut down the generator.
6. Log down all the data from the generator run for the log book in the office.

**Developed by: Utilities, Energy & Sustainability**

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