

INSTRUCTIONS FOR CREATING SUBFORM: 3.3-GEN-Monthly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-26: Inspect engine air intake air filter elements for condition and security. Tighten clamps and brackets as required

Options: Yes, No

STEP 2: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-27: Inspect engine air intake air inlet connections to the engine for condition and security. Tighten clamps and brackets as required

Options: Yes, No

STEP 3: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-28: Inspect engine air intake hoses and pipes for condition and security. Tighten clamps and brackets as required

Options: Yes, No

STEP 4: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-29: Inspect crankcase breathers element. Clean crankcase breathers element as required

Options: Yes, No

STEP 5: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-30: Inspect exhaust pipes and flexes where accessible for security and evidence of leaks. Tighten clamps and brackets as required

Options: Yes, No

STEP 6: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-31: Inspect fasteners for exhaust system. Tighten clamps and brackets as required

Options: Yes, No

STEP 7: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-32: Inspect muffler supports for condition and security. Tighten clamps and brackets as required

Options: Yes, No

STEP 8: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-33: Inspect condensate drain and trap. Operate condensate drains and trap if applicable.

Options: Yes, No

STEP 9: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-34: Inspect starter cables, wire, and connectors for condition and security. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 10: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-35: Visually inspect all engine wiring connections for condition and security. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 11: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-36: Check battery electrolyte level and clean terminals.

Options: Yes, No

STEP 12: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-37: Check and record starting battery float voltage. Load test-starting batteries for 15 seconds and record voltage.

Options: Yes, No

STEP 13: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-38: Check charger for proper operation and record DC voltage output.

Options: Yes, No

STEP 14: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-39: Check battery charging alternator connections if applicable.

Options: Yes, No

STEP 15: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-40: Test / prove all engine protective devices.

Options: Yes, No

STEP 16: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-41: Visually inspect mounting bolts for security and condition. Tighten clamps and brackets as required

Options: Yes, No

STEP 17: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-42: Inspect fastening bolts for drive flex. Tighten clamps and brackets as required

Options: Yes, No

STEP 18: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-43: Inspect fan guard for condition and security. Tighten clamps and brackets as required
Options: Yes, No

STEP 19: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-44: Inspect air inlet screen for cleanliness, condition, and security. Tighten clamps and brackets as required
Options: Yes, No

STEP 20: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-45: Inspect bearing. Lubricate as required.
Options: Yes, No

STEP 21: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-46: Inspect mechanical connections for tightness, condition, and security as required. Tighten clamps and brackets as required
Options: Yes, No

STEP 22: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-47: Check AC voltage and frequency. Record AC voltage and frequency.
Options: Yes, No

STEP 23: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-48: Utilizing an on-site load bank, start the emergency generator at full load. (Queens Plaza Only) Start the emergency generator
Options: Yes, No

STEP 24: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-48A: 1, start emergency generator 2, confirm parallel operation.(GCT Only) Initiate the load test through the SCADA system, by block loading available building load
Options: Yes, No

STEP 25: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-48B: (GCT Only) Record engine and generator performance under full load every ten (10) minutes. Run Generator load for a minimum of one (1) hour. Open load bank circuit breaker (Queens Plaza only) Initiate the retransfer of building load back to utility
Options: Yes, No

STEP 26: Create a Single Select field

Contractor: UNITY/PENN
Description: 3.3-M-GEN-48C: Through the SCADA system (GCT Only) Run generator(s) cool down cycle then shut down. Verify all switches are in automatic mode after shutting down the Generator. Close and secure all generator enclosure panels. Record all data and findings from test.
Options: Yes, No

STEP 27: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-49: Complete general walk-around inspection. Record any findings.

Options: Yes, No

STEP 28: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-50: Visually inspect for leaks. Record locations of all leaks and address where possible.

Options: Yes, No

STEP 29: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-51: Check for abnormal noise or vibration. Record abnormal noise or vibration. Contact LIRR and manufacturer about findings.

Options: Yes, No

STEP 30: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-52: Check for operational instrumentation.

Options: Yes, No

STEP 31: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-53: Check that all switches are back in Automatic Mode.

Options: Yes, No

STEP 32: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-54: Reset all controls to automatic.

Options: Yes, No

STEP 33: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-55: Confirm circuit breaker in the correct position.

Options: Yes, No

STEP 34: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-56: Confirm fuel valves are in the correct position.

Options: Yes, No

STEP 35: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-57: Confirm battery charger is on.

Options: Yes, No

STEP 36: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-58: Confirm that louver controls are on.

Options: Yes, No

STEP 37: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-GEN-59: Confirm that the jacket water heater is on.

Options: Yes, No