

Generator Procedure

In the event that a generator is requested, the following steps are to be taken.

First the requesting entity will notify the TMC via email, or phone call. Either Jeff will be the direct point of contact or we (Staff) will notify Jeff as soon as the request is made.

Following the approval of generator usage, Rick or Tommy (Welsbach) will be notified to get the # of generators requested. They are to make sure the generators are fully fueled before placement.

TMC staff is to complete the generator log to keep document of location, how long the generator is used, and refueled.

Along with the Generator Log, this should be entered into the TMC Database.

Generator Log is accessed: My Computer- Operations Folder- Generator Time Log 6500.

Upon completion of the Generator Time Log 6500, "save as" in the "Generator Log" folder as the date used, also located in the Operations folder.

After the generators have been placed at the locations to be used and running, please notify Brian Tyrie of Welsbach (516) 924-8539 and Sheila Dukaz of NC Signal Shop (516) 369-0574.

Continuously complete the Log as the generator is refueled until it is returned to the armory.