



Generac Equipment Maintenance Contract - Twice a Year

Client:

Address:

Phone:

Installed:

Email:

The Air Cooled Generator(s) Covered in this Contract is:

Model:

Serial #:

KW Size:

Type: **Generac** Fuel:

This service consists of:

- Engine oil change with oil filter (Twice a Year)
- Change air filter (Once a Year)
- Adjust as required voltage and frequency (Twice a Year)
- Check automatic transfer switch function with shutdown at owner's request. (Once a Year)
- Check for leaks (Twice a Year)
- Change spark plug(s)
- Computer Upgrades as available.

Maintenance service will be performed once a year. Your first one year service is due with the yearly fee due at that time.

Total for the Maintenance Service.....\$395.00/yearly*

Sales Representative

Date

Customer Acceptance

Signature Date

Term: This is not a service contract. This is a preventative maintenance contract. The term of this agreement will be for a period of one (1) year or twelve consecutive months beginning on the first service date written above. This agreement will automatically renew on its anniversary date, unless either party shall notify the other in writing at least 30 days prior to that date. *At the end of the first year, the yearly rate will increase by \$5.00 and shall do so thereafter to cover anticipated cost increases. No claim for damages due to termination under the above stated information should arise against either party. Please sign and fax/mail back to us to indicate your approval. Any additional material used for repairs will be charged to the generators owner at current rates. Emergency service, between scheduled inspections, will be provided Monday through Friday during the regular business hours of **7:00am and 3:30pm** will be charged at our current labor rates plus travel time. Emergency service required Monday through Friday other than our regular business hours **7:00am and 3:30pm** would be charged at our overtime rate. This includes any requests for service on Saturday, Sunday, and holidays. The customer or equipment owner shall hold O.J. Mann Electric Services, Inc. harmless from any or all liability resulting in physical damage, personal injury, or any other losses due to equipment or system failure and/or operation. **REV 10/13/2021.**

1484 Highland Avenue | Unit 4B
Cheshire, Connecticut 06410
CT LIC# 103686

Phone: (203) 250-8715
Fax: (203) 250-8748
Website: www.ojmannelectric.com

GENERATOR PREVENTATIVE MAINTENANCE CHECK-LIST (67 STEPS)

*If you have a once a year contract everything is performed once a year

IGNITION

- ☑ Change all spark plugs as necessary – (Once a Year)
- ☑ Check distributor cap and rotor
(Older liquid cooled generators only)
- ☑ Check start solenoid terminals
- ☑ Check all ignition wires
- ☑ Check and adjust choke when applicable

ENGINE

- ☑ Change oil – (Twice a Year)
- ☑ Change oil filter – (Twice a Year)
- ☑ Tighten valve covers
- ☑ Lubricate governor linkage
(Mechanical governor only)
- ☑ Replace air filter – (Twice a Year)
- ☑ Check entire unit for noticeable oil leaks

OIL ANALYSIS

(On customer requests and if oil looks poor)

- ☑ Sample oil and ship to independent third party for oil analysis
- ☑ Metals analysis
- ☑ Contaminants analysis
- ☑ Additives analysis
- ☑ Physical/chemical analysis
- ☑ Itemized report from third party- given to client

COOLING SYSTEM

- ☑ Test coolant protection
- ☑ Test coolant alkalinity
- ☑ Check water hoses both upper and lower – (Twice a Year)
- ☑ Check bypass hoses – (Twice a Year)
- ☑ Check fan belts – (Twice a Year)
- ☑ Check engine block heater for operation – (Twice a Year)
- ☑ Check anti-freeze solution

EXHAUST SYSTEM

- ☑ Check flexible section for cracks or leaks – (Twice a Year)
- ☑ Check exhaust flange gaskets – (Twice a Year)
- ☑ Check exhaust muffler & drain when applicable – (Twice a Year)

FUEL SYSTEM

- ☑ Change primary and secondary fuel filters (Diesel only)
- ☑ Check injector fuel lines (Diesel only) – (Twice a Year)
- ☑ Check fuel connections and tighten – (Twice a Year)
- ☑ Check fuel solenoid – (Twice a Year)
- ☑ Check day tank float (Diesel only) – (Twice a Year)
- ☑ Check regulator – (Twice a Year)

BATTERY

- ☑ Load test battery – (Twice a Year)
- ☑ Check battery voltage – (Twice a Year)
- ☑ Clean battery cables – (Twice a Year)
- ☑ Clean battery terminals on cables – (Twice a Year)

BATTERY (Continued)

- ☑ Clean battery posts & install new battery washers – (Twice a Year)
- ☑ Check fluid level and fill if required – (Twice a Year)
- ☑ Replace battery once every four years.
- ☑ Check charge rate on alternator or internal charge circuit – (Twice a Year)
- ☑ Check alternator belt – (Twice a Year)
Note: Life of a battery- any generator built from 2007 and older should be replaced every 3-4 years because of the type of battery charger that charges constantly. Generators from 2008 and newer should be replaced every 4-5 years because the battery chargers don't charge all the time.

STARTING SYSTEM

- ☑ Check starter motor solenoid terminal – (Twice a Year)
- ☑ Check starter motor – (Twice a Year)

ELECTRICAL

- ☑ Check exciter – (Twice a Year)
- ☑ Check voltage regulator – (Twice a Year)
- ☑ Check rectifiers – (Twice a Year)
- ☑ Check brushes – (Twice a Year)
- ☑ Clean slip rings, if necessary check wiring and terminal
(If slip rings need cleaning there would be an additional charge) – (Twice a Year)

OPERATIONAL CHECKS

Start generator and conduct safely shutdown tests for the following:

- ☑ Low oil pressure – (Twice a Year)
- ☑ High water temperature – (Twice a Year)
- ☑ Over speed – (Twice a Year)
- ☑ High temperature – (Twice a Year)
- ☑ Check voltage output – (Twice a Year)
- ☑ Check frequency (Hz.) – (Twice a Year)
- ☑ Record hour meter reading when applicable – (Twice a Year)
- ☑ Check unit for vibration and any unusual noise – (Twice a Year)

AUTOMATIC SWITCH

(Customer would have to supply access to ATS.

If outside, with permission from customer to test ATS.)

- ☑ Inspect contactor assembly and connections – (Twice a Year)
- ☑ Check exerciser clock and time setting
(only GTS (Generac) (Asco)) – (Twice a Year)
- ☑ Check time delays – (Twice a Year)
- ☑ Check battery charger for proper output – (Twice a Year)
- ☑ Check selector switch – (Twice a Year)
- ☑ Check voltage sensors for visual conditions – (Twice a Year)
- ☑ Start and stop generator from transfer switch
(Testing should be a functional test on the ATS at least once a year if possible on every visit)

FINAL CHECK

- ☑ Check the selector switch is in the automatic mode
(Twice a Year)
- ☑ Start and stop generator using generator controls – (Twice a Year)

GENERAL INSPECTION OF SITE

- ☑ Inspect site for any debris or obstructions, which could be a potential problem or may be hazardous to operation.
(Twice a Year)