

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2210
	SECTION: 2200	APPARATUS & EQUIPMENT
	SUBJECT: STATION GENERATOR INSPECTION AND MAINTENANCE	
DATE APPROVED:	11/06/2007	
APPROVED:	<i>Michael P. McManis</i>	

Purpose: A program of preventative maintenance and repair will assist in providing the district with safe, efficient, and dependable station generator operation.

Scope: All personnel shall adhere to this procedure. The company officer shall be held responsible for taking the proper action to assure that the station generator is properly inspected and maintained according to this procedure.

Procedure:

1. Station Generators

Each station will be equipped with a generator capable of providing the needed electricity to conduct operations within the station in times of power failure. They are:

- Station 1: Erba Generator
- Station 2: Glenwood Generator

2. Station Generator Inspections

Station generator inspections shall be conducted and documented on a weekly basis to ensure proper operation. Records will be kept in the station generator log book.

A. Weekly Inspections

1. Mondays shall be the normally designated day for weekly checks.
2. Shall be recorded on *Form 2210-1*.
3. All deficiencies shall be corrected when found.

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4. The company officer must be notified when deficiencies cannot be corrected in a duty period or by on duty personnel. The company officer shall use *Form 2202-3*, to advise the operations officer of a deficiency that is beyond the shift's ability to repair.
5. All station generators shall be maintained in good operating condition and be kept clean at all times. Surfaces shall be free of rust and corrosion and protected where applicable.

B. Station Generator Schedule

1. Monday:
 - a. All station generators:
 - b. Work to be performed but not limited to: inspecting, cleaning, running, lubricating, and repairing as needed.
 - c. Each station generator will be run for 30 minutes

C. Fueling

1. Fuel tanks will have a minimum of 75% of total capacity.
2. Diesel only.
3. Fueling shall be done in a safe manner using appropriate PPE and an approved grounded fuel caddie.
4. Record all fuel use on *Form 2210-1*.

D. Air pollution board permit

The Monterey Bay Air pollution Board permit must be present and available for inspection in the Generator Inspection Log book

3. Station Generator Services

A. Station generator services shall be done on an annual basis

1. Services shall be recorded on the on *Form 2202-6*.
2. Vehicle Service shall consist of, but not limited to, the following:
 - a. Oil Change
 - b. Oil Filter change
 - c. Fuel Filter change
 - d. Coolant Filter change

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- e. Coolant change
- f. Air Filter

B. Scheduled Services

Scheduled services for station generators will be noted by a "service due" stamp on the monthly inspection form. Services are to be performed within that month indicated.

C. Special Services and Inspections

- 1. Tank inspections
 - Every 4 years; Mild Steel
- 2. Cooling System
 - As required
- 3. Batteries
 - As Required

D. All services, description of work performed, cost, material, labor, and parts shall be logged into Firehouse by the on duty captain or his/her designee.

E. All paperwork/forms shall be forwarded to the Apparatus Program Manager.

Form 2210-1 Generator Inspection
Form 2202-3 Maintenance Notice
Form 2202-6 Apparatus/equipment Service record