



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.4

DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance Procedures –
Emergency Power*

APPROVAL DATE: June 2015

REVISION DATE: July 2018; November 2022

REVIEW DATE: October 2019; March 2022

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PURPOSE:

To ensure that emergency generators at County owned Homes are properly inspected, tested, maintained, and used in accordance with applicable codes and regulations to ensure safe and effective operation when required.

PROCEDURE:

Emergency Generator

Weekly Inspection

- Check oil level and top up as required.
- Check radiator coolant level and top up as required.
- Examine engine, generator, and fuel tanks (Minimum 24 hr fuel supply required).
- Check batteries for leakage, cleanliness, charging, and ensure terminals are clean and tight.
- Run generator for 30 minutes under 50% of rated load.
- Check to ensure auxiliary equipment is working: shutter controls, fuel transfer pumps, etc.
- Inspect air control louvre setting to ensure proper operation
- Check/ inspect generator gauges.
- Verify room temperature is above 10°C.
- Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.
- Record time on meter.
- Record inspection notes on TheWorxHub weekly scheduled work order.

Bi-annual Inspection

- To be inspected biannually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.

Annual Inspection/ Load Test

- To be inspected annually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.

Emergency Lighting Units

Refer to Maintenance Policy 2.5 Fire & Life Safety Systems document