

GENERATOR OPERATING PROCEDURES

Generator

The purpose of a Generator is to provide emergency power for college & support equipment.
For its proper functioning fuel & proper maintenance is required.

Generator Operating Manual

Certain procedures need to be followed & daily recording of findings must be properly documented for maintenance & regular monitoring of the generator.

Responsibility

City Office (Administrator) / Campus manager / Electrician

Purpose

1. Description of Generators make, model and relevant data.
2. To record entry of Diesel purchase, used, and stock available in stock register.
3. General maintenance history.
4. Preventive maintenance and repair tracking for Generators and periodical service of Generator or when ever required.
5. Tracking of fuel Consumption and costs Statistics
6. Faults, comments and works carried out can be recorded against each activity

Documents

Annexure 1 Generator Weekly Running Log Book

Generator Weekly running Logbook System is designed to keep track of daily usage of D G Set.

- D G Operator daily at 10.00 am will maintain this document.
- This document will be prepared generator wise
- He will enter date & time generator wise in document.
- He will mention current reading & last days reading.
- The difference between start & end will give the figure of total running hours of generator.

- He will enter total fuel refueled in liters as per generator make in document.
- Then person will mention his name.
- If any special finding, observation etc is noticed it will be mentioned in remarks.
- The average of fuel consumption of generator will be calculated on weekly basis.
- Average should be calculated after fully refueling fuel tank.
- Average will be calculated as per following system
 1. Calculate from full tank on the day of last calculation of average, how much fuel in liters is refueled in generator.
 2. Fully refuel the tank & note total fuel consumed in liters.
 3. Calculate total fuel consumed in liters by adding both figures.
 4. Calculate total hours operated during the period.
 5. Divide Total consumption by Total hours operated = Diesel in Liters/Total hours operated
 6. The result = Total fuel consumed per hour
- This document will be prepared in weekly cycle of Monday to Sunday.
- The report will be sent weekly to City office.
- Electrician In Charge will prepare this report.
- Report will be sent after verification from Campus Manager.

Annexure 2 Diesel Stock Book

Diesel Stock Book is designed to keep track of fuel purchased, used & balance available for D G Set.

- D G Operator will record in this document whenever fuel is purchased or any generator is refueled.
- He will enter date, time & quantity in liters in the document.
- For purchase entry will be made in inward section & for generator refueling in outward section.
- Balance will be derived by adding if fuel is purchased or subtracting if fuel is refueled in generator from total fuel quantity in previous balance.

- If any special finding, observation etc is noticed it will be mentioned in remarks.
- The report will be sent weekly to City office.
- Electrician In Charge will prepare this report.
- Report will be sent after verification from Campus Manager.
- Copy of slip of fuel purchased during the week should be attached with the report

TO READ / KNOW MORE

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