



STARTUP REQUEST AND CHECKLIST FORM

Generator system startups are typically quoted for Normal working hours and are limited to a single trip to the job site. Please help us avoid the need to invoice for supplemental visits by insuring that the system is ready for startup on the initial trip. Any wiring, terminations or other additional work will be billed at our current labor rate in 1 hour increments.

Please allow at least 10 working days for scheduling of onsite startup and training services. Please email completed checklist to TES at service@totalenergysystems.com. Dispatch will call you to schedule the startup after this form is received. If you need the startup prior to requested 10 day notice, please call Dispatch at (888) 548-1400 to make arrangements. A \$200 expedite fee may be charged.

Total Energy Systems Job #:

EC Name:

Site Contact:

Phone # :

E-mail:

Preferred Startup Date and Time:	
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Owner/ Site Information:

End User/Owner:	
Site Name:	
Address:	
City, State and Zip Code:	
On Site Contact Information:	
Cell Phone # :	

- 1. Location of Generator:** Pad Mounted Rooftop Inside Building

ELECTRICAL:

- 2. **The AC circuit for the battery charger is installed and terminated. (DO NOT ENERGIZE).**
Do not energize the battery charger because the technician will be bringing the battery or batteries to the start-up
- 3. **The AC circuit for the block heater is installed and terminated.**
We recommend the block heater and battery charger(s) be wired to individuals breakers. **Verify coolant is at proper coolant level and then please have the engine block heater energized 24 hours before startup.**
- 4. **The engine start signal wires are pulled and terminated.**
- 5. **Circuit Breakers and Protective Relays have been set per the coordination study by a 3rd Party Company**
- 6. **The remote annunciator is installed and wires are pulled and terminated. (Ignore this question if no annunciator was provided.)**
- 7. **All AC power cables are properly terminated at the generator and ATS.**
NOTE: AC and DC wires must be in separate conduits. The control wiring should be stranded. TES technician can help identify the wires and terminate to our generator controller only. Please ensure that the wires are pulled, properly labeled, and that there are enough slacks to reach the terminals. Please initial here if you need assistance identifying and terminating wires to our controller. ____

- 8. Programing for Automatic Transfer Switch for pre-signal elevator controllers or other accessories will be required.
- 9. Authorized Customer representative with knowledge of required alarms, time delays, and any specialty programming will be present at Startup.

NETWORK COMMUNICATION:

- 10. The emergency power system will be connected to or through a network. (Ignore this question if not applicable.)
- 11. A customer network representative will be present during startup to facilitate the setup of the MODBUS to Ethernet converters. (Ignore this question if not applicable.)

FUEL SYSTEM - *Gaseous Fuel Systems:*

- 12. All fuel lines are connected.
- 13. Fuel source is available and all required pressure regulators are installed.
Use caution when sizing fuel lines for gaseous systems. Please refer to the spec sheet and note that 11" of water column pressure is required at 100% rated capacity and consult with your local fuel supplier.
Supply Line Size? _____
Length of Run? _____
- 14. Volume and pressure capacity of primary regulator meet generator demand requirements. Refer to spec sheet for required volume and pressure.
Pressure/Water Column? _____

FUEL SYSTEM - *Diesel Fuel Systems:*

- 15. Inspections or certifications of storage tanks and piping have been completed.
- 16. The sub-base tank has been filled with fuel (#2 Winter Blend Diesel).

EXHAUST SYSTEM:

- 17. If required, Exhaust Piping completed
- 18. Room Louvers, if required, have been installed and connected.

SITE TESTING:

- 19. For startups that include Load Bank testing (check all that apply):
 - NFPA110 Requirement
*Total Energy Systems uses 2010 NFPA edition regulations.
 - 2 Hour Test
 - 2 Hour Test & 2 Hour Building Load Test
 - 4 Hour Test
 - Additional Special Requirements
If Yes, What? _____
 - No Load Bank

TRAINING:

- 20. Onsite personnel are scheduled and available for training to be completed same day as startup.

SPECIAL REQUIREMENTS:

- 21. Special Requirements (i.e. Security Clearance)
If Yes, What? _____

ACKNOWLEDGEMENT & ACCEPTANCE:

These items must be completed prior to start-up. Failure to complete any or all of these items will require another scheduled service call and the original start-up appointment will be invoiced to the contractor responsible for completing the checklist. To schedule the second service call to complete start-up, a purchase order is required to be submitted to the Total Energy Systems, LLC Service Department and a 24 hour notice is required for any start-up cancellations.

I have read the above acknowledgement and have made all the necessary inspections to verify that all these requirements have been completed as specified and I agree to all terms outlined in this checklist.

Print Name:_____ **Title:**_____

Sign:_____ **Date:**_____