

Startup and shutdown record

Copy the exact sequence from the official manual for this unit. Do not use this page as a universal operating procedure.

EQUIPMENT AND MANUAL IDENTIFICATION

MANUFACTURER

MODEL

SERIAL

MANUAL TITLE / REVISION

MANUAL PAGE(S)

NON-NEGOTIABLE SAFETY BOUNDARY

Portable fuel generators operate outside only. Follow current CPSC placement guidance and the exact manufacturer instructions. Never connect to premises wiring without approved transfer equipment and qualified installation.

BEFORE STARTUP - COPY MODEL-SPECIFIC CHECKS

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____

STARTUP SEQUENCE FROM THE EXACT MANUAL

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

SHUTDOWN AND POST-RUN SEQUENCE

- 1. _____
- 2. _____
- 3. _____
- 4. _____

OPERATOR / DATE / ENGINE HOURS

Outage load inventory

Record nameplate or measured data. Additional start means demand above running watts, not total starting watts.

SITE / PROJECT

PREPARED BY / DATE

LOAD TABLE

LOAD / LABEL SOURCE	QTY	RUNNING W EACH	EXTRA START W	VOLTAGE / PHASE	PRIORITY / HOURS

CALCULATED AND VERIFIED TOTALS

SIMULTANEOUS RUNNING WATTS

LARGEST ADDITIONAL START

PLANNING RESERVE

REQUIRED CONTINUOUS RATING

REQUIRED MAXIMUM / STARTING RATING

UNRESOLVED ITEMS AND ASSIGNED OWNER

Fuel rotation and outage logistics log

Use manufacturer-published consumption rates for the exact fuel and load point. Confirm legal storage and reliable delivery access.

FUEL PLAN

FUEL TYPE / UNIT

CONTAINER OR TANK CAPACITY

RESERVE PERCENT

PUBLISHED RATE SOURCE AND LOAD POINT

PLANNED HOURS

ROTATION / DELIVERY LOG

DATE	AMOUNT IN	AMOUNT USED	HOURS / LOAD	AGE / ROTATION	RECEIPT, SOURCE OR ACTION

REFUELING AND DELIVERY CONTROLS

☐ Generator shutdown and cool-down procedure copied from the exact manual.

☐ Approved containers, storage location and maximum quantity verified locally.

☐ Delivery route, supplier contact and outage access confirmed.

☐ Spill, fire and emergency response contacts available to the operator.

Maintenance and readiness record

Use the earlier of the engine-hour and calendar limits in the exact manual. Record parts and specifications, not memory.

EQUIPMENT AND SCHEDULE BASIS

MODEL / SERIAL

MANUAL REVISION

CURRENT ENGINE HOURS

HOUR INTERVAL

CALENDAR INTERVAL

SERVICE RECORD

DATE	HOURS	TASK / INSPECTION	PART / FLUID SPEC	FINDING / ACTION	TECHNICIAN

READINESS FINDINGS THAT REMAIN OPEN

NEXT DUE BY HOURS

NEXT DUE BY DATE

Connector identification sheet

Record molded designations and approved endpoints. This is not a pinout, wiring diagram or adapter-building instruction.

SOURCE DEVICE

MANUFACTURER / MODEL

MOLDED DESIGNATION

VOLTS

AMPS

POLES / WIRES

ENVIRONMENT RATING

APPROVED ROLE OR DESTINATION

PHOTO / RECORD ID

☐ Marking is legible and the complete device is undamaged.

CORD / DISTRIBUTION ASSEMBLY

MANUFACTURER / MODEL

MOLDED DESIGNATION

VOLTS

AMPS

POLES / WIRES

ENVIRONMENT RATING

APPROVED ROLE OR DESTINATION

PHOTO / RECORD ID

☐ Marking is legible and the complete device is undamaged.

DESTINATION DEVICE

MANUFACTURER / MODEL

MOLDED DESIGNATION

VOLTS

AMPS

POLES / WIRES

ENVIRONMENT RATING

APPROVED ROLE OR DESTINATION

PHOTO / RECORD ID

☐ Marking is legible and the complete device is undamaged.

QUALIFIED VERIFICATION

REVIEWER / DATE

APPROVED CONNECTION DOCUMENT

Temporary vendor load worksheet

Complete before circuit assignment. Confirm the venue plan, distribution, weather, cable routing and applicable personnel protection.

EVENT / DATE

VENDOR / CONTACT

EQUIPMENT LOADS

EQUIPMENT / LABEL	QTY	RUNNING W	EXTRA START W	PLUG / VOLTS	OPERATING PERIOD

ASSIGNMENT AND ACCEPTANCE

ASSIGNED CIRCUIT / DISTRIBUTION POINT

CIRCUIT LIMIT

VENDOR RUNNING TOTAL

LARGEST EXTRA START

APPROVED BY / DATE

☐ No load is added, substituted or relocated without distribution review.

☐ Cable route, weather protection and shutdown contact were reviewed with the vendor.

Pre-storm generator readiness checklist

Complete before the forecasted outage. A checked box means the evidence was reviewed, not that a missing requirement was assumed.

DOCUMENTS AND EQUIPMENT

- ☐ Exact owner manual and current planning pack are available.
- ☐ Model, serial, ratings and service records match the generator.
- ☐ Cords, inlet, transfer equipment and loads are identified and inspected.
- ☐ Required permits, inspections and local operating rules are confirmed.

PLACEMENT AND CARBON MONOXIDE

- ☐ Outdoor operating location follows current CPSC guidance and the exact manual.
- ☐ Exhaust is directed away from the home and other buildings.
- ☐ Battery CO alarms are installed on each level and outside sleeping areas.
- ☐ Weather protection does not create an enclosure or block cooling and exhaust.

FUEL AND OPERATIONS

- ☐ Fuel rate, usable amount, reserve and delivery or refill schedule are documented.
- ☐ Approved storage, rotation and refueling controls are ready.
- ☐ Load sequence and shutdown authority are assigned.
- ☐ A controlled readiness test was completed and findings were closed.

EMERGENCY HANDOFF

PRIMARY OPERATOR / PHONE

ELECTRICIAN / SERVICE CONTACT

BACKUP OPERATOR / PHONE

FUEL / SITE AUTHORITY CONTACT

Primary references: cpsc.gov generator safety; fema.gov generator safety and P-1019; osha.gov electrical safety. Accessed 2026-08-31.