



Emergency Generator Test - Critical Hotel Systems Checklist

Pre-Test Preparation

Tasks to be completed before starting the generator test itself. Ensures safety and accurate readings.

Scheduled Test Date

Scheduled Test Start Time

Generator Location



Weather Conditions

- ☐ Clear
- ☐ Cloudy
- ☐ Rain
- ☐ Snow
- ☐ Fog

Ambient Temperature (°C)

Enter a number...


Pre-Test Notes/Observations (e.g., any visible damage, leaks)

Write something...

Fuel Level (%)

- ☐ Below 10%
- ☐ 10-30%
- ☐ 30-50%
- ☐ 50-70%
- ☐ 70-90%
- ☐ 90-100%

Pre-Test Photos (optional)

 Upload File

Generator Startup & Warm-Up

Procedures for safely starting the generator and allowing it to reach operating temperature.

Generator Startup Time

Ambient Temperature (°C)

Enter a number...

Generator Exhaust Temperature (after 5 minutes)

Enter a number...

Startup Procedure Followed

- ☐ Standard Procedure
- ☐ Abbreviated Procedure - Document Reason
- ☐ Emergency Start Procedure - Document Reason

Notes on Startup (e.g., unusual noises, delays)

Write something...

Engine Speed (RPM) at Warm-Up

Enter a number...

Fuel Level Before Test

- ☐ Full
- ☐ Greater than 75%
- ☐ Greater than 50%
- ☐ Less than 50% - Requires Refueling

Time of Warm-Up Completion

Critical Systems Load Test

Verification of generator performance under load, specifically targeting critical hotel systems.

Generator Load (kW)

Voltage (V)

Frequency (Hz)

Harmonic Distortion (THD)

Critical Systems Tested (Select All That Apply)

- ☐ HVAC (Guest Rooms)
- ☐ HVAC (Public Areas)
- ☐ Life Safety Systems (Fire Pumps, Sprinklers)
- ☐ Emergency Lighting
- ☐ Security Systems (Access Control, CCTV)
- ☐ Refrigeration (Food & Beverage)
- ☐ Elevators
- ☐ Medical Gas Systems (if applicable)

Observations during Load Test (Note any unusual noises, vibrations, or performance deviations)

Write something...

Overall System Performance (during load test)

- ☐ Acceptable
- ☐ Marginal
- ☐ Unacceptable

System Performance Monitoring & Data Recording

Detailed observation and documentation of generator and system performance during the test.

Generator Voltage (Volts)

Enter a number...

Generator Frequency (Hz)

Enter a number...

Generator Load (kW)

Enter a number...

Fuel Level (Gallons/Liters)

Enter a number...

Notes on Engine Noise/Vibrations

Write something...

Observations of Exhaust Smoke Color/Odor

Write something...

Transfer Switch Status (During Test)

- ☐ Utility Power
- ☐ Generator Power

Time of Peak Load Reached

Transfer Switch Operation (ATS)

Testing the automatic transfer switch's ability to seamlessly transfer load between utility power and generator power.

ATS Transfer Time (Seconds)

Enter a number...

Transfer Initiation Method (Utility Failure/Manual)

- ☐ Utility Failure Simulation
- ☐ Manual Initiation

Narrative Description of ATS Operation

Write something...

ATS Return to Utility Power (Automatic/Manual)

- ☐ Automatic
- ☐ Manual

ATS Return Time (Seconds)

Enter a number...

Any Issues Observed During ATS Operation?

Write something...

Post-Test Inspection & Shutdown

Checks and procedures to complete after the generator has been tested and shut down safely.

Generator Runtime (Hours)

Engine Coolant Temperature (Degrees F)

Oil Pressure (PSI)

Fuel Level After Test

- ☐ Full
- ☐ 3/4
- ☐ 1/2
- ☐ 1/4
- ☐ Empty

Visible Damage/Leaks Observed (If Any)

Narrative Summary of Post-Test Conditions & Observations

Generator Shutdown Procedure Followed?

☐ Yes

☐ No

Next Scheduled Test Date

Enter date...

Technician Signature

Documentation & Reporting

Recording of test results, observations, and any corrective actions taken. Includes required notifications.

Test Date

Enter date...

Test Start Time

Test End Time

Generator Run Time (minutes)

Enter a number...

Load Capacity (kW)

Enter a number...

Test Result

- ☐ Pass
- ☐ Fail
- ☐ Conditional Pass
- ☐ Needs Further Evaluation


Detailed Observations & Notes

Write something...

Corrective Actions Taken (if any)

Write something...

Generator Performance Graph (Optional)

 Upload File

Report Prepared By (Name)

Write something...