



## ATT-TELCO-002-561-003

# CO Power: Emergency Standby Engine Annual Test Run and Operational Review

The purpose of this practice is to standardize an annual test run of central office emergency standby engines throughout the AT&T Midwest region. Reissued June 2006 to add links to test instructions and forms.

**To:** Network Operations with Power Responsibilities

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**Canceled Documents:** N/A

**Issuing Department:** SBC Midwest Network Operations

**Business Unit:** AT&T Midwest Network Services

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# 1. GENERAL INFORMATION

This practice is issued to standardize an annual test run of central office emergency standby engines throughout the **AT&T Midwest** region. Procedures to review operating instructions and inspect power plants to ensure operational readiness are also provided.

## 1.1. Reasons(s) for Reissuance:

- Need to issue 1286A a minimum of 72 hours before Annual Run.
- Change the reporting period. It is now May 1st through September 15th. This will allow Power Engineering a better opportunity to verify capacity issues.
- Printable copies of the Annual Run forms are available on the Website
- Report is to be entered at the following WEB address.  
<http://arc-web.ameritech.com/pgr/>
- Update BOD test warning for VRLA battery applications.
- Add links to test instructions and forms

## 1.2. Background:

AT&T Midwest Practice ATT-TELCO-002-561-001 established a standard monthly one hour emergency engine test run. In many central offices, the monthly test run will only place essential and telephone plant loads on the emergency engines. The annual test run and operational review places the full office load on the engine for three hours providing a full test of emergency capability. In addition, the operational review verifies that the emergency operating procedures are correct and current, checks the adequacy and operation of the emergency lighting, tests for power plant capacity and provides load information to the Power Engineering Group.

The annual run is required in central offices that are equipped with stationary engines and in central offices that utilize portable engines.

## 1.3. Benefits:

The annual emergency engine test run and operational review provides the following benefits:

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- An overall evaluation of the operational readiness of the DC power plants and emergency generator plant.
- Verification that the standby engine can carry the full building load.
- Determine if the building air conditioning can be supported by the emergency standby engines.
- Extended test of the emergency standby engine and transfer devices.
- Verification that the local emergency operating procedures are thorough and accurate.
- Provides power plant load readings to the Power Engineering Group for certification of reserve capability.

## 2. REQUIREMENTS

### 2.1. Routine Frequency:

The procedures and tests described in this practice will be conducted once a year. The test run portion of the routine will replace the coincident monthly routine test. **It is required that the annual routine be performed during the warmer months (May 1st through September 15th) when maximum power demand occurs.**

### 2.2. Duration:

The engine will be run under load for three continuous hours.

### 2.3. Routine Scheduling:

Local Field Operations

(LFO)

is responsible for performing the tests and inspections described in this document. The LFO is also responsible for notification and/or coordination with work groups that will/may be affected by the testing. This includes responsibility for inputting a 1286A Planned Activity Report 3 working days prior to the start of testing. The Work Force Administration/Dispatch In

(WFA/DI)

administrator in the NDCI must establish the annual routine in

WFA/DI

For central offices with permanently mounted emergency standby engines, establish the routine in the periodic work table to be loaded annually during the timeframe of May 1st through September 15th.

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For central offices without permanently mounted emergency standby engines, establish the routine in the periodic work table to be loaded annually during the months of May through September. The review of emergency operating procedures, alarm tests, and load readings must be performed annually in all of the central offices.

It is recommended that a portable engine be deployed and loaded at each of the offices that do not have stationary engines. If sufficient resources are not available, each portable engine must be connected and loaded to at least one central office in the months of May through September. The central offices used for the runs should be scheduled on a rotational basis.

## 2.4. Review Emergency Operating Procedures:

The procedures for starting, operating, and load transfer of emergency standby plants must be detailed in a local "Emergency Power Procedure" or Method of Procedure

(MOP)

. It is the responsibility of the Field Operations Group to maintain an accurate and current Emergency Power Procedure in every central office. Report discrepancies noted during this routine to your coach.

Verify that the local Emergency Power Procedures are up-to-date and include the following information:

### 2.4.1. Contact/Access Information:

- A. Contact list including CO Manager, NSAC, NDCI, and 2nd Tier Power Support Group

**NOTE:**

Contact lists for offices that require a portable generator must include the identification and location of the portable engine and contact numbers for deploying the engine to the central office.

- B. Identity of the Commercial Power Company and contact telephone number
- C. Fuel Supplier with contact telephone number, fuel type used and the fuel fillpipe location

**The standard fuel reorder level is 50%.** This entry must carry a note stating that the fuel supplier must be instructed that the fuel tank is **not** to be filled beyond 90% of capacity. The overfill alarms on underground fuel tanks are set to 90%.

**NOTE:**

Fuel Supply Considerations and Calculations

Some central offices are equipped with large underground tanks which provide excess fuel reserves. Local policies may exist that recommend that the tank be filled to a level other than 90% full as indicated above. Where local policies exist, the policy must be defined in the "Emergency Power Procedure". It is recommended that the local fuel level be indicated at the fuel monitor or fuel gauge. It is very important that the fuel reorder level be

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considered when defining the local fuel level policy. The reorder level actually defines the minimum period that the engine is available during a commercial power interruption.

Information and formulae for the calculation of fuel reserve levels is available in ATT-TELCO-002-561-001 , "Emergency Standby Engine Routine Test Runs", Paragraph 2.5.

- D. Identification and location of keys or access codes for the engine and/or power rooms if required

### *2.4.2. Central Office Equipped with Stationary Engine Procedures for Performing Routine Tests:*

- A. Procedures for advance notification of work groups that are affected by routine engine runs. AC power transfers can affect CRTs, modems, etc. used by personnel with offices in the building.

Some emergency plants will transmit a power failure alarm to the Real Estate Alarm Center (REAC 800-438-7322) during the routine run. The OICC stocks a reminder label that can be placed on the engine control panel. The label has the

**REAC**

number printed on it and provides space for user supplied contact information. For further information see AM IL 96-06-013 "Center Notification in Advance of Maintenance Activity".

- B. Pre-run requirements for checking oil, start batteries, and fuel level for all engines, plus the coolant level for diesel and gasoline engines.
- C. Description of the NORMAL positions of controls on the Emergency Engine Control Panel. These are the control positions that prepare the engine plant for an automatic response to a commercial power failure.
- D. Instructions covering the operation of engine controls to perform a routine run. Instructions for restoring the engine controls to the automatic standby positions following the routine run.
- E. Instructions for the inspection of AC power transfer switches. The instructions must specify the positions (open / closed) that the transfer switches are in for the Emergency Power and Commercial Power modes.
- F. Instructions to inspect all DC power plants for proper operation during and following the routine run. Locations of all DC power areas for buildings with multiple power rooms.

### *2.4.3. Central Office Equipped with Stationary Engine Commercial Power Failure Procedures:*

- A. Manual Start and load procedures for use when the emergency engine fails to start and / or load automatically.

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- B. Instructions for restoring/resetting the engine and control system following an engine failure.
- C. Instructions for the inspection of AC power transfer switches. The instructions must specify the positions (open / closed) that the transfer switches are in for Emergency Power and Commercial Power modes.
- D. Instructions for the manual operation of transfer switches in case of failure of the automatic transfer functions.
- E. Instructions for the operation of manual transfer switches that may be required for building lighting, fans, sump pumps etc.
- F. Emergency engine plants that are equipped with more than one engine require instructions that specify the emergency power loads that would be shed (de-activated) for operation when one of the engines has failed.
- G. Instructions to inspect all DC power plants for proper operation during and following the power failure run. Locations of all DC power areas for buildings with multiple power rooms.

#### *2.4.4. Central Office Requiring Portable Engine Commercial Power Failure Procedures:*

- A. Location of the portable engine connection box or plug. Location of the commercial/engine AC power transfer switch.
- B. Instructions for the operation of the AC power transfer switch. The instructions must specify the positions that the transfer switch is in for Emergency Power and Commercial Power modes and the position of the switch while connecting the portable engine.
- C. Detailed instructions for connecting the portable engine AC output cable to the central office connector.
- D. Instructions for the manual operation of switches or breakers that may have to be opened to shed load before transferring to engine power. This is only necessary for locations where the portable engine cannot carry the full office load.
- E. Sequence of operations required to connect and load the engine.
- F. Safety considerations:
  - The portable engine must not be running while connecting or disconnecting cables.
  - The procedures must identify potential hazards in connection boxes or panels.
- G. Instructions to inspect all DC power plants for proper operation during and following the power failure run.

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## **2.5. Alarm Verification:**

Verify that the power alarms are received at the surveillance center. Verify that the NSAC verbiage and the priority of the alarm match the alarm that is transmitted for the power plant alarms and for the diesel / turbine alarms.

- A. A complete list of alarms , associated test procedures, and forms are located at the COA web site in Appendix G: <http://coa.ameritech.com/appendices.php> .

## **2.6. Inspect DC Power Plants / Log Load Readings:**

Each DC power plant must be inspected for plant load and reserve capability.

### **Battery Power Plants**

Verify that each battery plant has sufficient capacity. A properly equipped power plant can maintain the normal plant voltage during the failure of the highest capacity rectifier in the power plant.

Report power plants that do not have sufficient capacity to your coach.

Example:

Central Office XYZ has a Lorain 1231H power plant equipped with three 200 ampere rectifiers and one 400 ampere rectifier. The four rectifiers can provide up to 1000 amperes current (200+200+200+400). The failure of the highest capacity rectifier (400 amps) would limit the power plant rectifier output to 600 amperes.

This plant is engineered properly for a load up to 600 amperes.

This plant is inadequate if the normal load is in excess of 600 amperes.

Record the power plant descriptive information and the power plant load in amperes on the "DC Power Plant Load Form".

### **DC to DC Converter Power Plants**

Verify that each DC to DC converter plant has sufficient capacity. A properly equipped converter plant can maintain the normal plant voltage during the failure of the highest capacity converter in the power plant.

Report converter power plants that do not have sufficient capacity to your coach.

Example:

Central Office ABC has a Lucent 130 volt converter power plant equipped with three 10 ampere converters. The three 10 amp converters can provide up to 30 amperes current. The failure of the highest capacity converter (10 amps) would limit the power plant output to 20 amperes.

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This plant is engineered properly for a load up to 20 amperes.

This plant is inadequate if the normal load is in excess of 20 amperes.

Record the converter power plant descriptive information and the power plant load in amperes on the "DC Power Plant Load Form".

## **2.7. Engine Test Run:**

The engine run should be planned and conducted as a simulation of an extended commercial power failure.

In many central offices, the main commercial power switch or breaker can be manually opened to initiate the engine start and transfer.

In a large office, one of the commercial power sensing fuses to the emergency engine plant can be removed to initiate the engine start and transfer. The main switch can be opened under reduced load after the engine starts and the load transfers. Second Tier power support can assist the field with the test strategy and procedures.

Once the test is initiated, follow the local Emergency Power Procedures for operation during a commercial power failure. **The technician should closely monitor the engine kilowatt meter for the first 30 minutes to record the highest reading (surge, peak) during this time frame.** Any discrepancies in the procedures should be corrected during the test. Discrepancies that cannot be corrected during the test must be reported in detail to the manager who is responsible for the test.

The Engine Run Log should be updated at 30 minute intervals during the test run. Complete the "Engine Load Readings:" section of the "AC Standby Generator Load Form".

At the end of the three hour run, restore the commercial power switch or other devices used to initiate the test. Follow the local "Emergency Power Procedures" for operation following a commercial power restoral. Any discrepancies in the procedures should be corrected during the test. Discrepancies that cannot be corrected during the test must be reported in detail to the manager who is responsible for the test.

## **2.8. Emergency Lighting:**

The operation of emergency lighting equipment should be verified during the test.

- Verify that the emergency lights are in good operating condition. Remove the commercial power feed to the lights to test the batteries.

**NOTE:**

Johnson Controls has the -47V light bulb replacements.

- Verify that emergency lighting is available where it is needed for emergency activities.

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- Engine control panels
- Transfer switch gear panels

## **2.9. Routine Records:**

A copy of the completed "Annual Engine Run and Operational Test Checklist", and the "AC Standby Generator Load Form & DC Power Plant Load Form", should be retained in the CO.

The "AC Standby Generator Load Form & DC Power Plant Load Form", must be entered into the forms at the WEB site.

<http://arc-web.ameritech.com/pgr/> http://arc-web.ameritech.com/pgr/

Copies of the forms should be downloaded from the above WEB Site for local use.

## **3. EMERGENCY ENGINE RUN LOG**

### **3.1. General:**

Test runs of emergency standby engines during this routine must be logged on the appropriate engine run log. The run log is used to record several operating parameters that are useful for maintenance history, the engine load, and fuel level available. The engine run log is also used to note unusual or adverse conditions encountered during runs. Log entries should be updated every 30 minutes during the run.

The engine run logs are Form E5697. It is a two-sided form, one side for turbines, the reverse side for diesels. The form is available in 25 sheet pads. Forms can be ordered from Forms Management, using Form AM955 or by calling 800-782-4892.

### **3.2. Diesel Engine Run Log:**

The top section of the log includes general descriptive information including the office name and address, the engine manufacturer and model, the output rating in kilowatts, the engine number for locations with multiple engines and the fuel tank capacity.

Data Columns:

- Date and Time - Record date/time of log data

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- Eng Hour Meter - All engines are equipped with a cumulative clock that tracks the overall engine run time.
- Temp - Log data for:
  - Ambient temperature in the engine room or the module.
  - Lubrication oil temperature
  - Water temperature.
- Pressure - Log data for the lubrication oil pressure. It is not necessary to log the fuel or water pressure.
- Freq - Most diesel engines have a frequency gauge that should indicate 60hz under load.
- KW Load - Record the engine output load in kilowatts.
- Amperes - Most engines are equipped with a rotary switch that enables the operator to check the load, in amperes for each of the 3 output phases
- Volts Phase 1-2 - The engine will have an AC voltmeter indicating the engine output voltage. If the engine is equipped with a rotary switch for measuring each of the voltage phases, record phase 1-2 only.
- Fuel Gauge -
  - Record the fuel tank reading.
  - Check the emergency procedures to determine the fuel reorder level.

**NOTE:**  
**Fuel tanks should not be filled beyond 90% capacity.**

- Reason for Oper:
  - Enter "R" for a routine run
  - Enter "PF" for a power failure run.
- Oper By - Enter your initials.
- Notes - Space for the operator's comments. Continue comments across the columns on the line below, if necessary.

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### 3.3. Turbine Engine Run Log:

The top section of the log includes general descriptive information including the office name and address, the engine manufacturer and model, the output rating in kilowatts, the engine number for locations with multiple engines and the fuel tank capacity.

Data Columns:

- Date and Time - Record date/time of log data
- Eng Hour Meter - All turbines are equipped with a cumulative clock that tracks the engine run time.
- Temp - Log data for:
  - Ambient temperature in the engine room or the module.
  - Outdoor (COMP INLET) temperature
  - Exhaust gas temperature

**NOTE:**

The exhaust gas temperature will track with increases or decreases in load and should be relatively consistent for routine runs.

- Fuel Pres - Fuel pressure. It is not necessary to record the fuel pressure reading.
- Eng Speed % - Record the engine speed. **100% is the normal reading.**
- Freq - Log the output frequency. The normal indication is 60hz under load.
- KW Load - Record the engine output load in kilowatts.
- Amperes - Turbine engines are equipped with a rotary switch that enables the operator to check the load, in amperes, for each of the 3 output phases
- Volts Phase 1-2 - The engine will have an AC voltmeter with a rotary switch for indicating the engine output voltage for each phase. Record the phase 1-2 voltage.
- Fuel Gauge -

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- Record the fuel tank reading.
- Check the "Emergency Procedures" to determine the fuel reorder level.

**NOTE:**  
**Fuel tanks should not be filled beyond 90% capacity.**

- Reason for Oper - Enter "R" for a routine run. Enter "PF" for a power failure run.
- Oper By - Enter your initials.
- Notes - Space for the operators comments. Continue comments across the columns on the line below if necessary.

### **3.4. Run Log Availability:**

The "Diesel Engine Run Log" or the "Turbine Run Log" must be kept at the central office, in close proximity to the emergency standby engine. The information may be needed by power maintenance forces when performing routine or corrective maintenance.

### **3.5. Job Aids For AC Standby Generator and DC Power Plant Forms**

Job Aids for the AC Standby Generator and DC Power Plant forms are available on the Annual Engine Run Web Site <http://arc-web.ameritech.com/pgr/> .

## **4. Appendix A: Routine Checklist / Emergency Standby Engine Annual Test Run and Operational Review**

This checklist provides the routines described in the body of the practice in condensed form for the convenience of experienced personnel. Refer to the practice for routine details. Provide an OK/Not OK checkmark as indicated by the results of your test or inspection.

Retain this checklist with the Engine Run Log. Retain this checklist with the local Emergency Operating Procedures for central offices without stationary engines.

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Central Office CLLI \_\_\_\_\_

Date: \_\_\_\_\_

1.0 Review of Emergency Operating Procedures:

1.1 Contact/Access Information:

CO Manager & Telephone Number Ok \_\_\_ Not Ok \_\_\_

NSAC & Telephone Number Ok \_\_\_ Not Ok \_\_\_

NDCI & Telephone Number Ok \_\_\_ Not Ok \_\_\_

2nd Tier Power Support Telephone Number Ok \_\_\_ Not Ok \_\_\_

Commercial Power Supplier & Telephone Number Ok \_\_\_ Not Ok \_\_\_

Fuel Supplier & Telephone Number Ok \_\_\_ Not Ok \_\_\_

Type Fuel Required Ok \_\_\_ Not Ok \_\_\_

Fill Pipe Location Ok \_\_\_ Not Ok \_\_\_

Identification and location of keys/access codes needed for engine and/or power areas. Ok \_\_\_ Not Ok \_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.2 Procedures for Performing Routine Tests:

Procedures for advance notification of work groups that are affected by routine engine runs.

Ok \_\_\_ Not Ok \_\_\_

Pre-run requirements for checking oil, start batteries, and fuel level for all engines, plus the coolant level for diesel and gasoline engines.

Ok \_\_\_ Not Ok \_\_\_

Description of the NORMAL positions of controls on the Emergency Engine Control Panel. These are the control positions that prepare the engine plant for an automatic response to a commercial power failure.

Ok \_\_\_ Not Ok \_\_\_

Instructions covering the operation of engine controls to perform a routine run. Instructions for restoring the engine controls to the automatic standby positions following the

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routine run.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the verification of AC power transfer. The instructions must specify the positions (open/closed) that the transfer switches are in for the Emergency Power and Commercial Power modes.

Ok\_\_\_ Not Ok\_\_\_

Instructions to inspect all DC power plants for proper operation during and following the routine run. Locations of all DC power areas for buildings with multiple power rooms.

Ok\_\_\_ Not Ok\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.3 Stationary Engine Commercial Power Failure Procedure

Manual Start and load procedures for use when the emergency engine fails to start and/or load automatically.

Ok\_\_\_ Not Ok\_\_\_

Instructions for restoring/resetting the engine and control system following an engine failure.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the verification of AC power transfer. The instructions must specify the positions (open/closed) that the transfer switches are in for Emergency Power and Commercial Power modes.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the manual operation of transfer switches in case of failure of the automatic transfer functions.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the operation of manual transfer switches that may be required for building lighting, fans, sump

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pumps etc.

Ok\_\_\_ Not Ok\_\_\_ Not Required\_\_\_

Emergency engine plants that are equipped with more than one engine require instructions that specify the emergency power loads that would be shed (de-activated) for operation when one of the engines has failed.

Ok\_\_\_ Not Ok\_\_\_ Not Required\_\_\_

Instructions to inspect all DC power plants for proper operation during and following the power failure run. Locations of all DC power areas for buildings with multiple power rooms.

Ok\_\_\_ Not Ok\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.4 Portable Engine Commercial Power Failure Procedures:

Location of the portable engine connection box or plug.  
Location of the commercial/engine AC power transfer switch.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the operation of the AC power transfer switch. The instructions must specify the positions that the transfer switch is in for Emergency Power and Commercial Power modes and the position of the switch while connecting the portable engine.

Ok\_\_\_ Not Ok\_\_\_

Detailed instructions for connecting the portable engine AC output cable to the central office connector.

Ok\_\_\_ Not Ok\_\_\_

Instructions for the manual operation of switches or breakers that may have to be opened to shed load before transferring to engine power. This is only necessary for locations where the portable engine cannot carry the full office load.

Ok\_\_\_ Not Ok\_\_\_ Not Required\_\_\_

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Sequence of operations required to connect and load the engine.

Ok\_\_\_ Not Ok\_\_\_

Safety considerations. The portable engine must not be running while connecting or disconnecting cables. The procedures must identify potential hazards in connection boxes or panels.

Ok\_\_\_ Not Ok\_\_\_

Instructions to inspect all DC power plants for proper operation during and following the power failure run.

Ok\_\_\_ Not Ok\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.0 Alarm Verification:  
Verify that the power alarms are received at the surveillance center. Verify that the NSAC verbiage and the priority of the alarm match the alarm that is transmitted for the power plant alarms and for the diesel/turbine alarms. At a minimum, the following alarms must be verified:

Engine Start (NMA condition type: eng-run).

Ok\_\_\_ Not Ok\_\_\_

Engine Failure (NMA condition type: eng-fail) - test this alarm before the routine run.

Ok\_\_\_ Not Ok\_\_\_

Engine Online/proper operation (NMA condition type: eng-prop-oper).

Ok\_\_\_ Not Ok\_\_\_

Minor Power Alarm such as a rectifier failure alarm (NMA condition type: pwr-power-mn).

Ok\_\_\_ Not Ok\_\_\_

Major Power Alarm such as a multiple rectifier failure alarm

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(NMA condition type: pwr-power-mj).

Ok\_\_\_ Not Ok\_\_\_

Low Voltage Alarm/Battery on Discharge (BOD)  
(NMA condition type: pwr-bat-dischg).

Ok\_\_\_ Not Ok\_\_\_

Distribution Fuse Alarm at main power distribution/control  
board.  
(NMA condition type: pwr-fuse-distrib).

Ok\_\_\_ Not Ok\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3.0 Inspect DC Power Plants / Log Load Readings

Inspect DC power plants. Verify that all DC plants have sufficient capacity. That is, the power plant can sustain the normal output voltage and load during the failure of the highest output rated rectifier or converter.

Ok\_\_\_ Not OK\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Complete the power plant information and load readings on Appendix B, "DC Power Plant Load Form".

Ok\_\_\_ Not Ok\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

### 4.0 Engine Test Run

Perform 3 hour engine run under commercial power failure conditions. Use the local Emergency Power Procedures to complete and/or verify transfer to emergency power and return to commercial power.

Ok\_\_\_ Not OK\_\_\_

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COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The local Emergency Power Procedures were followed during the test run and are effective.

Ok\_\_\_ Not OK\_\_\_

COMMENTS/DISCREPANCIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete the "Engine Load Readings" section of the "AC Standby Generator Load Form", Appendix B. Log entries in the Engine Run Log.

Ok\_\_\_ Not OK\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.0 Emergency Lighting:  
Verify that the emergency lights are in good operating condition.

Verify that emergency lighting is available where it is needed for emergency activities.

Engine control panels

Transfer switch gear panels

Ok\_\_\_ Not OK\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.0 Routine Records:

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A copy of the completed "Annual Engine Run and Operational Test Worksheet", Appendix A, and the "AC Generator Load Form & DC Power Plant Load Form", Appendix B, must be retained in the CO.

Ok\_\_\_ Not OK\_\_\_

## 5. Appendix B: AC Standby Generator Load Form & DC Power Plant Load Form

### Instructions:

AC Standby Generator and DC Power Plant data must be input on the forms that reside under "Forms:" at the Annual Engine Run Web site <http://arc-web.ameritech.com/pgr/>. These forms must be completed during the annual central office standby engine and operational review routine. A form for each generator and each DC power plant will be required. Viewing these forms at the Web site prior to the start of the run will allow the menu pull-down boxes to be explored in order to see allowed variables. Printable versions of the form are also available at the site under "Printable Forms and Job Aids:" to aid in recording data during the run.

Enter the information at the WEB address.

<http://arc-web.ameritech.com/pgr/> <http://arc-web.ameritech.com/pgr/>

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