



**NATIONAL  
POWER**

Smarter, nonstop power

4541 Preslyn Drive  
Raleigh, NC 27616  
800.790.1672

www.natpow.com

## **Step 1: Start-up Request Form**

**This form must be completed and returned by fax or e-mail at least ten (10) business days prior to the requested start-up date. National Power will schedule start-up as close as possible to the requested date.**

### **Project Information**

Project Name: \_\_\_\_\_ Your Salesperson's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Site Contact: \_\_\_\_\_ Phone: (o) \_\_\_\_\_ (c) \_\_\_\_\_

Generator Serial #(s): \_\_\_\_\_ kW Size: \_\_\_\_\_ Voltage: \_\_\_\_\_

How Many Transfer Switches: \_\_\_\_\_ Transfer Switch Serial#(s): \_\_\_\_\_

### **Owners Information**

Owners Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (o) \_\_\_\_\_ (c) \_\_\_\_\_ (f) \_\_\_\_\_

### **Installer**

Installation Contractors Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Directions**

GPS Coordinates, if applicable: \_\_\_\_\_

Directions / Special Location or Parking Instructions: \_\_\_\_\_

### **Start-up Information**

Does NFPA 110 apply? \_\_\_\_\_ Diesel Fuel Tank Testing Required? (Additional charges may apply) \_\_\_\_\_

Other Information or Special Instructions: \_\_\_\_\_

Start-up Request Date (minimum 10 day's advance notice required; date is not guaranteed): \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_



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## Step 2: Start-up Checklist

This checklist must be completed in its entirety and returned along with the required photographs by fax or e-mail at least three (3) business days prior to the scheduled start-up date. National Power will reschedule start-up if this form and required photographs are not received by this time. We recommend not scheduling any inspections that require a functional generator until start-up has been completed.

All of the following requirements must be completed before our service technician arrives at the job site. Failure to do so will result in additional billing for any return visits and/or extra time spent on site. Our current labor rates are \$125.00 per hour during normal business hours and \$187.00 per hour outside of normal business hours. We also charge for mileage at the rate of \$2.30 per mile. Each return visit is subject to an upfront four (4) hour minimum labor charge.

Please initial in the spaces provided and sign below. Attach photographs where indicated.

### Checklist

#### **Diesel Fuel System:**

\_\_\_\_\_ Diesel Fuel Supplied is the sub base tank. The initial fill of the fuel tank is the responsibility of the installing contractor or owner, unless otherwise specified by NPC. The diesel engine runs on # 2 diesel fuel. The tank should only be filled to 90-95% to allow for expansion during warm/hot weather. **Note: Fuel must be delivered prior to start-up unless any tank testing needs to be performed.**

\_\_\_\_\_ Tank Level or Gallons Supplied

#### **Gaseous Fuel System:**

\_\_\_\_\_ Type of Gas: NG \_\_\_\_\_ LPV \_\_\_\_\_ LPL \_\_\_\_\_

\_\_\_\_\_ Fuel supplied using supplied or Approved Flex Fuel Lines, with approved shut off valve positioned before the flex line.

\_\_\_\_\_ Fuel Piping is appropriate size based on 100% load CFH AND H2O pressure requirements of the generator. The gas piping and regulator must be sized to accommodate the required volume and pressure of gas for the unit being installed. Refer to the data sheet for the unit being installed, any questions please call National Power Corporation for assistance.

\_\_\_\_\_ Properly sized Primary Regulator has been installed.

\_\_\_\_\_ BTU rating of the regulator installed.

\_\_\_\_\_ inches - Size of pipe used between primary regulator and generator.

\_\_\_\_\_ inches of Water Column primary regulator is set to.

\_\_\_\_\_ Fuel supply is turned on or someone will be on site at time of start up to turn it on.



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**Testing:**

Was a load bank test purchase with your generator? \_\_\_\_\_ If yes how many hours? \_\_\_\_\_

How close can the technician park to the generator? \_\_\_\_\_ ft. Is the unit located on a roof? \_\_\_\_\_

**Electrical:**

**Note: All control wiring from the Generator to ATS and remote annunciator must be stranded**

**ATS/GEN**

\_\_\_\_\_ Control Wires are in separate conduit from any AC wiring. **(Attach Photograph)**

\_\_\_\_\_ AC wiring is properly sized, installed, and terminated. **Note: NPC will not terminate any AC wiring. (Attach Photograph)**

\_\_\_\_\_ Normal Utility power is available.

\_\_\_\_\_ Generator and ATS data plate voltage matches utility voltage.

\_\_\_\_\_ Building Loads are connected to the ATS.

\_\_\_\_\_ Will a simulated power outage test be allowed at the time of start-up? Additional charges may apply if a return visit or after hours testing is required.

\_\_\_\_\_ **If ATS is a 2 wire start ATS** (i.e. Generac GTS, ASCO, Cutler Hammer, Eaton, GE Zenith etc.) run two (2) 12 or 14 AWG wires between the Automatic Transfer Switch and the Generator. **Note: It is recommended to run additional four (4) 12 or 14 AWG wires between the ATS (most critical ATS if a multi switch system) and generator to switch position monitoring (required on applications with remote annunciators). (Attach Photograph)**

\_\_\_\_\_ **If ATS is a Generac HTS** run a stranded 2 wire twisted shielded cable such as Belden 9460 and two (2) additional 12-14 AWG conductors. **(Attach Photograph)**

\_\_\_\_\_ Any additional monitoring/signal/alarm wiring is run (i.e. elevators, building management, etc.). All items needing programming must be known at start-up or may result in charges for a return visit.

\_\_\_\_\_ Control Wiring is neatly positioned in the ATS and Generator. **(Attach Photograph)**

\_\_\_\_\_ MPS / multiple generator systems - consult with NPC for instructions on wiring.

**Annunciator**

\_\_\_\_\_ Annunciator is installed. **(Attach Photograph)**

\_\_\_\_\_ Wire between the annunciator and generator is installed.

\_\_\_\_\_ Run a stranded 2 wire twisted shielded cable such as Belden 9460 and two (2) additional 12-16 AWG conductors between the generator and annunciator. **Note: the start-up technician will terminate these wires during start-up. (Attach Photograph)**



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### Generator Accessories

Note: Circuits must be left off until start-up technician instructs them to be powered up.

\_\_\_\_\_ Battery Charger Circuit run and terminated at the generator. **Note: Must be fed from Emergency Panel.**  
**(Attach Photograph)**

\_\_\_\_\_ Engine Block Heater Circuit run and terminated at the generator. **(Attach Photograph)**

\_\_\_\_\_ GFCI receptacle, if used, is installed and connected. **(Attach Photograph)**

\_\_\_\_\_ If the unit has factory mounted load center a single 2p circuit can be run to it and terminated.

\_\_\_\_\_ Remote Emergency Stop installed and two (2) 12-14 AWG conductors run between it and the generator.

\_\_\_\_\_ Properly sized battery is installed in the battery tray whether it was shipped with unit or supplied by customer.

**Note: Do not connect battery cables. Start-up technician will connect the battery.**

\_\_\_\_\_ Exhaust system has been installed when shipped loose. **(Attach Photograph)**

### General Install

\_\_\_\_\_ Generator is securely mounted and anchored onto a concrete pad. Consult the installation literature provided for dimensions, weight specs, stub up locations, and fuel connection information. Contact National Power if you have any questions.

\_\_\_\_\_ Generator located inside may have special instructions for exhaust and air flow install. Contact National Power if you have any questions.

### Training

\_\_\_\_\_ Ensure that owner has all required personnel on-site for training during start-up. Return trips for training will result in additional charges.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Fax to Attn. Generator Service @ 919-790-9714 or Email to [Generatorservice@natpow.com](mailto:Generatorservice@natpow.com)

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If you have any questions about the installation or start-up procedures, contact you sales person or project manager.  
They will put you in touch with a service rep that can help you.