



# START-UP COMPLETION & WARRANTY VALIDATION FORM

**This Form must be filled out by an Authorized WINCO Dealer during the start-up to activate factory warranty or whenever a generator is reconnected in the field during the warranty period.**

Please return completed form to WINCO within 180 days of factory invoice date.

This form can be completed electronically or hand written. Please keep a copy for your records.

Mail completed form to:

WINCO INC.  
ATTN: SERVICE DEPARTMENT  
225 S CORDOVA AVE  
LE CENTER, MN 56057

OR

Email completed form to: [service@wincogen.com](mailto:service@wincogen.com)

INSTALLER INFORMATION			OWNER INFORMATION		
Installer Name			Company Owner Name		
Service Center Name			Site Address		
Service Center Address			City	State	Zip/Postal Code
City	State	Zip/Postal Code	Telephone		
Telephone			Contact Email		

GENSET DATA		ENGINE DATA	
MODEL #		MODEL #	
SERIAL #		SERIAL # (Found on engine block)	
RATING		FUEL TYPE	
RPM	HZ	FUEL PRESSURE (Gaseous only)	
KW	KVA	AUTOMATIC TRANSFER SWITCH DATA	
VOLTS	PHASE	MODEL #	
AMPS PER TERMINAL	PHASE ROTATION	SERIAL MODEL # (Found on cabinet)	

# INSTALLATION CHECKLIST

Check the appropriate box verifying all start-up requirements were performed.

Note any adjustments or corrections made in the Notes section.

## SITE

Yes N/A

- Generator mounted securely to pad.
- Generator positioned so that no exhaust will enter the building through windows, doors, ventilation systems, etc.
- Generator has sufficient clearance from vegetation and other combustible materials.
- If installed in an area with vehicle traffic or other hazards, suitable barriers are in place to protect the fuel system and generator from contact.
- Personnel protection from hot surfaces and gases installed or accounted for.

## ENGINE

Yes N/A

- Re-validate engine. If it has taken more than 6 months from factory shipment to install this generator, engine revalidation may be required. Consult owner's manual.
- Check oil level.
- Check coolant level.
- Inspect belts, hoses, and clamps for proper alignment and tension.

## FUEL

Yes N/A

- Flexible connectors installed in fuel piping engine and rigid fuel supply.

## GASEOUS

- Proper fuel type.
- Proper pressure for gaseous units.
- LP tank can provide adequate fuel at the lowest expected operating temperature.
- Fuel filters/drain leg installed.
- Controller fuel selector switch in proper position. The LED will light on the controller when using LP.
- Inspect gas solenoid valve function - if applicable.

## DIESEL

- Proper fuel transfer pump lift capacity.
- Fuel transfer pump connected to power source with correct voltage.
- Diesel fuel storage tanks have been properly installed and ventilated according to local codes.

## ELECTRICAL

Yes N/A

- Generator and ATS electrical data located on the nameplate matches utility ratings.
- Genset load conductors are of adequate ampacity and are correctly connected to the output means and the emergency side terminals of the transfer switch.
- Wiring installed in separate conduits for load conductors, remote start contacts, battery charger, engine heater, and remote monitoring panel.
- Battery AC supply connected to a circuit of the proper voltage, amperage and has been energized.
- Engine starting battery(s) fully charged and connected to the engine and battery charger.
- Inspect all electrical connections are secured.

## POWER-PAK (open skid)

Yes N/A

- Flexible connector installed in extended exhaust piping.
- Silencer installed - hanger and mounting hardware tightly secured.
- Exhaust piping free of excessive bending and restrictions.
- Exhaust installed in a downward slope away from engine.
- Exhaust ducting properly sealed around wall and outlet termination suitable for preventing any seepage of rain or snow and prohibiting pests to enter.
- Proper installation of exhaust piping ensuring absolutely no exhaust can seep into nearby structures or buildings.
- Ample inlet and outlet airflow - motorized louvers adjusted and ventilation fan motor(s) connected to an available source of power of the correct voltage.
- Radiator ductwork properly sized and connected to the air vent or exhaust louver to prevent air recirculation and transmission of vibration.

# PRE-START AND RUNNING CHECKLIST

Check the appropriate box verifying all start-up requirements were performed.

Yes N/A

- Open the main line circuit breakers.
- Prime fuel system
- Place genset engine control switch in the OFF position. Observe Not-In-Auto display.
- Place the engine controller in the MANUAL position. Press START button. Allow engine to start and run.
- Verify sufficient oil pressure.
- Adjust speed if it is unstable.
- Adjust the AC output voltage to match the utility voltage using the voltage trim pot on the controller face.
- Allow engine to reach normal operating temperature. Check for oil, coolant, and exhaust leaks. Check and tighten all hose connector and clamps.
- Manual overspeed the engine to cause an engine shutdown. Place the genset in the OFF/RESET position.
- Verify all hose clamps are tight and secure.
- Verify the engine low oil pressure temperature shutdowns.
- Verify high coolant temperature shutdowns.
- Check the overcrank shutdown.
- Check and verify any additional protection devices.
- Check the utility source voltage, frequency, and phase rotation on 3-phase models. The genset must match the utility source and load.
- Place the genset engine control switch in the OFF position.
- Close the genset main line circuit breakers connected to the transfer switch.
- Place the genset engine control switch in the AUTO position.

Yes N/A

- Place the transfer switch in the Test Position. This will test the transfer switch and connects building load to the generator.
- Record fuel pressure while running. \_\_\_\_\_ (Gaseous units only)
- Verify the AC current is balanced for 3-phase systems and record L<sub>1</sub> \_\_\_\_ L<sub>2</sub> \_\_\_\_ L<sub>3</sub> \_\_\_\_
- Release the transfer switch test switch. It should retransfer to the utility source after the appropriate time delay(s).
- Allow the genset to shutdown automatically, verifying all proper time delays are in place.
- Set the plant exerciser with load to the customer's required exercise period - if equipped.
- Verify that all options on transfer switch are adjusted and functional per the customer's requirements. Transfer Switch delay setting:

Time Delay on Engine Start	seconds
Time Delay to Emergency	seconds
Time Delay Neutral	seconds
Time Delay for Engine Cool-Down	seconds

- Verify that the customer has the appropriate genset and transfer switch literature and manuals. Instruct the customer in the operation and maintenance of the system.
- After the engine has cooled down, check the coolant level, add coolant if necessary, and replace radiator cap.

Yes N/A

