

## 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

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	<b>AUTOMATIC TRANSFER SWITCH DATA</b>
VOLTS	PHASE	
AMPS PER TERMINAL	PHASE ROTATION	
		MODEL #
		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

- |                          |                          |                                                                                                                                                      |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Generator mounted securely to pad.                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Generator positioned so that no exhaust will enter the building through windows, doors, ventilation systems, etc.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Generator has sufficient clearance from vegetation and other combustible materials.                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Personnel protection from hot surfaces and gases installed or accounted for.                                                                         |

## ENGINE

Yes N/A

- |                          |                          |                                                                                                                                                                      |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Check oil level.                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Check coolant level.                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect belts, hoses, and clamps for proper alignment and tension.                                                                                                   |

## FUEL

Yes N/A

- |                          |                          |                                                                            |
|--------------------------|--------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Flexible connectors installed in fuel piping engine and rigid fuel supply. |
|--------------------------|--------------------------|----------------------------------------------------------------------------|

## GASEOUS

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

## DIESEL

- |                          |                          |                                                                                                 |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Proper fuel transfer pump lift capacity.                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel transfer pump connected to power source with correct voltage.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Diesel fuel storage tanks have been properly installed and ventilated according to local codes. |

## ELECTRICAL

Yes N/A

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

## POWER-PAK (open skid)

Yes N/A

- |                          |                          |                                                                                                                                                            |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Flexible connector installed in extended exhaust piping.                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Silencer installed - hanger and mounting hardware tightly secured.                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Exhaust piping free of excessive bending and restrictions.                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Exhaust installed in a downward slope away from engine.                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exhaust ducting properly sealed around wall and outlet termination suitable for preventing any seepage of rain or snow and prohibiting pests to enter.     |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper installation of exhaust piping ensuring absolutely no exhaust can seep into nearby structures or buildings.                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Ample inlet and outlet airflow - motorized louvers adjusted and ventilation fan motor(s) connected to an available source of power of the correct voltage. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.
- ☐ ☐ Remove the Circuit Breaker Panel Cover. Leave the MLCB in the Open (Off) Position. Run the engine and use a DVOM at the Breaker Lugs and the Neutral Lugs to record all Line to Neutral and Line to Line Voltages:

Phase Balance V (ac)	
L1-L2	L1-N
L2-L3	L2-N
L1-L3	L3-N

- ☐ ☐ 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 L1 \_\_\_\_ L2 \_\_\_\_ L3 \_\_\_\_
- ☐ ☐ 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.

Load testing is not required. Use this table for your own notes.

TIME	AMPS	VOLTS	FREQ.	AMB. TEMP.	OIL PRESS.	DC CHARG. VOLTS	RUN TIME METER	NOTES

Note any concerns or issues and corrections:

BY SIGNING, YOU VERIFY THAT THE UNIT HAS BEEN INSTALLED TO FACTORY REQUIREMENTS AND THIS FORM HAS BEEN ACCURATELY FILLED OUT.

AUTHORIZED INSTALLER SIGNATURE

DATE

OFFICE USE:

Invoice Date :    \_\_\_ / \_\_\_ / 20\_\_\_

Invoice Number: \_\_\_\_\_



Sales: 507-357-6821  
Service: 507-357-6831

