

Generator Maintenance Checklist: Standby and Portable

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Unit and service date

SERVICE DATE

PROPERTY ADDRESS

GENERATOR TYPE

BRAND AND MODEL

SERIAL NUMBER

FUEL

HOUR METER (TOTAL HOURS)

HOURS AT LAST OIL CHANGE

LAST OIL CHANGE DATE

OIL TYPE AND VISCOSITY

LAST PROFESSIONAL SERVICE

SERVICED BY

Carbon monoxide alarms (all units)

Item	Done	Skip	N/A	Notes
Battery or battery-backup CO alarms on every level and outside sleeping areas	☐	☐	☐	
CO alarms tested this visit	☐	☐	☐	
Household knows CO symptoms and the fresh-air rule	☐	☐	☐	
Generator CO shut-off noted if the unit has one	☐	☐	☐	

Portable placement, exhaust, and test run

Item	Done	Skip	N/A	Notes
Run outdoors only, never in a house, garage, basement, shed, porch, or carport	☐	☐	☐	
At least 20 feet from the house, windows, doors, and vents	☐	☐	☐	
Exhaust pointed away from the home and other occupied buildings	☐	☐	☐	
Unit kept dry, on a stable outdoor surface	☐	☐	☐	
Engine off and cool before adding fuel	☐	☐	☐	
Outdoor-rated cords used, no backfeed into a wall outlet	☐	☐	☐	
Test run completed per the portable OEM	☐	☐	☐	

Portable oil, air filter, spark, and fuel

Item	Done	Skip	N/A	Notes
Engine oil level checked on a level surface	☐	☐	☐	
Oil changed on the interval printed in this portable OEM	☐	☐	☐	

Air filter inspected, cleaned, or replaced	☐	☐	☐	_____
Spark plug inspected, gapped, or replaced per this OEM	☐	☐	☐	_____
Spark arrester cleaned if this portable has one	☐	☐	☐	_____
Fuel fresh, ethanol within the OEM limit, stabilizer if stored	☐	☐	☐	_____
Fuel valve off and carburetor handled per the storage section	☐	☐	☐	_____
Air intake, muffler area, and cooling slots clear, no fuel or oil leaks	☐	☐	☐	_____

Standby enclosure, battery, and exercise

Item	Done	Skip	N/A	Notes
Enclosure louvers clear, shrubs kept off intake and discharge	☐	☐	☐	_____
Exhaust and openings checked against this standby install drawing	☐	☐	☐	_____
Sprinklers, roof runoff, and downspouts directed off the enclosure	☐	☐	☐	_____
Fuel and oil lines and fittings inspected for leaks (visual)	☐	☐	☐	_____
Battery condition, cables, and charger warning checked	☐	☐	☐	_____
Exercise timer confirmed in AUTO (standby)	☐	☐	☐	_____
Controller left in AUTO, lid closed, Ready status noted	☐	☐	☐	_____

Standby oil, air filter, spark, and fuel

Item	Done	Skip	N/A	Notes
Standby engine oil level checked after a short warm-up	☐	☐	☐	_____
Oil and oil filter changed on this standby OEM interval	☐	☐	☐	_____
Standby air filter replaced when the OEM calls for it	☐	☐	☐	_____
Standby spark plug(s) replaced or inspected per Schedule B	☐	☐	☐	_____
Valve clearance inspected by a qualified technician if this engine requires it	☐	☐	☐	_____
Controller maintenance alert recorded or cleared after the work	☐	☐	☐	_____

Transfer switch visual only

Item	Done	Skip	N/A	Notes
Transfer-switch enclosure closed, cover screws in place, no obvious damage	☐	☐	☐	_____
Utility, generator, and warning labels still readable	☐	☐	☐	_____
No rust holes, scorch marks, or buzzing at the closed cabinet	☐	☐	☐	_____
No portable generator cord into a dryer or wall outlet	☐	☐	☐	_____
Any transfer, wiring, or interlock work left to a licensed electrician	☐	☐	☐	_____

Service log and sign-off

SERVICE NOTES

PARTS REPLACED

OIL ACTION

NEXT OIL CHANGE DUE (HOURS)

SERVICE RESULT

NEXT OIL CHANGE DUE (DATE)

NEXT PROFESSIONAL SERVICE DUE

SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.