

## **Quick Reference Guide** Adding / Updating Generator Information

- 1. Login to your facility.
- 2. Go to the Facility info tab and choose #4 Infrastructure (Generator).



- 3. Choose either Yes or No, if your facility has a Generator.
- 4. If "Yes" then click on the blue plus sign to add a new generator.
- If your generator information is already listed and you want to update information "click" on the generator information listed below and edit.

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acility Info -14-17 3:10 P	Contacts 10-3-17 10:58 Al	LTC Beds 5-12-17 1:40 P	Evac. Site 10-20-15 2:1	s Stop Over 8 9 PM 7-8-15 3:14	PM Equipment 5-12-17 1:44 P	Supplies 4-21-16 12:17 P	Transportation 3-27-17 10:18 AM	Vehicles Ver 3-3-15 10:53 AM 10-3	ndors Pa 86-15 10:34 AM No	tient Tracking t Available		
() INS "expand	STRUCTIONS: d" link. Some iter	Please fill all a ns (e.g. Emerg	oplicable info ency Departi	rmation for eac ment Phone) m	h of the sections b ay not apply to you	elow. Expand e r facility. Pleasi	ach section by click e leave these items	ing anywhere in t blank.	he section head	ler or by clickin;	g the	
Facil	ity Info	Print Oper	itional Sumr	nary 📕 Pri	nt Operational De	tail			Most Recent U	lpdate: 14 Sep 2	2017 3:10:1	3 PM
1. Facility	y Name / Addre	ss / Type (exp	ind)									
2. Facilit	y Phone Numbe	ers (expand)										
3. Loadii <mark>4. Infras</mark>	ng Dock (expand tructure (e.g. Ge	l) enerators <mark>) (co</mark> l	apse)									
3. Loadii 4. Infras 1 Gene 1 1 2 1 4 1 4 4 4 4 4 4 4 4 4 4 4 4 4	ng Dock (expand tructure (e.g. Ge INSTRUCTIONS vator Planning C is there a plan in Do you know you Do you have spa is the building ful dd a new genera	)) enerators) (col considerations: place for gene in transfer swith re parts in stor ly covered by g Does y ator	epce) s about the g rator failure? th size(s)? k (fuel filter, generator poi pur facility h	enerators / requ spare fuel lines, ver? What critic ave a generato	lirements at this fa etc)? al items are not cc r(s)? ⊛Yes ⊚N	cility. Create a	separate entry for e	ach generator / re rs, Food refrigera	iquirement / quid	ck connect.		*
3. Loadii 4. Infras 6. I 6. I 1.	ng Dock (expand tructure (e.g. Ge WSTRUCTIONS vrator Planning C So you know you Do you know you Do you know you Do you have spa you have spa s the building ful dd a new genera Voltage	enerators) (col enerators) (col considerations: place for gene vi transfer swit re parts in stoo ly covered by g Does y stor Amperage	epse) s about the g rator failure? th size(s)? k (fuel filter, reenerator por pour facility h kW Rating	enerators / requ spare fuel lines, ver? What critic ave a generato <b>Fuel Type</b>	etc)? al items are not cc ftsl? ⊛ryes ⊚N Backup Fyr Type	cility. Create a	separate entry for e nating, A/C, Elevato Rental Generator Cable Run (ft)	ach generator / re rs, Food refrigera Building/Area Served	equirement / quii tion, etc.) Last Tested Date	ck connect. Last Tested Load %	Notes	*
3. Loadin 4. Infras 6. Infras 1. Infras 6. Infras	ng Dock (expand tructure (e.g. Ge NSTRUCTIONS vrator Planning C S there a plan in Do you know you Do you know you	i) enerators) (co) c: Please tell d considerations: place for gene r parts in stoo transfer switch to parts in stoo to parts	epse) s about the g rator failure? th size(s)? k (fuel filter, yenerator por yenerator	enerators / requ spare fuel lines, ver? What critic ave a generato Fuel Type diesel	virements at this fe atc)? al items are not cc rtsi? ⊛yes N Backup Fu Type	cility: Create a wered 7 He Quick Connection	separate entry for e eating, A/C, Elevato Rental Generator Cable Run (ft) 50	ach generator / re re, Food refrigera Building/Area Served full	equirement / quii tion, etc.) Last Tested Date 7/7/2015	ck connect. Last Tested Load % 45	Notes Y	*

- 6. Complete as much information on this screen as possible.
- 7. Hit "Save and Close"
- 8. Update every 6 months.

Facility Info 9-14-17 3:10 PM	Contacts 10-3-17 10:58 AM	LTC Beds 5-12-17 1:40 PM	Evac. Sites 10-23-15 2:10 PM	Stop Over Point 7-8-15 3:14 PM	5-12-17 1:44 PM	Supplies 4-21-18 12:17 PN	Transportation 3-27-17 10:18 AM	Vehicles 3-3-15 10:53 AM	Vendors 10-28-15 10:34 AM	Patient Tracking Not Available	
i INS "expand"	TRUCTIONS: Pi link. Some items	iease fill all app s ( <mark>e a Emorae</mark>	licable informati	on for each of	the sections be	low. Expand ea	ich section by clic	cking anywhere	e in the section h	eader or by click	ing the
		View / Ed	dit Generator	Detail			🚔 print gen	erator detail	ref # 5457		
Facilit	y Info 📃 🗏									it Update: 14 Se	p 2017 3:10:13 PM
1. Facility	Name / Address	57		Voltage: 1	20/240	Volts					
2. Facility	Phone Number	5.		Amperage: 2	00 Amps						
3 Loadin	T Dock (excend)		Kilowatt R	ating (kW):	0 kW						
4 lofracta	sucture (e.g. Con		Primary	Fuel Type:	Diesel		(Diesel, Natural	Gas, etc.)			
4. IIIIasu	ucture (e.g. Gen		Backup	Fuel Type:			(if applicable)				
Genera	STRUCTIONS:	P Is	there a quick	connection (	Yes ONo					quick connect.	
• Is	there a plan in p	installed	for emergency	hookup:							
• De	o you know your o you have spare	What is t	he cable run ne	ecessary to	0 feet						
• Is	the building fully	c h	iook up rental g	enerators: 🖵							
		Build	ling or Area ser	ved by this generator:	lansion						
🖷 Ada	d a new generat	or					11				
#	Voltage	A	Last Tested - Da	ite & Time: 7	17/2015 Tim	9				d Last Teste	d Notes
1	120/208		Last Tested - L	oad Test %						45	Y
2	120/240	(e.g., gene	erator tested at	50% load):					-	5	Y
		Not	es (e.g., date of and minor ser	last major ( vice: areas	1) 8/26/2014/(2)	2/27/2015					
		not co	vered by gener	ator; other							
		no	ca	pabilities):							
					Save Chan	ges and Clo	se				-

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