



Northwestern University

Portable Power Generation Procedures

- Notify NU EVELEC Shop and generator tech before generator operation greater than 1kw.
- Verify condition of trailer tires, tow vehicle rating, safety chains, signaling lights, and safe hitch setup.
- Follow all proper Illinois Department of Transportation (IDOT) and NU roadway regulations.
- Place generator min 20' away from building on level surface, chock wheels if applicable.
- Check enclosure for loose material that could become dislodged or get sucked into radiator fan.
- Containment plugs are to be inserted into generator during operation if applicable on unit.
- Verify battery levels and ensure proper DC voltage exists (12v or 24v)
- Check all DLO cables for damage, if knicks or cracks are discovered immediately remove from service.
- Connect proper DLO load cables to generator BUS or CAMLOCS *Place output breaker(s) in OFF position.
- Fully isolate/insulate/lock or connect other end of DLO cable to load(s) to be serviced.
- Ensure proper Earth ground exists on Generator, trailer, and enclosure.
- Supply 120v or 208v to block heater and battery charger if generator is not running continuously.
- If any cabling crosses a walkway or roadway, ensure a proper protective cable tray is used.
- Setup up proper hi-visibility blockades around portable generator hitch and cable output.
- Verify coolant, oil, and fuel levels are appropriate and within range, adjust if necessary.
- Check outside of unit make sure there are no obstructions that will prevent proper air circulation.
- Direct exhaust away from openings in buildings, tents, and membrane structures.
- Wear proper hearing protection, safety footwear, and safety eyewear as required.
- Verify phase rotation of permanent power source, then match rotation on GEN output.
- Only once all procedures have been followed, start generator. Allow to warm up for 10 minutes.
- Reference NU safety guidelines and adhere to proper PPE requirements for testing equipment.
- Verify the absence of normal power on all applicable phases or switchgear to be powered.
- LOTO procedure to be followed then implemented per NEC and NU guidelines.
- After all procedures have been verified close main power breaker on generator.
- If generator is connected to a switchboard, increase load slowly to minimize inrush demand.
- Record frequency, voltage, amperage, and coolant temp occasionally to ensure proper operation.
- Maintain generator enclosure security by locking if applicable to prevent non authorized access.
- While generators are running NU EVELEC shall be within eyesight to monitor 100% of the time.

Important Phone numbers

Emergency	NUPD	NU Evanston Electric Shop	Phone Number
		John McDonagh (Chief Electrician) #301	773-456-7187
CALL 911	847-491-3254	Jon Perkins (Foreman) #303	847-239-0522
		Joe Rybak (Life Safety Foreman) #314	847-878-8674
		Jeff Elbe (Lead Electrician) #310	847-610-6542
		Tom DiMaggio (Lead Electrician) #313	773-447-7244