

DETENTION STANDARDS – COMPLIANCE COVERSHEET

Standard 8-4-31 Mandatory	<p>(a) Written policy, procedure, and practice provide that the facility has:</p> <p>(1) an alternate power source, such as a generator, to maintain essential services in an emergency; and</p> <p>(2) an active, effective physical plant maintenance program that includes the following:</p> <p>(A) A proactive, written preventive maintenance plan.</p> <p>(B) Provisions for emergency repair in life threatening situations.</p> <p>(C) A reporting or work order request and response system to document and track needed repairs.</p> <p>(D) Weekly power generator inspections and quarterly load tests.</p> <p>(E) Quarterly emergency equipment and systems tests.</p> <p>(b) This is a mandatory standard.</p>
Documentation Demonstrating Compliance	<p>Title, page number, and section of Policy demonstrating standard compliance with (a): <u>Safety Standards/ Alternate Power Source/ Page 45</u></p> <p>Title, page number, and section of Procedure demonstrating standard compliance with (a): <u>Safety Standards/ Alternate Power Source/ Page 46</u></p> <p>Title of document demonstrating Proof of Practice with (a): <i>(Suggested document(s): Documentation of preventative maintenance activities; Documentation of emergency repair; Work order request and response; Weekly power generator inspections; Quarterly load test; Quarterly emergency equipment and system tests)</i> <u>Generator Inspection Form showing Weekly Power Generator Inspections, Quarterly Load Tests and Quarterly Emergency Equipment and Systems Tests, Annual Inspection and Service Bill</u></p>

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p> <p><i>Heather C. Cullina 3/16/15</i></p> <p><input checked="" type="checkbox"/> Compliance</p> <p><input type="checkbox"/> Non-Compliance</p> <p><input type="checkbox"/> Non-Applicable (justification attached)</p>	<p>Auditor Signature and Date:</p> <p>_____</p> <p><input type="checkbox"/> Compliance</p> <p><input type="checkbox"/> Non-Compliance</p> <p><input type="checkbox"/> Non-Applicable</p>
<p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	



Madison County
Circuit Court, Div. 2

Section: Safety Standards
Policy: Alternative Power Source; Mandatory
Standard: 8-4-31
Date: February 4, 2015
Approved By: _____
N. Gary Williams, Superintendent

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I. STANDARD:

- (a) Written policy, procedure, and practice provide that the facility has:
 - (1) an alternate power source, such as a generator, to maintain essential services in an emergency; and
 - (2) an active, effective physical plant maintenance program that includes the following:
 - (A) A proactive, written preventive maintenance plan.
 - (B) Provisions for emergency repair in life threatening situations.
 - (C) A reporting or work order request and response system to document and track needed repairs.
 - (D) Weekly power generator inspections and quarterly load tests.
 - (E) Quarterly emergency equipment and systems tests.
- (b) This is a mandatory standard.

Suggested document(s): Documentation of preventative maintenance activities; Documentation of emergency repair; Work order request and response; Weekly power generator inspections; Quarterly load test; Quarterly emergency equipment and system tests

II. POLICY:

The Madison County Youth Center (MCYC) has a generator for use as an alternative power source should the MCYC lose power. The generator will power essential services in an emergency.

The MCYC has an effective physical plant maintenance program that includes a proactive, preventative maintenance plan. The maintenance plan has provisions for emergency repair in life threatening situations, a work order request and response system that tracks and documents needed repairs, weekly power generator inspections and quarterly load tests, and quarterly emergency equipment and systems tests.

III. DEFINITIONS:

IV. PROCEDURE:

MCYC has an Onan Power Generator that supplies power to the Secure Detention and Security Department in order to maintain full operation during a power outage.

MCYC Maintenance Staff shall maintain operation, trouble-shooting, and preventive maintenance in accordance with Onan Operator's Manual 962-0113.

The physical plant maintenance program for preventative maintenance shall include the following:

1. Annually the Onan Power Generator is inspected and serviced by Customized Power Services Inc.
2. The Onan Power Generator will be inspected by MCYC Maintenance Staff weekly and the inspection shall be documented on the inspection form.
3. The Onan Power Generator will be load tested quarterly by MCYC Maintenance Staff. The quarterly load test will include emergency equipment and systems tests. The quarterly load test and emergency equipment and systems tests will be documented on the inspection form.
4. Any issues or needed repairs that arise with the Onan Power Generator will be dealt with immediately by contacting Customized Power Services Inc. at 1-800-315-6286. All service needed will be considered an emergency and will be repaired accordingly to avoid any life threatening situations. MCYC Maintenance Staff will document all work order requests and repairs on the weekly inspection form.

MADISON COUNTY YOUTH CENTER GENERATOR INSPECTION

2014

DATE	TIME	RESULTS: OPERATIONAL STATUS, WORK ORDER REQUESTS AND REPAIRS COMPLETED	INSPECTED BY
JANUARY			
1/5/14	8A	Generator OK - no repairs needed	Rz
1/13	8A	Generator OK - no repairs needed	Rz
1/20	8A	Generator OK - no repairs needed	Rz
1/27	8A	Generator OK - no repairs needed	Rz
FEBRUARY			
2/3	8A	Generator OK - no repairs needed	Rz
2/10	8A	Generator OK - no repairs needed	Rz
2/17	8A	Generator OK - no repairs needed	Rz
2/24	8A	Generator OK - no repairs needed	Rz
MARCH			
3/4	9A	Generator OK	Rz
3/11	9A	Generator OK	Rz
3/18	9A	Generator OK	Rz
3/25	9A	Generator OK	Rz
QUARTERLY LOAD TEST AND EMERGENCY EQUIPMENT AND SYSTEMS TEST		Road test - all Clear - OK	Lz
		Emergency Equipment &	
		Systems Test - all Clear - OK	

MADISON COUNTY YOUTH CENTER

GENERATOR INSPECTION

DATE	TIME	RESULTS: OPERATIONAL STATUS, WORK ORDER REQUESTS AND REPAIRS COMPLETED	INSPECTED BY
APRIL			
4/1	9A	Generator OK	Jm
4/8	9A	Generator OK	ly
15	9A	Generator OK	ly
22	9A	Generator OK	ly
29	9A	Generator OK	ly
MAY			ly
5/5	8A	Generator OK	ly
5/12	8A	Generator OK	ly
5/19	9A	Generator OK	ly
5/26	8A	Generator OK	ly
			ly
JUNE			ly
6/2	8A	Generator OK	ly
6/9	8A	Generator OK	ly
6/16	8A	Generator OK	ly
6/23	8A	Generator OK	ly
6/30	8A	Generator OK	ly
QUARTERLY LOAD TEST AND EMERGENCY EQUIPMENT AND SYSTEMS TEST		Quarterly load test	ly
		Activated. No problems	
		Emergency and Systems	
		check/test. Functioning properly.	

MADISON COUNTY YOUTH CENTER

GENERATOR INSPECTION

DATE	TIME	RESULTS: OPERATIONAL STATUS, WORK ORDER REQUESTS AND REPAIRS COMPLETED	INSPECTED BY
JULY			
7/1	8A	Generator OK	by
7/8	8A	Generator OK	by
7/15	8A	Generator OK	by
7/22	8A	Generator OK	by
7/29	8A	Generator OK	by
AUGUST			
8/5	8A	Generator OK	by
8/12	8A	Generator OK	by
8/19	8A	Generator OK	by
8/26	8A	Generator OK	by
SEPTEMBER			
9/7	8A	Generator OK	by
9/14	8A	Generator OK	by
9/21	8A	Generator OK	by
9/28	8A	Generator OK	by
QUARTERLY LOAD TEST AND EMERGENCY EQUIPMENT AND SYSTEMS TEST		Quarterly load test Activated w/ no problems Emergency equipment & Systems check/test Completed. Functioning properly	by

MADISON COUNTY YOUTH CENTER GENERATOR INSPECTION

DATE	TIME	RESULTS: OPERATIONAL STATUS, WORK ORDER REQUESTS AND REPAIRS COMPLETED	INSPECTED BY
OCTOBER			
10/5	9A	Generator OK	CG
10/12	9A	Generator OK	CG
10/19	9A	Generator OK	CG
10/25	9A	Generator OK	CG
NOVEMBER		— ANNUAL INSPECTION / SERVICE 11/21/14	
11/3	9A	Generator OK	CG
11/10	9A	Generator OK	CG
11/17	9A	Generator OK	CG
11/24	9A	Generator OK	CG
DECEMBER			
12/7	9A	Generator OK	CG
12/14	9A	Generator OK	CG
12/21	8A	Generator OK	CG
12/28	9A	Generator OK	CG
QUARTERLY LOAD TEST AND EMERGENCY EQUIPMENT AND SYSTEMS TEST		Quarterly load test — OK	CG
		Emergency Equip & Syst	
		Check / test. All functioning	

**W.W. Williams**

Consider It Done.

SWITCHGEAR / AUTOMATIC TRANSFER SWITCH INSPECTION CHECKLIST

W.W. Williams

610 W Washington St 14056 Britton Park
Bluffton, IN 46714 Fishers, IN 46038
(260) 827-0553 / (800) 315-6286Customer: Madison Co Government Center Contact: Denny Williamson Repair Order #: 8503091 Date: _____
Address: 16 East 9th Street City: Anderson IN Zip: 46016 Unit#: Unit

	Equipment Make	Model Number	Serial Number	Spec Number	Hours
Equipment					
Engine					
Switch					

Trk/Miles: _____ Checklist Key: ☒ or A Acceptable X Needs Attention N/A Not Applicable**Building Test (w/Customer approval):**

- ☒ (12) Simulate normal power failure
☒ (12) Transfer switch to generator
☒ (12) AC voltmeter phases
 A 209 B 210 C 209
☒ (12) Amp meter phases
 A 51 B 80 C 38
☒ (12) Frequency meter 660
☒ (12) Time delays
 ES (12) NE (12)
 EN (12) CD (12)
 _____ Test and record lug temperature with infrared thermometer
 Load: A 71 B 71 C 71
 Emergency: A 68 B 68 C 68
 Utility: A 74 B 74 C 74

Other:

Switchgear/Automatic Transfer Switch(es): Level 2 inspection

- _____ De-energize switchgear / transfer switch
 _____ Secure and lockout switch disconnects
 _____ Disable engine start signals
 _____ Check all fuses for proper size
 _____ Visually check for binding or wear of mechanical linkage
 _____ Manually operate contactor assembly
 _____ Lubricate as required
 _____ Remove arc chutes and pole covers
 _____ Check contact alignment
 _____ Inspect for arc damage or contact pitting
 _____ Clean contacts (if necessary)
 _____ Install arc chutes and pole covers
 _____ Clean interior and exterior of cubicle
 _____ Enable engine start signals
 _____ Energize switchgear / transfer switch
 _____ Return switch to standby operation
 _____ Operational test

Switchgear/Automatic Transfer Switch(es): Level 3 inspection

- _____ All items included in level 1, plus the following (while equipment is de-energized)
 _____ Check tightness of bus connections
 _____ Check switches for free movement and contact continuity
 _____ Check relay finger contacts and adjust if needed
 _____ Inspect metering and control transformers
 _____ Check common grounds, measure resistance to ground
 _____ Remove draw-out switch
 _____ Clean and lubricate draw-out mechanism as required
 _____ Check resistance through contacts
 _____ Check control contact operation
 _____ Clean and lubricate TS coil and operating mechanism
 _____ Reinstall draw-out switch and check operations

General Comments: (1) NO Transfer - Measurements from Utility Side

Signature Of Owner Or Authorized Personnel

Technician's Signature

Unit Left in Auto: ☐ Breaker Closed: ☐

Date: _____

Date: _____



W.W. Williams
Consider It Done.

GENERATOR INSPECTION CHECKLIST

W.W. Williams
610 W Washington St 14056 Britton Park Rd
Bluffton, IN 46714 Fishers, IN 46038
(260) 827-0553 / (800) 315-6286

Customer: Madison C. Government Center Contact: Denny Williamson Repair Order #: 8503091 Date: 11-21-14
Address: 16 East 9th Street City: Anderson IN Zip: 46016 Unit#: Unit#

Equipment	Equipment Make	Model Number	Serial Number	Spec Number	Hours
Engine					137.4
Switch					

Perform: OIS ☐ PM ☐ Trk/Miles:

Checklist Key: ☒ or A Acceptable X Needs Attention N/A Not Applicable

Engine Lube System:

- ☒ Inspect for leaks (repair minor leaks)
- ☒ Check oil level and fill (up to 1 gallon)

Engine Cooling System:

- ☒ Inspect for leaks (repair minor leaks)
- ☒ Check belts and hoses
- ☒ Check coolant level & fill (up to 1 gal)
- ☒ Coolant freeze point -10 °F
- ☒ Inhibitors (Nitrates) 600 ppm
- ☒ Check cooling loop strainer for obstruction
- ☒ Inspect cooling system for obstructions
- ☒ Inspect radiator/heat exchanger cap
- ☒ Inspect pulleys for excessive wear
- ☒ Pressure test system (if required)

N/A PSI
Lubricate fan drive

Engine Air System:

- ☒ Inspect air cleaner
- ☒ Check air cleaner indicator for proper operation
- ☒ Check intake system for damaged or loose connections
- ☒ Service crank case breather systems
- ☒ Service air box drains

Engine Fuel System:

- ☒ Inspect for leaks (repair minor leaks)
- ☒ Check fuel level NG
- ☒ Check for water in fuel
- ☒ Drain water from water separator
- ☒ Check day tank pump and alarms for proper operation
- ☒ Inspect and lubricate governor linkage
- ☒ Check governor oil level and add if needed

Engine Electrical System:

- ☒ Check condition of cables, wiring, loom, straps & connections
- ☒ Check engine alternator
- ☒ Inspect ignition system-gas engines only
- ☒ Check general condition of batteries
- ☒ Last changed 3/13 (date)
- ☒ Check operation of all unit heaters (oil, coolant, battery)

Engine Electrical System (cont.):

- ☒ Check electrolyte levels
- ☒ Clean battery posts/cables and apply corrosion inhibitor
- ☒ Load test batteries
- ☒ Inspect and test battery charger(s) for high and low rate and alarms
- ☒ Low 13.4 High 11.1
- ☒ Battery static charge (vdc)
- ☒ Test starter drop (vdc)

AC Generator:

- ☒ Inspect guard for loose or missing parts
- ☒ Inspect AC connections for tightness
- ☒ Inspect exciter and brushes / slip rings
- ☒ Inspect generator bearing
- ☒ Lube generator-bearing (external access only)

Test Generator without load:

- ☒ Inspect louvers and duct work
- ☒ Inspect vibration isolators
- ☒ Check for abnormal noise
- ☒ Check for excessive crankcase discharge
- ☒ Check governor response
- ☒ Check for operation of remote equipment (fan motors, valves, pumps and louvers)

Engine Exhaust System:

- ☒ Check exhaust system for leaks
- ☒ Inspect exhaust outlet protection
- ☒ Drain condensation trap (if accessible)
- ☒ Check for broken or missing hardware
- ☒ Check for engine wet stacking

Engine Instrumentation:

- ☒ Check all instruments and lamps for proper operation
 - ☒ Inspect the remote annunciator
 - ☒ Check hour meter operation
- Check and record engine readings:
- ☒ Tachometer 1830 RPM
 - ☒ Engine oil pressure 50 Cold 46 Hot
 - ☒ Engine coolant temp. 140 F
 - ☒ Voltmeter 13.9 VDC
 - ☒ Ammeter N/A ADC

Check and record generator readings and adjust as necessary:

☒ AC Voltage A 211 B 209 C 211
☒ AC Frequency 61.8 Hz

Engine Protection System:

Test shutdown circuits for proper operation:

- ☒ Over crank
- ☒ Low oil pressure
- ☒ High water temperature
- ☒ Over speed
- ☒ Test pre-alarms
- ☒ Check instrument panel emergency alarm and lights

Switchgear/Automatic Transfer Switch-Level 1

- ☒ Inspect general cleanliness (interior/exterior)
- ☒ Inspect for signs of moisture
- ☒ Inspect lugs, terminals, connections, and wiring
- ☒ Check audio signaling
- ☒ Check indicating lights

Misc:

- ☒ Wipe down engine and valve covers
- ☒ General condition of generator set / room

PM Services:

- ☒ Change oil Gal SAE Wt
- ☒ Change oil filters
- ☒ Change coolant filter (s)
- ☒ Change oil and clean elements-wet type
- ☒ Change day tank, primary and secondary fuel filter(s) (diesel)
- ☒ Will properly dispose of fluids/filters

Additional Services

- ☒ Oil sample analysis
- ☒ Fuel sample analysis
- ☒ Coolant sample analysis
- ☒ Change air filters
- ☒ Perform Load Bank test and supply documentation
- ☒ Building Test
- ☒ Switchgear/ATS Level 2 ☐ Level 3 ☐

General Comments: Annual OIS 4PM

Returned Controls to Normal Operating Positions

Control Switch: On Auto Off

Circuit Breaker: Open Closed

Authorized Personnel Signature

Date

Technician's Signature

Date

W.W.Williams

610 WEST WASHINGTON STREET
BLUFFTON, IN 46714
Phone: (800)315-6286
Fax: 2608270644
Federal ID#: 31-1024851

INVOICE

Invoice #	8503940-00
Invoice Date	12/01/14

Sold To	MADISON CO GOVERNMENT CENTER 16 EAST 9TH STREET ANDERSON IN 46016			Ship To	MADISON CO GOVERNMENT CENTER 16 EAST 9TH STREET ANDERSON, IN 46016				
Customer Number		Cust PO Number		Order Date		Terms		Repair Order Number	
614063		DENNY WILLIAMSON - SA		10/09/14		N15		8503091-000	
				Received Date		Work Location		Customer Contact	
				10/09/14		FIELD 46016		DENNY WILLIAMSO	

WARRANTY/TERMS AND CONDITIONS*

The seller warrants its workmanship for 90 days after completion of services. Products sold are warranted exclusively by the manufacturer. The seller expressly disclaims all other warranties, expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. *For complete warranty limitations, disclaimers and detailed Terms and Conditions please see www.williams.com/Terms

Line #	Product / Description	Qty Ordered	Qty B/O	Qty Shipped	Qty U/M	Unit Price	Extended Amount
GEN PM SEPT VIN #: 301352-1-1-1108 OEM Mfr: KATO GEN SET OEM Model #: SD150PJ6T3 Fleet/Trk #: JAIL Comp. Mfr: JOHN DEERE Serial #: PE6068L059243 Model #: 6068HF285 Miles/Hrs: 81 HOURS							
Problem Descrip: . Cause: .							
Work Performed: (4) AUTOMATIC TRANSFER SWITCH, (4) ENGINE CONTROL INSPECTION AND (4) ENGINE SERVICE - COMPLETED 11-13-14, 11-17-14, 11-21-14 & 11-24-14 : : THANK YOU FOR YOUR BUSINESS. SHOULD YOU HAVE ANY QUESTIONS ABOUT THIS INVOICE PLEASE FEEL FREE TO CONTACT US AT (260) 827-0553							
1	OIL SAMPLE ENGINE OIL SAMPLE BOTTLE 0001 EACH	3.00	0.00	3.00	each	22.86	68.58
2	15W-40 OIL OIL 15W-40 0001 EACH	43.00	0.00	43.00	each	3.00	129.00
3	LUBER-FINER OIL FILTER 0012 EACH				EACH	3.67	7.34
4	LUBERFINER OIL FILTER 0001 EACH				EACH	11.87	11.87
5	LUBERFINER FUEL FILTER 0006 EACH				EACH	20.40	20.40
6	LUBERFINER FUEL FILTER				EACH	20.40	20.40

W.W.Williams

610 WEST WASHINGTON STREET
BLUFFTON, IN 46714
Phone: (800)315-6286
Fax: 2608270644
Federal ID#: 31-1024851

INVOICE

Invoice #	8503940-00
Invoice Date	12/01/14

Sold To	MADISON CO GOVERNMENT CENTER 16 EAST 9TH STREET ANDERSON IN 46016			Ship To	MADISON CO GOVERNMENT CENTER 16 EAST 9TH STREET ANDERSON, IN 46016				
Customer Number		Cust PO Number		Order Date		Terms		Repair Order Number	
614063		DENNY WILLIAMSON - SA		10/09/14		N15		8503091-000	
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				10/09/14		FIELD 46016		DENNY WILLIAMSO	

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Line #	Product / Description	Qty Ordered	Qty B/O	Qty Shipped	Qty U/M	Unit Price	Extended Amount
7	0012 EACH MILEAGE 2344	134.00	0.00	134.00	EACH	1.00	134.00
	Parts	391.59					
	Labor	2513.84					

PLEASE REMIT IN U.S. DOLLARS TO:
W. W. WILLIAMS
DEPT L- 303
Columbus, OH 43260-9303

Sub Total:	2905.43
Sales Tax:	0.00
Invoice Total:	2905.43
Tendered:	0.00
Balance Due:	2905.43

FINANCE CHARGES OF 1.50 % PER MONTH APPLIED TO ALL ACCOUNTS IN ARREARS