

Office of University Building Official

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## **Generator and Emergency Lighting Inspection Guide**

- Expectations are that the building is ready for inspection with a suspended ceiling system installed, the wall finishes complete, and the floor is free of obstructions other than furnishings.
- PM shall provide inspectors with approved plans on site with all emergency light fixtures highlighted and enough electrical personnel to assist. Assistance is required for operating utility disconnect switch, engine generator, Automatic Transfer Switch (ATS) etc.
- Verify arc flash hazard labels are applied to ATS's and associated panels.
- Ensure proper working conditions and verify location of generator annunciator panel.
- Check if ATS transfers within the specified transfertime.
- Check standby power systems for elevators when part of accessible means of egress.
- Confirm standby power systems for equipment serving fire protection systems such as:
  - Fire pumps
  - Smoke control systems
  - Smoke proof enclosures
  - Power operated doors and locks
  - Emergency voice/alarm communication
- Verify that all emergency lighting fixtures are illuminated inside and outside.
- Verify all exterior exit discharge landings have required emergency lighting.
- Verify the required means of egress lighting is not turned off by a switch.
- Confirm proper Exit signage locations and that they are properly illuminated.
- All emergency receptacles, light fixtures and all boxes and enclosures that are part of emergency power system are properly identified with red receptacle as required by Code, Facilities Design Guidelines and contract specs.
- Check if emergency receptacles are powered (a few samples).
- Provide OUBO a copy of installation acceptance test report for the generator.