



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**August 21, 2006**  
**Revised: February 5, 2020**

**STANDARD OPERATING PROCEDURE # FAC 6.004**

**Subject: Emergency Generator (EG) Fuel Records**

**Purpose and Scope:** This purpose of the procedure is for maintaining proper records for the fueling of each EG during emergencies.


**Procedure:** The generators are to be fueled using Utility owned 250 Gallon portable fuel tanks that are placed on the back of a pickup truck. These tanks are filled from the large 12,000 gallon storage tank at the Central Energy Plant. The Utilities Operator refueling will record date, time and delivered gallons for each EG.


Unit No.	Facility Served	Fuel Oil Tank Size Gallons	Fuel Delivery Date/Time	Fuel Delivered Gallons	UWF Driver & Representative
EG-01	B-2, Lift Station No. 1	200			
EG-02	B-4, Science and Engineering	1,700			
EG-03	B-13, Science Offices and Laboratory	200			
EG-04	B-76A College of Business	308			
EG-05	B-22, University Commons	2,000			
EG-06	B-32, John C. Pace Library	400			
EG-07	B-40, Central Utility Plant	1,000			
EG-08	B-44, Pump House Well No. 4	150			
EG-09	B-47, Pump House Well No. 2	800			
EG-10	B-54, Fieldhouse	Natural Gas	N/A	N/A	N/A
EG-11	B-56A, Sewage Lift Station No. 2	400			
EG-12	B-58, Life Science Laboratory	450			
EG-13	B-58A, Science Lecture/Laboratory	150			
EG-14	B-72, Health, Leisure and Sports Facility	400			
EG-15	B-79, Information Technology Services	1,000			
EG-16	B-91, Maintenance/Parking Services/Police Department	800			
EG-17	B-88, WUWF Public Radio Station	800			
EG-18	B-514, WUWF Midway Tower	295 300			
EG-19	B-19	200			

EG-20	B-58C	1765			
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**Developed by: Utilities, Energy & Sustainability**

**Approved by:**

  
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