EMERGENCY POWER PLANNER:

Your PRACTICAL GUIDE to restoring electric power and protecting your business during utility outages.

When the power goes down, you want it back—fast. Preparation for power failure is a must, and a contingency plan is an essential tool. With a solid contingency plan in place, you’ll know what to do and whom to call to restore your power as soon as possible, to keep your business functioning and your revenue stream flowing.

This Emergency Power Planner will guide you and your team through the basic steps of building a contingency plan. The checklist format will help you cover the key elements quickly and easily. To fill in the details, consult with an established supplier of rental power generating equipment, supplies and service.

Sooner or later power outages affect everyone. Don’t wait for the inevitable to happen. The time to plan is now.

And Ring Power is ready to assist you.

RING POWER CORPORATION
500 World Commerce Pkwy
St. Augustine FL 32092
RingPower.com

Step 1: DETERMINE YOUR POWER REQUIREMENTS.  In a utility outage, you can provide power for your entire facility and equipment, or for critical loads only. Your emergency standby generator powers only life-safety equipment required by code. After that, you must choose which loads are critical and which are not:

- Production machinery  _____ kW
- Computers and servers  _____ kW
- Process controls  _____ kW
- Plant and office lighting  _____ kW
- Heating, ventilating, air conditioning  _____ kW
- Compressed air systems  _____ kW

- Pumps  _____ kW
- Other  _____ kW
- Other  _____ kW
- Other  _____ kW
- TOTAL  _____ kW

Step 2: PLAN FOR THE LOGISTICS OF DELIVERY AND OPERATION.  Your equipment supplier must be able to deliver and park the generator set, so that it is easily accessible for connecting, operating, servicing and fueling. Planning considerations must include:

- Environmentally sound location away from drains, work areas and residences
- Location with adequate surrounding open space
- Location away from traffic, trees and obstructions
- Level, paved area for parking
- Identification of connection points
- Designated access route for delivery
- Opening for cable access to the building
- Planned route for cable inside the building
- Security fencing
Step 3: SELECT APPROPRIATE GENERATOR SET FEATURES. Choose from a variety of features to suit your site’s specific requirements, including:

- Sound attenuation. Ask for ratings below 92 db(A) at full load. Ratings as low as 70-72 db(A) are available.
- Auto start-stop capability. Automatically starts a rental unit if a standby unit goes down.
- Vertical radiator and exhaust discharge. Directs discharges up and away from buildings and people. Important in populated or high-traffic areas.
- Electronic governor. Necessary for critical loads that cannot tolerate frequency fluctuation (computers, motor-driven equipment, machines backed by UPS).
- Charging alternator. Ensures that batteries are charging when the unit is operating.
- Sight gauges. Simplify monitoring of fuel and critical fluid levels.
- Security features. Lockable doors, interior-mounted oil/water drains, and hidden exterior fuel drains help prevent tampering.
- Distribution panel labeling. Helps inexperienced operators safely identify output voltages.
- Output bus bars. Spacing of bus bars for multiple output cable hookups allows one generator set to run several loads.
- Fuel priming pump. Facilitates startups after transport.
- EPA and local emissions certifications. Ensures compliance with emissions regulations.

Step 4: IDENTIFY REQUIRED ANCILLARY EQUIPMENT AND ACCESSORIES. Your installation may require a variety of accessory equipment. Consider whether you need any of the items listed below. If so, determine the required quantities.

- Cable __________
- Switchgear __________
- Controls __________
- Circuit breakers __________
- Transformers __________
- Quad boxes __________
- Load banks __________
- Bus bars __________
- Distribution panels __________
- Fuses __________
- Outlets __________
- Spider boxes __________
- Cable ramps __________
- Other __________
5

Step 5: CHOOSE YOUR RENTAL GENERATOR SET SUPPLIER. To implement a successful plan, look for a rental dealership that offers the following qualifications and capabilities:

- Well maintained and pre-tested equipment.
- Rental units in stock that meet your load requirements.
- Modern, emissions-compliant equipment designed for rental use.
- Complete ancillary equipment in stock.
- Ability to deliver to meet your time constraints.
- Quick, efficient delivery and pickup.
- Complete fuel service.
- Spare parts inventory in stock.
- Staff qualified to deliver turnkey service and technical support.
- Experience in your industry.
- Capability to train your staff.
- Flexible financial options that include weekly and monthly rental contracts; Rental Purchase Options.
- Pre-approved credit arrangements.
- 24-hour response including weekends and holidays.

6

Step 6: PROVIDE FOR FUELING. A reliable fuel supply is essential for emergency operation. You should arrange for fuel service in advance, ideally through your rental equipment supplier, or through another source if necessary. Considerations include:

- Tank capacity. Determine the fuel consumption rate of the generator set. The unit should be able to operate for at least eight hours between refuelings.
- Auxiliary fuel. Having an auxiliary fuel tank enables longer runs between refuelings.
- Delivery access. Make sure you can provide a clear and easily navigable access route for fuel delivery vehicles.
- Spill containment. Regulations typically require containment equal to the tank capacity.
- Credit approval. Prior credit approval from the fuel supplier is essential to keep emergency operations on track.

7

Step 7: CONDUCT A DRY RUN. Practice makes perfect. If you want your plan to work in a real emergency, you must practice its execution beforehand. Stage a drill in which your team and, ideally, your equipment supplier run through the plan step by step, just as if an emergency were really happening.

- Make sure that each person fully understands his or her role in the event of an actual power outage.
- Estimate how long it takes from the time the power fails until your emergency power supply is on line.
- Verify the voltage from the transformer breakdown. Knowing the voltage from the transformer breakdown is essential to the safety of people around the generator and will allow the service provider to fit the generator with the right size connections.
Your PRACTICAL GUIDE to restoring electric power and protecting your business during utility outages.

When the power goes down, you want it back—fast. Preparation for power failure is a must, and a contingency plan is an essential tool. With a solid contingency plan in place, you'll know what to do and whom to call to restore your power as soon as possible, to keep your business functioning and your revenue stream flowing.

This Emergency Power Planner will guide you and your team through the basic steps of building a contingency plan. The checklist format will help you cover the key elements quickly and easily. To fill in the details, consult with an established supplier of rental power generating equipment, supplies and service.

Sooner or later power outages affect everyone. Don’t wait for the inevitable to happen. The time to plan is now.

And Ring Power is ready to assist you.

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**EMERGENCY POWER PLANNER:**

- Environmentally sound location away from drains, work areas and residences
- Location with adequate surrounding open space
- Location away from traffic, trees and obstructions
- Level, paved area for parking
- Identification of connection points
- Designated access route for delivery
- Opening for cable access to the building
- Planned route for cable inside the building
- Security fencing

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**Step 8: DESIGNATE EMERGENCY PERSONNEL.** Make a list of the key emergency contacts who will be in charge during outages. Make this list accessible to your team members and keep it up-to-date. Be sure to include a primary contact and alternate for each of the following job functions:

- □ In-house operations and maintenance
- □ Electric utility representative
- □ Electric utility representative
- □ Generator set operation
- □ IT, security, data recovery
- □ Rental equipment representative
- □ Generator set hookup
- □ Electrical engineer or contractor
- □ Fuel supplier

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**NAME & FUNCTION** | **E-MAIL** | **OFFICE PHONE** | **MOBILE PHONE** | **HOME PHONE**
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Your PRACTICAL GUIDE to sustaining comfort and protecting critical processes during electric utility outages.

Temperature control is critical to your business. You need reliable cooling and heating to maintain process efficiency and output and keep your employees comfortable and productive. It’s critical to prepare for outages; a failure can put your profits at risk. With a solid contingency plan, you’ll know what to do and whom to call to keep your critical temperatures in control, your business functioning and your revenues flowing.

This Temperature Control Planner will guide you and your team through the basic steps of building a contingency plan. The checklist format will help you cover the key elements quickly and easily. To fill in the details, consult with an established supplier of rental temperature control equipment, supplies, and service. Remember, the next storm or natural disaster may already be brewing. The time to plan is now.

**Step 1: DECIDE WHAT KIND OF EQUIPMENT YOU NEED.** There are three basic types of short-term temperature-control equipment. Decide which will best suit your facility’s purposes:

- Fluid cooling systems use a heat exchanger or process tank to maintain the temperature of a liquid.
- Air conditioners maintain air temperature, moisture, movement and cleanliness in a work space, and can be combined with fluid cooling systems to achieve unlimited cool air production.
- Dense air injection supplies chilled, oxygen-rich air to maintain efficiency in a gas turbine, or petrochemical refining process.

**Step 2: DETERMINE THE CAPACITY REQUIRED.** In an emergency, you can provide temporary equipment for all your cooling loads or for critical loads only. You must decide where optimum temperatures need to be maintained:

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>kW</th>
<th>tons</th>
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</thead>
<tbody>
<tr>
<td>Office space heating/cooling</td>
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<tr>
<td>Plant heating/cooling</td>
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<td>Other</td>
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<td>Computer/server rooms</td>
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<tr>
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<td>Process</td>
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</table>

**TOTAL**

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RING POWER CORPORATION
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St. Augustine FL 32092
RingPower.com

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EMERGENCY TEMPERATURE CONTROL PLANNER:

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</tbody>
</table>

**TOTAL**

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Step 3: **CONSIDER SITE-SPECIFIC REQUIREMENTS.** There are a number of factors you will need to consider and discuss with your temperature control rental equipment supplier, including:

- Approximate length of time equipment will be needed.
- Electric power supply voltage.
- Supply temperature required.
- Return temperature required.
- Chilled fluid flow rate required.
- Amount of fluid pressure on the chiller.
- Kind of fluid running through the chiller.
- Contaminants present in the fluid.

Step 4: **DETERMINE THE NECESSARY EQUIPMENT FEATURES.** There are many kinds of temperature control equipment on the rental market. You can choose from a variety of features to suit your site’s specific requirements. Features to consider include:

**CHILLERS**
- Complete package including pumps, triple-duty valves and suction strainers reduces after-order expense.
- Standard connections provide fast, easy, flexible hookup to the existing system.
- Air cooled eliminates cost of water treatment, cooling tower inspections, additional piping.
- Water cooled for larger tonnage applications with low kW/ton power usage.
- Variable-flow water pumps accommodate a wide range of cooling and head requirements.
- Computerized controls enable hands-free starting and stopping.
- Motor-control center with disconnect switches ensures full compliance with NEC or CE codes.

**AIR HANDLERS & SELF-CONTAINED AIR CONDITIONING UNITS**
- Multiple air supply and return connections provide maximum on-site flexibility.
- Variable-frequency drive enables airflow adjustments to suit the application. (Smaller units may use adjustable inlet guide vanes.)
- Double-wall construction with insulation reduces noise for employee comfort and compliance with noise ordinances and regulations.
- Heating elements provide precise control of temperature and relative humidity in heating and cooling applications.

**ALL TEMPERATURE CONTROL UNITS**
- Sound attenuation is recommended if your facility is close to homes or other businesses. Ask for ratings below 92 db(A) at full load. Ratings as low as 70-72 db(A) available.
- Sight gauges simplify monitoring of critical fluid levels.
- Security features such as lockable doors, interior-mounted oil/water drains, and hidden exterior fuel drains help prevent tampering.
- Fuel priming pump facilitates start-up after transport.
### Step 5: IDENTIFY REQUIRED ANCILLARY EQUIPMENT & ACCESSORIES.

Determine which accessories your installation will require, and the quantities, sizes or capacity of each.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooling towers</td>
<td></td>
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<tr>
<td>Air handlers</td>
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<tr>
<td>Heat exchangers</td>
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<tr>
<td>Circulation tanks</td>
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<tr>
<td>Ductwork</td>
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<td>Diffusers</td>
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<td>Pumps</td>
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<td>Hoses</td>
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<td>Hose ramps</td>
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<td>Valves</td>
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<tr>
<td>Oil-free air compressors</td>
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<tr>
<td>Generators</td>
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<tr>
<td>Other</td>
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### Step 6: PLAN THE LOGISTICS OF DELIVERY AND OPERATION.

Your equipment supplier must be able to deliver and park the chillers or air conditioners where they will be easily accessible for connecting, operating, servicing and fueling. Planning considerations must include:

- Environmentally sound location away from drains, work areas and residences.
- Location with adequate surrounding open space.
- Location away from traffic, trees and obstructions.
- Level, paved area for parking.
- Identification of connection points.
- Designated access route for delivery.
- Openings for hoses, piping, ductwork (louvers, weatherhead, access door).
- Planned route for hoses, piping, ductwork inside and outside the building.
- Security fencing.

### Step 7: CHOOSE YOUR TEMPERATURE CONTROL EQUIPMENT SUPPLIER.

To implement a successful plan, look for a rental dealership that has the equipment and accessories you need and personnel qualified to provide:

- Well maintained and pre-tested equipment.
- Rental units in stock that meet your load requirements.
- Modern, emissions-compliant equipment designed for rental use.
- Complete ancillary equipment in stock.
- Ability to deliver to meet your time constraints.
- Quick, efficient delivery and pickup.
- Spare parts inventory in stock.
- Staff qualified to deliver turnkey service and technical support.
- Experience in your industry.
- Capability to train your staff.
- Flexible financial options that include weekly and monthly rental contracts; Rental Purchase Options.
- Pre-approved credit arrangements.
- 24-hour response including weekends and holidays.
**Step 8: PROVIDE FOR GENERATOR FUELING IF APPLICABLE.** A reliable fuel supply is essential for emergency operation. You should arrange for fuel service in advance, ideally through your rental equipment supplier, or through another source if necessary. Considerations include:

- Tank capacity. Determine the fuel consumption rate of the generator set that powers your temperature control system. The unit should be able to operate for at least eight hours between refuelings.
- Auxiliary fuel. Having an auxiliary fuel tank enables longer runs between refuelings.
- Delivery access. Make sure you can provide a clear and easily navigable access route for fuel delivery vehicles.
- Spill containment. Regulations typically require containment equal to 110% of tank capacity.
- Credit approval. Prior credit approval from the fuel supplier is essential to keep emergency operations on track.

**Step 9: CONDUCT A DRY RUN.** Practice makes perfect. If you want your plan to work in a real emergency, you must practice its execution beforehand. Stage a drill in which your team and, ideally, your equipment supplier run through the plan step by step, just as if an emergency were really happening.

- Make sure that each person fully understands his or her role in the event of an actual equipment outage.
- Estimate how long it takes from the time the temperature control system goes down until your emergency temperature control system is back on line.

**Step 10: DESIGNATE EMERGENCY PERSONNEL.** On the enclosed sheet, list the key contacts who will be in charge during emergencies and shutdowns. Make this list accessible to your team members and keep it up-to-date. Be sure to include a primary contact and alternate for each of the following job functions:

- In-house operations / maintenance
- IT, security, data recovery
- Electric utility representative
- Rental equipment representative
- Equipment hookup
- Equipment operation
- Process engineer or contractor
- Electrical engineer or contractor
- Fuel supplier

**A FINAL WORD.** We are a supplier of complete temperature control systems for emergencies, special events, planned shutdowns and other short-term events. Our engineers and field technicians are experienced in applications of every size, in every sector. We are prepared to answer your questions about temperature control contingency planning and to be your business partner the next time the need arises. For more information, contact us.

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ST. AUGUSTINE
Micah Hughes
904.737.7730
x1242

TAMPA
Alan Obal
813.671.3700
x8514

ORLANDO
Ray Coons
407.855.6195
x3235
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<thead>
<tr>
<th>NAME &amp; FUNCTION</th>
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<th>MOBILE PHONE</th>
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USEFUL FORMULAS

Temperature Differential (TD) = \frac{TR \times 24}{GPM}

Flow Rate (GPM) = \frac{TR \times 24}{TD}

Tons of Refrigeration (TR) = \frac{TD \times GPM}{24}

Blended Temperatures (BT) = \frac{F1 \times T1}{ft} + \frac{F2 \times T2}{ft}

Heat Loss / Gain (Q) = U \times A \times (tI - tO)

Cooling Tower Ton (CTR) = \frac{GPM \times TD \times 500}{15000}

Cooling Tower BTUs Per Hour (Btu/Hr) = GPM \times TD \times 500

Cooling Tower Evaporation Rate = \frac{3 \times GPM}{100 \times TR}\text{ / Hr} = \frac{1}{2}\text{ Evap Rate w/ Treatment}

Cooling Tower Bleed Rate = Evap Rate w/o Treatment

COMMON ABBREVIATIONS

TD Temperature Differential (Delta T or \Delta T)
TR Tons of Refrigeration
GPM Gallons per Minute
BTU British Thermal Unit
F (1,2,3 etc) Flow in Stream
T (1,2,3 etc) Temperature of Stream
FT Flow Total
Q Quantity of Heat either Lost or Gained
tI Temperature Inside
tO Temperature Outside
A Surface Area
U U Factor (inverse of R factor)
Your PRACTICAL GUIDE to maintaining compressed air operations.

If you plan ahead, your compressed air systems won’t have to shut down because of a compressor failure or utility outage. With a solid contingency plan in place, you’ll know what to do and whom to call to keep your air compressors up and running and your revenue stream flowing.

This Emergency Compressed Air Planner will help you and your team build a contingency plan. The checklist format will help you cover the key elements quickly and easily; an established supplier of rental air compressor equipment, supplies and service will help you fill in the details.

Sooner or later a compressor will go down or your operation will require additional capacity. The time to plan for the inevitable is now. And Ring Power is ready to assist you.

**EMERGENCY COMPRESSED AIR PLANNER:**

**Step 1: CHOOSE YOUR AIR COMPRESSOR SUPPLIER.** To implement a successful plan, look for a rental dealership that offers the following qualifications and capabilities:

- Well maintained and pre-tested equipment.
- Rental units in stock that suit your application requirements.
- Modern, emissions-compliant equipment designed for rental use.
- Complete ancillary equipment in stock.
- Quick, efficient delivery and pickup to meet your time constraints.
- Complete fuel service.
- Spare parts inventory in stock.
- Staff qualified to deliver turnkey service and technical support.
- Experience in your industry.
- Capability to train your staff.
- Flexible financial options that include weekly and monthly rental contracts; Rental Purchase Options.
- Pre-approved credit arrangements.
- 24-hour response including weekends and holidays.

**Step 2: DETERMINE THE TYPE(S) OF AIR COMPRESSOR(S) YOU WILL NEED.** Portable diesel units can keep you up and running. Once you have determined which air-operated equipment cannot be shut down, make sure you choose the same kind of air compressors you currently use, or units that are compatible with your applications.

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<tr>
<th>TYPE</th>
<th>NUMBER / SIZE(S) OF UNIT(S)</th>
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<tbody>
<tr>
<td>Rotary screw</td>
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<td>Rotary vane</td>
<td>_____ / ___________________</td>
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<tr>
<td>Reciprocating</td>
<td>_____ / ___________________</td>
<td>Centrifugal</td>
<td>_____ / ___________________</td>
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</table>
**Step 3: Determine the air quality your operations require.** You will need to decide which type(s) of air compressor will provide the air quality that best suits your specific applications. For example: If oil-free compressors are currently installed at your facility, you might be able to use oil-flooded equipment that supplies oil-free air quality.

- Standard Compressed Air. General purpose, for construction and other non-critical applications.
- Instrument Quality Air. Free of oil aerosols, particulates and other contaminants larger than 0.01 microns. Ideal for instrumentation, process equipment and other sophisticated industrial applications.
- Oil-Free Air. The purest quality, 100% free of oil contaminants. Ideal for food and beverage, pharmaceutical, chemical, textile and electronics industries where purity is critical.

**Step 4: Select appropriate air compressor features.** Choose from a variety of features to suit your specific equipment and application requirements, including:

- Auto start-stop. Automatically starts a rental unit if the primary air compressor goes down.
- Aftercoolers and filters. Provide instrument-quality air.
- Engine block heaters. To keep engine temperature constant for quick start-up.
- Cold weather starting aid. To ensure quick start-up.
- Cold weather shutter package. Lowers the low temperature capability of aftercooled compressors to -20°F.
- Fuel gauge. Simplifies monitoring of fuel levels.

**Step 5: Determine if dryers and/or air receiver tanks are required.** Dryers are used to remove moisture from the compressed air and receiver tanks to hold reserve pressure for use downstream in the air system.

- **Dryers**
  Are dryers used in the primary air system? If yes, can they be transferred for use in the rental system?
  If dryer(s) must be rented, determine what size(s) will be needed according to compressor cfm:

- **Air receiver tanks**
  Are air receiver tanks used in the primary system? If yes, can they be transferred to the rental system?
  If air receiver tank(s) must be rented, determine which industry standard sizes will be needed:
Step 6: DETERMINE THE SIZES REQUIRED FOR HOSES AND FITTINGS. Most compressors come with 2-inch or 3-inch outlets to accommodate standard 2- or 3-inch hoses, and must be bushed to fit. Fittings will also be needed to make hose-to-hose connections.

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<thead>
<tr>
<th>HOSE SIZE</th>
<th>LENGTH / NUMBER OF LENGTHS NEEDED</th>
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<tbody>
<tr>
<td>2 in. diameter</td>
<td>□ 25 ft. / __________ □ 50 ft. / __________ □ Other <strong><strong><strong><strong><strong>/</strong></strong></strong></strong></strong></td>
</tr>
<tr>
<td>3 in. diameter</td>
<td>□ 25 ft. / __________ □ 50 ft. / __________ □ Other <strong><strong><strong><strong><strong>/</strong></strong></strong></strong></strong></td>
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<thead>
<tr>
<th>FITTING TYPE</th>
<th>SIZE / NUMBER NEEDED</th>
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<tbody>
<tr>
<td>Machine-to-hose or hose-to-facility</td>
<td>□ 2 in. / __________ □ 3 in. / __________</td>
</tr>
<tr>
<td>Hose-to-hose</td>
<td>□ 2 in. / __________ □ 3 in. / __________</td>
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Step 7: PROVIDE FOR FUELING. A reliable fuel supply is essential for emergency operation. You should arrange for fuel service in advance, ideally through your rental equipment supplier, or through another source if necessary. Considerations include:

- Tank capacity. Determine the fuel consumption rate of the air compressor. The unit should be able to operate for at least eight hours between refuelings.
- Auxiliary fuel. Having an auxiliary fuel tank enables longer runs between refuelings.
- Delivery access. Make sure you can provide a clear and easily navigable access route for fuel delivery vehicles.
- Spill containment. Regulations typically require containment equal to the tank capacity.
- Credit approval. Prior credit approval from the fuel supplier is essential to keep emergency operations on track.

Step 8: PLAN FOR DELIVERY AND OPERATION. There are a number of factors you will need to consider and discuss with your air compressor rental supplier, including:

- Approximate length of rental
- Identification of connection points
- Environmentally sound location away from drains, work areas and residences
- Designated access route for delivery
- Location with adequate surrounding open space away from traffic, trees and obstructions
- Opening for hose access to the building
- Level parking location
- Planned route for hose inside the building
- Security fencing

Step 9: CONDUCT A DRY RUN. Practice makes perfect. Stage a drill in which your team and, ideally, your equipment supplier run through the plan step by step, just as if an emergency were really happening.

- Make sure that each person fully understands his or her role in the event of an actual outage.
- Time how long it takes to get the emergency air compressor(s) back on line after the system compressed air goes down.
**Step 10: Designate Emergency Personnel.** Make a list of the key contacts who will be in charge during emergencies. Make this list accessible to your team members and keep it up-to-date. Be sure to include a primary contact and alternate for each of the following job functions:

- [ ] In-house operations and maintenance
- [ ] IT, security, data recovery
- [ ] Electric utility representative
- [ ] Rental equipment representative
- [ ] Air compressor operation
- [ ] Air compressor hookup
- [ ] Systems engineer or contractor
- [ ] Fuel supplier

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<tr>
<th>NAME &amp; FUNCTION</th>
<th>E-MAIL</th>
<th>OFFICE PHONE</th>
<th>MOBILE PHONE</th>
<th>HOME PHONE</th>
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**A Final Word.** We are a supplier of complete air compressor systems for planned shutdowns, auxiliary needs and emergency situations. Our engineers and field technicians are experienced in applications of every size, in every sector. We are prepared to answer your questions about contingency planning and to be your business partner any time you need a compressed air system backup. For more information, contact us.

**Ring Power Corporation**
500 World Commerce Pkwy
St. Augustine FL 32092
RingPower.com

**ST. AUGUSTINE**
Justin Mobley
904.737.7730
x1277

**TAMPA**
Todd Norris
813.671.3700
x8543

**ORLANDO**
John Pederson
407.855.6195
x3212
Your PRACTICAL GUIDE to completing the required paperwork to ensure the rental process will proceed smoothly.

To rent equipment from Ring Power, your company must have an established account with Ring Power and demonstrate its ability to comply with Ring Power’s terms and conditions for rental. Filing the required documentation before an emergency arises will help keep your equipment rental on a fast track.

This Document Planner will help you determine which forms you need to file, and where and whom to send them to. The checklist format will help keep your paperwork organized.

Don’t wait until it’s too late to process the paperwork we need to rent you the equipment you need. The time to prepare is now. And Ring Power is ready to assist you.

---

**Step 1: CONFIRM YOUR COMPANY’S ACCOUNT STATUS.** Establishing an account with Ring Power is easy to do, but processing the application can take time, so you cannot wait until disaster threatens. If you do not already have an established account with Ring Power Corp. now is the time to:

- [ ] Fill out the Application for Credit (on the back)
- [ ] Mail to: Ring Power Credit Department, 500 World Commerce Parkway, St. Augustine FL 32092
- [ ] Or fax to: Ring Power Credit Department, 904-739-0936
- [ ] Or scan and email to: pat.caravana@ringpower.com
- [ ] Make a copy of the Application for Credit and keep it in your Contingency Planning Solutions folder

---

**Step 2: SUBMIT A VALID CERTIFICATE OF INSURANCE.** For our customers’ protection as well as our company’s, rental equipment will not be allowed to leave Ring Power property until the renter provides a valid Certificate of Insurance confirming:

- [ ] General Liability Coverage for $1,000,000 minimum
- [ ] Physical Damage Coverage for replacement value of rented/leased equipment
- [ ] Ring Power Corp. named as certificate holder, additional insured and loss payee
- [ ] By mail to: Jean Wynne, Ring Power Corp., 10421 Fern Hill Drive, Riverview FL 33578
- [ ] Or by fax to: Jean Wynne, 813-671-2957
- [ ] Make a copy of the Certificate of Insurance and keep it in your Contingency Planning Solutions folder
**APPLICATION FOR CREDIT**

**Ring Power Corporation**

( ) Cat Rental  ( ) Crane
( ) Entertainment Services  ( ) Lift Trucks
( ) Heavy Equipment  ( ) Used Parts
( ) Power Systems  ( ) Other
( ) Phoenix Products

**Date:** __________________

Please check your type of business: ( ) Corporation  ( ) S Corp  ( ) State of Inc.  ( ) Individual  ( ) Partnership (All must sign)

**Name:** ____________________________________________________  **Federal ID#:** __________________________

**Address:** __________________________________________________

(Include street, city, state and zip code)

**Bill Address:**

(If different from above)

**E-mail address:**

List below the following: Corporate officers, individual owner* or partners* - (*Items necessary if individual owner or partner)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>*Home Address</th>
<th>*Social Security #</th>
<th>*Date of Birth</th>
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Please list any other trade names used: ___________________________  **Purchase Order required?** ( ) Yes  ( ) No

**Dunn & Bradstreet number:** __________________________  **Contractor's license number** __________________________

Are you a defendant in any suits or legal action? ( ) Yes  ( ) No  If yes, please explain: __________________________

Have you been declared bankrupt in the last 14 years? ( ) Yes  ( ) No  If yes, please explain: __________________________

Are you state sales tax exempt? ( ) Yes  ( ) No

**ATTACH COPY OF YOUR EXEMPTION CERTIFICATE(S)** Applicable taxes will be charged until valid certificate is received by the credit department.

**Type of business** (be specific): __________________________  **Date business established?** ______  **Number of employees?** ______

**FINANCIAL INFORMATION** (Please attach copy of current financial statement or balance sheet)

<table>
<thead>
<tr>
<th>Credit References</th>
<th>NAME</th>
<th>TELEPHONE</th>
<th>FAX</th>
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**Banks And Finance Companies:**

To Whom It May Concern:

I hereby authorize any bank, financial institution or creditor of any kind or character to disclose full information as to my past, present or future account(s).

<table>
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<tr>
<th>BANK NAME</th>
<th>ADDRESS (Include City, State and Zip Code)</th>
<th>ACCT. #</th>
<th>TELEPHONE</th>
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The undersigned agrees that payment is due to Ring Power Corporation as follows: Parts and Service invoices are due net 30 days from the date of the invoice. Rental/Lease invoices are due upon receipt. Sales invoices are due net 10 days from the date of invoice. Past due balances shall be assessed a service charge or interest at the highest rate allowed by law until payment is made. If any indebtedness due and owing is not paid as agreed, the undersigned agrees to pay to Creditor a reasonable attorney’s fee and/or costs of collection whether suit be instituted or not, if Creditor refers its claim to an attorney and/or collections to collect the indebtedness due and owing. Should suit be instituted for any indebtedness due and owing to Ring Power Corporation, the undersigned consents to venue being in Duval or St. Johns County, Florida. The parties agree that any proceeding brought concerning the credit application shall be in the courts of the State of Florida and the parties accept exclusive personal jurisdiction of these courts. THE UNDERSIGNED KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES THE RIGHT TO A TRIAL BY JURY. The parties further agree that the waiver of trial by jury is a material inducement for Creditor to extend credit to the undersigned. **REMIT PAYMENT TO:** PO BOX 935004, ATLANTA GA 31193-5004

Please print name

---

**Salesman’s Name and Territory Number (For Office Use)**  **Signature**  **(Officer/Owner)**  **Title**

**MAIL ALL ORIGINAL DOCUMENTS TO CREDIT DEPARTMENT**

Form 207  Rev. 06/11