

**System: Damper and Damper Actuators**

Maintenance Task Description	Frequency *	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Inspect damper linkages and visually verify smooth operation of the damper over the entire operating range of the actuator.	A	J	0.25	None	None	1,2,3
Inspect and tighten electrical wiring connection at each actuator.	A	J	0.25	None	None	1,2,3
Visually observe each damper opening and closing to insure that the damper does not drag or hang-up in its operation.	A	J	0.25	None	None	1,2,3
Inspect each damper for worn gaskets and/or corrosion. Clean and repair or replace damper if required.	A	J	0.25	None	None	1,2,3

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic

\*\*\* The time indicated is for the time required to service one unit

* Frequency Legend	
D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

**See Safety instructions indicated on the following page.**

- 1 Caution:** Electrical power to the CPU, DCP, Terminal Units, damper and valve actuators is 120 Volts. Disconnect the power supply to these items.
- 2 Caution:** When working on electrical components do not use metal ladders.
- 3 Caution:** When using a step ladder never stand on the top step of the ladder.