

### System Digital Control Unit (DDC)

Maintenance Task Description	Frequency	Skill Level	Time Hours	Special Tools Req.	Parts	Specific Safety Instructions
Check all manual overrides to verify that each is in the "auto" position.	M	J	0.25	none	none	1,2,3
Check the DDC system clock/calendar function as to correct time and date.	M	J	0.25	none	none	1,2,3
Check the DDC system event log and verify at each point type that input/output points are operating correctly within its range.	M	J	0.25	none	none	1,2,3
Check the batteries on the DPU and replace if found to be weak, or if recommended by the manufacturer.	A	J	0.25	volt meter	replacement battery	1,2,3
Check and modify the holiday and daylight savings time clock schedule.	A	J	0.25	none	none	1,2,3
Check the operation of the system digital outputs using the manual override switches located on the DDC panels.	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

### Safety instructions to observe when working with this equipment are as follows:

- 1 Caution:** Electrical power to the MBU, 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.