

System: Digital Control Unit (DDC)

Maintenance Task Description	Frequency *	Skill Level **	Time Hours ***
Check all manual overrides to verify that each is in the "auto" position.	M	J	0.25
Check the DDC system clock/calendar function as to correct time and date.	M	J	0.25
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
Check the batteries on the DPU's and replace if found to be weak, or if recommended by the manufacturer.	A	J	0.25
Check and modify the holiday and daylight savings time clock schedule.	A	J	0.25
Check the operation of the system digital outputs using the manual override switches located on the DDC panels.	A	J	0.25

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

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

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