

System Global Controller (GC)

| 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 MBC 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.