

### **Workstation Computer, Global Controller, Digital Control Unit:**

- (1) Alarms should be checked on an “as they occur” basis and as an absolute minimum at least once each day.

**Warning:** Alarm conditions are set as a warning to alert the system operator that the system in alarm is out of its normal operating range. This condition, if not investigated and corrected, could result in serious injury and/or damage to the equipment that is in alarm.

- (2) Any software update modifications to the system operating parameters or the system set points should be copied into a floppy disk file at least once each month.

**Caution:** Only those personnel that are trained and authorized in the use of the DDC System should access and/or modify the software and set points. Severe damage to the DDC System Software could result from someone that is not familiar with the operation and the use of the DDC System.

- (3) All manual overrides such as the manual override switches located on the DDC Panels and the hand-off-auto switches located on the equipment starters should be checked each month to verify that each switch is in the “auto” position.
- (4) The DDC System Clock/Calendar on the Workstation Computer function should be checked monthly to verify that the system correct time and date are current.
- (5) The DDC System event log should be checked monthly from the Workstation Computer to verify at each point type, that the System Input/Output points are operating correctly within their range.
- (6) The batteries on the Global Controller and Digital Controls should be checked at least once each year and be replaced if the power output is low or replacement is recommended by the DDC system manufacturer.

**Caution:** The batteries protect the DDC system from the loss of stored software in the system memory in the event of a power failure. Maintaining these batteries is important to protect the system memory.

- (7) Check and modify the Holiday and Daylight Savings Time Schedules once each year.
- (8) Check the operation of each of the DDC Systems Digital Outputs using the manual override switches once each year.

### **Input/Output Sensors:**

- (1) Check the calibration of each of the DDC Systems Input/Output Sensors once each year. These devices should be recalibrated if found to be out of range. See manufacturers data and drawings in section 2-2-4b that show the point list and location for all sensors.

### **Valves and Valve Actuators:**

- (1) Inspect valve linkages and visually verify smooth operation over the entire operating range of the actuator. This procedure should be performed once each year.
- (2) Inspect the electrical wiring connection at each valve actuator. Tighten any loose connections.
- (3) Inspect valve for leakage and/or corrosion and clean and repair if needed once each year.

### **Dampers and Damper Actuators:**

- (1) Inspect each damper linkage and visually verify smooth operation over the entire operating range of the actuator. This procedure should be performed once each year.
- (2) Inspect the electrical wiring connection at each damper actuator. Tighten any loose connections.
- (3) Visually observe each damper opening and closing to insure that the damper does not drag or hang up in its operation.
- (4) Inspect each damper for worn gaskets and/or corrosion and clean and repair if needed once each year.