

## Preventative Maintenance Procedures

### System Workstation Computer (WSC)

Maintenance Task Description	Frequency	Skill Level	Time Hours	Special Tools Regd.	Parts	Specific Safety Instructions
Check all system alarms as they occur.	D	J	0.25	none	none	none
Copy all system update modifications to the system operating parameters, and the system setpoints into a floppy disk file.	M	J	0.25	none	none	none
Check the DDC system clock/calendar function as to correct time and date.	M	J	0.25	none	none	none
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	none
Check the batteries on the Workstation Computer and replace if found to be weak, or if recommended by the manufacturer.	A	J	0.25	volt meter	replacement battery	1
Check and modify the holiday and daylight savings time clock schedule.	A	J	0.25	none	none	none

** 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 WSC is 120 volts. Disconnect electrical Power before opening any service access doors on the WSC.