**System:  Global Controller (GC)**

| 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 CPU and the DCP'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