



DDC Controller / BMS Outstation Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect terminations, cabling, and the panel for security and damage

Functional Checks

- ☐ Verify analogue and digital inputs read correctly against measured values
- ☐ Confirm outputs drive valves, dampers, and plant to the commanded position
- ☐ Check for hand/off/auto switches or software points left in manual override
- ☐ Confirm communications to the head-end and peer controllers are healthy
- ☐ Verify the real-time clock and any battery-backed memory are healthy
- ☐ Confirm control loops are stable — not hunting or sitting at limits
- ☐ Check sensors served by the controller are within calibration

Record Keeping

- ☐ Check firmware/application version and back up the controller configuration
- ☐ Record overrides cleared, firmware, backups, and faults in the log

Maintenance Frequency

Quarterly

- Check for manual overrides
- Verify comms and clock
- Spot-check key I/O points

Annually

- Full I/O verification
- Configuration backup and firmware review
- Loop stability check
- Sensor calibration check