

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-W-Annual

**Follow these steps to create the form fields:**

### **STEP 1: Create an Info Text field**

**Content:** GSH

### **STEP 2: Create a Single Select field**

**Description:** 2.16-A-W-4: Check for proper fluid flow and for fluid leaks. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 2.16-A-W-5: Check air-filter fit and housing seal integrity. Clean as needed.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 2.16-A-W-6: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Description:** 2.16-A-W-7: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

### **STEP 6: Create a Single Select field**

**Description:** 2.16-A-W-8: Check refrigerant system pressures or temperatures. When outside of recommended levels, find and record the cause.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Description:** 2.16-A-W-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

**Options:** Yes, No

### **STEP 8: Create a Single Select field**

**Description:** 2.16-A-W-10: Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth. Clean, and verify proper operation.

**Options:** Yes, No

### **STEP 9: Create a Single Select field**

**Description:** 2.16-A-W-11: Check for fin damage and evidence of fouling on the refrigeration-cycle indoor heat exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

### **STEP 10: Create a Single Select field**

**Description:** 2.16-A-W-12: Check for damage or evidence of leaks on the indoor refrigeration-cycle heat exchanger surfaces. Clean and restore as

needed to ensure acceptable condition.

**Options:** Yes, No

### **STEP 11: Create a Single Select field**

**Description:** 2.16-A-W-13: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

**Options:** Yes, No

### **STEP 12: Create a Single Select field**

**Description:** 2.16-A-W-14: Check for damage or evidence of leaks on the outdoor refrigeration-cycle heat exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

### **STEP 13: Create a Single Select field**

**Description:** 2.16-A-W-15: Inspect areas of moisture accumulation for biological growth. If present, clean.

**Options:** Yes, No

### **STEP 14: Create a Single Select field**

**Description:** 2.16-A-W-16: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No