

## INSTRUCTIONS FOR CREATING SUBFORM: 2.14-SEB-Semi-Annual

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

### **STEP 1: Create a Single Select field**

**Contractor:** CONTRACTOR SPECIFIC

**Description:** 2.14-SA-SEB-1: Inspect sewage ejector for accumulation of grit, dirt, and other solids. Clean sewage ejector basin for blockage in inlet, pump or pipes as necessary. Shutdown pumps as necessary to perform cleaning.

**Options:** Yes, No

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

**Contractor:** CONTRACTOR SPECIFIC

**Description:** 2.14-SA-SEB-2: Check the guard rails, guide rails, hatches, ladders, covers, grates, lifting chains and other protections.

**Options:** Yes, No

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

**Contractor:** CONTRACTOR SPECIFIC

**Description:** 2.14-SA-SEB-2A: Record condition of each item including any damage, corrosion, devices are secure, etc. Secure devices to ensure safety. Schedule replacement of devices as necessary.

**Options:** Yes, No