

INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FOP-Monthly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-FOP-1: Check pump for dirt, dust, leaks, etc. Clean the pump.

Options: Yes, No

STEP 2: Create a Single Select field

Contractor: UNITY/PENN

Description: 3.3-M-FOP-3: Inspect pump packing. Adjust packing to keep leakage to a slight weep. If impossible to reduce leakage via tightening, replace packing or use different type of packing.

Options: Yes, No