

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ECH-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-ECH-4: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.16-A-ECH-5: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.16-A-ECH-6: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No