

INSTRUCTIONS FOR CREATING SUBFORM: 2.8-AC-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: TORFI/GSH

STEP 2: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.8-A-AC-10: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 3: Create an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-11: Check condensate pump. Clean, and verify proper operation.

Options: Yes, No

STEP 5: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-13: Inspect exposed ductwork for insulation and vapor barrier for integrity. Record location of damage.

Options: Yes, No

STEP 6: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-15: Verify proper operation of safety devices per manufacturer's recommendations. Clean, lubricate, adjust.

Options: Yes, No

STEP 7: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-2: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 8: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-20: Check air-filter fit and housing seal integrity. Clean and verify proper fit/ finish.

Options: Yes, No

STEP 9: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-21: Check combustion chamber, burner, and flue for deterioration, leaks, moisture problems, condensation, and combustion products. Clean, and adjust combustion process for proper operation. Find and record the location of identified leaks.

Options: Yes, No

STEP 10: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-22: Check for damage or evidence of leaks on the gas heat section heat-exchanger surfaces. Clean as needed. Find and record the location of identified leaks.

Options: Yes, No

STEP 11: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-3: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 12: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-5: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

Options: Yes, No

STEP 13: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-6: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No

STEP 14: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-7: Assess field-serviceable bearings. Lubricate as necessary.

Options: Yes, No

STEP 15: Create a Single Select field

Contractor: GSH

Description: 2.8-A-AC-9: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

Options: Yes, No