

INSTRUCTIONS FOR CREATING SUBFORM: 2.8-VAV-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

Task Assignment: GSH

Description: 2.8-A-VAV-2: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

Options: Yes, No

STEP 3: Create an Info Text field

Content: TORFI/GSH

STEP 4: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 2.8-A-VAV-3: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 5: Create an Info Text field

Content: GSH

STEP 6: Create a Single Select field

Task Assignment: GSH

Description: 2.8-A-VAV-4: Inspect areas of moisture accumulation for biological growth. If present, clean.

Options: Yes, No

STEP 7: Create a Single Select field

Task Assignment: GSH

Description: 2.8-A-VAV-5: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

Options: Yes, No