

## INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CT-Quarterly

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

### **STEP 1: Create an Info Text field**

**Content:** CHEMAQUA

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

**Task Assignment:** CHEMAQUA

**Description:** 2.3-Q-CT-3: Inspect blowdown or drain valve. Clean, and verify proper operation.

**Options:** Yes, No

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

**Task Assignment:** CHEMAQUA

**Description:** 2.3-Q-CT-4: Check chemical injector device. Verify water treatment target levels are being maintained.

**Options:** Yes, No

### **STEP 4: Create an Info Text field**

**Content:** GSH

### **STEP 5: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-5: Check cooling-tower-fan open drive system couplings, bearings, and seals for wear and proper alignment. Lubricate and align as needed.

**Options:** Yes, No

### **STEP 6: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-6: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-7: Check for fouling, corrosion, degradation, or dirt/debris accumulation on or in sump and strainer, wet decks, fill, nozzles, and exterior louvers. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

### **STEP 8: Create an Info Text field**

**Content:** TORFI/GSH

### **STEP 9: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.3-Q-CT-8: If two-stage (dual flow rate) tower, verify proper operation at both high and low flow rates. Clean, and verify proper operation.

**Options:** Yes, No

### **STEP 10: Create an Info Text field**

**Content:** GSH

## **STEP 11: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-20: Clean and flush pan.

**Options:** Yes, No

## **STEP 12: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-23: Check drift eliminators.

**Options:** Yes, No

## **STEP 13: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-24: Check the fan blades for cracks, missing balancing weights, and vibrations.

**Options:** Yes, No

## **STEP 14: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-26: Lubricate fan shaft bearings.

**Options:** Yes, No

## **STEP 15: Create an Info Text field**

**Content:** TORFI/GSH

## **STEP 16: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.3-Q-CT-32: Heater Controller – Inspect controller. Heater Controller – Clean probe ends.

**Options:** Yes, No

## **STEP 17: Create an Info Text field**

**Content:** GSH

## **STEP 18: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-34: Heater – Inspect elements for scale build-up. Remove any scale build-up.

**Options:** Yes, No

## **STEP 19: Create an Info Text field**

**Content:** TORFI/GSH

## **STEP 20: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.3-Q-CT-36: Electronic Water Level Controller – Inspect probe ends for scale build-up. Electronic Water Level Controller – Clean probe ends of scale build-up.

**Options:** Yes, No

## **STEP 21: Create an Info Text field**

**Content:** GSH

## **STEP 22: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-Q-CT-38: Solenoid Make-up Valve – Inspect valve and strainer of debris Solenoid Make-up Valve – Clean valve and strainer of debris

**Options:** Yes, No