INSTRUCTIONS FOR CREATING SUBFORM: 7.4-CON-Weekly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field
Content: UBM

STEP 2: Create a Single Select field
Contractor: UBM
Description: 7.4-4M-CON-17: WEEK1: Overhead Light cleaning
Options: Yes, No

STEP 3: Create a Single Select field
Contractor: UBM
Description: 7.4-4M-CON-17A: WEEK2: Overhead Light cleaning
Options: Yes, No

STEP 4: Create a Single Select field
Contractor: UBM
Description: 7.4-4M-CON-17B: WEEK3: Overhead Light cleaning
Options: Yes, No

STEP 5: Create a Single Select field
Contractor: UBM
Description: 7.4-4M-CON-17C: WEEK4: Overhead Light cleaning
Options: Yes, No

STEP 6: Create an Info Text field
Content: DUPLICATE

STEP 7: Create a Single Select field
Contractor: DUPLICATE
Description: 7.4-4M-CON-18: WEEK1: Inspect lighting fixtures & bulbs. Replace as needed.
Options: Yes, No

STEP 8: Create a Single Select field
Contractor: DUPLICATE
Description: 7.4-4M-CON-18: WEEK1: Inspect lighting fixtures & bulbs. Replace as needed. *DUPLICATE OF UNITY 3.4
Options: Yes, No

STEP 9: Create a Single Select field
Contractor: DUPLICATE
Description: 7.4-4M-CON-18A: WEEK2: Inspect lighting fixtures & bulbs. Replace as needed. *DUPLICATE OF UNITY 3.4
Options: Yes, No

STEP 10: Create a Single Select field
Contractor: DUPLICATE
Description: 7.4-4M-CON-18B: WEEK3: Inspect lighting fixtures & bulbs. Replace as needed. *DUPLICATE OF UNITY 3.4
Options: Yes, No

STEP 11: Create a Single Select field

Contractor: DUPLICATE

Description: 7.4-4M-CON-18C: WEEK4: Inspect lighting fixtures & bulbs. Replace as needed. *DUPLICATE OF UNITY 3.4

Options: Yes, No