

INSTRUCTIONS FOR CREATING SUBFORM: 2.16-MD-Semi-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

Task Assignment: TORFI/GSH

Description: 2.16-SA-MD-1: Check damper for condition, setting, and operation. Dampers shall be tested for function in their installed condition.

Options: Yes, No

STEP 3: Create an Info Text field

Content: MSC

STEP 4: Create a Single Select field

Task Assignment: MSC

Description: 2.16-SA-MD-1A: Adjust and lubricate as necessary. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

Options: Yes, No