INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FOT-Monthly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: UNITY

STEP 2: Create a Single Select field

Description: 3.3-M-FOT-4: Check if fuel gauge is visible at port and if operational. Check markings at gauge to ensure they are readable. Test to ensure they are in good working order.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 3.3-M-FOT-5: Check if fill port color/marking is present. If missing, address as required per LIRR.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 3.3-M-FOT-6: Check tank markings including product name, capacity, working capacity and Tank ID#. If markings are unreadable or difficult to read, write down information and place it on tank.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 3.3-M-FOT-7: Check if there is excessive structural settlemnet in tank or base. Check for any structural or foundation weakness. Make note and report findings to LIRR along with recommendations.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 3.3-M-FOT-8: Check for propoer housekeeping in fuel-oil tank room. Check fill port is free of liquid and debris. Check for any evidence of poor operating procedures (i.e. stains on the floor, storage of inappropriate items, etc.)

Options: Yes, No

STEP 7: Create a Single Select field

Description: 3.3-M-FOT-8A: Check that spill pads have been removed and disposed of properly. Make note of any deficiences and address befor next scheduled maintenance.

Options: Yes, No

STEP 8: Create a Single Select field

Description: 3.3-M-FOT-9: Check interstitial monitor is operational for double wall tanks. Test to ensure they are in good working order.

Options: Yes, No

STEP 9: Create a Single Select field

Description: 3.3-M-FOT-10: Check fire extinguishers with valid tags. Make note and report findings to LIRR along with recommendations.

Options: Yes, No

STEP 10: Create a Single Select field

Description: 3.3-M-FOT-11: Check for no smoking signage in space and ensure is visible and readable. Make note and report findings to LIRR along with recommendations.

Options: Yes, No

STEP 11: Create a Single Select field

Description: 3.3-M-FOT-12: Check for vailid certificate and that it is posted correctly at office or tank. Make note and report findings to LIRR along with recommendations.

Options: Yes, No

STEP 12: Create a Single Select field

Description: 3.3-M-FOT-14: Continuously monitor fuel level in fuel tanks. Fuel Level is required to be maintained at 85% to 95% of the total tank capacity at all times. Add fuel as needed, following manufacturer's guidelines.

Options: Yes, No