

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-TEF(D)-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**

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-1: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-10: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-11: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

### **STEP 5: Create an Info Text field**

**Content:** TORFI/GSH

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

**Contractor:** TORFI/GSH

**Description:** 2.7-A-TEF(D)-2: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

### **STEP 7: Create an Info Text field**

**Content:** GSH

### **STEP 8: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-3: Inspect flexible connections. Clean as needed.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-4: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

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

**Content:** TORFI

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

**Contractor:** TORFI

**Description:** 2.7-A-TEF(D)-5: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

**STEP 12: Create an Info Text field**

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-6: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-7: Check fan blades and fan housing. Fans shall be examined for correct rotation. Measurements of voltage, amperage, and revolutions per minute (rpm) shall be made.

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-7A: Clean as needed. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-TEF(D)-8: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Content:** TORFI

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

**Contractor:** TORFI

**Description:** 2.7-A-TEF(D)-9: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No