# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ACCU-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

Description: 2.16-A-ACCU-4: Check control box for dirt, debris, and/or loose

terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 3: Create a Single Select field

**Description:** 2.16-A-ACCU-5: 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

Description: 2.16-A-ACCU-6: Check fan blades and fan housing. Clean as

needed.

Options: Yes, No

## STEP 5: Create a Single Select field

**Description:** 2.16-A-ACCU-7: Check refrigerant system pressures or temperatures. When outside of recommended levels, find and record the cause.

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Options: Yes, No

## STEP 6: Create a Single Select field

**Description:** 2.16-A-ACCU-8: Check for fin damage and evidence of fouling on the outdoor refrigeration-cycle heat- exchanger surfaces. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No

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

**Description:** 2.16-A-ACCU-9: Check open drive couplings, bearings, and seals for evidence of wear or alignment problems. Lubricate and align as needed.

Options: Yes, No

### STEP 8: Create a Single Select field

**Description:** 2.16-A-ACCU-10: Check for damage or evidence of leaks on the outdoor refrigeration-cycle heat exchanger surfaces. Check for damage or evidence of leaks on the outdoor refrigeration-cycle heat-exchanger surfaces.

Options: Yes, No

# STEP 9: Create a Single Select field

**Description:** 2.16-A-ACCU-11: Check low ambient head pressure control sequence for proper operation. Clean and adjust components or modify software/algorithm to ensure proper operation.

Options: Yes, No

# STEP 10: Create a Single Select field

**Description:** 2.16-A-ACCU-12: Check compressor oil level and/or pressure on refrigerant systems having oil level and/or pressure measurement means. When outside of recommended levels, find and record the cause.

Options: Yes, No