

## INSTRUCTIONS FOR CREATING SUBFORM: 5.4-FHV-Quarterly

**Follow these steps to create the form fields:**

### **STEP 1: Create an Info Text field**

**Content:** United Fire

### **STEP 2: Create a Single Select field**

**Description:** 5.4-Q-FHV-1: Inspect hose valves to ensure the following: (1) Hose caps are in place and not damaged. (2) Hose threads are not damaged.(3) Valve handles are present and not damaged.(4) Gaskets are not damaged or showing signs of deterioration.

**Options:** Yes, No

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

**Description:** 5.4-Q-FHV-1A: (5) No leaks are present.(6) Valves are not obstructed or otherwise not capable of normal operation.

**Options:** Yes, No