

INSTRUCTIONS FOR CREATING SUBFORM: 7.5-FM.2NDVP-Quarterly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: UBM

STEP 2: Create a Single Select field

Description: 7.5-Q-FM.2NDVP-1: General Inspection - Interior Remove Trash and sweep floors and stairs

Options: Yes, No

STEP 3: Create a Single Select field

Description: 7.5-Q-FM.2NDVP-2: General Inspection - Exterior Remove Trash from grounds, stairs, sidewalk, roof, storm drains, ventilation grates. Sweep as needed.

Options: Yes, No