

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-BEF-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**

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-4: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-5: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-6: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Content:** RENEWEDGE

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

**Task Assignment:** RENEWEDGE

**Description:** 2.16-A-BEF-7: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

### **STEP 10: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-10: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

**Options:** Yes, No

**STEP 11: Create an Info Text field**

**Content:** TORFI/GSH

**STEP 12: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.16-A-BEF-11: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

**STEP 13: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.16-A-BEF-12: Inspect flexible connections. Clean as needed.

**Options:** Yes, No