

INSTRUCTIONS FOR CREATING SUBFORM: 2.2-HDS-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 2.2-SA-HDS-10: Check set points, trended points, and time schedules. Note and respond as required.

Options: Yes, No

STEP 2: Create a Single Select field

Description: 2.2-SA-HDS-4: Check to ensure that the unit is operational and functioning as intended. Restore as required.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.2-SA-HDS-5: Check to ensure that the strobes and horns are operational. Restore as required.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 2.2-SA-HDS-6: Simulate an alarm condition in the system to verify the system is operational. Check that interconnected exhaust fan is activated. If fan does not engage when alarm is simulated, repair connections/relays. If fan, still does not engage, inform HVAC technician responsible for fan maintenance and repair of issue. Restore as required.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 2.2-SA-HDS-9: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 2.2-SA-HDS-8: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No