

INSTRUCTIONS FOR CREATING SUBFORM: 3.4-ELECRM-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: UNITY

STEP 2: Create a Single Select field

Description: 3.4-A-ELECRM-1: Inspect each electrical room to confirm that it is not being used to store equipment or or non-electrical materials Remove material stored in the electrical room

Options: Yes, No

STEP 3: Create a Single Select field

Description: 3.4-A-ELECRM-2: Vacuum floors, and horizontal surfaces (boxes, conduits, ledges, etc) to remove dust and debris

Options: Yes, No

STEP 4: Create a Single Select field

Description: 3.4-A-ELECRM-5: verify ventilation system and ambient temperture are within tolerace of equipment and HVAC target values Advise HVAC BMS contractor to correct the functionality of the system

Options: Yes, No

STEP 5: Create a Single Select field

Description: 3.4-A-ELECRM-6: Verify all egress doors and all panic hardware operate correctly Advise the facility door maintainer to address any improperly operating doors.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 3.4-A-ELECRM-7: Inspect all electrical equipment enclosures for rust, chipped paint, scratches Repaint/repair all condition which is prone to rust

Options: Yes, No