

## INSTRUCTIONS FOR CREATING SUBFORM: 7.3-CLGSTLMTLDECK-Bi-Annual

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

### **STEP 1: Create a Single Select field**

**Description:** 7.3-BA-CLGSTLMTLDECK: 13.Concourse Metal Roof Deck – Visually Inspect for evidence of leakage through deck particularly at seams and attachment points, movement of deck panels and corrosion of deck panels.

**Options:** Yes, No

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

**Description:** 7.3-BA-CLGSTLMTLDECK-A: 13A. (At locations where a finished / suspended ceiling is present, inspection will require removal of sufficient ceiling panels or access through access hatches to view above ceiling).

**Options:** Yes, No