

## INSTRUCTIONS FOR CREATING SUBFORM: 4.3-PS.P-Annual

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

### **STEP 1: Create an Info Text field**

**Content:** TORFI

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

**Description:** 4.3-A-PS.P-1: Perform visual inspection, ensure all connections are secure, and clean surface of unit and any cooling fans and filters.

**Options:** Yes, No