INSTRUCTIONS FOR CREATING SUBFORM: 7.5-FM.QPVP-Quarterly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 7.5-Q-FM.QPVP-1: General Inspection - Interior Remove Trash and sweep floors and stairs

Options: Yes, No

STEP 2: Create a Single Select field

Description: 7.5-Q-FM.QPVP-2: General Inspection - Exterior Remove Trash from grounds, stairs, sidewalk, roof, storm drains, ventilation grates. Sweep as needed.

Options: Yes, No