

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-VCP-Annual

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

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

**Contractor:** GSH

**Description:** 2.16-A-VCP-1: Inspect enclosure and HMI.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.16-A-VCP-2: Inspect louvers in the enclosure.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.16-A-VCP-3: Check for loose connections and signs of overheating.

**Options:** Yes, No