

## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-OEM-Quarterly

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

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

**Content:** CONTRACTOR SPECIFIC

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

**Contractor:** CONTRACTOR SPECIFIC

**Description:** 4.6-Q-OEM -1: For systems designed specifically for humidity control, measure relative humidity. Clean, lubricate, adjust.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** TORFI

### **STEP 4: Create a Single Select field**

**Contractor:** TORFI

**Description:** 4.6-Q-OEM -3: Check alarms and alarm history as a basis for field inspection of mechanical equipment. Note and respond as required.

**Options:** Yes, No