

## INSTRUCTIONS FOR CREATING SUBFORM: 2.3-RLP-Annual

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

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

**Description:** 2.3-A-RLP-10: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.3-A-RLP-12: Check to see that backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 2.3-A-RLP-13: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No

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

**Description:** 2.3-A-RLP-2: Verify actuator movement and device response to control output. Lubricate and align as needed.

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Description:** 2.3-A-RLP-3: Change Automatic Temperature Control (ATC) interface user authentication passwords. Make the change.

**Options:** Yes, No

### **STEP 6: Create a Single Select field**

**Description:** 2.3-A-RLP-11: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No