

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-VAV-Semi-Annual

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

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

**Content:** TORFI/GSH

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

**Contractor:** TORFI/GSH

**Description:** 2.7-SA-VAV-2: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

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

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.7-SA-VAV-3: Check for evidence of build-up, fouling, corrosion, or degradation on heat exchange surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No