

INSTRUCTIONS FOR CREATING SUBFORM: 2.16-BEF-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: GSH

STEP 2: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-10: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

Options: Yes, No

STEP 3: Create an Info Text field

Content: TORFI/GSH

STEP 4: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.16-A-BEF-11: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 5: Create an Info Text field

Content: GSH

STEP 6: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-12: Inspect flexible connections. Clean as needed.

Options: Yes, No

STEP 7: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-4: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

Options: Yes, No

STEP 8: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-5: Check fan blades and fan housing. Clean as needed.

Options: Yes, No

STEP 9: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-6: Assess field-serviceable bearings. Lubricate as necessary.

Options: Yes, No

STEP 10: Create an Info Text field

Content: RENEWEDGE

STEP 11: Create a Single Select field

Contractor: RENEWEDGE

Description: 2.16-A-BEF-7: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 12: Create an Info Text field

Content: GSH

STEP 13: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

STEP 14: Create a Single Select field

Contractor: GSH

Description: 2.16-A-BEF-9: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

Options: Yes, No