

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-ECH-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:** 2.16-SA-ECH-1: 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:** 2.16-SA-ECH-2: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.16-SA-ECH-3: Check motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.16-SA-ECH-7: Check unit heater for dirt and debris. Clean as needed.

**Options:** Yes, No