

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-FF-Semi-Annual

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

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

**Description:** 2.16-SA-FF-1: 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 2: Create a Single Select field**

**Description:** 2.16-SA-FF-6: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

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

**Description:** 2.16-SA-FF-7: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No