

# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-AHU-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**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-9: Check air-filter fit and housing seal integrity. Clean and verify proper fit/ finish.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-10: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-11: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-12: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

## **STEP 6: Create an Info Text field**

**Content:** REMOVE

## **STEP 7: Create a Single Select field**

**Task Assignment:** REMOVE

**Description:** 2.16-A-AHU-13: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

**Options:** Yes, No

## **STEP 8: Create an Info Text field**

**Content:** GSH

## **STEP 9: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-14: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

## **STEP 10: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-15: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-16: Check for fin damage and evidence of fouling on the refrigeration-cycle indoor heat exchanger, chilled-water-coil heat exchanger, or steam or hot-water-coil heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-17: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

**Options:** Yes, No

**STEP 13: Create an Info Text field**

**Content:** TORFI/GSH

**STEP 14: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.16-A-AHU-18: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

**STEP 15: Create an Info Text field**

**Content:** GSH

**STEP 16: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-19: Check condensate pump. Clean, and verify proper operation.

**Options:** Yes, No

**STEP 17: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.16-A-AHU-20: Inspect exposed ductwork for insulation and vapor barrier for integrity. Record location of damage.

**Options:** Yes, No