

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-ACR-Annual

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

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

**Description:** 2.7-A-ACR-1: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-10: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish of equipment.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-5: Check fan drive for problems due to poor alignment or poor bearing seating. Adjust and lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-6: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-7: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-8: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-ACR-9: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No