INSTRUCTIONS FOR CREATING SUBFORM: 2.3-RLP-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: TORFI/RENEWEDGE

STEP 2: Create a Single Select field

Task Assignment: TORFI/RENEWEDGE

Description: 2.3-SA-RLP-5: Simulate an alarm condition in the system, which normally notifies personnel via email or text message, to confirm proper operation Restore as required.

Options: Yes, No

STEP 3: Create an Info Text field

Content: RENEWEDGE

STEP 4: Create a Single Select field

Task Assignment: RENEWEDGE

Description: 2.3-SA-RLP-7: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 5: Create a Single Select field

Task Assignment: RENEWEDGE

Description: 2.3-SA-RLP-8: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

Options: Yes, No

STEP 6: Create a Single Select field

Task Assignment: RENEWEDGE

Description: 2.3-SA-RLP-9: Check set points, trended points, and time schedules. Note and respond as required.

Options: Yes, No