

# INSTRUCTIONS FOR CREATING SUBFORM: -ACU(TEC)-Annual

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

## **STEP 1: Create an Info Text field**

**Content:** REMOVE

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

**Description:** 2.16-A-ACU(TEC)-6: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.16-A-ACU(TEC)-7: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.16-A-ACU(TEC)-9: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No

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

**Description:** 2.16-A-ACU(TEC)-11: Change Automatic Temperature Control (ATC) interface user authentication passwords. Make the change.

\*RECOMMEND AGAINST

**Options:** Yes, No