

# INSTRUCTIONS FOR CREATING SUBFORM: 2.14-PCP-Annual

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

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

**Content:** CONTRACTOR SPECIFIC

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

**Description:** 2.14-A-PCP-2: Verify pump activation and level device response to control output. Check the condition and functionality of level regulators. Record response. Record condition and status of level regulators including any damage, operational status, etc. Schedule any repairs as necessary.

**Options:** Yes, No

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

**Description:** 2.14-A-PCP-7: 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**

**Description:** 2.14-A-PCP-8: Check to see that software and backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

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

**Description:** 2.14-A-PCP-9: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No