

## INSTRUCTIONS FOR CREATING SUBFORM: 7.3-UTILITY SHAFT-Bi-Annual

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

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

**Content:** GMS

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

**Description:** 7.3-BA-UTILITY SHAFT-1: INSPECT ALL STRUCTURAL COMPONENTS (FLOORS, WALLS, CEILINGS) OF ASSET AS PER INSPECTION TASK NOTES IN ATTACHMENT 4.

**Options:** Yes, No