

INSTRUCTIONS FOR CREATING SUBFORM: 7.4-CON-Annual

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 7.4-A-CON-11: Clean & Buff Stainless Steel and Aluminum

Options: Yes, No

STEP 2: Create a Single Select field

Description: 7.4-A-CON-16: Non-glass Walls Cleaning

Options: Yes, No

STEP 3: Create a Single Select field

Description: 7.4-A-CON-5: Strip & Re-seal Terrazzo Floor

Options: Yes, No

STEP 4: Create a Single Select field

Description: 7.4-A-CON-7: Seal Granite and Marble Floor

Options: Yes, No

STEP 5: Create a Single Select field

Description: 7.4-A-CON-8: Clean Bronze Fixures

Options: Yes, No