

## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-MOCV-Annual

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

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

**Content:** BORIS

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

**Description:** 2.4-A-MOCV-1: Inspect meter outlet control valve for any leaks, corrosion and seizing. Ensure valve in correct position and correct flow through device. Clean, lubricate and verify proper operation. \*Not BMS related - name only and child to water meter

**Options:** Yes, No