

INSTRUCTIONS FOR CREATING SUBFORM: 8.2-EL-Quarterly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 8.2-Q-EL-17: Check leveling operation. Clean and adjust leveling switches, hoistway vanes, magnets, and inductors. Repair and/or adjust for proper leveling

Options: Yes, No

STEP 2: Create a Single Select field

Description: 8.2-Q-EL-18: Inspect car safety mechanism clean and keep free of rust and dirt and lubricate

Options: Yes, No

STEP 3: Create a Single Select field

Description: 8.2-Q-EL-19: Check buffers for free movement and clean as required

Options: Yes, No