

INSTRUCTIONS FOR CREATING SUBFORM: 2.9-ACU-Semi-Annual

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: TORFI/GSH

STEP 2: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.9-SA-ACU-10: Check control system, thermostat and devices for evidence of improper operation. Check control box for dirt, debris, and/or loose terminations. Clean, lubricate, adjust. Tighten electrical connections as needed.

Options: Yes, No

STEP 3: Create an Info Text field

Content: GSH

STEP 4: Create a Single Select field

Contractor: GSH

Description: 2.9-SA-ACU-11: Check P-trap drain. Prime as needed to ensure proper operation.

Options: Yes, No

STEP 5: Create a Single Select field

Contractor: GSH

Description: 2.9-SA-ACU-20: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 2.9-SA-ACU-21: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing & tighten connections as needed. Clean or replace air filter.

Options: Yes, No

STEP 7: Create an Info Text field

Content: TORFI/GSH

STEP 8: Create a Single Select field

Contractor: TORFI/GSH

Description: 2.9-SA-ACU-6: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

Options: Yes, No

STEP 9: Create a Single Select field

Description: 2.9-SA-ACU-7: Check condition, setting, and operation of damper motors. Adjust and lubricate as necessary.

Options: Yes, No