

## INSTRUCTIONS FOR CREATING SUBFORM: 5.4-FDC-Quinquennial

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

### **STEP 1: Create a Single Select field**

**Description:** 5.4-QQ-FDC-1: Fire department connections shall be inspected to verify the following:(1) The fire department connections are visible and accessible.

**Options:** Yes, No

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

**Description:** 5.4-QQ-FDC-1A: (2) Couplings or swivels are not damaged and rotatesmoothly.(3) Plugs or caps are in place and undamaged. (4) Gaskets are in place and in good condition.(5) Identification signs are in place.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 5.4-QQ-FDC-1B: (6) The check valve is not leaking.(7) The automatic drain valve is in place and operating properly.(8) The fire department connection clapper(s) is in placeand operating properly.(9)\*Interior of the connection is inspected for obstructions.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 5.4-QQ-FDC-2: Test the fire department connection

**Options:** Yes, No