

INSTRUCTIONS FOR CREATING SUBFORM: 8.2-EL-Bi-Weekly

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 8.2-2M-EL-27: WEEKA: Check the tension in all belts and chains Adjust as necessary.

Options: Yes, No

STEP 2: Create a Single Select field

Description: 8.2-2M-EL-27A: WEEKB: Check the tension in all belts and chains Adjust as necessary.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 8.2-2M-EL-28: WEEKA: Test all operating and safety switches and devices as pe ASME 17.1 and BCNYS requirements. Adjust all operating and safety switches and devices as necessary.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 8.2-2M-EL-28A: WEEKB: Test all operating and safety switches and devices as pe ASME 17.1 and BCNYS requirements. Adjust all operating and safety switches and devices as necessary.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 8.2-2M-EL-29: WEEKA: All moving parts shall be inspected to ensure they are in proper operating condition All moving parts shall be properly adjusted

Options: Yes, No

STEP 6: Create a Single Select field

Description: 8.2-2M-EL-29A: WEEKB: All moving parts shall be inspected to ensure they are in proper operating condition All moving parts shall be properly adjusted

Options: Yes, No

STEP 7: Create a Single Select field

Description: 8.2-2M-EL-3: WEEKA: General Inspection of all machinery Lubricate as required

Options: Yes, No

STEP 8: Create a Single Select field

Description: 8.2-2M-EL-30: WEEKA: All structural components shall be inspected to ensure that their integrity has not been compromised

Options: Yes, No

STEP 9: Create a Single Select field

Description: 8.2-2M-EL-30A: WEEKB: All structural components shall be inspected to ensure that their integrity has not been compromised

Options: Yes, No

STEP 10: Create a Single Select field

Description: 8.2-2M-EL-3A: WEEKB: General Inspection of all machinery
Lubricate as required

Options: Yes, No

STEP 11: Create a Single Select field

Description: 8.2-2M-EL-4: WEEKA: Inspect all lighting associated with the
ElevatorsRelamp as necessary

Options: Yes, No

STEP 12: Create a Single Select field

Description: 8.2-2M-EL-4A: WEEKB: Inspect all lighting associated with the
ElevatorsRelamp as necessary

Options: Yes, No

STEP 13: Create a Single Select field

Description: 8.2-2M-EL-5: WEEKA: Check Alarms., leveling, operation of
hoistways and car door interlocks Adjust as need it

Options: Yes, No

STEP 14: Create a Single Select field

Description: 8.2-2M-EL-5A: WEEKB: Check Alarms., leveling, operation of
hoistways and car door interlocks Adjust as need it

Options: Yes, No

STEP 15: Create a Single Select field

Description: 8.2-2M-EL-6: WEEKA: Clean all exterior surfaces

Options: Yes, No

STEP 16: Create a Single Select field

Description: 8.2-2M-EL-6A: WEEKB: Clean all exterior surfaces

Options: Yes, No