

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TBF-Quarterly

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

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

**Contractor:** MSC

**Description:** 2.16-Q-TBF-1: Visual inspection of fan and connecting ductwork Visual inspect condition of fans and connecting ductwork, check all connections and fastenings for tightness

**Options:** Yes, No

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

**Contractor:** MSC

**Description:** 2.16-Q-TBF-2: Operational inspection of fan Run fan for 15 minutes and collect data for vibration, shock pulse levels for motor bearing, motor bearing temperature, motor winding temperature, motor voltage and current

**Options:** Yes, No

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

**Contractor:** MSC

**Description:** 2.16-Q-TBF-3: Check motor bearing grease levels Check motor bearing grease levels

**Options:** Yes, No

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

**Contractor:** MSC

**Description:** 2.16-Q-TBF-4: Check that all electrical connections are tight Check that all electrical connections are tight

**Options:** Yes, No

### **STEP 5: Create a Single Select field**

**Contractor:** MSC

**Description:** 2.16-Q-TBF-5: Check impeller clearances and fan alignment Check impeller clearances and fan alignment

**Options:** Yes, No

### **STEP 6: Create a Single Select field**

**Contractor:** MSC

**Description:** 2.16-Q-TBF-6: Perform a dielectric test on fan motor to test integrity of winding insulation Perform a dielectric test on fan motor to test integrity of winding insulation

**Options:** Yes, No