

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

**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**

**Task Assignment:** TORFI/GSH

**Description:** 2.16-Q-TFD-1: Confirm proper operation of fan and tunnel ventilation dampers. Confirm proper operation of fan and tunnel ventilation dampers

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.16-Q-TFD-2: Inspect damper blades, jamb seals, bearings, linkage trains, actuators Hand wipe with industrial grade degreasing agent, remove all debris

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-Q-TFD-3: Inspect blade seals for wear and deterioration  
Clean damper blade and jamb seals

**Options:** Yes, No