INSTRUCTIONS FOR CREATING SUBFORM: 2.8-AC-Monthly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: GSH

STEP 2: Create a Single Select field

Description: 2.8-M-AC-1: Check for particulate accumulation on filters. Clean or replace as needed to ensure proper operation.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.8-M-AC-4: Check fan blades and fan housing. Check blower for correct operating direction, amperage and voltage. Clean as needed and record any issues.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 2.8-M-AC-8: Check for fin damage and evidence of fouling on the refrigeration-cycle indoor heat exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 2.8-M-AC-19: Check for damage or evidence of leaks on the refrigeration-cycle outdoor heat exchangersurfaces. Check compressor operation. Check amperage and compare to nameplate data (check amperage load side of the compressor contactor).

Options: Yes, No

STEP 6: Create a Single Select field

Description: 2.8-M-AC-19A: Record location of identified leaks.

Options: Yes, No