# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-DDC-Annual

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

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

**Description:** 2.16-A-DDC-10A: without requiring the operation of fan motors in order to prevent damage. Control sequences shall be verified throughout the system, including verification of override from the fire-fighter's control panel and simulation of standby power conditions.

Options: Yes, No

### STEP 2: Create a Single Select field

**Description:** 2.16-A-DDC-10B: Verify actuator movement and device response to control output. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1. Lubricate and align as needed.

Options: Yes, No

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

**Description:** 2.16-A-DDC-6: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Options: Yes, No

## STEP 4: Create a Single Select field

**Description:** 2.16-A-DDC-10: For Smoke Exhaust System: Each smoke zone, equipped with an automatic-initiation device, shall be put into operation by the actuation of one such device. Each additional device within the zone shall be verified to cause the same sequence

Options: Yes, No

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

**Description:** 2.16-A-DDC-7: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

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

**Description:** 2.16-A-DDC-9: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

Options: Yes, No