

## INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FOP-Annual

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

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-10: Check for proper fluid flow. Clean, adjust, and repair as needed to restore proper flow. Clean, adjust, as needed to restore proper flow.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-11: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-12: Check insulation, vibration isolators, and flexible connectors for integrity. Clean as needed. Record location of damage.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-4: Check end clearance between rotor teeth and head. If pump has lost capacity or pressure, reset end clearance.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-5: Periodically remove the head, examine idler and bushing and head and pin for wear. Replacing a relatively inexpensive idler bushing and idler pin after only moderate wear will eliminate the need to replace more expensive parts at a later date.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-8: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Contractor:** UNITY/PENN

**Description:** 3.3-A-FOP-9: Check pump drive for wear or problems due to poor alignment or poor bearing seating. Lubricate and adjust, and record evidence of wear.

**Options:** Yes, No