

## INSTRUCTIONS FOR CREATING SUBFORM: -HTR-Semi-Annual

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

### **STEP 1: Create an Info Text field**

**Content:** REMOVE

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

**Description:** 2.6-SA-HTR-1: Inspect thermal insulation and lagging for damage or missing. Record location of damage or missing insulation/lagging, panel U, circuit U and date. Replace if damaged or wet.

**Options:** Yes, No

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

**Description:** 2.6-SA-HTR-2: Inspect thermal insulation water seal and for presence of moisture. Record location of missing water seal and/or presence of moisture, , panel U, circuit U and date. Replace if damaged

**Options:** Yes, No