

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-FCU-Annual

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

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

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.7-A-FCU-10: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-FCU-11: Check refrigerant system temperatures. When outside of recommended levels, find and record the cause.

**Options:** Yes, No

### **STEP 4: Create an Info Text field**

**Content:** GSH

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

**Contractor:** GSH

**Description:** 2.7-A-FCU-12: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-FCU-13: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.7-A-FCU-14: Check for proper fluid flow. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

**Options:** Yes, No

### **STEP 8: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-15: Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth. Clean, and verify proper operation.

**Options:** Yes, No

### **STEP 9: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-16: Check for fin damage and evidence of fouling on the refrigeration-cycle indoor heat exchanger, chilled-water-coil heat exchanger, or steam or hot-water-coil heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No

**STEP 10: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-17: Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean as needed.

**Options:** Yes, No

**STEP 11: Create an Info Text field**

**Content:** TORFI/GSH

**STEP 12: Create a Single Select field**

**Contractor:** TORFI/GSH

**Description:** 2.7-A-FCU-18: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No

**STEP 13: Create an Info Text field**

**Content:** GSH

**STEP 14: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-19: Check condensate pump. Clean, and verify proper operation.

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-20: Inspect exposed ductwork for insulation and vapor barrier for integrity. Record location of damage.

**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-7: Check air-filter fit and housing seal integrity. Clean as needed.

**Options:** Yes, No

**STEP 17: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-8: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

**STEP 18: Create a Single Select field**

**Contractor:** GSH

**Description:** 2.7-A-FCU-9: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No