

## INSTRUCTIONS FOR CREATING SUBFORM: 2.16-DDC-Annual

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

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

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**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 3: Create an Info Text field**

**Content:** TORFI/GSH/UFCO

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

**Task Assignment:** TORFI/GSH/UFCO

**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 an Info Text field**

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**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 7: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**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