

# INSTRUCTIONS FOR CREATING SUBFORM: 2.7-UH-Semi-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**

**Task Assignment:** GSH

**Description:** 2.7-SA-UH-1: Check steam system traps, water valves, and pumps. Clean, and verify proper operation.

**Options:** Yes, No

## **STEP 3: Create an Info Text field**

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**Description:** 2.7-SA-UH-2: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

## **STEP 5: Create an Info Text field**

**Content:** REMOVE

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

**Task Assignment:** REMOVE

**Description:** 2.7-SA-UH-3: Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear. Correct tension and sheave alignment.

**Options:** Yes, No

## **STEP 7: Create an Info Text field**

**Content:** GSH

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

**Task Assignment:** GSH

**Description:** 2.7-SA-UH-4: Check for damage or evidence of leaks on the steam or hot-water-coil heat-exchanger surfaces.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.7-SA-UH-4A: Clean and restore as needed to ensure acceptable condition. Find and record the location of identified leaks.

**Options:** Yes, No