## INSTRUCTIONS FOR CREATING SUBFORM: 2.4-BVR-Annual

## Follow these steps to create the form fields:

## STEP 1: Create a Single Select field

**Description:** 2.4-A-BVR-1: Inspect circuit balancing valve for any leaks, corrosion and seizing. Ensure valve in correct position and correct flow through device. Clean, lubricate and verify proper operation.

Options: Yes, No