

## INSTRUCTIONS FOR CREATING SUBFORM: 3.4-MVCB-Annual

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

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

**Content:** UNITY

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

**Description:** 3.4-A-MVCB-1: Check indicating lamps, replace if not functional

**Options:** Yes, No

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

**Description:** 3.4-A-MVCB-2: Clean, lubricate and exercise movable mechanisms

**Options:** Yes, No

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

**Description:** 3.4-A-MVCB-7: Visually inspect for physical and mechanical damage. Rack-in, rack-out and remove circuit breaker to verify operation. Operate the manual lifting device or the motorized lifting device to verify operation.

**Options:** Yes, No