

## **INSTRUCTIONS FOR CREATING SUBFORM: 7.3-FLRACCESS-Bi-Annual**

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

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

**Content:** GMS

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

**Description:** 7.3-BA-FLRACCESS: 8.Reinforced Concrete Floor and Roof Slabs – Visually Inspect for cracks, spalls, exposed reinforcing, and evidence of leakage.

**Options:** Yes, No

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

**Description:** 7.3-BA-FLRACCESS-A: 9.Reinforced Concrete Floor Slab with Terrazzo, Stone, Access Floor(s), or Tile Finishes – Visually Inspect for cracking of the terrazzo, stone or tile, missing grout, loose divider strips and evidence of delamination.

**Options:** Yes, No