

## **INSTRUCTIONS FOR CREATING SUBFORM: 2.8-SF-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**

**Contractor:** GSH

**Description:** 2.8-SA-SF-1: 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. Replace worn belts with new belts and adjust alignment as needed.

**Options:** Yes, No

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

**Contractor:** GSH

**Description:** 2.8-SA-SF-5: Check variable-frequency drive or motor starter for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

### **STEP 4: Create an Info Text field**

**Content:** TORFI/GSH

### **STEP 5: Create a Single Select field**

**Contractor:** TORFI/GSH

**Description:** 2.8-SA-SF-6: Check control system and devices for evidence of improper operation. Inspect all bolts and screws for tightness. Clean, lubricate, adjust.

**Options:** Yes, No