

# INSTRUCTIONS FOR CREATING SUBFORM: 2.16-TFD-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:** 2.16-A-TFD-4: Inspect stainless steel bearing bushing Blow with compressed air to clean bearings

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-TFD-5: Inspect linkage trains and pivot points Tighten loose fastners and tighten as required. Lubricate pivot points with nickel anti-seize compound

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-TFD-6: Inspect dampers for premature corrosion Inspect dampers for premature corrosion

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.16-A-TFD-7: Visually inspect actuators to verify that the jacket is attached and tight Visually inspect actuators to verify that the jacket is attached and tight

**Options:** Yes, No

## **STEP 6: Create an Info Text field**

**Content:** TORFI/GSH

## **STEP 7: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.16-A-TFD-8: Cycle damper and verify limit switches are properly tripping at each end of travel. Dampers shall be tested for function in their installed condition.

**Options:** Yes, No

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

**Task Assignment:** TORFI/GSH

**Description:** 2.16-A-TFD-8A: Cycle damper and verify limit switches are properly tripping at each end of travel. A record of each inspection and test shall be maintained on the premises as required per NYC BC 909.3.1.

**Options:** Yes, No