

## INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FV-Semi-Annual

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

### **STEP 1: Create a Single Select field**

**Contractor:** UNITY/PENN

**Description:** 3.3-SA-FV-1: Inspect foot valves. Check for any issues. Test to ensure they are in good working order.

**Options:** Yes, No