

## INSTRUCTIONS FOR CREATING SUBFORM: 2.8-VAV-Annual

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

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

**Description:** 2.8-A-VAV-2: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

**Options:** Yes, No

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

**Description:** 2.8-A-VAV-4: Inspect areas of moisture accumulation for biological growth. If present, clean.

**Options:** Yes, No

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

**Description:** 2.8-A-VAV-5: Inspect exposed ductwork and external piping for insulation and vapor barrier integrity. Record location of damage.

**Options:** Yes, No

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

**Description:** 2.8-A-VAV-3: Check damper for condition, setting, and operation. Adjust and lubricate as necessary.

**Options:** Yes, No