

## **INSTRUCTIONS FOR CREATING SUBFORM: 2.3-CT-Semi-Annual**

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

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

**Content:** TORFI/GSH

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

**Task Assignment:** TORFI/GSH

**Description:** 2.3-SA-CT-9: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** RENEWEDGE

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

**Task Assignment:** RENEWEDGE

**Description:** 2.3-SA-CT-10: Check variable-frequency drive for proper operation. Correct as needed. Clean housing, and tighten connections as needed. Clean or replace air filter.

**Options:** Yes, No

### **STEP 5: Create an Info Text field**

**Content:** GSH

### **STEP 6: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-SA-CT-11: Inspect pumps and associated electrical components. Clean, and verify proper operation.

**Options:** Yes, No

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

**Task Assignment:** GSH

**Description:** 2.3-SA-CT-33: Heater – Inspect junction box for loose wiring and moisture. Tighten loose wiring. Record any moisture.

**Options:** Yes, No

### **STEP 8: Create an Info Text field**

**Content:** TORFI/GSH

### **STEP 9: Create a Single Select field**

**Task Assignment:** TORFI/GSH

**Description:** 2.3-SA-CT-35: Electronic Water Level Controller – Inspect junction box for loose wiring and moisture. Tighten loose wiring. Record any moisture.

**Options:** Yes, No

### **STEP 10: Create an Info Text field**

**Content:** GSH

### **STEP 11: Create a Single Select field**

**Task Assignment:** GSH

**Description:** 2.3-SA-CT-40: Sump Sweeper Piping – Inspect piping. Sump Sweeper Piping – Clean piping of debris.

**Options:** Yes, No