

## INSTRUCTIONS FOR CREATING SUBFORM: 2.7-UH-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**

**Description:** 2.7-A-UH-5: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-6: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-7: Check fan blades and fan housing. Clean as needed.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-8: Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/ finish of equipment.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-9: Assess field-serviceable bearings. Lubricate as necessary.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-10: Check for proper fluid flow. Adjust flow when outside of recommended flow range. When leaking, find and record the location of identified leaks.

**Options:** Yes, No

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

**Description:** 2.7-A-UH-11: Check for fin damage and evidence of fouling on the steam or hot-water-coil heat-exchanger surfaces. Clean and restore as needed to ensure acceptable condition.

**Options:** Yes, No